

Facilitating Coordination in Agricultural Education - Coordinator

May 2023, Summary of Activities for Dean Dittmar

*virtual

Meetings/Conventions/Conferences Attended(10)

St. Louis AgriBusiness Club Meeting and Professional Development, St. Louis, MO

*ICAE Meeting

ROE Leadership Meeting, Champaign

ROE and FCAE Staff Meeting, Champaign

Ag Ed State Staff Meeting, Springfield

AITC County Coordinator Statewide Meeting, Bloomington

*IL Agri-Food Alliance Meeting with Tyler Strom and Shanell Rainey Jacob(2)

*IL Agri-Food Alliance Contract Agreement and Performance Measures Meeting with Tyler Strom, Shanell Rainey Jacob, Andrew Klein, and Jennifer Waters

*FCAE Evaluation Meeting with Brian Myers

*IL Agri-Food Alliance Board of Directors Meeting

Miles Traveled - Car-780

Other Activities(23)

Reviewed Project Invoices and Emailed to Parkland College Staff

Worked with Parkland College Staff in Getting Invoices Paid in Susie Scott's Absence

Prepared and Sent Administrator Workshop PD at State FFA Convention Email Reminder Message

Prepared and Sent Counselor Workshop PD at State FFA Convention Email Reminder Message

Prepared and Sent PreService Grant Selection of Student Interns Email Message for Jess Smithers

Prepared and Sent FY24 IWAS Budgets for Agriculture Grants Open for Andrew Klein

Completed Application for NAAE Outstanding Service Award Application

Disassembled Office Furniture in Champaign and Assembled Furniture at the Logan County Farm Bureau in Lincoln

Prepared and Sent ILCAE Meeting Announcement to Members and Friends

Contacted Two Internet Providers for New District Three Office

Set up Comcast Internet Account for New District Three Office

Reviewed College Data Summary and Followed up with Colleges and Program Advisors

Updated FY24 FCAE LPS Budget in IWAS

Reviewed, Updated, and Submitted FY23 FCAE Grant Amendment to Parkland College and ISBE

Purchased Staff Postage Stamps at O'Fallon Postmaster and Paper and Office Supplies at Sam's Club

Sent Teacher and Individual Informational Requests

Communicated with ILCAE, IAVAT, 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