

Office of Instruction
Wednesday, April 4, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Cindy Peck, Cristin Prince, Stacy Ehmen, Stephane Potts, Carla Boyd, Nick Catlett, Bob Mattson, Ana Nasser, Janet Ingargiola, Karla Coon, Mark Barnes, Laura Hensgen, Brian Hensgen, Laura Williams, Dr. Penny McConnell, Phillip Langley, Lisa Osborne, Bruce Rape, Lara Conklin, Stephanie Yates, Carol Nichols and Rebecca Doss

Introduction of new Members and Guests: Cristin Prince, Coordinator of Recruitment and Social Media

Dave welcomed everyone and thanked them for attending. He asked Stacy Ehmen to introduce Cristin Prince, the new Coordinator of Recruitment and Social Media and asked everyone to introduce themselves. Dave stated that CTE referrals for the American Job Center need to be sent to the DACC Perkins Representatives. Brian Hensgen noted that referrals sent directly to the American Job Center and bypass the DACC Perkins Representatives do not count towards Perkins. Dave reminded everyone that the budget paperwork was sent out yesterday and to keep in mind the goals stated in the matrix when completing the paperwork.

Carol Nichols shared the SBDC newsletter with everyone. She reported on the public services meeting that she attended to support the Small Business Loan program.

Bruce Rape reported that they have started to receive applications for the open Automotive Instructor positions.

Lisa Osborne reported that the Perkins Fiscal Year report is due May31st.

Phillip Langley reported that the theater production is coming together and that there will be 3 performances. He stated that the students are excited and doing a great job.

Laura Williams reported that a HSE class will be offered soon that includes a pathway to manufacturing. She stated that the Adult Education Department has partnered with KIK for an internship program.

Brian Hensgen is currently working on the American Job Center lease renewal for the Franklin location.

Laura Hensgen reported that the College for Kids schedule is finished. She stated that today is the last day for taxes with the VITA program.

Ana Nasser is currently working on a grant for the CDC. She reported that the CDC is working on incorporating changes that are required by the state.

Bob Mattson shared the UIUC Graduation Rates report and provided an explanation. He also shared the Career and Technical Education Follow-Up Student report. He noted that he is concerned about the results of question number 3 and was surprised by question number 10. Bob announced that he should have a final draft of the Academic Master Plan to share at the next Expanded Council meeting.

Nick Catlett provided an update on the preparations for the Pre-Job Fair Workshop and the Job Fair.

Stephanie Yates reported that Fork Lift training is being held today. She continues to work on the training plans for the ICP program.

Mark Barnes announced that the Gateway Software was successfully installed. He is currently reviewing user ideas due to an issue brought to light with the Foundation Scholarship Application process. He reported that a piece of outdated networking equipment will be scheduled for removal after May 18.

Karla Coon announced that the CNA class in Hoopeston will not be offered this summer. She reported that the Hoopeston College for Kids schedule is finished.

Janet Ingargiola is currently working on the Financial Aid Self-Service piece and hopes to send notices out by May 1st to students regarding this new tool for use this summer. She stated the Financial Aid Office will be sending out a letter today to students regarding the status of their financial aid as well as their current GPA. Janet reported that the Financial Aid office will use the STRK screen in Colleague to track the status of request forms for the Student Emergency Fund.

Carla Boyd reported that she is training Nick Catlett this week for Career Services. She mentioned that Nick Catlett and Matt Cervantes will be providing a Resume Workshop for the Nursing Program on Monday. She stated that she joined the Dwelling Place Board yesterday to help provide services for homeless people.

Stephane Potts reported that face to face registrations started today. She mentioned that 11 colleges are registered to attend the State University Transfer Day at this time.

Stacy Ehmen is currently working on the Bonus Course list for Fall 2018 and will send it to the Deans for their approval. She noted that over 100 classes have been included on the Bonus Course list. She reported that the Coordinator of Testing and Academic Services position has been posted online and that the Director of Admissions position is still open.

Cindy Peck reported that the Registration Office has been busy registering students for DUAL Credit classes. She shared the Placement Scores Chart with the team.

Maggie Hoover reported that she will be attending the HLC meeting next week.

Lara Conklin reminded the team that AG Day is April 12. She asked Bruce if there was space in the Technology Center for the petting zoo. She mentioned that Craig Potters FFA students have offered to help Amanda Krabbe with the marigold flowers for AG Day. Lara asked the team to share the DACC Facebook posts with their friends. She reported that the Marketing Department will be experimenting this summer with digital marketing with targeted social media advertising.

The meeting adjourned 10:15 a.m.