

Office of Instruction
Wednesday, March 13, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

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

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He announced that the Office of Instruction meeting scheduled for March 20th is canceled and encouraged everyone to either attend the IMIN Lean Office workshop at the Bremer Conference Center or volunteer at the NJCAA Tournament that morning.

Bob Mattson reported that he is working on the status of the Strategic Matrix line items. A discussion ensued regarding each line item of the Strategic Matrix Plan and whether it has been accomplished or still needs work.

Tonya Hill reported that she met with 3 new donors and that the Foundation Scholarship Application closed on Friday, March 8, 2019 with 345 applications. She is working on setting a date with the scholarship committee to start reading the applications.

Kathy Sturgeon reported that the letters for the Engineering Tuition Waiver will be sent out later this week. She noted that the Dual Enrollment packets are scheduled to be delivered to the local fitness centers on March 21, 2019.

Mark Barnes reported that day time camera workers are need for the NJCAA Tournament.

Laura Williams provided an update regarding the reading test for the Adult Education program. She reported that a new session of adult education classes start on Monday.

Carla Boyd reported that the Echoes of Refection is scheduled for May 1, 2019 in Bremer 141. She announced that the Dwelling Place challenged DACC to collect 70 packages of diapers in various sizes and encouraged everyone to help with the challenge by donating a package or two.

Karla Coon thanked Terri Cummings for her assistance with the CMA program at the Hoopeston Higher Learning Center.

Nick Catlett reported that the Career Fair is scheduled for April 17, 2019 from 9:00 AM to 1:00 PM in the Mary Miller Gym.

Nick Chatterton reported that the applications for College Express are due next Friday, March 22, 2019. He stated that the Social Media and Sustainability classes were marketed to the College Express students for next year.

Stephanie Potts reported that the Pre-registration meeting is Friday, March 15, 2019, online registration begins on March 29, 2019 and face-to-face registration begins April 1, 2019.

Timothy Morgan reported that the Summer/Fall schedule will be pulled later today.

Stacy Ehmen reported that the Survivor Resource Center will host an open house and that April is Sexual Assault Awareness month. She also provided an update on the Bonus Course list.

Janet Ingargiola reported on the activities that will be offered during Money Smart Week.

Stephanie Yates reported on several upcoming training workshops. She is excited about a contract with OSF Healthcare to provide training on team building for nurses.

Carol Nichols reported that the Small Business Awards committee received 12 nominations from community members.

The meeting adjourned 9:52 a.m.

Minutes recorded by Rebecca Doss