

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Meeting of the Wilco Board of Control  
May 15, 2012**

**CALL TO ORDER**

The Wilco Board of Control met in Regular Session on Tuesday, May 15, 2012, at Wilco Area Career Center. The meeting was called to order by Board Vice-President Rod Westfall at 6:29 p.m. Mr. Westfall asked for the roll to be called.

**ROLL CALL**

ROE	Mr. Shawn Walsh	present	209U	Dr. Matt Swick	absent
				Ms. Peggy Kunz	present
255U	Mr. Mark Mitchell	present			
	Mr. Larry Blackburn	present	202	Dr. John Harper	present
				Mr. Rod Westfall	present
365U	Ms. Brigitta Altmann	present			
	Mr. Ronnie Bull	present	210	Dr. Sandy Doebert	absent
				Mr. George Rimbo	absent

**AGENDA REVISION**

None

**CLOSED SESSION**

Vice-President Westfall asked for a motion to go into closed session at 6:30 p.m. for the reason of: 1. Personnel: Appointment, employment, and compensation of a specific employee(s), and 2. Collective negotiating matters between the Board of Control and its employee(s) or their representative(s).

It was moved by ROE and seconded by 255 to go into closed session.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

It was moved by 255 and seconded by 265 to end the closed session and return to the open board meeting at 6:38 p.m.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**PUBLIC PRESENT/COMMENTS**

None

**CONSENT AGENDA ACTION ITEMS**

**AR#0512-2375** –It was moved by 209 and seconded by 365 to accept the consent agenda items:

**CA1:** Approval of minutes of the Regular meeting of the Board of Control on April 17, 2012.

**CA2:** Approval of expenditures for payment for May, 2012.

**CA3:** Donation: Receipt: Hannah Flint of Regency Beauty Institute 1600 Utica Ave., South, 9<sup>th</sup> Flr., St. Louis Park, MN. 55416 donated Redken hair color products for the Cosmetology program.

**CA4:** Donation to Moraine Valley: Wilco Area Career Center donated a 1991 E-1 fire truck to Moraine Valley Community College.

**CA5:** Out of State Travel for SkillsUSA: The board approved Mark Oglesby and Mike Johnson to attend the SkillsUSA National Conference with student, Eric Pechous from Plainfield South High School. The competition and conference will be June 23 – 27 in Kansas City, Missouri.

The CTEI grant will cover the cost of travel for 1 chaperone, SkillsUSA will cover expenses for additional chaperone.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

## RESOLUTIONS

None

### **DIRECTOR'S REPORT for May 15, 2012 Regular Meeting**

Katrina Plese, Executive Director

1. Policies – Katrina reviewed the new policies on the agenda. Policy #5:45 Responsibilities Concerning Internal Information concerns the security and privacy of confidential records both student records and personnel records. Policy #5:55 Personal Technology and Social Media; Usage and Conduct concerns the proper use of social media and personal technology in the workplace.
2. Technology Proposal – Katrina presented the board with a proposal concerning technology update needs including wireless connection possibilities with Air Wan and wireless infrastructure and computing platform needs. Katrina suggested leasing the equipment by paying a monthly fee and to use the Air-Wan 2 yr. agreement for wireless connection.
3. CNA Review Class – Katrina requested of the board that as a service to our students, we would like to provide a review class for any of the Health Care students preparing to take the state CNA exam. The class will be 3 morning sessions and Katrina asked the board to allow a stipend to be paid for the teacher coming in to do the class.
4. Dual Credit Meeting – Katrina reported on her meeting with JJC on dual credit and said the next meeting is the 23<sup>rd</sup>. She said each school needs to have a representative at this meeting.

## POLICIES

**5:45 Responsibilities Concerning Internal Information** – new policy, 1<sup>st</sup> reading.

**5:55 Personal Technology and Social Media; Usage and Conduct** – new policy, 1<sup>st</sup> reading.

## OTHER ACTION ITEMS:

### **AR#0512-2376- Re-hiring of Part-time Certified Teachers**

It was moved by 255 and seconded by 209 to approve the re-hire of the following part-time certified teachers for the 2012-2013 school year. Salary to be compensated as per the negotiated contract between the Wilco Board of Control and Wilco Council, AFT-Local 604.

<b>NAME</b>	<b>POSITION</b>	<b>STATUS</b>
Steve Askew	Computer Technology Instructor	2/3
*Michael Johnson	Fire Science Instructor	90 days
*Judith Kurtz	EMS Instructor	90 days @ 2/3
*Mark Oglesby	Fire Science Instructor	90 days
*Christina Pirc	EMS Instructor	90 days @ 2/3

\*Up to 5 additional days each as approved by the Director.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

**AR#0512-2377 – Re-hiring of Certified Probationary Teachers**

It was moved by 365 and seconded by 255 to approve the re-hiring of the following probationary teachers for the 2012-2013 school year. Salary to be compensated as per the negotiated contract between the Wilco Board of Control and Wilco Council, AFT-Local 604.

NAME	POSITION	STATUS
Debbie Bolger	Culinary Arts Instructor	Full-time
Nance Budde	Health Care Instructor	Full-time
David Hummel	Auto Service Instructor	Full-time
Nicole Kinzer	Culinary Arts Instructor	Full-time
Donald Malec	Criminal Justice Instructor	Full-time
James Reilly	Criminal Justice Instructor	Full-time
Richard Smuksta	Welding	Full-time – change in status

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

**AR#0512-2378 – Re-Hire of Educational Support Personnel**

It was moved by 209 and seconded by 365 to rehire the following support personnel for the 2012-2013 year. Action item was amended from the agenda with the following changes: Khadija Mansoor hours to be 26 hrs/wk, and Marcus Spates, to indicate 4 days/wk. up to 40 hours.

NAME	POSITION	STATUS
Anita Baxter	Receptionist/Administrative Assistant	200 days
Florencio Guzman	Custodian/Bus Driver	Full-time
Khadija Mansoor	Administrative Assistant	up to 4 days per week thru Aug. 31 <sup>st</sup> - 26 hrs./wk.
Julia Ann Oglesby	Special Populations Coordinator	190 days
Melissa Sieder	Tutor	180 days
Marcus Spates	Maintenance	July 1 – Aug. 31 <sup>st</sup> at 4 days/week up to 40 hrs.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

**AR#0512-2379 – Recall of Tenured Certified Teacher**

It was moved by 255 and seconded by 365 to approve the recall of the following tenured certificated teacher for the 2012-2013 school year:

NAME	POSITION	STATUS
Jeff Howard	Building Trades Instructor	2/3 Time

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

**AR#0512-2380 – Board Meeting Dates for 2012-2013**

It was moved by 365 and seconded by 209 to approve the meeting dates for the Board of Control for fiscal year 2013:

July 17, 2012	January 22, 2013
August 21, 2012	February 19, 2013
September 18, 2012	March 19, 2013
October 16, 2012	April 23, 2013
November 20, 2012	May 21, 2013
December 18, 2012	June 18, 2013

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

#### **AR#0512-2381 – Technology Proposal**

It was moved by 255 and seconded by ROE to approve the technology proposal with Hewlett Packard for \$82,896.04 and the wireless broadband connection with Air-Wan at a rate of \$675 per month for 2 years.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

#### **AR#0512-2382 – CNA Exam Review Class**

It was moved by ROE and seconded by 365 to approve hiring Jeannine Marco, at her per diem rate, as instructor for a CNA exam review class to be held in June.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

#### ANNOUNCEMENTS / INFORMATION ITEMS

- A. 2011-2012 Proposed Budget Amendment – Katrina told the board that a few adjustments need to be made to adult education and bank charges in education fund and changes in the transportation fund before the end of the fiscal year. There will be a public hearing on the budget amendment at next month's board meeting on June 19th.
- B. Facility Use Agreement – Katrina discussed with the board the facility use agreement being drawn up by counsel for JJC's use of the facility for night classes. The agreement is needed to determine cost for rental. At this time JJC anticipates 3 classes in the fall and 2 in the spring.
- C. HJR 0079 – Katrina updated the board on House Joint Resolution 0079. It was placed on the calendar and has passed in the house. They are now looking for a sponsor in the senate.
- D. CTEI Funding – Katrina informed the board that she was told Career Centers will receive level funding for the new year. The Federal match dollars do not count.
- E. Misc. Info Items – Katrina pointed out to the board various items of interest in the board packet: the Students of the Month for April, the Students of the Year, Scholarship recipients, Awards night information and a thank you letter from a former aviation student's parent.
- F. Upcoming Events – Katrina reviewed some of the upcoming events for the end of the school year: Pre-School Graduation May 17<sup>th</sup>, JJC Dual Credit Advisory meeting May 23<sup>rd</sup>, Last day of school May 29<sup>th</sup>, and her vacation days on June 7, 11, & 12.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Katrina asked the board to think about officers for the board for the upcoming year. Officers will be voted on at the next board meeting.

#### NEXT MEETING

The next Wilco Board meeting will be Tuesday, June 19, 2012 at 6:30 p.m.

ADJOURNMENT

Vice-President Rod Westfall asked for a motion to adjourn the board meeting. It was moved by 255 and seconded by ROE to adjourn the board meeting at 7:08 pm.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

\_\_\_\_\_  
Vice-President, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE