

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – March 12, 2019
MINUTES**

PRESENT:

Dr. Adam Ehrman	New Berlin School District #16
Ms. Jill Larson	Tri-City School District #1
Ms. Cheree Morrison	Springfield School District #186
Mr. Darren Root	Auburn School District #10
Dr. Douglas Wood	Ball Chatham School District #5

ABSENT:

Dr. Scott Laird	Athens School District #213
Dr. Lance Thurman	Rochester School District #3

ALSO PRESENT:

Mr. Wes Aymer	CACC Principal
Ms. Jodi Ferriell	CACC Director
Ms. Leona Pacheco	CACC Business Manager

1. CALL TO ORDER

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:00 a.m. March 12, 2019 in the Capital Area Career Center Conference Room, 2201 Toronto Road, Springfield, Illinois by Ms. Jill Larson, Chair.

2. RECOGNITION OF VISITORS

Debra Burtle

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

A motion was made by Dr. Wood to approve the Open and Closed Session minutes of the regular meeting of February 12, 2019, Bills and Financial Reports for March 2019, and Personnel Recommendations for March 2019. The motion was seconded by Dr. Ehrman. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

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

5. REPORTS

5.1.CASPN Nurse Administrator

5.1.1. Mr. Aymer discussed enrollment, as presented.

5.2.Principal

5.2.1. Mr. Aymer reported the current enrollment for the 2019-20 school year is 730. He also stated CNA testing is being done and will be finishing up on March 13.

5.2.2. Mr. Aymer reviewed the updated CACC Handbook, EMS Handbook, and CNA Handbook. The biggest changes to the CACC Handbook is Page 10 on breastfeeding and Page 36 on viewing student phones. The EMS and CNA Handbooks follow IDPH guidelines.

- 5.2.3. Mr. Aymer announced a School Improvement Team will be formed with 4-5 members made up of staff and himself. They will have 3-4 goals for the next school year.
- 5.2.4. Mr. Aymer reviewed the discipline report, as presented.
- 5.2.5. The staff member of the month for February is Josh Jennings, EMS Instructor.
- 5.2.6. Mr. Aymer presented the student of the month list for February.
- 5.2.7. Mr. Aymer stated the Skills USA Regional Competition was held on March 1. Thirty students from CACC completed. Two of these students place first – Kaitlyn Price, EMS, and Maddy Woodrum, Culinary Arts. The Skills USA State Competition will take place on April 12.
- 5.2.8. Mr. Aymer announced upcoming dates:
 - 5.2.8.1. End of 3rd Quarter, March 8
 - 5.2.8.2. CTE Showcase, March 12
 - 5.2.8.3. ROCTE Connect, March 12
 - 5.2.8.4. CACC Hiring Day, March 28
 - 5.2.8.5. No School, Spring Break, April 1-5

5.3. Director

- 5.3.1. Ms. Ferriell presented an update on WQNA radio. Donations of \$2,500 has been received from the community. WQNA is back on the air but there is no back up transmitter. The volunteer DJ's have begun background checks. Randy Eckles from NPR at University of Illinois Springfield submitted a proposal for taking over WQNA. Questions remain about the exact level of CACC student and community involvement. Ms. Ferriell is anticipating a proposal from Lincoln Land Community College. Radio/TV enrollment has increased for the next school year.
- 5.3.2. Ms. Ferriell presented an update on the possibility of an additional LPN class in CASPN. She stated in order to add an additional class, the class would need to meet on evenings and weekends. This would in turn require additional staff. All wait listed students have been placed in a class. At this time, Ms. Ferriell does not recommend an additional LPN class be added.
- 5.3.3. Ms. Ferriell discussed a tuition increase for CASPN beginning August 2020. The new tuition rate is comparable to other local LPN programs.
- 5.3.4. Ms. Ferriell shared a proposal from Ryan Electric for an upgrade to the greenhouse. It is currently not functioning correctly. Ms. Ferriell has applied for an Agriculture Grant for \$10,000 which would cover the majority of the upgrade.
- 5.3.5. Ms. Ferriell discussed the CTE Showcase today at the Capitol Building. CACC students from Fire Science and Welding are in attendance.
- 5.3.6. Ms. Ferriell announced Kim Seiz, Graphic Arts, and Josh Jennings, EMS, are at the ROCTE career day.
- 5.3.7. Ms. Ferriell will be attending the National Policy Seminar in Washington, D.C. March 24-27. Meetings have been scheduled with Ms. Duckworth, Mr. Davis, Mr. LaHood, and Mr. Durbin.
- 5.3.8. Ms. Ferriell reviewed the amended budget.

6. NEW BUSINESS

- 6.1. Dr. Ehrman made a motion to approve the CASPN tuition increase effective August 2020. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.
 Those members voting "aye": Ehrman, Larson, Morrison, Root, Wood
 Those members voting "nay": None
- 6.2. Mr. Root made a motion to approve the greenhouse proposal from Ryan Electric. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.
 Those members voting "aye": Ehrman, Larson, Morrison, Root, Wood
 Those members voting "nay": None

6.3.Dr. Ehrman made a motion to approve the FY19 Amended Budget. Mr. Root seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

Those members voting "aye": Ehrman, Larson, Morrison, Root, Wood

Those members voting "nay": None

6.4.Dr. Ehrman made a motion to approve the first reading of the 2019-2020 Student, CNA, and EMS Handbooks. Dr. Wood seconded the motion. The motion was carried with all members voting "aye".

7. ANNOUNCEMENTS

7.1. The next regular Executive Council Meeting will be on Tuesday April 9 at 11:00 a.m.

8. ADJOURNMENT

A motion was made by Dr. Ehrman to adjourn the meeting. Mr. Root seconded the motion. The motion was carried with all members voting "aye". The meeting adjourned at 11:26 a.m.

Recording Secretary, Executive Council

Date Approved