

**CAPITAL AREA CAREER CENTER  
Executive Council  
Regular Meeting – December 12, 2017**

**MINUTES**

**PRESENT:**

Dr. Tom Bertrand	Rochester School District #3A
Ms. Jill Larson	Tri-City School District #1
Mr. Darren Root	Auburn School District #10
Dr. Douglas Wood	Ball Chatham School District #5 (Arrival 11:22 a.m.)

**ABSENT:**

Ms. Cheree Morrison	Springfield School District #186
Mr. Adam Ehrman	New Berlin School District #16
Dr. Scott Laird	Athens School District #213

**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. COMMITTEE MEETING**

With a committee of 3 members of the CACC Executive Council present, but without a quorum, the meeting began with reports at 11:05 a.m.

**2. RECOGNITION OF VISITORS**

Dave Spann, CACC Board of Control President

**3. PUBLIC COMMENT**

None

**4. REPORTS**

**4.1. CASPN Nurse Administrator**

4.1.1. Ms. Hacker discussed enrollment.

4.1.1.1. Class 120 has 62 students and will graduate on December 15.

4.1.1.2. Class 121 has 58 students.

4.1.1.3. Class 122 is nearly full. The maximum class size is 65 students.

**4.2. Principal**

4.2.1. Mr. Aymer shared the work ethics rubric, as presented.

4.2.2. Mr. Aymer reviewed the discipline report, as presented.

4.2.3. Mr. Aymer announced the November Students of the Month, as presented.

4.2.4. Mr. Aymer stated the December Staff Member of the Month has not yet been announced.

4.2.5. Mr. Aymer discussed attendance. Attendance is currently 90%. Sixty-six students have perfect attendance. The number of students with 2 or less absences is 331.

4.2.6. Mr. Aymer stated the Career Fair held on December 6 was successful. There were 45 participants including employers, military, trade schools, and colleges.

4.2.7. Mr. Aymer discussed Dan Nichols taking several students to Skills USA Leadership Training in Tinley Park. Two CACC students now hold state leadership roles.

4.2.8. Mr. Aymer announced several upcoming dates:

4.2.8.1. Finals December 14 and 15

4.2.8.2. CPR/First Aid training December 19 and 20 mornings

4.2.8.3. Semester 1 grades will be posted December 21

4.2.8.4. Active shooter training January 2

**4.3. Director**

- 4.3.1. Ms. Ferriell announced surplus property is being collected in the HVAC lab. An auction or sealed bids will take place in March for the sale of this property.
- 4.3.2. Ms. Ferriell announced new LED lighting has been put in the welding lab. These lights will pay for themselves within one year due to energy savings.
- 4.3.3. Ms. Ferriell discussed the FY17 CTEI disbursement. It will take place within the next 2 weeks, prior to the end of 2017.
- 4.3.4. Ms. Ferriell reviewed the CTE licensure and renewal requirements, as presented.

**5. CALL TO ORDER**

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:22 a.m. December 12, 2017 in the Capital Area Career Center Conference Room, 2201 Toronto Road, Springfield, IL by Ms. Jill Larson, Chair. The meeting began with the arrival of Dr. Wood and the establishment of a quorum.

**6. CLOSED SESSION**

Dr. Bertrand made a motion to go into Closed Session. Mr. Root seconded the motion. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0. Closed session began at 11:22 a.m.

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

**7. RETURN TO OPEN SESSION**

Dr. Bertrand made a motion to return to Open Session. Dr. Wood 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 11:38 a.m.

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

**8. ACTION ON CLOSED SESSION ITEMS****8.1. Personnel Recommendations**

Dr. Wood made a motion to approve the Personnel Recommendations 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, Larson, Root, Wood
Those members voting "nay":	None

**9. ANNOUNCEMENTS**

**9.1.** The next regular Executive Council Meeting will be on Tuesday January 9 at 11:00 a.m.

**10. ADJOURNMENT**

A motion was made by Dr. Bertrand to adjourn the meeting. The motion was seconded by Mr. Root. The motion was carried with all members voting "aye". The meeting adjourned at 11:40 a.m.

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Recording Secretary, Executive Council

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Date Approved