

DIRECT REPORTS

1/6/10

Present: Larry Barrett, KR Johnson, Carol Kurmis, Madonna Tritle, Tony Cardenas, Sandy Czekaj

Absent: John Coggins, Sue Wilson, Barb Austin

Next meeting is scheduled for Wednesday, January 20 at 2:00 in S155.

Larry:

- Larry met with Laura Odom regarding updates on EEO and training. Each member of this committee received *Fostering Respect, Creating Community*.
- Tom Albano has accepted the position of Athletics/Activities Coordinator and will begin his duties on Monday, January 11.
- Larry attended a budget meeting this morning with Steve Turner and Karen Schmid. Larry is looking at this as an opportunity to check strengths and weaknesses.
- Larry has been named to serve on the Efficiency Committee.
- Thanks to Madonna for the budget and enrollment information.
- Larry brought forth the idea that effective for fall all freshman students would be expected to have their own laptop.
- Spring 2010 classes begin Monday, January 11.

Madonna:

- The ICHE supplemental file should be in by the end of the week. One issue is that ICHE said not to put dual credit and remedial on the annual file so it is now on supplemental file, but now ICHE says it should have been on the annual file.
- With Cognos down Madonna has not been able to work on many of her reports including one for Chief Gaekle.
- Credit hours of success are up from last year.
- Legislative reports are due at the end of February.
- Madonna is working on surveys.

Sue:

- The dual credit program continues to grow. Merrillville has five more courses for review and 20 new students for second semester. Sue is meeting with Chesterton this Friday. They are waiting for PNC to review their requested classes. Kankakee Valley has many students to be registered for second semester.
- Articulation agreements from original schools need to be updated.
- Tony advised that his area will be visiting Ivy Tech this spring.

Carol:

- Since cognos has been down and reports have not been run, Carol cannot report PNC-PC counts.
- Some faculty are trying to switch class rooms. Carol reminds them that we have a technological way of scheduling rooms.

KR:

- Gate count attendance for Fall 2009 was 50,649. There has been an increase of 11.9% over the last two years.
- In addition to sound problem from the classrooms in the library area there has also been an increase in noise from the faculty resource library. KR reminded his staff that they do not monitor the faculty resource rooms.
- Laptop loans were 644 this semester, 722 last year, and 854 two years ago. Part of the reason for the decreased usage may be that many have their own.
- Equipment set up requests were 1921 for set up this semester compared to 1923 for last year.
- Smart carts - 1308 requests from 36 professors to 14 classrooms. 95% of all requests are for the entire semester.
- In answer to Larry's question, it isn't clear who the owner of equipment is at PNC-PC. IS does the majority of work with Media Services assisting if needed.
- Larry and Fred McNulty are inquiring into obtaining equipment for Communications Department from Lakeshore Public Broadcast Company. In answer to Larry's question KR reported that the assistance Media Services gives to the Communications Department is mostly loaning out equipment, setting up video camera, and handling a few scattered projects with editing equipment.
- In answer to Larry's question, KR confirmed that Media Services will again video tape commencement.

Sandy:

- Banner implementation was completed but the system has been up and down this week.
- Sandy attended the first weekly meeting of the Task Force on Scheduling Classes at which the chancellor gave the committee nine questions to respond to. Student representatives were unable to attend today's meeting. At a later time the committee will include representatives from advising and department secretaries.

Larry has suggested beginning classes one week later in the spring and fall to allow adequate time for grades to be submitted and students notified of academic probation and drops. Five days doesn't allow students to receive information on academic drops in time to go to another university.

Registration:

- There were 325 grades not submitted on time/before Banner implementation down time. Those instructors were required to complete grade change forms with the required signatures. Registration then had to manually enter the grades. The final grade roster was submitted today.
- There were 83 academic drops after the Fall 2009 semester with seven of those under review.
- The blank template for the Fall 2010 schedule will be sent to academic departments. The idea is for the departments to start from scratch rather than roll the previous year's schedule.
- Athletic eligibility is complete for basketball and preliminary for baseball and softball.

Financial Aid:

- Financial aid state reconciliation is complete.
- Spring aid was disbursed yesterday. If students don't accept registration and charges, their aid will not disburse.

Tony:

- T157 has had heavy traffic this week with students interested in the spring semester.
- Numerous consortium agreements have been received from other colleges.
- Many students are coming in to confirm their financial aid.
- We are receiving many angry calls because of Banner being up and down. SSB seems to be more consistent than Banner.
- Financial Aids nights are now listed on line.
- At Tony's request Sue will forward to him the email and attachment she sends to international students requesting to attend PNC.
- SAT and ACT lists have been purchased again this year.
- We have been seeing a lot of Michigan students recently.

IMPORTANT DATES

1/18 Campus closed ~ Martin Luther King, Jr. Holiday

2/4 21st Century Scholars Day

2/21 College Goal Sunday @ PNC 2:00 pm (contact Autumn @ 5493 if you can help out)

2/27 & 28 Financial Aid Marathon Saturday at 9:00 am – Sunday at 3:00 pm