**WILCO AREA CAREER CENTER**

**MINUTES**

**of the**

**Regular Meeting of the Wilco Board of Control**

#### October 16, 2012

### CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, October 16, 2012, at Wilco Area Career Center. The meeting was called to order by Board President George Rimbo at 6:36 p.m. Mr. Rimbo requested the roll to be called.

### ROLL CALL

ROE Dr. Jennifer Bertino-Tarrant absent 209U Dr. Matt Swick present  
 Ms. Peggy Kunz present  
255U Mr. Mark Mitchell present

Mr. Larry Blackburn present 202 Dr. John Harper present

Mr. Rod Westfall present

365U Ms. Elizabeth Martinez present

Mr. Ronnie Bull absent 210 Dr. Mary Ticknor present – arrived 6:48

Mr. George Rimbo present

PUBLIC COMMENTS

No public present.

AGENDA REVISIONS

Executive Director, Katrina Plese moved part of the Director’s Report on Financial Profile to the beginning of the meeting.

CLOSED SESSION

President Rimbo asked for a motion to go into closed session at 7:03 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 255 and seconded by 202 to go into closed session.

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

It was moved by 255 and seconded by 202 to end the closed session and return to the open board meeting at 8:04 p.m.

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

CONSENT AGENDA ACTION ITEMS

**AR#1012-2398** –It was moved by 202 and seconded by 209 to accept the consent agenda items:

**CA1** - Approval of Minutes of the previous meeting, September 18, 2012

**CA2** - Approval of expenditures presented for payment for October, 2012

**CA3** - Donation- Receipt:

Pursuant to Board Policy, “Donations, Grants and Bequests” C340, under General School Administration, I recommend that you approve the following donation:

1. Regency Beauty Institute, 590 Industrial Blvd., Winsted MN 55395 – donation of hair color   
 and styling products for the Cosmetology Program

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

POLICIES

None

**ASSISTANT DIRECTOR’S REPORT for October 16, 2012**

Elizabeth Kaufman, Assistant Director

1. Elimination of 2nd Yr Programs – Elizabeth discussed with the board the elimination of 2nd year

programs for Aviation, Computer Tech and Medical Office. Enrollment for these 2nd year classes

are down and do not justify a full class.

2. Compass Requirements – Elizabeth informed the board that JJC has had changes in requirements

and the following classes must pass the Compass Test before receiving JJC credit: Auto Service II,

Culinary Arts, Early Childhood II, Fire Science, Introduction to Health Professions and Medical   
 Office.

3. Change in Dual Credit – Elizabeth updated the board on dual credit changes of both class changes   
 and amount of credit changes: Criminal Justice from 230 to 130 with the same amount of credit,   
 Early Childhood 201 becomes 101 with same amount of credit, Fire Science dropped class 103 (a   
 loss of 3 credits, Medical Office dropped HIM115 because we dropped a piece of that course, and  
 EMS is not offering dual credit. We are in negotiation with JJC to offer the credit to those students   
 who pass the state test.

4. CNA Class Changes – Elizabeth informed the board that the CNA class will be offered to seniors

only because state law requires anyone using a mechanical lift to be 18 yrs. old. Also, next year the

CNA students will need a TB test, physical and criminal background test done before attending   
 clinicals.

5. Assessment Work With Other Career Centers – Elizabeth told the board she met with other Career

Centers’ CNA Instructors regarding the state of Illinois 5 duty areas. There is a 2nd meeting set for

December.

6. Professional Development – Elizabeth reported that TREES has offered to pay for the ACTE Con-

ference in Atlanta for one staff member from each district with a possible 2nd member paid also. If

the cost will be covered, Wilco would like to send Julia Oglesby and Debbie Bolger to this   
 conference.

7. Open House & Public Buffet – Elizabeth thanked the board for supporting our annual Open House

and also for the attendance at the first Public Buffet.

**DIRECTOR’S REPORT for October 16, 2012 Regular Meeting**

Katrina Plese, Executive Director

1. SIS & CTE Course Assignment for 2012 – Katrina reported to the board that the Student   
 Information System from the schools is complete. She would like to revisit in the spring a

policy regarding a special assessment for schools that do not comply with the information by

the deadlines.

2. SIS-CTE Enrollments 2013 – Katrina informed the board that all enrollments are entered for 2013

with the exception of Coal City. The due date for enrollments is October 19th.

3. Will County at Work – Katrina reported to the board that Will County Executive, Larry Walsh will

be at Wilco filming on November 14th for a special entitled “Will County At Work”, which airs in

December on the public access channel. The show also features the Local 150 site.

4. Summer Adult CNA Class – Katrina discussed with the board again offering an adult CNA class

this summer. The class is very accelerated and will be 6 hrs. a day, 3 days a week. Katrina asked the

board members if a high school student took the class if they would give them credit.

5. Building Trades – Katrina told the board she has a meeting scheduled with JJC & Plainfield

regarding a Geometry in Construction course or a technical math/dual credit. Wilco would

like to pilot this program with one district and we are looking at re-designing our current

building trades program around this need requested by the industries for more technical math.

6. November Board Mtg. Date – Katrina discussed the possibility of changing the November board

meeting to another date. The scheduled date of November 20th is the last day of attendance for all

the school except Lemont and she was afraid there would be those that were ready to travel and it

would interfere. She suggested Thursday, Nov. 15th or Monday, Nov. 12th. After discussion with

the board, the best date for the majority of members was Tuesday, November 13th.

7. Budget to Actual – Katrina reported to the board that we are on target for the 1st quarter. Revenue

is at 25%, Expenditures at 20%.

8. Electronic Board Packet – Katrina asked the board if there were any issues with receiving the board

packet electronically. She offered again the possibility of laptops on-site for the board meeting if

anyone needs one to view their packet during the meeting.

RESOLUTIONS

None

OTHER ACTION ITEMS:

**AR#1012-2399- 2014 Course Descriptions**

It was moved by 255 and seconded by 202 to approve the 2014 Course Descriptions.

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

**AR# 1012-2400 – Summer Adult CNA Class**

It was moved by 209 and seconded by 202 to approve an adult CNA class for summer, 2013.

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

**AR# 1012-2401 – November Board Meeting Date Change**

It was moved by 202 and seconded by 209 to change the November board meeting to Tuesday, November 13th at 6:30 p.m. at Wilco.

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

ANNOUNCEMENTS / INFORMATION ITEMS

A. School Maintenance Projects – Katrina reported to the board that Healy is preparing the bid

for the tuckpointing and replacing facia. Those items are expected to be over $25,000. Healy

indicated that this is the best time of year to get the lowest bids. They intend to seek approval

to release the RFP’s next month. All the work will be done during the summer of 2013.

B. Storage Building – Katrina told the board we will most probably be doing a smaller storage

building, perhaps constructed by the Building Trades classes.

C. IEP Report – Katrina reported to the board that the average number of students with IEPs was 21%   
 and the highest area of concentration was building trades. She gave a report on the percentages by   
 school and indicated areas of growth were criminal justice, welding and healthcare.

D. Fire Science - Braidwood – Katrina told the board she had a meeting with the Braidwood Fire

Department and they are interested in the course being taught in Braidwood. They will provide

the facility and the instructor. According to a student survey in the area, 11% of students indicated  
 interest in this class. Other areas of interest that were high on the survey were pre-engineering,

pharmacy tech and robotics.

E. Upcoming Events – Katrina pointed out upcoming dates of interest: Public Buffet on Nov. 1st,

IASA Conference this week, and at the end of the month, the School Law Seminar.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

# NEXT MEETING

The next Wilco Board meeting will be Tuesday, November 13, 2012 at 6:30 p.m.

ADJOURNMENT

President Rimbo asked for a motion to adjourn the board meeting. It was moved by 255 and seconded by 209 to adjourn the board meeting at 8:47 pm.

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

APPROVED

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President, Wilco Area Career Center Board of Control DATE

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Secretary, Wilco Area Career Center Board of Control DATE