

## **Area 30 Career Center**

### **February 13, 2024 Board Meeting Minutes**

The members of the Board of Directors of Area 30 Career Center held a regular session meeting on Tuesday, February 13th at 9:00 am in the boardroom at Area 30 Career Center 1 N Calbert Way Suite A, Greencastle, Indiana.

Board Members Present:       Greg Linton  
                                          Wes Hammond  
                                          Jeff Gibboney  
                                          Dustin LeMay  
                                          Corey Smith

Area 30 Staff Present:       Chad Nunley, Executive Director  
                                          Cindy Burnham, Treasurer

Banner Graphic:               Brand Selvia

#### **1. Public Meeting**

A. Call to Order

Mr. Linton called the meeting to order at 9:00 am

B. Adjustments to Agenda

None

C. Public Commentary

None

D. Approval of January 9, 2024 Minutes

Dr. Smith made a motion to approve the minutes as presented. Mr. Gibboney seconded and the motion carried with no further discussion.

#### **2. New Business**

A. National Technical Honors Society

The NTHS Induction Ceremony will be held in the Community Room on Tuesday, March 12th from 6:00 pm to 7:00 pm. There are 37 new inductees this year and 6 returning members who will assist with the ceremony.

B. Law Enforcement Professional Development

Mr. Nunley sought approval for Charles Inman to attend the Law Enforcement Trainers Conference & Expo March 17-19, 2024 in St. Louis, Missouri. The Greencastle Police Department is paying for the event registration fee. Approval is needed for Area 30 to pay \$312.00 for two nights of hotel accommodations plus food expenses. A copy of the Professional Development Request Form is in the support materials. Mr. Hammond motioned to approve and Dr. Smith seconded. The motion carried with no further discussion.

C. Adult Education Professional Development Conference

Mr. Nunley sought approval for Laura Elsbrock, Chris Elsbrock and Kasey Wyeth to attend the 2024 COABE National Conference March 16 -21, 2024 in Nashville, Tennessee. Mrs. Elsbrock will also be speaking at the conference. This is an overnight trip and would be paid for using ABE Funds. A copy of the Professional Development Request Form is in the support materials. Mr. Hammond motioned to approve and Dr. Smith seconded. The motion carried.

### **3. Personnel**

#### **A. Retirement**

Mr. Nunley sought approval to accept the retirement of Cindy Burnham as Treasurer at the end of the 2023-2024 school year (June 21, 2024). Cindy has been an incredibly dedicated and respected career center employee for 22 years. She will be missed by all. Cindy's letter of retirement is included in the support materials.

Mr. Nunley sought approval to accept the retirement of Sharon Bone as Assistant Director at the end of the 2023-2024 school year (June 30, 2024). Sharon has worked for the career center for 10 years. Her devotion to staff and students of the career center has been admirable and we wish her the best in her retirement. Sharon's letter of retirement is included in the support materials.

#### **B. Resignation**

Mr. Nunley sought approval to accept the resignation of Troy Anderson as Auto Service Technology Instructor. Troy has been with the career center for 12 years and has touched many lives and produced many auto service technicians who are fortunate to have had such an incredible mentor and teacher. Troy's letter of resignation is included in the support materials.

It was decided to take all three items together. Dr. Smith motioned to approve all personnel items and Mr. Hammond seconded the motion. Motion carried.

### **4. Financial Report**

- A. Mr. Nunley sought approval of the January 2024 Financial Report. Mr. Hammond motioned to approve and Mr. Gibboney seconded. The motion carried with no further discussion.
- B. Mr. Nunley sought approval to cancel checks that have been outstanding for a minimum of 24 months per State Board of Accounts guidelines. A list of the checks is included in the Financial Report. Mr. Hammond motioned to approve. Dr. Smith seconded and the motion carried with no further discussion.
- C. The July 1 - December 31, 2023 ECA Statement of Funds were available for board review.

### **5. Director's Report**

- A. Area 30 enrollment for the 2024-2025 school year opened on January 15th. We currently have 230 students registered through the online enrollment system. A discussion was started, and will continue at the next board meeting, on potentially adding a second year to the Welding program. The board requested Mr. Nunley to look at the viability of a second year program.
- B. Area 30 staff and student ambassadors welcomed over 200 students and parents to the Open House on January 29th. Students were able to register for fall classes during the event.
- C. Area 30 welcomed 8th grade students from all 5 sending schools last week to tour the facility and learn about our programs.
- D. Area 30 took delivery of a forklift donated by Crown Equipment on February 7th.
- E. Culinary Arts students hosted 45 patrons for a Valentine's Breakfast in the Good Day Cafe on February 9th.
- F. February is CTE Month. Area 30 will celebrate Student Appreciation Day on Thursday, February 22nd with some games and a treat for students.
- G. The next board meeting is scheduled for Tuesday, March 12, 2024 at 9:00 am.

### **5. Adjournment**

Mr. Linton adjourned the meeting at 9:17.