

**CAPITAL AREA CAREER CENTER  
Executive Council  
Regular Meeting – November 14, 2017**

**MINUTES**

**PRESENT:**

Dr. Tom Bertrand	Rochester School District #3A
Mr. Adam Ehrman	New Berlin School District #16
Dr. Scott Laird	Athens School District #213
Ms. Jill Larson	Tri-City School District #1
Dr. Douglas Wood	Ball Chatham School District #5

**ABSENT:**

Ms. Cheree Morrison	Springfield School District #186
Mr. Darren Root	Auburn School District #10

**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. November 14, 2017 in the Capital Area Career Center Conference Room, 2201 Toronto Road, Springfield, IL by Ms. Jill Larson, Chair.

**2. RECOGNITION OF VISITORS**

Kim Barnes and Josh Jennings, CACC Union Representatives  
Dennis File, CACC Board of Control Member from Rochester School District  
Dave Spann, CACC Board of Control Member from North Mac School District

**3. PUBLIC COMMENT**

None

**4. CONSENT AGENDA**

A motion was made by Dr. Bertrand to approve the Open and Closed Session minutes of the regular meeting of October 19, 2017 and the Bills and Financial Reports for November 2017. The motion was seconded by Dr. Wood. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Wood  
Those members voting "nay": None

**5. REPORTS**

**5.1. CASPN Nurse Administrator**

- 5.1.1. Ms. Hacker reviewed the CASPN Career Fair that was held on November 3 at CACC. There were 26 employers in attendance and mock interviews were held. Overall the event was a great success.
- 5.1.2. Ms. Hacker discussed enrollment.
  - 5.1.2.1. Class 120 has 62 students and will graduate on December 15.
  - 5.1.2.2. Class 121 has 58 students.
  - 5.1.2.3. Class 122 which begins in February has 22 students.

**5.2.Principal**

- 5.2.1. Mr. Aymer announced there would be a teacher in-service in conjunction with the Springfield Police Department and Lincoln Land Community College Police Department on January 2 regarding school safety.
- 5.2.2. Mr. Aymer discussed enrollment for the 18-19 school year. Mr. Ferriell is already making presentations to sophomores and juniors in schools. Registrations will be done on a Google form and Mr. Ferriell is available to come to the school to assist with registrations if necessary.
- 5.2.3. Mr. Aymer stated the student handbook will be updated for the 18-19 School Year.
- 5.2.4. Mr. Aymer announced the creation of a Student Advisory Committee made up of one student from a.m. and p.m. of each class. The committee will meet with Mr. Aymer and Ms. Ferriell once a month for 20-30 minutes.
- 5.2.5. Mr. Aymer reviewed the discipline report, as presented.
- 5.2.6. Mr. Aymer announced the October Students of the Month, as presented.
- 5.2.7. Mr. Aymer announced the November Staff Member of the Month, Tiffany Leach.
- 5.2.8. Mr. Aymer discussed working with Lincoln Land Community College for additional dual credit hours for CACC classes.
- 5.2.9. Mr. Aymer announced several upcoming dates:
  - 5.2.9.1. Trades Day at Bank of Springfield Center November 14
  - 5.2.9.2. No School November 23 and 24
  - 5.2.9.3. Career Fair December 6
  - 5.2.9.4. End of Quarter 2/Semester 1 on December 21
  - 5.2.9.5. Start of Quarter 3/Semester 2 on January 3

**5.3.Director**

- 5.3.1. Ms. Ferriell announced a comprehensive inventory was recently completed.
- 5.3.2. Ms. Ferriell discussed the letter that was sent to Hope Institute, as presented.
- 5.3.3. Ms. Ferriell announced the FY17 audit is complete with no findings, as presented.
- 5.3.4. Ms. Ferriell reviewed the procedure for enrolling students in SIS. The home school must enroll the student and CACC will complete the section and course information.
- 5.3.5. Ms. Ferriell reviewed the Adult CNA program that CACC currently offers. The program is held 5 times per year with 1 instructor and 8 students for the 8 week class. CNA certification is required for entrance to the CASPN LPN program.
- 5.3.6. Ms. Ferriell presented an update to the radios and communication system. Ms. Ferriell proposes adding another repeater so that there can be 2 channels of communication over the radios – one for emergencies and one for maintenance. The proposal was distributed to all members present.

**6. NEW BUSINESS**

- 6.1.**Dr. Bertrand made a motion to approve the proposal from Wireless USA for radio communication upgrades. 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 voting "aye": Bertrand, Ehrman, Laird, Larson, Wood  
 Those members voting "nay": None

**7. CLOSED SESSION**

- Dr. Wood made a motion to go into Closed Session. Mr. Ehrman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0. Closed session began at 11:20 a.m.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Wood  
 Those members voting "nay": None

**8. RETURN TO OPEN SESSION**

Dr. Wood made a motion to return to Open Session. Mr. Ehrman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0. Open session reconvened at 11:23 a.m.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Wood  
Those members voting "nay": None

**9. ACTION ON CLOSED SESSION ITEMS**

**9.1. Personnel Recommendations**

Dr. Bertrand made a motion to approve the Personnel Recommendations as presented. Mr. Ehrman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Wood  
Those members voting "nay": None

**9.2. Approval of CEA MOU**

Dr. Wood made a motion to approve the Career Education Association Memorandum of Understanding as presented. Dr. Bertrand seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Wood  
Those members voting "nay": None

**10. ANNOUNCEMENTS**

**10.1.** The next regular Executive Council Meeting will be on Tuesday December 12 at 11:00 a.m.

**11. ADJOURNMENT**

A motion was made by Dr. Bertrand to adjourn the meeting. The motion was seconded by Mr. Ehrman. The motion was carried with all members voting "aye". The meeting adjourned at 11:24 a.m.

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Recording Secretary, Executive Council

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Date Approved