

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – January 12, 2010**

MINUTES

DATE AND TIME: Tuesday, January 12, 2010
11:00 A.M.

LOCATION: 2201 Toronto Road, Conference Room
Springfield, IL

PRESENT:

Dr. Tom Bertrand
Superintendent
Rochester School District #3A

Ms. Marlene Brady
Superintendent
Girard School District #3

Mr. David Bruno
Superintendent
Tri-City School District #1

Ms. Valerie Carr, Chair
Superintendent
New Berlin School District #16

Mr. Robert Gillum
Superintendent
Ball-Chatham School District #5

Dr. Tom Mulligan
Superintendent
Riverton School District #14

ALSO PRESENT:

Ms. Cindy Stover
Director

Mr. Alan Avery
Principal

Ms. Angela Anselm
CASPN Coordinator

Ms. Amy Estes
Business Manager

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:00 A.M. January 12, 2010, in the Conference Room, Capital Area Career Center, 2201 Toronto Road, Springfield, IL by Ms. Valerie Carr, Board Chair.

RECONGNITION OF VISITORS

Ms. Kathy Garrett
Mr. Chuck Bullard

APPROVAL OF MINUTES

A motion was made by Mr. Gillum to approve the Open and Closed Session minutes of the regular meeting of December 8, 2009. The motion was seconded by Mr. Bruno and carried with all members voting "aye."

BILLS PAYABLE

A motion was made by Mr. Gillum to approve the Bill Lists, as printed. The motion was seconded by Mr. Bruno and carried with all members voting "aye."

Chuck Bullard, CACC Cooperative Education & Ag Power Mechanics Instructor, gave a presentation of the curriculum that is used to instruct his students. After the successful completion of the two year course, students can obtain up to 14 LLCC credits and NCCER Certification in CORE, Highway and Heavy Construction, and Highway and Heavy Construction Operator.

REPORTS***Chair's Report***

None

CASPN Coordinator's Report

Ms. Anselm discussed enrollment numbers.

Ms. Anselm discussed the Class of 105 Calendar, as presented.

Graduation for the Class of 102 was held December 18, 2009 at the Northfield Suites in Springfield.

Ms. Anselm discussed the Excessive Absence/Discipline Report, as presented.

CASPN did not receive the ARRA Grant that was submitted in October.

Ms. Anselm and her staff have been working to get ready for the NCA Accreditation Visit that will be in April, 2010.

Ms. Anselm is looking into POPULI, a college management software program that will handle student information, admissions, billing, financial aid, and online learning.

Ms. Anselm presented an article from the Peoria Journal Star Newspaper about a former CASPN student.

Principal's Report

Mr. Avery discussed enrollment numbers, as presented.

Mr. Avery discussed the discipline report, as presented.

The agenda for the December Staff Development Day was discussed.

Open House is scheduled for February 2, 2010 from 5:30-7:00 P.M.

Also discussed was the Historical Data, as presented.

The Board directed Mr. Avery to gather information that will include: the number of juniors and seniors in each class and how many first year students return for a second year. 2010-2011 enrollments are due to CACC on February 19, 2010. The Board has scheduled a Special Meeting that will be on March 2, 2010 @ 9:30 A.M. to discuss these topics.

Director's ReportProgram Overview Chart

Ms. Stover discussed the Program Overview Chart, as presented.

Strategic Plan Update

Ms. Stover discussed the Strategic Plan, as presented. The Board directed Ms. Stover to provide a status report on CACC committees, their progress thus far towards the Strategic Plan, and their goals. The Board would also like a process on how to evaluate existing programs, review curriculum, addition and deletion of programs that will meet the needs of students in the future.

Online Courses

Several CACC instructors have expressed interest in offering online courses to high schools students and adults.

November and December Staff Meetings

The November and December Staff Meeting agendas were presented.

Principal and CASPN Coordinator Evaluations

Evaluation will be completed in January.

Radio & TV Proposal

Radio & TV is interested in providing studio access for the Springfield Public Access channel. This would provide the Radio/TV students the opportunity to work with real studio productions. The CACC Attorney is working on an agreement between CACC and the City of Springfield.

City Lights Rebate Program

CACC was granted a rebate for motion detector lights. The switches have been ordered and need to be installed within 90 days.

Tax for Area Vocational Education Programs

The Area Center Directors have been discussing a tax levy for area vocational centers. Representative Lisa Dugan is sponsoring the Bill, as presented.

Program Approval Process

This has been delayed while the ISIS system is being re-written.

Adult CNA Class

A new class began January 6, 2010 with 26 enrolled.

CORRESPONDENCE

Stover to State Legislators
Traveler's Insurance to Stover
Hanauer (CWLP) to Stover
Schneider to Stover
Stover to O'Brien

NEW BUSINESS***Hire Personnel***

A motion was made by Dr. Mulligan to approve the hiring of personnel, as follows:

Kerri Becker, CACC Bookkeeper/Administrative Assistant @ \$28,000/year.

The motion was seconded by Mr. Gillum and carried with the following vote: Those voting "aye" Carr, Mulligan, Gillum, Bertrand, Bruno, Brady; Those voting "no" none.

Approve Seniority List

A motion was made by Ms. Brady to approve the Seniority List, as presented. The motion was seconded by Mr. Gillum and carried with all members voting "aye."

MISCELLANEOUS

A Special Meeting has been scheduled for March 2, 2010 @ 9:30 for the purpose of reviewing programs and enrollment for 2010-2011.

Next Executive Council Meeting – February 9, 2010 @11:00 A.M

ADJOURNMENT

A motion was made by Mr. Gillum to adjourn the meeting. The motion was seconded by Ms. Brady with all members voting "aye."

The meeting adjourned at 1:29 P.M.

Secretary, Executive Council

Date Approved