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**WKUCCC Committee Meeting  
Western Kentucky University  
WKU Center for Research and Development,  
2413 Nashville Rd**

**January 26, 2015**

**Call to order**

The regular meeting of the WKUCCC was called to order at 10:30 am.

**Committee Members Present:**

Dr. Sam Evans, Dean, WKU College of Education and Behavioral Science

Dr. Hank Wohltjen

Ms. Laura Hagan, Attorney Kerrick Brachert Stivers

Ms. Nancy Mager, Director, Sponsored Programs

**Others Present**

Thelma Jackson, Director, Child Care Center

**Not Present**

Dr. Gordon Baylis, Vice President for Research and President, WKU Research Foundation

Mr. Jamie Hargrove, Esq

**I. Approval of Minutes**

The Minutes from the October 6, 2014 and November 20, 2014 meetings were presented for approval. A motion was made by Dr. Hank Wohltjen to approve the minutes of the previous meetings and seconded by Dr. Sam Evans. The motion passed unanimously.

**II. Review of Financial Reports**

The monthly financial report was provided and reviewed. Ms. Thelma Jackson noted the supply expenditures were slightly elevated due to the purchase of a new fence. Mr. Wohltjen observed that the WKUCCC operates efficiently on a small budget. Dr. Hank Wohltjen made a motion to approve the financial reports. The motion was seconded by Ms. Nancy Mager. The motion passed unanimously.

**III. Approval of 2015 Work Plan**

Ms. Thelma Jackson updated the board on the 2015 Work Plan. The plan is being presented to the Policy Council at their meeting later today. Once approved, by the Policy Council it will be presented to the WKUCCC Board for approval.

Policy Council must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled children. Community representatives must be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including for example the parents of formerly enrolled children.

Future Policy Council dates are as follows: April 27, 2015, July 27, 2015, and October 26, 2015.

#### **IV. Approval of Self-Assessment**

The self-assessment is an annual review of all delivery services provided and is conducted during the months of February, March and April. Ms. Thelma Jackson updated the board regarding the use of the CAT (Comprehensive Approach & Tool) Scan tool to conduct the annual self-assessment. This tool uses a three column approach; regulations, compliance, and strengths and non-compliance events. Dr. Sam Evans made a motion to approve the use of the CAT Scan tool to conduct the annual self-assessment. The motion was seconded by Dr. Hank Wohltjen. The motion passed unanimously.

#### **V. Other Business**

Dr. Evans updated the board regarding the WKU Board of Regents approval of the honorary naming of the WKU Child Care Center (WKUCCC) as the Colleen B. Mendel Child Care Center.

#### **Adjournment**

The meeting adjourned at 11:15 am.