

Facilitating Coordination in Agricultural Education - Coordinator

April 2022, Summary of Activities for Dean Dittmar

*virtual

Assistance to Schools(1) - Chicago High School for Agricultural Science

Meetings/Conventions/Conferences Attended(12)

*Illinois Foundation FFA Meeting

Advisory Council Meeting, Chicago High School for Agricultural Science, Chicago

Orientation to The Center Meeting with Ron Pearlman, Bill Kling, and Staff, Arlington Heights

*Jr. MANRRS Leadership Institute Planning Meetings(2)

*Ag Food Alliance Workgroup Meeting

*AFNR Education State Staff Meeting

*AFNR University Council Meeting

IAVAT Board Meeting, Springfield

*FFA Board Meeting

Illinois Jr. MANRRS Leadership Institute, University of Illinois, Chicago

*IAVAT Legislative Committee Meeting

St. Louis AgriBusiness Club Meeting, St. Louis, MO

Miles Traveled - Auto(1568)

Other Activities(20)

Prepared TeachAg Panels for State FFA Convention Program

Orientation to the Student Center West, University of Illinois, Chicago

Signed Facility Use Contract and Liability Insurance Form for the University of Illinois, Chicago

Visited the P-20 Project and Jason Klein Office, Northern Illinois University, DeKalb

Set-up for the Jr. MANRRS Leadership Institute, Student Center West, Chicago

Prepared and Sent Email Listserv Messages for ISBE on Grants and METT Consultant Job Vacancy

Prepared and Sent Email Listserv Message on PreService Internship Press Release

Prepared and Sent Email Listserv Message on Agriscience Courses Fulfilling University Entrance Requirements

Assisted Parkland College & Madison County ROE in Completing FCAE Local Program Support RFP

Planned and Facilitated Tasks for the IL Jr. MANRRS Leadership Institute

Sent Thank You Notes and Post Institute Follow-up to Adults Attending and ILCAE

Prepared Agenda for State Staff Meeting

Sent Teacher and Individual Informational Requests

Communicated with ILCAE, IAVAT, FFA, CAERT/CEC, FCAE, ICAE Individual Members

Assisted Susie Scott with Tasks

Mentored and Assisted Staff with Projects

Reviewed Staff Monthly Reports and Travel Reports

Prepared for Presentations and Meetings

Wrote and Sent Email Messages/Made and Returned Phone Calls and Texts

Completed Monthly Reports