

Office of Instruction  
Wednesday, May 29, 2019  
9:00 a.m.  
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Maggie Hoover, Carol Nichols, Stacy Ehmen, Stephane Potts, Timothy Morgan, Karla Coon, Carla Boyd, Laura Williams, Pete Powell, Mark Barnes, Bob Mattson, Dr. Penny McConnell, Stephanie Yates, Janet Ingargiola, Tonya Hill and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He mentioned that the College for Kids Welding Camp is full and going well. He stated, as a college, we need to work on separating deadlines so that all reports are not due at the same time.

Tonya Hill reported that she is focusing on the Capital Campaign now that she is finished attending high school Honors Programs.

Janet Ingargiola reported that letters regarding the Second Chance program were sent to students who have return of funds and that she has heard back from 4 students at this time. She stated that letters were also sent out regarding the Illinois Map Grant and noted that the deadline for the state map award will be the last day in April.

Carol Nichols shared a handout regarding the Start-up Weekend and provided an overview.

Stacy Ehmen provided an overview regarding the Customer Service training scheduled for June 13, 2019 and encouraged everyone to attend. If you are planning on attending, please RSVP to Stacy Ehmen by June 7, 2019. She reported that a meeting is scheduled for June 3, 2019 at 9:00 a.m. regarding the Southside Services and All-in-One Days. She stated that the Campus Security brochures are updated. She is meeting with First Federal regarding offering a free checking account and debit card for students to assist them with book rentals.

Stephanie Potts is working on staff evaluations.

Timothy Morgan reported that graduation was a success and that the online streaming was very good. He noted that diplomas will be sent out in a week or two. He is working on staff evaluations.

Karla Coon reported that the English 101 for summer at Hoopston is cancelled due to lack of enrollment. She stated that seats are available for the Medical Terminology and Speech Classes. She noted that the Hoopston College for Kids enrollment is slow at this time.

Carla Boyd reported that a Diversity training is scheduled on June 7, 2019 for TRIO and that she will be out of the office next week.

Laura Williams reported that a Community First Responders for Adult Education training is scheduled on June 11, 2019 and invited staff to attend. She stated that 12 students are enrolled in Middle College for summer at this time, but the number should increase. She announced that the training for the second class of Department of Corrections Peer Tutors is finished.

Stephanie Yates reported on the Corporate Education trainings coming up and stated that the Leadership Series is almost full. She also reported that the Industrial Careers Pathway's 7<sup>th</sup> session is running with thyssenKrupp. She received a request for 911 dispatch training and is excited about offering this training.

Pete Powell reported the purchase of a newer trailer and the need for new used trucks. He stated that CDL classes are full.

Mark Barnes thanked the Presidential Scholars and Laura Hensgen for helping with the online streaming of graduation. He reported that an email scam is going around again using emails from the Deans at DACC. He is working on budgets and the tech bond for next year.

Bob Mattson provided an enrollment update. He stated that the Student Right to Know and Gainful Employment information should be updated online this week. He is working on data clean up and end of term reporting. He reminded those who build sections that there have been some issues when changes/corrections are made.

Dr. Penny McConnell is working on adding sections and or seats to classes.

Maggie Hoover provided an update regarding the Institutional Planning Committee meeting.

The meeting adjourned 9:45 a.m.

Minutes recorded by Rebecca Doss