

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

MINUTES

PRESENT:

| | |
|-------------------|---------------------------------|
| Dr. Adam Ehrman | New Berlin School District #16 |
| Ms. Jill Larson | Tri-City School District #1 |
| Mr. Darren Root | Auburn School District #10 |
| Dr. Lance Thurman | Rochester School District #3 |
| Dr. Douglas Wood | Ball Chatham School District #5 |

ABSENT:

| | |
|---------------------|----------------------------------|
| Dr. Scott Laird | Athens School District #213 |
| Ms. Cheree Morrison | Springfield School District #186 |

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. December 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
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 November 13, 2018 and Bills and Financial Reports for December 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, Larson, Root, Thurman, Wood
Those members voting "nay": None

5. REPORTS

5.1.CASPN Nurse Administrator

- 5.1.1. Ms. Hacker discussed enrollment, as presented.
- 5.1.2. Ms. Hacker announced Class #122 graduation will be December 14 at Rochester auditorium. The class is currently completing their 3 day NCLEX review.
- 5.1.3. Ms. Hacker announced the registration deadline Class #124 was December 7. The class has 65 students with 4 on the wait list. The class begins February 5, 2019.

5.2.Principal

- 5.2.1. Mr. Aymer reported on the Career Fair held on November 28. It was very successful with 45 colleges, businesses, and military representatives present. CACC will be hosting a Hiring Fair in March or April. For this event, only those businesses hiring for summer employment will be invited to meet with students.
- 5.2.2. Mr. Aymer stated he is continuing to develop an incentive program to improve attendance and work ethics grades with the assistance of the student advisory committee. The new plan will be rolled out in January 2019.
- 5.2.3. Mr. Aymer announced the staff has started working on a new Vision Statement. The current vision statement is "Education that Works".
- 5.2.4. Mr. Aymer reviewed the discipline report, as presented.
- 5.2.5. Mr. Aymer announced the November Staff Member of the Month was Robert Ferriell. The December Staff Member of the Month will be announced at the staff meeting later today.
- 5.2.6. Mr. Aymer distributed the list of November Students of the Month.
- 5.2.7. Mr. Aymer shared this month's CACC success story. Two CACC students were interviewed for an NPR story on Career and Technical Education.
- 5.2.8. Mr. Aymer stated that several students have been helping the Taylorville community following their recent tornado. The Health Sciences class started a food drive and several Welding and Building Trades students volunteered last Saturday on site.
- 5.2.9. Mr. Aymer announced upcoming dates:
 - 5.2.9.1. CACC Semester Tests December 13 and 14
 - 5.2.9.2. CACC Winter Break December 21-January 2
- 5.2.10. Mr. Aymer announced the Skills USA organization will be providing memberships for all CACC students this year at \$16 per student. Included in the Skills USA membership is Career Essentials training. This will replace the ESI dual credit that was previously earned with Lincoln Land Community College. Professional development for the teaching staff on Career Essentials training will take place on December 18.

5.3.Director

- 5.3.1. Ms. Ferriell discussed the FY18 Financial Audit. There were no findings in the FY18 Audit. Ms. Ferriell reviewed total revenue and expenditure amounts for the year.
- 5.3.2. Ms. Ferriell presented Audit Accounting policy 4:80 which states amounts less than \$1,000 shall not be accrued.
- 5.3.3. Ms. Ferriell reported on WQNA. At the November Executive Council meeting, additional data was requested for the previous five years of WQNA student enrollment and revenue. Ms. Ferriell shared the following enrollment numbers: 2015-20, 2016-20, 2017-20, 2018-27, and 2019-12. Prior to the 2019 school year, the class was changed to a ½ day afternoon only class. The revenue was not easily extracted as the activity and program accounts were merged during that time frame. Ms. Ferriell stated she will be meeting with representatives from Lincoln Land Community College to discuss sharing the radio station. Ms. Ferriell will also be meeting with the DJ's regarding background checks, expectations, and fundraising.
- 5.3.4. Ms. Ferriell discussed job postings. Due to the increase in the Applitrack annual contract fee, Ms. Ferriell determined all of CACC job postings will be done through the IASA Job Bank, IACTE, and individual career sites.

6. CLOSED SESSION

Dr. Ehrman made a motion to go into Closed Session. Dr. Thurman 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 11:33 a.m.

Those members voting "aye": Ehrman, Larson, Root, Thurman, Wood

Those members voting "nay": None

7. RETURN TO OPEN SESSION

Dr. Wood made a motion to return to Open Session. Dr. 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 12:09 p.m.

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

8. ACTION ON CLOSED SESSION ITEMS

8.1. Personnel Recommendations

Dr. Ehrman 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: 5 Nay: 0. The motion carried 5 – 0.

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

9. ANNOUNCEMENTS

9.1. The next regular Executive Council Meeting will be on Tuesday January 8 at 11:00 a.m.

10. ADJOURNMENT

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

Recording Secretary, Executive Council

Date Approved