

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – January 12, 2021
MINUTES**

PRESENT:

Dr. Jay Goble	North Mac School District #34 (Virtually via Zoom)
Dr. Scott Laird	Athens School District #213 (Virtually via Zoom)
Ms. Jill Larson	New Berlin School District #16
Dr. Cheree Morrison	Springfield School District #186 (Virtually via Zoom)
Mr. Darren Root	Auburn School District #10
Dr. Douglas Wood	Ball Chatham School District #5

ABSENT:

Mr. Dan Cox	Rochester School District #3
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ALSO PRESENT:

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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:04 a.m. January 12, 2021 by Ms. Jill Larson, Chair.

2. ROLL CALL

3. APPROVAL OF AGENDA

A motion was made by Dr. Wood to approve the agenda. Dr. Morrison seconded the motion. The motion was carried with all members present voting "aye".

4. COMMUNICATIONS

4.1. RECOGNITION OF VISITORS

4.1.1. Doug Dennis, CEA Representative

4.2. PUBLIC COMMENT

4.2.1. None.

5. CONSENT AGENDA

A motion was made by Dr. Wood to approve the Open and Closed Session minutes of the regular meeting of December 8, 2020 , the January Financial Reports and Bills, Personnel Recommendations, the release of closed session minutes July 2016-November 2016 and December 2019-June 2020, and dispose of audio recording of closed session minutes June 2019 and prior. The motion was seconded by Dr. Laird. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those voting "aye": Goble, Laird, Larson, Morrison, Root, Wood
 Those members voting "nay": None

6. REPORTS

6.1. CASPN Nurse Administrator

- 6.1.1. Ms. Hacker announced Class 126 graduation took place on December 18. The graduation was held in the parking lot, broadcast on a local FM frequency, and livestreamed on the CASPN Facebook page.
- 6.1.2. Class 127 has 56 students with two returning students who will be joining the class for Quarter 3.
- 6.1.3. Class 128 has 60 students and will begin class on February 9. Orientation was held on January 8.

6.2. Principal

- 6.2.1. Mr. Aymer reviewed the Semester 1 information as presented.
- 6.2.2. Mr. Aymer reviewed the Semester 2 information as presented.
- 6.2.3. CACC is now a CNA Testing Site. The first date of testing will be January 28. We are required to have 25 testing dates per year.
- 6.2.4. The EMS class will touring the clinical sites on a field trip tomorrow, January 13. EMS clinicals will begin January 25. CNA clinicals will begin at the end of February.
- 6.2.5. Mr. Aymer reviewed the 2021-2022 CACC school calendar. It is closely aligned with the District 186 calendar.
- 6.2.6. Mr. Aymer provided updated COVID statistics as presented.
- 6.2.7. Mr. Aymer reviewed students of the month as presented.
- 6.2.8. Mr. Aymer announced noteworthy dates:
 - 6.2.8.1. January 18 – No School, Martin Luther King Day
 - 6.2.8.2. January 21 – Board of Control meeting 6:30 p.m.
 - 6.2.8.3. January 28 – Open House (virtual) with in-person open house to be scheduled at a later date

6.3. Director

- 6.3.1. Ms. Ferriell discussed COVID vaccines for instructors. The instructors involved in healthcare (CNA, MA, EMS, LPN) are eligible now to receive the vaccine. Information is still pending regarding vaccinations for other instructors as well as students.
- 6.3.2. Ms. Ferriell presented the new sign for the ring road. It should be installed within the next month, weather permitting.
- 6.3.3. Ms. Ferriell discussed the ongoing problem of temperature fluctuation in the building. In researching the history of previous contracts regarding HVAC controls, it is apparent that this is a problem dating back to the early 2000's. The most recent contract expired in 2014. Ms. Ferriell has met with GRP Wegman and Johnson Controls. Ms. Ferriell will be meeting with Dave Leonatti to discuss the exact specifications needed to correct the problems. Mr. Leonatti will then create a request for proposals for the project. The project will be done in stages. Some items that need to be considered include moving to a computer/digital system with effective staff training and fresh air ratio studies.

7. NEW BUSINESS

- 7.1. A motion was made by Mr. Root to accept the 2021-2022 Calendar. The motion was seconded by Dr. Wood. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those voting "aye": Goble, Laird, Larson, Morrison, Root, Wood

Those members voting "nay": None

- 7.2. The second reading of the policies to be adopted were approved by all members present.

8. CLOSED SESSION

Dr. Wood made a motion to go into Closed Session. Mr. Root seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those voting "aye": Goble, Laird, Larson, Morrison, Root, Wood

Those members voting "nay": None

Closed session began at 11:39 a.m.

9. RETURN TO OPEN SESSION

Dr. Morrison made a motion to return to Open Session. Mr. Root seconded the motion. The motion was approved with all members present voting "aye". Open session reconvened at 11:47 a.m.

10. ANNOUNCEMENTS

10.1. The next regular Executive Council Meeting will be held on Tuesday, February 9, 2021 at 11:00 a.m.

11. ADJOURNMENT

A motion was made by Dr. Wood to adjourn the meeting. Dr. Goble seconded the motion. The motion was carried with all members voting "aye". The meeting adjourned at 11:48 a.m.

Recording Secretary, Executive Council

Date Approved