

Office of Instruction
Wednesday, May 15, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Stephane Potts, David Harris, Dr. Penny McConnell, Karla Coon, Stacy Ehmen, Carla Boyd, Terri Cummings, Janet Ingargiola, Nick Chatterton, Timothy Morgan, Tonya Hill, Kathy Sturgeon and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared information regarding the Perkins grant.

Rebecca Doss reported that the Vermilion County Health Department is hosting the Resources for Revitalizing Your Community event on June 4, 2019 from 8:30 a.m. to 4:00 p.m. in the Bremer Theatre; Senator Bennett is hosting a Town Hall on June 6, 2019 from 5:30 p.m. to 6:30 p.m. in Bremer 109/110; and Representative Mike Marron / DACC Diversity is hosting a Business Fair for Minority Owned Small Businesses on October 5, 2019 in the Bremer Conference Center.

Tonya Hill reported that she is attending High School Honors programs to present scholarships from the Foundation Office and that last night she attend the Hoopston Honors program and presented approximately \$29,000 in scholarships. She stated that she is working with Dr. Jacobs and Jim Anderson on the Capital Campaign. She announced that there will be an Alumni table to provide information to graduates at Friday's Graduation Ceremony.

Timothy Morgan provided an update regarding the preparations for this year's Graduation Ceremony. He reported that dual enrollment is picking up with 65 students from Salt Fork, 25 students from Georgetown and several from Hoopston. He started a discussion regarding ordering new transcript paper and diploma paper. It was decided to wait until the current supply is depleted.

Stacy Ehmen shared the flyer for the DACC South County Offerings and provided an overview.

Carla Boyd provided an update regarding the Mobile App. She announced that DACC is a finalist for the ICCCTA Diversity and Equity Excellence Award.

Stephane Potts reported that Discover DACC Days wrapped up this week and that the Counseling/Advising Department will be assisting with graduation on Friday. She stated that she is working on completing degree audits and Second Chance audits as well as scheduling CTE and Black Minds Matter training for the Counseling/Advising department. She announced that Melanie Green received a commendation for excellent student service.

Janet Ingargiola reported that the Financial Aid department participated in Facebook Live today. She provided an update regarding the financial aid appeal process and stated that the Financial Aid department is preparing to contact students who are close to completing a degree but needs assistance with the appeal process. She announced that the Financial Aid department will be at graduation rehearsal to assist graduates who incurred student loans with next steps.

Karla Coon reported that the Hoopston College for Kids enrollment is slow at the moment and that they have received several requests to proctor exams. She stated that CNA classes will be offered this fall at Hoopston.

David Harris is working on enrolling students for the summer semester and year-end reporting.

Nick Chatterton shared the VVEDS College Express FY20 Fall Enrollment report and provided an overview. He reported that grades for College Express are going to schools today. He is working on closing the FY19 budget and starting the FY20 budget.

Terri Cummings is working on end of semester and FY19 reports.

Dr. Penny McConnell announced that the Liberal Arts Administrative Assistant position and two Part-time Faculty positions are open. She is working on end of semester and FY19 reports. She provided an update regarding the AV/Video department clean up and reorganization.

Kathy Sturgeon reported that she is working on closing out the budget, evaluations, and other year-end reports. She made the suggestion to change some of the deadlines to prevent all reports being due in the same month.

The meeting adjourned 9:53 a.m.

Minutes recorded by Rebecca Doss