

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – September 11, 2018**

MINUTES

PRESENT:

Dr. Scott Laird	Athens School District #213
Ms. Jill Larson	Tri-City School District #1
Ms. Cheree Morrison	Springfield School District #186 (Arrival 11:02 a.m.)
Mr. Darren Root	Auburn School District #10
Dr. Lance Thurman	Rochester School District #3A
Dr. Douglas Wood	Ball Chatham School District #5

ABSENT:

Mr. Adam Ehrman	New Berlin School District #16
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ALSO PRESENT:

Mr. Wes Aymer	CACC Principal
Ms. Jodi Ferriell	CACC Director
Ms. Dianne Hacker	CASPN Nurse Administrator
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. September 11, 2018 in the Capital Area Career Center Conference Room, 2201 Toronto Road, Springfield, Illinois by Ms. Jill Larson, Chair.

2. RECOGNITION OF VISITORS

Kim Barnes
Josh Jennings

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

A motion was made by Mr. Root to approve the Open and Closed Session minutes of the regular meeting of August 14, 2018 and Bills and Financial Reports for September 2018. The motion was seconded by Dr. Thurman. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

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

5. REPORTS

5.1. CASPN Nurse Administrator

5.1.1. Ms. Hacker discussed current enrollment. Class 122 has 58 students and Class 123 has 66 students. Ms. Hacker also discussed the number of WIOA sponsored students for the current and last 3 classes.

5.1.2. Ms. Hacker presented the ISAC Program Review results. This is done every 3-5 years. Due to the MAP grant being awarded to ineligible students in error, CASPN will be returning \$29,000 to ISAC.

5.1.3. Ms. Hacker announced upcoming dates:

5.1.3.1. ACEN site visit October 2-4

- 5.1.3.2. Career Fair November 9
- 5.1.3.3. Class #122 Graduation December 14

5.2.Principal

- 5.2.1. Mr. Aymer reviewed application vs enrollment numbers for the 18-19 School Year. He inquired as to what can be done to decrease the drop from application to Day 1 and to Day 11. Suggestions included:
 - 5.2.1.1. A question on the application form regarding the student's current number of credit hours.
 - 5.2.1.2. Improve the counselor interaction with CACC earlier in the application process. Mr. Aymer stated he will be having a counselor day this year prior to registration.
 - 5.2.1.3. Show an informational video during tours instead of classroom visits to cut down on class time disruptions.
 - 5.2.1.4. National Technical Honor Society students go on school visits with Mr. Ferriell.
- 5.2.2. Mr. Aymer reviewed the Meet the Teacher Night held on August 30. Two hundred people were in attendance. General presentations were made by Mr. Aymer and Mr. Ferriell and then parents were able to visit individual classrooms.
- 5.2.3. Mr. Aymer announced the 2017-2018 Teacher of the Year was Matt Kasten, Welding.
- 5.2.4. Mr. Aymer announced Parent/Teacher Conferences will be held September 20 and 21.
- 5.2.5. Mr. Aymer shared a CACC success story. Scott Wheat, Auburn, is a 2017-18 graduate of the CACC Welding Program and was recently hired for a position using his welding skills for \$30/Hour at Rinkyn Ironworks.
- 5.2.6. Mr. Aymer reviewed the discipline report, as presented.
- 5.2.7. Mr. Aymer announced upcoming dates:
 - 5.2.7.1. Parent/Teacher Conferences No School September 21
 - 5.2.7.2. Columbus Day No School October 8

5.3.Director

- 5.3.1. Ms. Ferriell reviewed improvements made in the building and upcoming repairs.
 - 5.3.1.1. The nursing school has new paint, pictures, private offices, and vent covers in preparation of the upcoming ACEN visit.
 - 5.3.1.2. Landscaping in the front of the building has been updated.
 - 5.3.1.3. Classrooms that were previously rented to Hope School are now cleaned, painted, and ready for rental.
 - 5.3.1.4. The ring road will need to be replaced soon at an estimated cost of \$7,000-\$8,000.
 - 5.3.1.5. The roof will need to be repaired soon at an estimated cost of \$500,000-\$750,000.
- 5.3.2. Ms. Ferriell proposed a change in the vendor for the Cisco equipment purchase. The new vendor is Alexander Open Systems, Inc. The previously accepted offer from CDS will be rescinded based upon new requirements for the Cisco program equipment. The program updated the equipment requirements on July 1, 2018.
- 5.3.3. Ms. Ferriell proposed the approval of the first reading of recommended policy updates.

6. NEW BUSINESS

6.1. Change Vendor for Cisco Equipment Purchase

Dr. Thurman made a motion to change the vendor to Alexander Open Systems, Inc. for the Cisco equipment purchase. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those members voting "aye": Laird, Larson, Morrison, Root, Thurman, Wood

Those members voting "nay": None

6.2. Approval of First Reading of Recommended Policy Updates

Mr. Root made a motion to approve the first reading of recommended policy updates. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

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

7. CLOSED SESSION

Ms. Morrison made a motion to go into Closed Session. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0. Closed session began at 11:33 a.m.

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

8. RETURN TO OPEN SESSION

Dr. Wood made a motion to return to Open Session. Dr. Laird seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0. Open session reconvened at 12:05 p.m.

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

9. ACTION ON CLOSED SESSION ITEMS**9.1. Personnel Recommendations**

Dr. Wood made a motion to approve the personnel recommendations as presented. 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 members voting "aye": Laird, Larson, Morrison, Root, Thurman, Wood
 Those members voting "nay": None

10. ANNOUNCEMENTS

10.1. The next regular Executive Council Meeting will be a joint meeting with the CACC Board of Control on Thursday October 18 at 6:30 p.m.

11. ADJOURNMENT

A motion was made by Dr. Laird to adjourn the meeting. The motion was carried with all members voting "aye". The meeting adjourned at 12:07 p.m.

 Recording Secretary, Executive Council

 Date Approved