

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – November 13, 2018**

MINUTES

PRESENT:

Dr. Adam Ehrman	New Berlin School District #16
Dr. Scott Laird	Athens School District #213
Ms. Jill Larson	Tri-City School District #1
Mr. Darren Root	Auburn School District #10
Dr. Lance Thurman	Rochester School District #3 (arrival 11:12 a.m.)
Dr. Douglas Wood	Ball Chatham School District #5

ABSENT:

Ms. Cheree Morrison	Springfield School District #186
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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. November 13, 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
Dave Spann, CACC Board of Control Chair

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 October 18, 2018 and Bills and Financial Reports for November 2018. 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, Laird, Larson, Root, Wood
Those members voting "nay": None

5. REPORTS

5.1. CASPN Nurse Administrator

- 5.1.1. Ms. Hacker discussed the Career Fair that was held on Friday November 9. It was very successful. Ms. Hacker stated CASPN LPN graduates have 100% job placement at graduation and continue to have 100% job placement six months following graduation from the program.
- 5.1.2. Ms. Hacker stated the NCLEX LPN Certification Test pass rate for Class #121 that graduated in June 2018 is 91%.

- 5.1.3. Ms. Hacker announced Class #122 graduation will be December 14 at Rochester auditorium.
- 5.1.4. Ms. Hacker discussed the ACEN site visit in October. There were three standards to be reviewed and the ACEN team found no findings.

5.2.Principal

- 5.2.1. Mr. Aymer reported on the Administration/Community Leader Day held on October 25. The 14 attendees visited the different program areas. Another is planned for the spring.
- 5.2.2. Mr. Aymer stated he is developing an incentive program to improve attendance and work ethics grades with the assistance of the student advisory committee.
- 5.2.3. Mr. Aymer reviewed the discipline report, as presented.
- 5.2.4. Mr. Aymer announced the October Staff Member of the Month was Ruben Wallace. The November Staff Member of the Month will be announced at the staff meeting later today.
- 5.2.5. Mr. Aymer distributed the list of November Students of the Month.
- 5.2.6. Mr. Aymer shared this month's CACC success story. CACC now has three new Skills USA officers following the leadership conference in Lisle.
- 5.2.7. Mr. Aymer shared a new development regarding employability skills inventory (ESI) dual credit with Lincoln Land Community College. The college has discontinued this program so CACC students will no longer be able to receive dual credit for ESI completion at CACC. Mr. Aymer stated the Skills USA organization may be able to fill that void. Mr. Aymer will be meeting with the teachers to review the information.
- 5.2.8. Mr. Aymer announced upcoming dates:
 - 5.2.8.1. Career Fair November 28 to be held at CACC

5.3.Director

- 5.3.1. Ms. Ferriell discussed the FY18 Financial Audit. An extension was needed due to a new onsite inventory being done this past year. The audit is now complete and a report will be given at the next Executive Council meeting. There were no findings in the FY18 Audit.
- 5.3.2. Ms. Ferriell discussed the ESI dual credit situation mentioned by Mr. Aymer. She pointed out that overall dual credit hours will be reduced for this school year due to the elimination of ESI dual credit. Ms. Larson inquired as to whether parents have been notified of the change. Mr. Aymer stated that notification to parents could be made but have not been made yet. Ms. Larson stated that home school counselors can help with registering students with Lincoln Land so they are eligible for dual credit in other areas. Ms. Ferriell stated CACC is still pursuing dual credit with Lincoln Land for the Building Trades and HVAC programs.
- 5.3.3. Ms. Ferriell provided a cost analysis of WQNA. Ms. Ferriell stated there are currently 32 deejays who run the radio station. Students are not heavily involved with the station. Dr. Ehrman requested 10 years of net cost and number of registered students to further review the program.
- 5.3.4. Ms. Ferriell discussed the greenhouse. It is currently in disrepair with glass needing to be replaced and none of the heaters working. Repairs are estimated to cost \$8,100. The Springfield Park District has been using the greenhouse in past years in exchange for mowing CACC's empty lot in Trevi Gardens. Ms. Ferriell stated there is a grant that is due in January that could be used to renovate the greenhouse. It could be used for a horticulture program, the HVAC/Electric program, or for FFA activities. The present members agreed the grant would be worth pursuing for the greenhouse renovation. Ms. Larson suggested reviewing the sale of the Trevi Garden lot.
- 5.3.5. Ms. Ferriell discussed the competency based education pilot program for local school districts. It is possible that transitional math classes could be offered at CACC. Discussion continued regarding the CBE pilot program and all present members

agreed meetings with ROCTE and other school districts need to take place to discuss the best resources for this program.

6. CLOSED SESSION

Dr. Wood made a motion to go into Closed Session. Dr. Ehrman 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 12:11 p.m.

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

7. RETURN TO OPEN SESSION

Dr. Ehrman 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 12:14 p.m.

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

8. ACTION ON CLOSED SESSION ITEMS

8.1. Personnel Recommendations

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

9. ANNOUNCEMENTS

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

10. ADJOURNMENT

A motion was made by Dr. Thurman to adjourn the meeting. The motion was carried with all members voting "aye". The meeting adjourned at 12:15 p.m.

Recording Secretary, Executive Council

Date Approved