

Office of Instruction  
Wednesday, September 26, 2018  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, David Harris, Terri Cummings, Karla coon, Stephane Potts, Kathy Sturgeon, Jung Ae Merrick, Ana Nasser, Brian Hensgen, Bob Mattson, Tonya Hill, Dr. Penny McConnell, Laura Hensgen, Stephanie Yates, Lara Conklin, Carol Nichols, Stacy Ehmen, Timothy Morgan and Rebecca Doss

Introduction of new Members and Guests:

Dave Kietzmann welcomed and thanked everyone for attending.

Terri Cummings reported that interviews for two of the Department of Correction positions begin next week. She is currently working on the spring schedule and reviewing current and new curriculums. She announced that the Hazardous Waste Disposal event is Saturday, September 29, 2018 at the Business and Technology building.

Tonya Hill reported that the Honors Day Program was a success and thanked everyone that helped. Several people contacted her after the event set up future scholarships. She announced that the Rededication Ceremony for the Garden Gateway to honor Mr. Julius W. Hegeler, II is scheduled for October 11, 2018 at 10:00 a.m.

Jung Ae Merrick is currently working on accessibility of the website and correcting a few broken links.

Dr. Penny McConnell is working on the spring schedule.

Carol Nichols is currently working on three business plans.

David Harris reported that 280 transfer degrees and 80 AGS degrees were awarded by DACC through the Department of Corrections. He provided an overview of total credit hours from the past 5 years.

Bob Mattson is currently working on assessment information.

Brian Hensgen reported that the Sealing and Expungement Summit was very successful with 50 volunteers from the community and 70 participants. He announced that the Department of Corrections testing is scheduled for November 7 and 8, 2018 and that the VA Job Fair is scheduled for November 8, 2018. He mentioned that the American Job Center will participate at the College Express Open House. Brian Hensgen provided an update regarding Community Action and the programs that they plan to offer.

Karla Coon stated that she will attend the Hoopeston Open House Night with Cristin Prince.

Ana Nasser provided an update regard the Child Development Center and noted that they are very busy with 6 full classes. She is currently working on plans for the Hispanic Latino Fair and stated that 20 agencies are registered to attend at this time

Stephane Potts announced that the HLC Quality Improvement project passed the HLC review.

Laura Hensgen is working on the spring schedule. She met with Bob Mattson, Dr. Penny McConnell and Maggie Hoover regarding a video for the HLC visit and stated that she plans to record video of classes at Hoopeston next week.

Stephanie Yates reported that 23 attended the IMIN Network Workshop and that she plans to push the start time for future workshops back an hour to encourage more attendance. She is working on a Lean Daily Management series program that will start at the end of October. Stephanie Yates is researching a Hospitality Program to offer for local community organizations. Dave Kietzmann is going to pull a team together to look into a Hospitality Management Certificate.

Stacy Ehmen is working on HLC projects.

Lara Conklin reported that the Foundation Newsletter should go out soon and the Marketing Department is working on the Community Ed tabloid.

Kathy Sturgeon reported that the ACEN visit is going well and thanked everyone who attended. She started a discussion regarding Dual Credit and Developmental courses and it was decided to offer Math 108 to DHS.

Timothy Morgan reported that the E1 report should be finalized by the end of the week. He hopes to pull the Spring Schedule for print next week.

The meeting adjourned 9:28 a.m.

Minutes recorded by Rebecca Doss