

Office of Instruction
Wednesday, August 29, 2018
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Bob Mattson, Lara Conklin, Stacy Ehmen, Stephane Potts, Cristin Prince, Terri Cummings, Nick Catlett, Timothy Morgan, Dr. Penny McConnell, Laura Hensgen, Carol Nichols, Karla Coon, Carla Boyd, Maggie Hoover, David Harris, Mark Barnes, Stephanie Yates, Nick Chatterton, Kathy Sturgeon and Rebecca Doss

Introduction of new Members and Guests: N/R

Dave Kietzmann welcomed everyone and shared the 2017-2018 Cooperative Agreement report. A discussion ensued regarding replicating a few of the programs to offer on campus. He reported that Dr. Nacco has been communicating with the President of Richland College regarding co-hosting a NISOD program on Emotional Intelligence on December 7, 2018 and that the Kiwanis are needing volunteers from the community for the October 18, 2018 pancake breakfast. Stacy Ehmen stated that she would email the volunteer request to all DACC organizational leaders. Mr. Kietzmann asked for input regarding displaying the weather radar on the DACC TVs and a discussion ensued. It was decided to continue displaying the weather radar on the DACC TVs as a service to students and staff.

Karla Coon reported that CNA classes start on Tuesday, September 4, 2018 and that GED classes start on September 11, 2018.

Laura Hensgen reported that the Grant Writing class is on Saturday, September 8, 2018.

Carla Boyd reported that a delegation of commissioners for the Elimination of Poverty will be on campus today and will be meeting with community members and politicians at 1:30 p.m.

Terri Cummings reported that the air conditioning is now working in the Business/Technology Center building. She is currently working on payroll and scheduling.

Stephane Potts reported that the HLC Quality report is finished.

Maggie Hoover reported that she is working on HLC and with faculty members on Blackboard.

Lara Conklin reported that more volunteers are needed for the Labor Day parades.

Bob Mattson reported that the ICCB program review has been sent and to be proactive he sent information to the Deans to prepare for next year's ICCB program review. He also reported that the fall enrollment numbers are down 6% but when the Department of Correction numbers are included it is only 3%.

Stephanie Yates reported that they are in their second week of trainings with Thyssen Krupp and the fourth week of training with ICP. She would like to offer hospitality training in the future and is researching information.

Nick Chatterton reported that there will be a meeting tomorrow, August 30, 2018 regarding the planning of a College Express Open House.

Kathy Sturgeon reported that they are preparing for the ACEN Accreditation that is September 25-27, 2018. She is working with Carl Long at Danville High School to add a DUAL Enrollment fitness class. She is excited about this opportunity and believes it will benefit both Danville High School and DACC.

Dr. Penny McConnell reported that she has been assisting several students with individual requests.

Timothy Morgan reported that the Admissions/Registration department is preparing for College Day and entering Dual Enrollment and College Express registrations.

Nick Catlett reported that there are several job openings for student workers.

Mark Barnes reported that a backup phone line is being installed and that they are looking into some reported network issues.

Carol Nichols shared the SBDC Workshop listing and highlighted a few of the workshops.

David Harris is working on enrolling the 450 Department of Correction students that are waitlisted for specific programs. He stated that a Career Tech position and an Office Assistant position open at the Department of Corrections.

The meeting adjourned 9:30 a.m.

Minutes recorded by Rebecca Doss