

## Professional Council Minutes

Nov. 9, 2007

10 AM

DAR

Attendance: Chris Carter, Angela Belcher, Hali Cartee, Dianne Chandler, Tom Avery, Bob Lang, Elaine Morris, Traci Taylor, Jeff Matanich, Diana Uhlman

**Greetings from the President – Chris:** Welcome to our newest member to professional council, Elaine Morris from Student Support Services.

We are looking for a parliamentarian whose task it will be to make sure that all meetings are conducted according to Robert's rules of order.

We made \$115 at the book sale in Oct. We now have \$255 in petty cash which some of that will be used to purchase ornaments for the ornament sale we will be having on Dec. 4<sup>th</sup> and 5<sup>th</sup>. Sign up sheets will be sent out to volunteer to man the table to sell ornaments. A 3ft. tree has been reserved for the Deck the Halls tree decorating project. Please bring ornaments to Angela's office by Nov. 23 so that we can get the tree decorated on Nov. 26 or sometime that week.

### Campus Communication – Everyone:

**Nasser:** Goal remains of getting the budget in order. We had a good fall semester enrollment wise, but we are not out of the woods yet. We need to continue to change our image and continue the push for recruiting new students. We are currently losing more students than we are bringing in so we will be working with Noel-Levitz in studying our retention issues. Bloomington has given us \$500,000 to use towards recruitment and retention efforts.

We had a great high school counselors breakfast on Wed. in which 65 area counselors came and learned about us and were each given \$40,000 in scholarships for a total of 2.6 million. We hope to see a growth in our traditional age students from this.

There will be changes coming in the form of schools being developed with Deans rather than individual divisions.

There will also be a change in how the budget will be developed in the coming years.

We will also be looking at changing the SEED documentation, more information to come on this.

If you have not RSVP'd yet for the Thanksgiving celebration please do so by Nov. 12. It has been moved to the Graf center as that 80 have already reserved their spot.

**Dianne:** Open Enrollment is still going on, you need to submit your changes to her office by Nov 16. Please make note of the new tax-saver benefit that is connected to a non-smoking program. United Way Campaign has not met their goal yet so please stop by to set up your payroll deduction or to drop a few coins in the wishing well. It will

conclude on Dec. 1<sup>st</sup> with prizes being handed out to those that have made payroll deductions.

SEED documentation can be turned in at the HR office starting the first of Nov. through the end of Jan.

Payroll for Bi-weekly staff will be processed on Nov. 21 so please remind them to turn in their time sheet by Mon. Nov. 19. Also to avoid late processing fees please be sure that your work study's time sheets are turned in when they are due.

**Bob:** Busy advising students for the upcoming spring semester. David is still out on medical leave and we hope to have him healthy and back here soon. The new nursing advisor, Bonnie, has started here and is located in Hayes Hall.

**Jeff:** Has been hosting 2 Russian teachers this past week and showing them area schools.

**Diana:** Conducting workshops on oncourse and office 2007.

**Tom:** Working with the School of Continuing Studies students to get them registered for our online courses and hope to have all bugs worked out soon since this is our first time doing this there have been a few. ICN registration is starting to pick up for the spring semester.

**Hali:** Brainstorming on new ways to send out campus communications to students.

**Traci:** Working with students to help them pass their classes and to get registered for next semester.

**Matt:** (message sent via email since he couldn't make it to the meeting) Review of the library by other librarians will be conducted on Dec. 4<sup>th</sup>. \$314 made at the book sale.

**Maribeth:** (message sent via email since he couldn't make it to the meeting) Please be aware that the scholarships application deadline is now Feb. 1<sup>st</sup>.

**Chris:** New PC deployment is almost done. Office 2007 will be installed on those that have not received the update yet. If you still have a CRT and want a 15" flat screen monitor please contact the Help desk.

**Angela:** Spring registration is on going. Unfortunately the number of drops being processed is not slowing down.

**Elaine:** Trying to settle in and would like to thank everyone who has made her feel so welcome.

**Adjourn** – Meeting was officially adjourned at 11:02 a.m.  
*Respectfully submitted Angela Belcher, secretary/treasurer*