

Executive (KACC) Board Meeting  
 Thursday, October 17, 2013, 8:30 a.m.  
 Kankakee Area Career Center

Members Present

Grant Park:	John Palan, Chairman	Beecher:	Tami Roskamp
Bradley:	Scott Wakeley	Central:	Tonya Evans
Herscher:	Richard Decman	Kankakee:	Jeanette Kreuz
Manteno:	Lisa Harrod	Momence:	Gary Miller
Peotone:	Steve Stein	St. Anne:	Rick Levek
Reg. Office:	Gregg Murphy		

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on October 17, 2013 at 8:30 a.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-3. A motion was made by Dr. Wakeley, seconded by Mr. Levek at 8:31 a.m. to approve the consent agenda, minutes of the regular and closed September meetings, accounts payable and financial reports. Motion carried by unanimous roll-call vote.

ANNUAL AUDIT PRESENTATION

4. Mr. Rick Blanchette, CPA from Russell Leigh & Associates, attended the meeting today to review the annual Audit Report of both the Kankakee Area Career Center and Kankakee Area Regional Vocational Education System. Mr. Blanchette called attention to fund balances, expenditures, revenue as well as comparison of actual versus budgeted amounts. Mr. Levek questioned the difference in totals specifically from page 5 to page 8 of the KACC audit report. Mr. Blanchette explained there was an on behalf payment to TRS amount which is included in one report, but not in the budget. Mr. Blanchette stated the financial records of both entities were in good shape and provided for a good audit.

DIRECTOR'S REPORT

5. Director's Report: Mr. Fay spoke on the following subjects:
  - a. Forum for Excellence: Mr. Fay commented there was much discussion concerning dual credit at this meeting and highlighted some of the comments he hears from junior colleges as opposed to what they heard from ICCB at the meeting in regard to the autonomy of the colleges to accept or not accept dual credit. Mr. Fay also confirmed there is noticeable difference between working with KCC, JJC and Prairie State. Dual Credit is earned by many students here at KACC, some students graduating with between 10 and 12 credits.
  - b. System Director's Meeting: Mr. Fay relayed information on discussions concerning the potential consolidation of EFE Systems and ROEs and queried Dr. Murphy on the subject. Dr. Murphy stated there is really not much new in this area and comments he has heard from the legislative side regarding ISBE. Dr. Wakeley stated candidate for Governor, Bill Brady's, vision is to have Community Colleges, ROE's and EFE Systems all mirror the same exact districts. Mr. Fay encouraged everyone to please let him know if they happen to hear anything on this subject. Mr. Fay will be sure to relay any information he garners as well.
  - c. Email Upgrade: Mr. Fay thanked Dr. Murphy and his IT staff for their assistance provided during our recent upgrade to Microsoft 365 mail. Both Mrs. Goodale's and Mr. Kelley's email accounts are fully converted, in-house training has been done and we will soon be off of Area

- IV. Mr. Stein questioned if the ROE is housing a server for the email, to which Dr. Murphy explained this is a cloud-based service with ample archive capability at a reasonable cost.
- d. Governor's Task Force Meeting: This meeting will be held at KACC this evening at 6:00 p.m. All the superintendents are welcome. This meeting will be open to the general public. Mr. Fay anticipates speaking for 10-15 minutes this evening. Mr. Fay reported former State Representative Lisa Dugan is on the Task Force, which is positive, considering she understands the benefits of career and technical education and is very supportive.
  - e. Teacher's In-Service: Mr. Fay reported instructors from BBCHS provided our instructors with a presentation on Flip the Classroom, which was very informative and helpful.
  - f. KARVES-KACC November Meetings: Mr. Fay reminded everyone both the KACC Executive Board and KARVES Administrative Board of control meetings will be on Thursday, November 14<sup>th</sup>. The evening Board of Control Meeting will be held at 6:00 p.m. at the Kankakee Country Club.

#### DISCUSSION/ACTION ITEMS

6. Approve Second Reading and Full Approval of Press Policies: A motion was made by Mr. Levek, seconded by Dr. Decman at 8:45 a.m. to approve the Press Policies as presented for second reading. Motion carried by unanimous roll-call vote.

#### INFORMATIONAL ITEMS:

7. Principal's Report: Ms. Goodale relayed the following information to the Board members:
  - a. Flip the Classroom: Ms. Goodale stated not only were KACC teachers in attendance for this presentation, but 6 other KARVES' region teachers were present. Ms. Goodale expressed her gratitude to Dr. Wakeley and the BBCHS instructors who attended, stating not only was the information excellent and well-received, they offered their continued service to our faculty. Dr. Wakeley stated this same group has been speaking nation-wide and Mr. Rob White is the Teacher's Association President.
  - b. Rich Township Meeting: Ms. Goodale reported 5 CTE instructors accompanied the head of CTE from this school district. Following a 90-minute meeting, they toured our facility. They were referred to KACC from others around the area because of accolades about our programs. There was potential interest in sending students to our Cosmetology program. Ms. Goodale stated she offered KACC's help as they develop new programs.
  - c. Health Occupations Programs: Ms. Goodale informed the Board of potential changes to the qualifications and course order of KACC's Health Occupations curriculum. The current C.N.A. Certification Training Program offered as "Health Occ. I" requires our program have an average certification score of 80% in five different categories of the test. KACC has not met this in the last few years. Ms. Goodale has been working with instructors to implement changes every year to improve the scores, but we have not yet reached 80% in all categories. In addition, dual credit requirements are now tied to compass scores for both reading and math. Ms. Goodale will be speaking of this issue at the December Counselor's Day meeting. Students may very well be encouraged to take what is now considered Health Occupations II first, as it covers medical terminology and basic health skills such as first aide, CPR, AED, etc. Ms. Goodale stated this may not be a requirement, but highly suggested.
  - d. Principal's Meetings: The dates for the remainder of this school year are November 21, January 23, and April 17.
  - e. Discipline: Ms. Goodale reported the numbers of discipline are higher than normal, but most of this is attributable to our new student management software incorporating a much better tracking system. Ms. Goodale also mentioned the fact of our growth in student population may be part of this equation. Dr. Wakeley called attention to one discipline area and requested a bit of explanation. Mr. Fay explained the situation with 2 students as he was the administrator on hand at the time of the occurrence.
  - f. Attendance: Ms. Goodale called everyone's attention to the attendance report included in their packet, noting overall average for September was 97%.

- g. Student Enrollment Capacity: Ms. Goodale responded to a question from last month concerning KACC's enrollment capacity stating 370 students per slot is our capacity. Following additional discussion, it was clarified 370 is the ideal capacity, yet programs such as Cosmetology and C.N.A. training program have their enrollment numbers firm due to licensing requirements.
- 8. Special Populations Report: Mr. Kelley updated the members on the following items:
  - a. WorkKeys Scores: Mr. Kelley distributed WorkKeys Scores for each individual school, listing each student who has been identified as needing Learning Center tutor services. Mr. Kelley further reported 350 students qualified for Learning Center, of which 140 are scheduled now. Mr. Kelley is fielding calls from parents concerned about missing class time, to which he assures parents the materials covered in the Learning Center are directly related to what their KACC curriculum covers so they are not missing out.
  - b. IEP's: Mr. Kelley stated he is maintaining these files. Currently 200 KACC Students have an IEP on file. Mr. Kelly works with case managers and KACC faculty to ensure students' needs are properly met.
  - c. Sophomore Day: Mr. Kelley called everyone's attention to the reports included in the agenda packets outlining timeframes and course interest for Sophomore day which will be held October 29<sup>th</sup>.
  - d. Student Services: The next Student Services meeting is scheduled for November 12<sup>th</sup>.
  - e. School Visits: Mr. Kelley once again offered his time and assistance to go to any of our district schools to visit and speak with students, counselors, etc. Ms. Goodale is scheduled to attend Crete Monee High School's Parent University Night.
  - f. Internship Program: Mr. Kelley stated this program is just getting underway for this school year, with the bulk of internships happening second semester.

ADJOURN

There being no further business, a motion was made by Dr. Decman, seconded by Dr. Wakeley at 9:06 a.m. to adjourn the regular meeting of the KACC Executive Board. Motion carried by unanimous voice vote.

As Recorded By: \_\_\_\_\_  
Tonya Evans, Secretary

Attested By:

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John Palan, Ed.D, Chairman