

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – November 10, 2020
MINUTES**

PRESENT:

Mr. Dan Cox	Rochester School District #3
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

ABSENT:

Dr. Jay Goble	North Mac School District #34
Dr. Scott Laird	Athens School District #213
Dr. Douglas Wood	Ball Chatham School District #5

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

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:04 a.m. November 10, 2020 by Ms. Jill Larson, Chair.

2. ROLL CALL

3. APPROVAL OF AGENDA

A motion was made by Mr. Cox to approve the agenda. Mr. Root seconded the motion. The motion was carried with all members present voting "aye".

4. COMMUNICATIONS

4.1. RECOGNITION OF VISITORS

- 4.1.1. Dave Spann, President CACC Board of Control
- 4.1.2. Amy Reynolds (Virtually via Zoom), Rochester Board Representative

4.2. PUBLIC COMMENT

- 4.2.1. None.

5. APPROVAL OF CONSENT AGENDA

A motion was made by Mr. Root to approve the Open Session minutes of the regular meeting of October 15, 2020, the November Financial Reports and Bills, and Personnel Recommendations. The motion was seconded by Mr. Cox. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0.

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

6. REPORTS

6.1. CASPN Nurse Administrator

- 6.1.1. Ms. Hacker announced Class 126 has 52 students and will be graduating on December 18. The graduation will be held in the parking lot and livestreamed for families and friends to view the ceremony.
- 6.1.2. Ms. Hacker provided an update on enrollment. Class 127 has 57 students and Class 128 has 30 students.
- 6.1.3. Ms. Hacker stated clinical rotations are going well. Theory classes are being held ½ day in person and ½ day remote. Staff is following proper guidelines, prevention, and quarantine for COVID cases. There have been 7 positive cases and it does not appear that these cases were transmitted within CASPN. The students are tested weekly at clinical sites.

6.2.Principal

- 6.2.1. Mr. Aymer reviewed 1st Quarter grades. There are currently 166 students failing their CACC program.
- 6.2.2. Mr. Aymer discussed attendance. The poor attendance this year directly correlates to the number of failing students. Mr. Aymer asked the superintendents to relay to the students that there is hope for passing the semester by passing 2nd Quarter. Also students need to be in attendance for the entire session each day whether in person or virtually.
- 6.2.3. Mr. Aymer announced CNA clinicals will begin in January.
- 6.2.4. Mr. Aymer announced CACC will become a CNA testing site. This will help our High School and Adult CNA students to take their tests in a timely manner. It will also provide another opportunity for anyone in the community to take their CNA Certification test.
- 6.2.5. Mr. Aymer reviewed CACC marketing strategies. Mr. Ferriell is recruiting in person and virtually. He also has a video for the school and individual programs that can be shared with prospective students. There are new billboards in Auburn and Rochester. Commercials will be airing for CACC and CASPN in the next few weeks.
- 6.2.6. Mr. Aymer reviewed students of the month as presented.
- 6.2.7. Mr. Aymer provided an update on COVID cases. It has affected 15 staff members and 96 students. There have been only 2 positive student cases in the building.
- 6.2.8. Mr. Aymer announced noteworthy dates:
 - 6.2.8.1. November 11 – No School
 - 6.2.8.2. November 26 & 27 – No School
- 6.2.9. Mr. Aymer proposed changing the CACC Calendar to be remote only for the students January 4-8, 2021. In person classes would then start the following Monday, January 11. No bus transportation would be required January 4-8.

6.3.Director

- 6.3.1. Ms. Ferriell provided an update on the annual audit. There were no findings but we did need to request an extension due to the inventory report.
- 6.3.2. Ms. Ferriell stated eighteen windows have been replaced.
- 6.3.3. Ms. Ferriell announced other noteworthy additions in the building. There are three new signs stating CACC's vision, mission, and beliefs on display. There are new banners representing all of the schools that CACC serves in the commons area. These banners were created by the Graphic Arts students.
- 6.3.4. Ms. Ferriell stated she is researching providing financial aid for the Adult Cosmetology students. This may require professional accreditation.

7. NEW BUSINESS

- 7.1. The approval of a bid for 3 shop heaters was tabled. Following discussion, it was determined that bids need to be taken again with exact kilowatt specifications noted.

8. ANNOUNCEMENTS

- 8.1. The next regular Executive Council Meeting will be held on Tuesday, December 8, 2020 at 11:00 a.m.

9. ADJOURNMENT

A motion was made by Mr. Root to adjourn the meeting. Mr. Cox seconded the motion. The motion was carried with all members voting "aye". The meeting adjourned at 11:30 a.m.

Recording Secretary, Executive Council

Date Approved