

**CAPITAL AREA CAREER CENTER  
Board of Control  
Regular Meeting – January 17, 2019**

**PRESENT:**

Shannon Churchill	Riverton	Board Member
Mari Handy	Pleasant Plains	Secretary
Fred Lamkey	Edinburg	Board Member
Brandon Maddox	Chatham	Board Member
Donna Moore	Springfield	Board Member
Steve Ruholl	Waverly	Board Member
Dave Spann	North Mac	Chair
Dawn Wilson	New Berlin	Board Member
Bill Yattoni	Rochester	Proxy for Dennis File, Vice Chair

**ABSENT:**

Brittany Bedolli	Tri-City	Board Member
Greg Fuerstenau	Taylorville	Board Member
Scott Laird	Athens	Board Member
Scott Norris	Auburn	Board Member

**ALSO PRESENT:**

Wes Aymer	CACC Principal
Jodi Ferriell	CACC Director
Dianne Hacker	CASPN Nurse Administrator
Leona Pacheco	CACC Business Manager

**1. CALL TO ORDER**

The Regular Meeting of the Capital Area Career Center Board of Control was called to order at 6:30 p.m. January 17, 2019 in the Conference Room of the Capital Area Career Center, 2201 Toronto Road, Springfield, IL by Mr. Dave Spann, Chair.

**2. ROLL CALL****3. COMMUNICATIONS****3.1. RECOGNITION OF VISITORS**

Josh Jennings, CACC EMS Instructor, Union President  
Adam Ehrman, New Berlin Superintendent  
Lance Thurman, Rochester Superintendent  
Doug Wood, Chatham Superintendent

**3.2. PUBLIC COMMENT**

None

**4. CONSENT AGENDA**

A motion was made by Ms. Churchill to approve the Open and Closed Session Minutes of the regular Board of Control meeting of October 18, 2018, review of the Executive Council Minutes of October 18, November 13, and December 11, 2018, review and release of Board of Control Closed Session Minutes of June 21, 2018, and disposal of Board of Control Closed Session Meeting audio recording of June 15, 2017. The motion was seconded by Dr. Maddox. Upon a roll call vote being taken, the vote was Aye: 9 Nay: 0. The motion carried 9 – 0.

Those voting "aye": Churchill, Handy, Lamkey, Maddox, Moore, Ruholl, Spann, Wilson, Yattoni  
Those members voting "nay": None

## 5. REPORTS

### 5.1. Chair's Report

None.

### 5.2. CASPN Administrator's Report

- 5.2.1. Ms. Hacker discussed current enrollment. Class 123 has 63 students and Class 124 that begins on February 5, 2019 has 65 students with 7 on the wait list.
- 5.2.2. Ms. Hacker distributed and discussed the annual stakeholder report.
  - 5.2.2.1. ACEN visit went very well
  - 5.2.2.2. Positions added include Adult Education Secretary and 2 Clinical Instructors
  - 5.2.2.3. Updates to facility include enclosed cubicles for full time instructors, fridge, microwaves, lockers, tables, and chairs
  - 5.2.2.4. Uniform process has been streamlined
  - 5.2.2.5. Offer CPR classes for students and public
  - 5.2.2.6. Serenity room for breastfeeding moms
  - 5.2.2.7. Crisis management improvements
  - 5.2.2.8. Chromebooks for every students
  - 5.2.2.9. Tablets for reference materials so there is no need for heavy reference books
  - 5.2.2.10. Record storage moved from offsite to within the building
  - 5.2.2.11. Enrollment-classes are full with a wait list with no advertising
  - 5.2.2.12. Career fair participants and clinical sites calling to request involvement with CASPN
  - 5.2.2.13. Tutoring is provided to students as needed. Very few fail or are dismissed

### 5.3. Principal's Report

- 5.3.1. Mr. Aymer reported on the Career Essentials soft skills program offered through Skills USA. This will replace the ESI dual credit that was previously earned with Lincoln Land Community College. Professional development took place on December 18 for the new program. The program will be rolled out to students on January 21. A private donor is providing national memberships for all CACC students this year. If a student would like to join the local chapter of Skills USA the cost is \$4.
- 5.3.2. Mr. Aymer stated the new attendance incentive program will be rolled out January 21.
- 5.3.3. Mr. Aymer announced the staff is still working on the new Vision Statement.
- 5.3.4. Mr. Aymer stated he would be traveling to the Lake County Career Center on January 30 to look at programs offered there, specifically the manufacturing and robotics programs.
- 5.3.5. Mr. Aymer reported the enrollment for Semester 1 was 707 students and the enrollment for Semester 2 is estimated to be 630. The pass rate was 97% and the attendance rate was 93 %.
- 5.3.6. Mr. Aymer reviewed the discipline report, as presented.
- 5.3.7. Mr. Aymer announced the January Staff Member of the Month is Brandon Kimbro, Automotive Technology Instructor.
- 5.3.8. Mr. Aymer presented the December Students of the Month.
- 5.3.9. Mr. Aymer shared this month's CACC success story. Matt Kasten, CACC Welding Instructor, was nominated for the Golden Apple award.
- 5.3.10. Mr. Aymer announced upcoming dates:
  - 5.3.10.1. No School, Martin Luther King Day January 21
  - 5.3.10.2. CACC Open House January 24 5:00-7:00 p.m.
  - 5.3.10.3. Registration for 2019-2020 school year begins February 1

### 5.4. Director's Report

- 5.4.1. Ms. Ferriell reviewed the FY18 Audit. There were no findings.
- 5.4.2. Ms. Ferriell reviewed the policy updates, as presented.

5.4.3. Ms. Ferriell stated she has had meetings with Lincoln Land Community College regarding new programs that could be offered at CACC including manufacturing and technical math.

**6. OTHER BUSINESS**

Dr. Maddox made a motion to approve the second reading of policies 4:80, 4:170, 5:30, 5:60, 5:100, 5:220, 6:60, 7:70, 7:190, 7:250, 7:270, 7:290, and 7:305. Mr. Lamkey seconded the motion. Upon a roll call vote being taken, the vote was Aye: 9 Nay: 0. The motion carried 9 – 0.

Those voting "aye": Churchill, Handy, Lamkey, Maddox, Moore, Ruholl, Spann, Wilson, Yattoni  
Those voting "nay": None

**7. CLOSED SESSION**

Dr. Maddox made a motion to enter closed session. Mr. Ruholl seconded the motion. Upon a roll call vote being taken, the vote was Aye: 9 Nay: 0. The motion carried 9 – 0. Closed session began at 7:20 p.m.

Those voting "aye": Churchill, Handy, Lamkey, Maddox, Moore, Ruholl, Spann, Wilson, Yattoni  
Those voting "nay": None

**8. RETURN TO OPEN SESSION**

Mr. Yattoni made a motion to return to open session. Mr. Lamkey seconded the motion. Upon a roll call vote being taken, the vote was Aye: 9 Nay: 0. The motion carried 9 – 0. Open session reconvened at 7:28 p.m.

Those voting "aye": Churchill, Handy, Lamkey, Maddox, Moore, Ruholl, Spann, Wilson, Yattoni  
Those voting "nay": None

**9. ANNOUNCEMENTS**

The next Board of Control Meeting will be on Thursday, April 18, 2019 at 6:30 p.m.

**10. ADJOURNMENT**

A motion was made by Dr. Maddox to adjourn the meeting. The motion was seconded by Ms. Churchill. The motion was carried with all members voting "aye". The meeting adjourned at 7:31 p.m.

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Recording Secretary, Board of Control

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Date Approved