

Office of Instruction
Wednesday, June 5, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, Nick Catlett, Carol Nichols, Stephane Potts, Karla Coon, Laura Williams, Stephanie Yates, Mark Barnes, Dr. Penny McConnell, Bob Mattson and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He stated that Danville Area Community College will be a leader and proactive in regards to training programs for a Casino in Danville. He stated that the training will include Community Education and Culinary Arts and a discussion ensued. He mentioned that a local barber reached out to DACC stating that there is a need for a barbers in the local community and that the Community Education department is researching this opportunity. Dave Kietzmann announced that an employee picnic is planned for September 7, 2019 at the American Legion and stated that an email will be sent to all soon.

Timothy Morgan reported that the degree audits are finished and that diplomas will be sent out next week.

Dr. Penny McConnell provided an update regarding the changes in the library and the new cataloging system. She reported that she is adding seats to sections for summer and fall to accommodate the wait list and that the three Liberal Arts classes for the South County are built and ready for enrollment. She mentioned that the cleaning of the lower level of Clock Tower is ongoing.

Mark Barnes is working on the Mobile App and the Active Directory.

Stephanie Yates stated that the Leadership Boot Camp and Masters Series trainings finished last week. She provided an update on the upcoming trainings.

Laura Williams reported that the Middle College and HSE classes start June 8, 2019. She is working on locating a CNA Instructor for Hoopeston.

Karla Coon provided an update regarding the Medical Terminology and CNA classes for the Hoopeston Higher Learning Center and noted the challenge for finding a CNA Instructor. She reported that the College for Kids enrollment is low at this time. She is scheduled to meet the new Nursing Home Director.

Stephane Potts is working on revamping the Counseling/Advising office space into a shared office space with Career Services. She stated that the Customer Service training is scheduled for June 13, 2019. She is also working on planning staff training, IAI and summer projects.

Carol Nichols reported that registration for the Start-Up Weekend is low. She shared information regarding grants for start-up businesses and co-workspaces.

Nick Catlett reported that several jobs are available at this time and that several departments are needing student workers.

Maggie Hoover reported that the Gainful Employment is uploaded to the website and that the summer term for Blackboard will open on Friday.

Kathy Sturgeon is interviewing students for the Project Lead the Way program and student workers for the lab and office. She is scheduling interviews for an HIT faculty. She is researching information regarding successful teaching to males in general. She is working on the Spring 2020 schedule.

The meeting adjourned 9:52 a.m.