



Danville Area  
Community College

# Office of Instruction

Wednesday, July 24, 2019 at 9:00 a.m.

Laura Lee Room, Lincoln Hall

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Present: Dave Kietzmann, Maggie Hoover, Carol Nichols, Bob Mattson, Stephanie Yates, Stephane Potts, Karla Coon, Laura Williams, Nick Catlett, Mark Barnes, Dr. Penny McConnell, Nick Chatterton, Timothy Morgan, Ana Nasser, Lara Conklin and Rebecca Doss

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Introduction of new Members and Guests: N/A

Dave Kietzmann welcomed and thanked everyone for attending. He briefed everyone on the Active Shooter training that will be conducted at the VA on July 24, 2019 at approximately 9:00 a.m. He stated that the Success in College course needs to be revamped.

Timothy Morgan thanked Bob Mattson and Thomas Carey for their assistance with reporting. He stated that approximately 13 people are registered for the classes at Georgetown.

Dr. Penny McConnell stated that she is keeping an eye on the waitlist.

Nick Chatterton is working on grants and preparing for fall classes.

Mark Barnes reported that the Mobile App testing is going well, Bremer Theatre lighting is scheduled to be upgraded, and the work in Clock Tower for eSports is ongoing.

Nick Catlett reported that Career Services is scheduled to present at one of the Adult Education classes and will take the class to the Vermilion County Works building for additional information. He will attend the American Job Center Orientation. He stated that 73 letters were sent to employers regarding the job fair.

Laura Conklin reported that DACC will participate at the Georgetown Fair on August 6, 2019 and will promote the Georgetown classes while there. She heard from Channel 3 that the CI Living Culinary piece will be aired on Friday, July 26, 2019.

Laura Williams is working on recruiting students for the Adult Education program. She plans to attend the youth football practices to distribute information. She announced two new part-time instructors for GED classes. She reported that 28 students are registered for Middle College at this time.

Karla Coon reported that six people are registered to attend the Hoopeston All-In-One Day, that the CNA adult class is almost full and that the American Job Center will be in Hoopeston tomorrow to meet with CNA students. She stated that one student is scheduled to take the HSE test next week at Hoopeston. Karla Coon invited Hoopeston Superintendent, Mr. Richardson to attend the July 31, 2019 Office of Instruction meeting and tour DACC.

Ana Nasser reported that the CDC roof needs to be replaced and that the children are working on a bake sale. She noted that ½ the funds from the bake sale will be used to purchase items for the DACC food pantry and the other ½ will be used to purchase games for the classes.

Stephane Potts announced that the new administrative assistant for Counseling and Advisement, Jessica Aquino, starts on July 29, 2019 and that an advisors position is open. Stephanie Potts is working on updating IAI agreements.

Stephanie Yates provided an update on trainings and stated that Tuesday, July 30, 2019 will be a big day for enrollment. She is working on an Active Shooter training proposal for Watchfire. She stated that equipment from the ICP program is ready to be introduced to the classes.

Bob Mattson stated that fall enrollment is down at this time but summer enrollment is now up at 7%. He plans to help with the IT long range plan.

Carol Nichols is working on grant reporting for the year. She announced that the SBDC is offering a couple of Windows Design workshops.

Maggie Hoover is reaching out to new faculty regarding Blackboard.

The meeting adjourned 9:45 a.m.

Minutes recorded by Rebecca Doss