



Office of Instruction

Wednesday, July 3, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

Present: Dave Kietzmann, Carol Nichols, Karla Coon, Mark Barnes, Laura Hensgen, Terri Cummings, Maggie Hoover, Stephane Potts, Bob Mattson, Janet Ingargiola, Kathy Sturgeon, Chris Cornell, Timothy Morgan, Ana Nasser, Brian Hensgen, Brittany Woodworth, Stephanie Yates, Dr. Penny McConnell and Rebecca Doss

Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He shared drafts of the August In-service Agenda, Dates and Deadlines Calendar, and the Fall 2019 Final Exam Schedule. He provided an overview and asked for input. He announced the Sustainability Learning Land Lab fundraiser that is scheduled for September 29, 2019.

Maggie Hoover reported that the Blackboard shells for fall have been generated and ready for use.

Chris Cornell provided an update regarding marketing mailings and stated that the latest catalog is online.

Carol Nichols reported that Business After Hours was a success with 86 in attendance and that the SBDC will host the USDA Rural Reverse Funding Fair.

Ana Nasser is working on fall enrollment for the Child Development Center.

Stephane Potts reported that she is interviewing to fill the Administrative Assistant position in the Counseling and Advisement department. She is working on completing all the IAI reports.

Janet Ingargiola reported that the Financial Aid department is working on 2019-2020 financial aid. She shared a concern regarding students who enroll that are already in debt from attending Parkland College and a discussion ensued. She is reworking the student employment letter to communicate the process better. She is working on "operation graduation".

Karla Coon provided an update regarding the Hoopeston College for Kids and noted that transportation is an issue for students this year as well as the state funded daycare programs and a discussion ensued. She stated that it is a challenge to find faculty to teach the classes that Hoopeston needs to offer and a discussion ensued. She announced that a CNA Instructor for fall classes is found. She started a conversation regarding offering First Aid and Nutrition at Hoopeston.

Laura Hensgen reported that the Welding and Culinary Camps are coming up and that the AV department is looking great.

Brittany Woodworth provided an update regarding Vermilion County Works and Corporate Education. She asked for student referrals.

Stephanie Yates provided updates for several trainings and stated that the summer Leadership Series begins on July 30, 2019. She met with Mimi Skinner regarding Sexual Harassment training for nursing and health professionals. She is working with Bob Mattson on licensing for DACC to administer CEU's.

Brian Hensgen reported that Vermilion County Works will welcome a new planning director soon. He provided an update for the DACC Golf Outing and stated that it has been a record year for golf hole sponsors due to DACC having a men's and women's golf team. He is working on NJCAA sponsorships. He announced that the Sealing and Expungement event is scheduled for September 7, 2019 at DACC Bremer Theatre.

Mark Barnes reported that internet switches in Clock Tower are fixed. He is working on configurations for the Mobile App and My.DACC.edu.

Bob Mattson shared the DACC Student Awards FY2014-FY2019 report and provided an overview. He reported that summer enrollment is up 1.4% and that fall enrollment is down 9.6% at this time. He stated that the courses offered at the prison are not listed online; however, he believes it should be online and a discussion ensued.

Dr. Penny McConnell reported that some of Clock Tower was without internet for a couple of days and that her new Administrative Assistant, Jeanne Dunn starts on July 16, 2019.

Terri Cummings reported that the Business and Technology Center is working on cleaning and reorganizing to prepare for fall semester and that an offer was made for a Department of Corrections Director. She stated that some instructors are attending trainings over the summer.

The meeting adjourned 10:05 a.m.

Minutes recorded by Rebecca Doss