

Executive (KACC) Board Meeting
KARVES Administrative Board of Control Meeting
Thursday, August 14, 2014
Kankakee Country Club, 6:00 p.m.

Members Present

Beecher – Jeff McCartney and Debra Von Alven
Bradley – Thomas Cooke
Central – Tonya Evans
Grant Park –Mardale Ekhoﬀ
Herscher –Dr. Richard Decman & Dave Emling
Momence –Gary Miller & Sandra Illum
Kankakee – Dana Washington
Peotone –Steve Stein and Richard Uthe
Regional Office of Education – Dr. Gregg Murphy
St. Anne – Rick Levek and Kurt Moranz

Director – Don Fay
Assistant Director – Bosa Goodale
Recording Secretary – Alice Argyelan
Bookkeeper – Daniel Gesell

Guest: Richard Blanchette, C.P.A., Russell Leigh and Associates

Absent: Manteno

Minutes

The regular meeting of the Kankakee Area Career Center (KACC) Executive Committee and Kankakee Area Regional Vocational Education System (KARVES) Administrative Board of Control, Kankakee County, State of Illinois was called to order on November 13, 2014 at 6:35 p.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-4: A motion was made by Mr. Emling, seconded by Ms. Von Alven at 6:36 p.m. to approve the Consent Agenda including the following:
- Approve minutes from October Regular meeting of the Kankakee Area Career Center.
 - Approve minutes from the August KARVES/KACC Combined Regular Meeting
 - Approve Accounts payable
 - Approve financial reports

Motion carried by unanimous voice roll-call vote.

DIRECTOR'S REPORT

5. Director's Report: Mr. Fay provided everyone with an update of administrative activities in which he has been involved. Of note, Mr. Fay mentioned:
- Sophomore Day was held October 21st. The event was well attended and beneficial for area students.

- b. Life Safety: Dr. Murphy came to KACC for this annual review. Other than a few minor issues, everything was found to be in order.
- c. CLS Behring: Two human resource managers from CSL came to KACC to talk about initiatives promoting the need for curriculum to develop skill sets for the type of employees they want to hire. Mr. Fay mentioned there may be an opportunity for CSL to bring some current employees to speak with our students and staff. They are also working with Momence and St. Anne as they have 40 job openings they are unable to fill. Between KCC and KACC, Mr. Fay hopes to be able to prepare students for these positions. Mr. Fay will keep board apprised as developments occur.
- d. The downstairs restrooms and fire door installation will take place over winter break.
- e. Mr. Fay and Ms. Goodale met with Principal Wright, Jen Parris and Tiffany Kohl from BBCHS to discuss potential changes taking place at BBCHS which may impact KACC.

DISCUSSION/ACTION ITEMS

- 6. Annual Audit Report presented by Rick Blanchette, CPA, Russell Leigh & Associates: Mr. Blanchette reviewed both the KACC and KARVES' budgets in detail with the board. Following the presentation, Mr. Blanchette complimented KACC Admin and financial staff for having everything in order. A motion was made by Mr. Moranz, seconded by Ms. Von Alven at 6:48 p.m. to approve both the KACC and KARVES annual audits as presented. Motion carried by unanimous roll-call vote.
- 7. Strategic Plan:
 - Mr. Fay began this informational piece by showing 2 short films: <http://vimeo.com/67277269> and <http://www.youtube.com/watch?v=cCOJPs-rcF0>
 - a. The first video spoke about the amount of student loan debt. The second video discussed the value of career and technical education, certifications and quest for post-high school education – not necessarily “University for All.” Mr. Fay said his purpose for showing the video was to provide the board a broad base of information to keep in mind when making decisions at their schools and to please remember how decisions affect all students. Statistically speaking, the majority of high school students will not complete university level and for those who do; often times, they wind up in “grey collar jobs,” (Defined as working at a wage which does not support student loan debt incurred during college). Mr. Fay talked about combining Technology and Education with the overall goal of helping students become successful academically, along with developing skill sets transferable to the workforce. Mr. Fay explained about how CTE is becoming more and more squeezed out of the traditional school day. Ms. Washington concurred and spoke of the need to have enough academic and technical skills to be successful. With a new push to have Civics be a mandatory class and the potential for 4th year math, he is concerned students will no longer be able to fit CTE, or any other non-academic class (art, theatre, music) into their schedule. “The home schools in our district do an excellent job in preparing student academically,” stated Mr. Fay. The definition of Career Readiness was then read: “Giving a student sufficient academic skills so that they can succeed in the chosen career path. A career ready person effectively navigates pathways that connect education and employment to achieve a fulfilling, secure and successful career.”
 - b. 7-Year Look-back & Strategic Plan: Mr. Fay presented everyone with a document highlighting accomplishments over the past 7 years. Mr. Fay stated he believed this information will provide a good segue into the strategic plan itself. Mr. Fay then presented a PowerPoint containing the main components of KACC's Strategic Plan. The plan covered the major areas of: Finance, Curriculum, Physical Plant, Human Resources and, Technology and Social Media/Marketing. Mr. Fay highlighted each individual area for the board. A copy of the plan will be emailed to everyone on the KARVES/KACC Administrative Board of Control. Mr. Fay reemphasized his goal to help students meet the challenges of today and ensure KACC and CTE are both something students and home schools can be proud of as a valuable part of the education process. Mr. Cooke questioned implementation and review process. Mr. Fay stated he intends

to bring the plan back to the Board in November for formal approval and then give annual updates, indicating both the goals which have been met and, an accounting of all new goals established. Mr. Fay encouraged everyone to please contact him if they have concerns, suggestions or want to discuss any part of the plan.

INFORMATIONAL ITEMS:

8. Principal's Report:

- a. C.N.A. Program: IDPH has once again made some changes to the requirements for instructors. Ms. Goodale has followed up ensuring KACC clinical supervisors received additional training. All-day clinical experiences for students will once again take place this year.
- b. The next Principal's Meeting will be Thursday, November 20th. Ms. Goodale stated the KACC grading scale will be one of the main topics for the meeting.
- c. The Cosmetology Adult Program continues to receive interest from adult students. The program at KACC costs approximately \$9,000 whereby Trendsetters and other schools of the kind cost around \$24,000. KACC charges \$6. Per hour for those former students who were not able to finish their 1,500 required hours in the timeframe allowed. Ms. Washington questioned whether KACC's school is listed on the Workforce Board's list. Ms. Goodale stated it is not as Cosmetology is deemed not high enough demand or earnings.
- d. Ms. Goodale reported KACC teachers do attend IEP meeting when requested. Recently, a cosmetology instructor met with IEP team to discuss student's ability to handle the curriculum. The student, a freshman, was trying to plan ahead.
- e. KCC sent two C.N.A. Training instructors to KACC for a one-day day of observation of both our C.N.A. Training Program classes. KACC's program dual credited status with KCC requires the observation. ICCB, according to Ms. Goodale, is changing the rules so it will be interesting to see where the future of dual credit lies.
- f. Ms. Goodale met with an HR firm who does a lot of recruiting of welders. As has been the trend, welders are hard to find. The HR folks will try to help our students get their foot in the door, right into the workforce.
- g. ISBE audit took place in October. Overall, the audit went very well with no major findings. The few suggestions made will be implemented. Audits of this nature take place every 5 years.

9. Special Populations: In Mr. Kelley's absence, Ms. Goodale gave a quick overview of Mr. Kelley's report, including Sophomore Day – presenting a list of schools, slots reserved and actual attendance for the event. This is a wonderful opportunity for sophomores to see KACC and the courses we offer first-hand so they have better information for making their decision.

10. Intern Report: Ms. Goodale presented Mr. Kelley's report. Ms. Goodale highlighted the fact the availability of internships in the healthcare industry are getting harder to find. The amount of students being taught at KCC and Olivet have taken spots at the hospitals and extended care facilities KACC has previously hand interns. Ms. Rhonda Bond from Presence St. Mary's is working hard with Ms. Rogers to ensure some students get on an internship. BIMBA manufacturing is also working on taking a student for an intern spot. This program is extremely valuable for our students.

ADJOURN:

There being no further business to discuss a motion was made by Mr. Emling, seconded by Ms. Von Alven at 7:48 p.m. to adjourn the meeting of the Kankakee Area Regional Vocational Education System's Administrative Board of Control and Kankakee and Kankakee Area Career Center's Executive Committee. Motion carried by unanimous roll-call vote.

As Recorded By: _____
Debra Von Alven, Secretary

Attested: _____