

Office of Instruction
Wednesday, June 13, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Timothy Morgan, Carol Nichols, Cindy Peck, Cristin Prince, Carla Boyd, Karla Coon, Bob Mattson, Maggie Hoover, Stephanie Yates, Mark Barnes, Nick Chatterton, Bruce Rape, Laura Williams and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave welcomed everyone and thanked them for attending. He asked for assistance to verify certificate of liability insurance holders whether we still do business with them.

Timothy Morgan reported that he is training with Cindy Peck regarding reporting procedures.

Carol Nichols is currently working on the Downtown Co-work Space and stated that it is starting to look like office space. She reported that 6 people attended the workshop at the Village Mall and that the USDA will be speaking about the grant for renovations at the Downtown Co-work Space tomorrow. Dave suggested that we hold an Office of Instruction meeting at the Downtown Co-work Space in the near future.

Cindy Peck is working on training with Timothy Morgan and finishing some Dual Credit work before her last day this Friday.

Cristin Prince reported that she met with Nick Chatterton regarding Project Lead the Way and discussed ways to recruit students for the program.

Carla Boyd reported that the Career Services department is working on purging items from the clothing closet and that the purged items will be donated local charities. She noted that the number of walk in students utilizing the career services are up. Carla will give a presentation to the incoming students regarding resumes and interviews tomorrow. She is currently working on the renewal of the Cooperative Workbased Learning grant.

Karla Coon reported that an All-in-One Day New Student Orientation will be held soon to register students. College for Kids registration is very low at this time. She recently discovered that the Hoopston school district implemented a free summer enrichment program for elementary age students this year and believes this could be why College for Kids registration is low.

Bob Mattson reported that summer enrollment is slightly down by 4 percent and that fall enrollment is down 11 percent at this time.

Maggie Hoover is currently working with Bob Mattson on the programs of study webpage. She will be out of the office next week for a conference.

Laura Williams reported that the ICAPs program will be partnering with the ICP program. She stated that they are creating a GED class specifically for students 16-17 years of age and that the class will be Monday through Thursday from 12:30 to 2:30 p.m.

Stephanie Yates is currently working on finalizing the Illinois Pipeline grant and setting up training for several area businesses. She announced that Business After Hours is on June 27 at Kresge Park.

Mark Barnes is currently working on setting up Technology Center room 104B as a tutoring center and adding faculty and staff to the active directory.

Nick Chatterton reported that VVED's is sending out a mailer to all sophomores in the county regarding College Express. To recruit more students, he is attending the Space Jam event and will be on site during high school registrations. VVED's will be providing tours of local businesses for teachers next Tuesday.

Bruce Rape reported that program review is done and that the two new auto instructors will be working over in the shop through the summer to prepare for fall classes. He stated that the welding instructor has been working to clean up the welding department and has plans for an apprenticeship program. He announced that there will be a presentation of a machinist tool box tomorrow morning to a NIMs student who has completed his degree.

The meeting adjourned 9:54 a.m.

Minutes recorded by Rebecca Doss