

CEANCI BOARD OF GOVERNORS MEETING

January 24, 2014
Regional Office of Education
300 Heart Boulevard
Loves Park, Illinois

Members Present:

Dr. Michael Houselog, Belvidere
Dr. James Hammack, Byron
Dr. Pete Verona, Byron
Dr. Julie Morris, Harlem
Dr. Lynn Gibson, Hononegah

Dr. Stephen Baule, North Boone
Dr. Ehren Jarrett, Rockford
Mr. David Carson, Rockford
Mr. Scott Fisher, South Beloit
Mr. Scott Bloomquist, Winnebago

Members Absent:

Mr. Justin Ebert, Oregon
Mr. P.J.Caposey, Meridian

Ex-Officio Members Present:

Margie Hartfiel, CEANCI
Dr. Lori Fanello, Boone-Winnebago Regional Office of Education
Dr. Linda Oshita, Boone-Winnebago Regional Office of Education

Ex-Officio Members Absent:

None

Guests:

Mr. Steve Yaun, Career Cruising
Ms. Audra Cooke, Rock Valley College
Lisa Kempthorne, CEANCI
Beth Mead, CEANCI

Meeting was called to order at 7:34 a.m. by Dr. Julie Morris, Governing Board President.

Roll Call

APPROVAL OF AGENDA

Scott Bloomquist made the motion. The motion was seconded by Scott Fisher.

No community members were presents therefore any community comments were made at this time.

APPROVAL OF MINUTES

Julie Morris made the motion. The motion was seconded by Scott Fisher.

RECOMMENDATION TO APPPROVE CEANCI ANNUAL AUDIT FY13

Lori Fanello distributed FY13 Audit binders to the Members and explained the (2) findings regarding the audit. The first finding concerns the Risk Assessment, which we supplied so this will require further discussion with the auditors. The second finding involved the computer system transition. The state auditors did not make the adjustment necessary before Siepert began their audit. Lori stated that moving forward we will be sure this happens. Lori also mentioned that currently we are paying separate for the CEANCI and RAS audits, at a substantial rate and she has a request into the state to include this with the State audit, which is free of charge. If the audit is done solely through the state the savings would be approximately \$12,000.00 per year. A question was posed as to whether this audit was different from the State audit. Lori clarified that we had always had (2) audits done, however the State could include CEANCI in the (1) overall audit. Lori also shared that the State audit did have (2) findings: the first finding was found in the collateralization changeover (which was the error of the bank) and the second was that we do not have a CPA, therefore changing cash to accrual was overlooked. One Member questioned the Management letter and Lori explained that the fund balance was for the entire year.

Steve Baule & Michael Houselog arrived at 7:42 am

Lynn Gibson made the motion to approve the FY13 Audit. The motion was seconded by Ehren Jarrett.

Motion carried 8-0

Roll Call Vote

Belvidere – Yes

Byron – Yes

Harlem – Yes

Hononegah - Yes

North Boone – Yes

Rockford 205 - Yes

South Beloit - Yes

Winnebago – Yes

ASSISTANT DIRECTOR REPORT

Lisa Kempthorne stated she would be covering (4) Advance Now initiatives in her Assistant Director report. Before reporting on the initiatives she thanked all Members for their support. The first initiative was the Sophomore High School presentations that were given (at all high schools), with the second initiative being the Open House at Stenstrom Center on January 22nd, in conjunction with Rock Valley College administrators, instructors, sophomore students and parents. Lisa reported that while over 700 students showed interest in the AN program and were invited, due to inclement weather only 22 students attended the event; Lisa stated these 22 students were very serious and advised that CEANCI will host this event each year. The third initiative discussed was the Advance Now application process; Lisa stated that AN information packets were given to all high schools including applications, and application process and

directives. Deadline for applications is March 3, 2014. Lisa also advised she would have applicant numbers at the March 7th Board Meeting. The last initiative was the AN Textbook rental program; Lisa advised members that the cost involved with this was approximately \$25,000.00, (with the idea that these could be used in a three year cycle); since 3 of 5 programs are changing the curriculum next year, this resulted in a loss of nearly \$17,000.00. CEANCI is uncertain that purchasing textbooks for future will be feasible. This issue will be addressed at the curriculum meeting in February. Lisa will be reporting on the findings of this issue at the March 7th Board meeting. There was an opportunity given for question at this time and one asked if there were any information disclaimers built in to the new applications. Lisa stated that we have developed a contract and Audra Cooke of RVC reported the school counselors can call RVC any time however that would not have been possible without a contract. Additionally, another question was asked, if CEANCI could have another Open House since the attendance was low. It was stated that this would not be possible due to January 21st through February 17 testing period. Members were informed, however, of an orientation hosted by CEANCI in May in conjunction with RVC.

SYSTEM DIRECTOR REPORT

Margie began by reporting that all courses are aligned to receive maximum funding and reports have been sent to each districts point person for ISBE reporting. She advised members that last year this was not done until June. Next, Margie reported on the CC workshop to be hosted by CEANCI on March 10th. At this workshop instructors and counselors will be surveyed about career education activities at their individual sites and the feasibility of a region career fair. The CC workshop will serve 2 purposes (1) ½ day CC and Inspire training for high school instructors with integration strategies in the afternoon, and (2) ½ day CC introductory training for middle school counselors and instructors. The next item addressed was the 2014-2015 Program Plan January updates (see Update in Board Packet). Margie expressed her excitement regarding the Business Round Table held on January 22nd at Belvidere High School. She advised members that 32 businesses and 40 educators attended the event. Business interest needs to be generated in the southern part of the region. Much conversation took place about the curriculum, industry needs, and how we can change to meet the need. All attendees were excited and supportive. Margie stated raw data from the BRT would be sent electronically to Members. Included in the data will be aggregate data from an exit slip administered to all participants of the BRT. The Business Leadership Team will be January 31st at which time data results will be discussed and a curriculum overhaul plan will be devised in order to move forward. An opportunity was given for questions and there were no questions at this time. One Member did express gratitude for the agenda layout for the BRT and appreciated the format.

Margie expressed concern regarding the need for a Program Review committee and the importance of having a Regional Site Plan fulfilled for the FY15. The purpose of this committee is to decide programs of study and locations for the plan; the superintendents will play a large role in this decision making process. Margie stated she would like to have a meeting once a month for the next 6 months to devise the Regional Site Plan. One Member asked what the difference was between the Advance Now Curriculum Review Committee and the Program Review Committee. Margie explained AN programs are dual credit offered at a college. Regional Programs would be completely administered by the System at a high school location.

Some members felt combining the Program Review Committee with the Curriculum Review Committee (already established) would keep meetings at a minimum. When asked if anyone wanted to volunteer for the Program Review Committee Lynn Gibson volunteered. All Members agreed to combine the two committees. Margie followed up by stating the Financial Committee for AN will be February 18th and the Curriculum Review should be set soon.

CAREER CRUSING INSPIRE PRESENTATION

Margie introduced Steve Yaun, of Career Cruising (CC), who gave a demonstration of the Inspire component of CC. Steve explained the integration of business and employer information this module is capable of as well as showed and explained various screens. He also stressed this as being the central meeting place for all stakeholders in the region. Steve mentioned Rock County was waiting to hear what CEANCI decided to do in this region and that there were currently (5) deployments in the surround counties. Steve demonstrated security filters, (background & criminal checks), student information filters (all data goes through the high school Career Coach before going out to businesses, etc., discussion boards and the ability to link to interest surveys, activities tab, discussion boards, work based learning activities, job shadowing, and much more. Many questions were raised such as reporting capabilities, if the system showed the number of jobs available, student tracking (the number of student's actually using and taking advantage of the job shadowing opportunities), etc. The answer to all of these questions was yes. One member was concerned about the entry level jobs available to students. Steve stated that these jobs can be tagged by criteria. Steve also stated that CC will customize the website for CEANCI. Julie referred to the job description guide and reminded Members the salary was adjusted since the last meeting, (see handout). The opportunity was given for any additional questions at this time, of which there were none.

RECOMMENDATION TO APPROVE COMMUNITY OUTREACH COORDINATOR POSITION

Michael Houselog made the motion to approve the Community Outreach Coordinator Position. The motion was seconded by Steve Baule.

Motion carried 8-0

Roll Call Vote

Belvidere – Yes
Byron – Yes
Harlem – Yes
Hononegah - Yes
North Boone – Yes
Rockford 205 - Yes
South Beloit - Yes
Winnebago- Yes

One Member asked if reports would be sent to superintendents. It was stated that in the first year going into year two this would be possible, as the first year requires much work to be done and data collected before this could happen. Some discussion occurred regarding benchmarks for 3-5 years, (see handout in packet) and work-based learning activities. Steve mentioned a kickoff planning meeting would be necessary in moving forward with Inspire and that we would have more defined benchmarks at that time. Some Members felt it was too early for students to get jobs; it was expressed that perhaps some students would go to college, returning to the region, at a later time to work. A question was raised by Audra Cooke or RVC as to whether RVC will be a part of Inspire, the answer was yes. One last question was raised if there was any extra cost for the WIB, Chamber and RVC to be a part of Inspire; the answer is no, this program includes other entities in the region.

RECOMMENDATION TO APPROVE INSPIRE SUBSCRIPTION, JANUARY 2014 TO JUNE 2015

Steve Baule made the motion to approve the Inspire Subscription, January 2014 to June 2015. The motion was seconded by Lynn Gibson.

Motion carried 8-0

Roll Call Vote

Belvidere – Yes
Byron – Yes
Harlem – Yes
Hononegah - Yes
North Boone – Yes
Rockford 205 - Yes
South Beloit - Yes
Winnebago- Yes

Julie closed the meeting by thanking all Members for being a team and re-evaluating the direction of CEANCI.

ADJOURNMENT

Lynn Gibson made the motion to adjourn today at 9:02 A.M. The motion was seconded by Julie Morris

Margie Hartfiel
Recording Secretary

Dr. Peter Verona
Board of Governors Secretary