

**CAPITAL AREA CAREER CENTER  
Executive Council  
Regular Meeting – December 8, 2020  
MINUTES**

**PRESENT:**

Mr. Dan Cox	Rochester School District #3
Dr. Jay Goble	North Mac School District #34 (Virtually via Zoom)
Dr. Scott Laird	Athens School District #213 (Virtually via Zoom)
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 (Virtually via Zoom)
Dr. Douglas Wood	Ball Chatham School District #5 (Virtually via Zoom)

**ABSENT:** None

**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 11:07 a.m. December 8, 2020 by Ms. Jill Larson, Chair.

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

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

**4. COMMUNICATIONS**

**4.1. RECOGNITION OF VISITORS**

4.1.1. Doug Dennis, CEA Representative

**4.2. PUBLIC COMMENT**

4.2.1. None.

**5. APPROVAL OF CONSENT AGENDA**

A motion was made by Dr. Wood to approve the Open Session minutes of the regular meeting of November 10, 2020 and the special meeting of November 16, 2020, the December Financial Reports and Bills, and Personnel Recommendations. The motion was seconded by Dr. Morrison. Upon a roll call vote being taken, the vote was Aye: 7 Nay: 0. The motion carried 7 – 0.

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

**6. REPORTS**

**6.1. CASPN Nurse Administrator**

- 6.1.1. Ms. Hacker announced Class 126 has 52 students that will be graduating on December 18 at 4:00 p.m. The graduation will be held in the parking lot and livestreamed on the CASPN Facebook page.
- 6.1.2. Class 127 has 56 students that are currently attending theory classes at CASPN and clinical practice in the hospitals. Long term care facilities are not allowing students at this time.
- 6.1.3. Class 128 has 60 students and will begin class on February 9.

### **6.2.Principal**

- 6.2.1. Mr. Aymer reviewed the remaining dates for Semester 1 as presented.
- 6.2.2. Mr. Aymer stated the CNA Testing Site at CACC is still in review.
- 6.2.3. Mr. Aymer announced EMS and CNA clinicals will begin in mid to late January 2021.
- 6.2.4. Mr. Aymer stated there was a complaint made to the Sangamon County Department of Public Health regarding CACC. The complaint stated there were 65 students in a class with one teacher and no masks being worn by anyone. Mr. Aymer spoke with a representative of SCDPH and explained these statements were not true and went on to outline the procedures that are in place to maintain a safe learning environment. Mr. Aymer invited the representative out to CACC to view firsthand the procedures that have been put into place. The representative declined. Mr. Aymer began posting weekly COVID updates on CACC's social media sites regarding the number of staff and students who have tested positive and/or are in quarantine related to COVID.
- 6.2.5. Mr. Aymer reviewed students of the month as presented.
- 6.2.6. Mr. Aymer announced noteworthy dates:
  - 6.2.6.1. December 18 – End of 2<sup>nd</sup> quarter/1<sup>st</sup> semester
  - 6.2.6.2. December 21-January 1 – No School Winter Break
  - 6.2.6.3. January 4-11 – Remote only
  - 6.2.6.4. January 12 – First day of in-person learning

### **6.3.Director**

- 6.3.1. Ms. Ferriell reviewed the annual audit, as presented. There were no findings. Based on the suggestions of the auditor, a purchasing clerk will be hired for dual training and segregation of duties within the business office and the snack bar will be utilizing a new point-of-sale system.
- 6.3.2. Ms. Ferriell discussed cybersecurity and the need for a multi-factor authentication method within CACC and CASPN. This will be required by our insurance company in the upcoming annual renewal. Ms. Ferriell will be researching the best options.

## **7. NEW BUSINESS**

- 7.1.**A motion was made by Mr. Root to accept the FY20 Audit. The motion was seconded by Dr. Wood. Upon a roll call vote being taken, the vote was Aye: 7 Nay: 0. The motion carried 7 – 0.

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

- 7.2.**The first reading of the policies to be adopted were approved by all members present.

## **8. CLOSED SESSION**

Dr. Laird made a motion to go into Closed Session. Dr. Goble seconded the motion. Upon a roll call vote being taken, the vote was Aye: 7 Nay: 0. The motion carried 7 – 0.

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

Closed session began at 11:21 a.m.

## **9. RETURN TO OPEN SESSION**

Dr. Wood made a motion to return to Open Session. Mr. Root seconded the motion. The motion was approved with all members present voting "aye". Open session reconvened at 11:32 a.m.

**10. ANNOUNCEMENTS**

**10.1.** The next regular Executive Council Meeting will be held on Tuesday, January 12, 2021 at 11:00 a.m.

**11. ADJOURNMENT**

A motion was made by Mr. Cox to adjourn the meeting. Dr. Laird seconded the motion. The motion was carried with all members voting "aye". The meeting adjourned at 11:33 a.m.

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Recording Secretary, Executive Council

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Date Approved