

Office of Instruction
Wednesday, June 19, 2019
9:00 a.m.
Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Kathy Sturgeon, Maggie Hoover, Lara Conklin, Carol Nichols, Carla Boyd, Karla Coon, Stacy Ehmen, Laura Williams, Dr. Stephen Nacco, Nick Catlett, Bob Mattson, Terri Cummings, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared the 2019-2020 Academic Calendar and provided an overview.

Bob Mattson shared enrollment reports and provided an overview. A discussion ensued regarding recruiting and early enrollment numbers. Bob provided an update regarding State reporting.

Dr. Penny McConnell reported that College for Kids is going well and that she is working on hiring an instructor for the Hoopston area. She stated that the Georgetown courses are staffed.

Terri Cummings reported that one of the cars in the Auto department sold.

Nick Catlett reported that the Career Services department is working on cleaning and reorganizing the office.

Dr. Stephen Nacco reported that Principal Thomas at Georgetown would like to send out a robo call reminding everyone of the next DACC open house for the South County courses. Dr. Stephen Nacco stressed the importance of the Community Education and American Job Center departments attending Office of Instruction meetings. He discussed the opportunities that a Casino will bring to Danville Area Community College as well as the community and noted that he wants to keep ahead of the curve. He announced that Zeekes Eats will be on campus on Wednesdays starting June 26 for a trial period.

Laura Williams provided an update regarding the CNA and HSE classes. She is looking to hire a CNA instructor for Hoopston.

Stacy Ehmen reported that 48 individuals attended the Customer Service training held last week and provided an overview of the training. She is working on academic standings and will attend a Diversity Consortium with Carla Boyd. She provided a security update.

Karla Coon reported that the Hoopston CNA orientation for fall class and the American Job Center will be in Hoopston tomorrow. She reported that the Hoopston College for Kids enrollment is still low at this time.

Carla Boyd provided an update regarding the Department of Corrections Diversity training. She will be assisting a search committee for a Vermilion County Works Career Planner.

Carol Nichols reported that the Start-up Weekend is cancelled and will be rescheduled due to lack of registration. She is working with four different individuals who will submit applications for Minority Business Grants.

Lara Conklin reported that the web design team met yesterday afternoon and that they will schedule meetings with those who presented proposals. She is working on the Second Chance program with the Businesses office.

Kathy Sturgeon reported that the Lab Tech position is filled.

The meeting adjourned 9:52 a.m.

Minutes recorded by Rebecca Doss