

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
April 17, 2018**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, April 17, 2018, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:05 p.m. and requested the roll to be called.

ROLL CALL

ROE	Dr. Shawn Walsh	present	209U	Mr. Kevin Feeney Ms. Peggy Kunz	present present
255U	Dr. Christine Nelson Mr. Chris Cavanaugh	present present	202	Mr. Glenn Wood Mr. Rod Westfall	present present
365U	Dr. James Mitchem Mr. Victor Zack	present present	210	Dr. Mary Ticknor Mr. Gary Gray	present present

PUBLIC PRESENTATIONS/COMMENTS

Jody from Healy, Bender & Assoc. came to say thank you to Wilco from Healy Bender for our long-time association. Don Malec, Criminal Justice instructor, gave an alumni update and information about the IACTE Showcase Day in Springfield.

CLOSED SESSION

It was moved by ROE and seconded by 210 to go into closed session at 6:08 p.m. for the reasons of:  
1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees - 5 ILCS 120/2(c)

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

It was moved by 202 and seconded by 265 to adjourn the closed session and return to the regular board meeting at 6:13 p.m.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

None

CONSENT AGENDA ACTION ITEMS

**AR#0418-2635**

It was moved by 255 and seconded by 365 to approve Consent Agenda items including; **CA1:** Minutes from the previous meetings from March 20, 2018, **CA2:** Expenditures presented for April 2018. **CA3:** Out of town travel for SkillsUSA and HOSA, and **CA4:** Hiring of sub custodian Daniel Mallillin at \$15/hr, effective March 26, 2018

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

## ASSISSTANT DIRECTOR/PRINCIPAL'S REPORT for April 17, 2018

Bosa Goodale, Assistant Director/Principal

1. Bosa reported to board on student growth assessment. The AVC/Precision Metals third student growth testing was will be complete the end of April until May 14<sup>th</sup>.
2. Bosa reviewed the additions to the student handbook with the board.
3. Bosa reported to the board we are starting to collect exit surveys from students.
4. Bosa told the board the subjects of teacher meetings were/will be: April 9<sup>th</sup> – Domain 4d Participating in Professional Community, April 16<sup>th</sup> – Domain 4 – Advisory Groups, May 7<sup>th</sup> – Domain 4e and 1a Enhancements of Content and Knowledge of Pedagogical Skills, and May 29<sup>th</sup> – Domain 4 –Compliance with School and District Regulations along with the ongoing review of lesson plans.
5. Bosa reported the STA parent meeting will be April 18<sup>th</sup>, and the Heavy Equipment parent meeting will be May 1<sup>st</sup>.
6. Bosa told the board about the state FCCLA results and the 4 students who qualified for Nationals.

## EXECUTIVE DIRECTOR'S REPORT for April 17, 2018 Regular Meeting

Elizabeth Kaufman, Executive Director

1. Budget Amendment – Elizabeth reviewed the information provided in the board packet on the proposed budget amendment.
2. Finance and Facilities – Elizabeth shared with the board there is still \$319,632 outstanding from the State. There is a \$5,000 Ag grant on the way to us and she reported that 16 students so far have made deposits for the summer C.N.A. class.
4. Employee Health Insurance – Elizabeth attended a meeting with our insurance consortium and reported to the board there will be a 1% cost increase in the HMO plan next year and 0% increase in the PPO plan.
5. Health Life Safety Inspection – Elizabeth reported to the board the results of the ROE safety inspection; check batteries in EM lights, a fire extinguisher was missing its tag, and the inspector wanted all candle and electric diffusers removed.
6. Dual Credit Textbook – Elizabeth told the board in order to be in compliance with JJC for dual credit, we will be changing to an updated version of Mosby's 6<sup>th</sup> Edition of Essentials of Nursing Assistants.
7. Public Relations – Elizabeth reported to the board we've had visits from Reed-Custer, Oak Prairie (from Home Glen) and Heritage Grove 8<sup>th</sup> graders. Elizabeth said she, Bosa, Don Malec & Michelle Gunther will attend the School Safety Conference on April 18<sup>th</sup>. Elizabeth also has a Dual Credit meeting with JJC on April 23<sup>rd</sup>.

### POLICIES

Elizabeth reviewed the policies in this month's board packet and the proposed updates to them in her information section.

**4:10 – Fiscal Management** – 1<sup>st</sup> reading for amendments on policy and combination of policy # 4:10 and 4:20

**4:50 – Budget Preparation** - 1<sup>st</sup> reading of amendments on policy

**4:15 – Identity Protection** - 1<sup>st</sup> reading on new policy

**4:220 – Safety** - 1<sup>st</sup> reading on replacement of old policy formerly called Fire Drills

**5:40 – Copyright** - 1<sup>st</sup> reading for amendments to policy

**5:210 – Staff Development Program** – 1<sup>st</sup> reading for amendments to policy

**7:235 – Suicide and Depression Awareness and Prevention** – 1<sup>st</sup> reading on new policy

RESOLUTIONS

None

OTHER ACTION ITEMS:

**AR#0418-2636 – Summer Construction** - It was moved by 209 and seconded by 365 to approve the proposal from Larsen Contracting, Inc. for construction of a Culinary service window and a new door in Hall D.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

NEW BUSINESS

None

ANNOUNCEMENTS / INFORMATION ITEMS

1. Fair Share Collection – Elizabeth shared a letter from IASA regarding an upcoming Supreme Court decision on Fair Share collection. Discussion of ramifications ensued by the board.
2. Dual Credit Report – Elizabeth shared a survey of Illinois junior colleges and their fee collection policies for dual credit.
3. Upcoming Events – Elizabeth reviewed with the board the upcoming events.

UNFINISHED BUSINESS

None

NEXT MEETING

The next Board of Control meeting will be a regular board meeting to be held Tuesday, May 15, 2018 at 6:00 p.m.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by 210 to adjourn the board meeting at 6:42 pm.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

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President, Wilco Area Career Center Board of Control

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DATE

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Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE