The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:00 A.M., February 8, 2011 in the Conference Room, Capital Area Career Center, 2201 Toronto Road, Springfield, IL by Ms. Carr, Board Chair.
RECOGNITION OF VISITORS
Mr. Steve Hoff, CACC Welding Instructor

CACC Welding Instructor, Steve Hoff gave a presentation of the curriculum that is used to teach his students. After the successful completion of the two year program, students can receive up to 11 dual credits at Lincoln Land Community College.

APPROVAL OF MINUTES
A motion was made by Dr. Bertrand to approve the Open and Closed Session minutes of the regular meeting of January 11, 2011. The motion was seconded by Mr. Bruno and carried with the following vote: Those voting “aye” Carr, Mulligan, Bertrand, Bruno; Those voting “no” none.

BILLS PAYABLE
A motion was made by Dr. Bertrand to approve the Bill Lists, amended to include an invoice for $16,750. The motion was seconded by Mr. Bruno and carried with the following vote: Those voting “aye” Carr, Mulligan, Bertrand, Bruno; Those voting “no” none.

REPORTS

Chair’s Report
None

CASPN Coordinator’s Report
Ms. Gorman reported on enrollment numbers.

The PN Council Meeting was January 28, 2011.

Mr. Gorman discussed the absence/discipline report, as presented.

Ms. Gorman gave a brief overview of the CASPN Clinical Handbook, as presented.

Ms. Gorman explained the Class Uniform and Laptop Checkout Policy Recommendations, as presented.

After the NLNAC phone review, it was determined that CASPN needs to expand on the data that has already been submitted. CASPN staff will compile this information.

Principal’s Report
Mr. Avery discussed enrollment/historical numbers, as presented

Second semester retention rates were discussed.

Mr. Avery reported on student attendance and the discipline report, as presented.

Open House has been rescheduled to February 22, 2011.

FY12 enrollment deadline is February 18, 2011.

ROCTE Career Day is March 8, 2011.

IACTE Legislative Day is April 8, 2011.
**Director’s Report**

**FY 10 ROCTE Extra Funds**
In December, ROCTE was able to purchase additional equipment and supplies for CACC totaling $25,000. Among the items were Apple IMacs and Interactive Pen Displays for Photography, Hobart Stand Mixers for Culinary Arts, and a Tricaster Switch for Digital Broadcasting.

**FY 11 Student Tuition**
The FY 11 Student Tuition Budget was based on an average of 590 students. The actual average is 575. This reduction of 15 students will result in $23,127.15 less in student tuition.

**2nd Semester Reductions**
Due to the decrease in students for 2nd semester, the following reductions were made:

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Section of Cosmetology (am)</td>
<td>$13,375.00</td>
</tr>
<tr>
<td>1 HO Clinical Instructor (am)</td>
<td>$ 1,767.90</td>
</tr>
<tr>
<td>1 TA in Collision Repair (am/pm)</td>
<td>$ 6,588.18</td>
</tr>
<tr>
<td>1 HO bus (pm)</td>
<td>$ 3,017.28</td>
</tr>
<tr>
<td><strong>Total Savings</strong></td>
<td><strong>$24,748.36</strong></td>
</tr>
</tbody>
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**FY 11 Program Costs**
Ms. Stover discussed the FY11 Program Costs, as presented.

**FY 12 Sections**
Enrollment requests are due on February 18, 2011. Reductions in class sections for FY 12 based on the current number of 1st year juniors are:
1. Only one (1) section of Health Occupations II will be offered
2. Only one section of Cosmetology II will be offered
3. Cooperative Education (a.m.) will not be offered.

**FY 13 Adult Education Funding**
On January 7, 2011, Mark Williams, CTE Division Administrator, notified the System Directors that beginning in FY13 adult programs would no longer be funded. The Area Center Directors have been corresponding with Mark Williams concerning this. A focus group has been formed and a meeting is planned on February 2, 2011. The school code does allow for public schools to offer adult programs for adults that are not seeking a degree. CASPN plans to ask for an increase in tuition beginning with Class 109. The amount of the increase will be dependent upon the outcome of this Adult Ed Focus Group.

**Section 5 Policy Revisions**
Ms. Stover explained the Section 5 Policy Revisions, as presented.

**IACTE Conference**
The IACTE Conference is being held February 17-18, 2011 in Normal, Illinois. Five CACC Instructors are attending the IACTE Conference. Deb Antoine is presenting "Moodle from Square One"; Janis Rose is presenting, "And the Devil has a Dell"; and Chuck Bullard is presenting, "Building Futures for Craft Professionals".
January 25, 2011 Board of Control
The Board of Control Meeting generated a lot of discussion and ideas. Many of these ideas have been assigned to committees.

Special Meeting
A Special Meeting will be March 2, 2011 at 1:00 p.m. to look at enrollment requests and enrollment patterns.

CORRESPONDENCE
Avery to Bullington
Bullington to Avery
Williams to System Directors
Stover to Albert
Albert to Stover
Stover to Williams
Stover to CEA

NEW BUSINESS
Approve Special Meeting Date
A motion was made by Dr. Bertrand to approve March 2, 2011 @ 1:00 P.M. as the date for the Special Meeting to discuss FY12 enrollment numbers. The motion was seconded by Mr. Bruno and carried with all members voting “aye.”

Approve CASPN Class of 109 & 110 Calendars
A motion was made by Mr. Bruno to approve the CASPN Class of 109 & 110 Calendars, as presented. The motion was seconded by Dr. Mulligan and carried with all members voting “aye.”

Approve Personnel
A motion was made by Dr. Mulligan to approve the Hiring of Personnel, as listed:

- Tracy Fleetwood - 2/3 time CASPN Clinical Instructor @ A9
- Kara Stiles - as needed CASPN Clinical Instructor @ A6
- Susan Morissey - as needed CASPN Clinical Instructor @ A10
- Carmen McLaughlin - CASPN Receptionist - $10 an hour for 30 hours a week

The motion was seconded by Dr. Bertrand and carried with the following vote: Those voting “aye” Mulligan, Bertrand, Bruno, Carr; Those voting “no” none.

Salaries
Tabled

Bates Termination
A motion was made by Dr. Bertrand to terminate CASPN Instructor, Heather Bates, effective immediately. The motion was seconded by Dr. Mulligan and carried with the following vote: Those voting “aye” Bertrand, Bruno, Carr, Mulligan; Those voting “no” none.
MISCELLANEOUS
Next Executive Council Meeting- March 8, 2011 @11:00 A.M.

ADJOURNMENT

A motion was made by Mr. Bruno to adjourn the meeting. The motion was seconded by Dr. Bertrand and carried with all members voting “aye”.

The meeting adjourned at 12:52 P.M.

_______________________________________
Secretary, Executive Council

_______________________________________
Date Approved