

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
November 13, 2012**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, November 13, 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	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	absent
				Mr. Rod Westfall	present
365U	Dr. James Mitchem	absent			
	Mr. Ronnie Bull	absent	210	Dr. Mary Ticknor	present
				Mr. George Rimbo	present

PUBLIC COMMENTS

No public present.

AGENDA REVISIONS

None

CLOSED SESSION

President Rimbo asked for a motion to go into closed session at 6:37 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 202 and seconded by ROE to end the closed session and return to the open board meeting at 8:20 p.m.

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

CONSENT AGENDA ACTION ITEMS

**AR#1112-2403** –It was moved by 255 and seconded by 209 to accept the consent agenda items with a correction under CA1 that the ROE was not present for the Closed Session meeting on October 16, 2012:

**CA1** - Approval of Minutes of the previous meeting, October 16, 2012

**CA2** - Approval of expenditures presented for payment for November, 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. From Randy Francis, 5305 Benton Ave., Downers Grove, IL 60515, Craftsman Jigsaw.  
Roll Call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

## POLICIES

None

### ASSISTANT DIRECTOR'S REPORT for November 13, 2012

Elizabeth Kaufman, Assistant Director

1. Curriculum – Elizabeth discussed work being done on curriculum the last month. She met with JJC regarding the CNA curriculum regarding reading assessment, the WorkKeys scores and how CNA students match up with these scores. Elizabeth has a joint assessment committee meeting on December 14<sup>th</sup>.
2. Auto Service – Elizabeth informed the board that Auto Service had their NATEF review with Larry Larson to meet NATEF requirements for re-certification.
3. Fall Advisory – Elizabeth reported to the board that the fall advisory dinner meeting was held by Welding, Auto Body, Culinary Arts, CNA, Medical Office, Introduction to Health Professions and Criminal Justice.
4. Math in the Building Trades – Elizabeth discussed the proposal to have a math in building trades course and discussed the need for a location for the class and also discussed dual credit.
5. Dual Credit Advisory Committee – Elizabeth reported to the board that the Dual Credit Advisory Committee met on November 19<sup>th</sup>. They will continue working with JJC. They discussed Instructor credentials, and proficiency exams and skill testing for EMS to enable dual credit.
8. Community Outreach – Elizabeth informed the board of the involvement of Wilco staff in reaching out to our communities: Counselor Breakfast and follow-up meetings at the high schools, tour of the Wilco facility by Plainfield Hispanic Parents group, Culinary presentation at Reed-Custer, Building Trades presentation at Plainfield Central, and Cosmetology presentation at Bolingbrook High School.
9. Student Organizations – Elizabeth was pleased to share with the board the student involvement in Organizations this year. HOSA and SkillsUSA leadership teams attended leadership meetings at their fall conference and at that conference the Skills students placed 2<sup>nd</sup> and 4<sup>th</sup> in the Knowledge Bowl. The Technology Center of DuPage will host a Regional Skills Competition December 7<sup>th</sup>. Each of the chapters are having meetings and planning fundraising to fund students who will be going to the state competitions.

### DIRECTOR'S REPORT for November 13, 2012 Regular Meeting

Katrina Plese, Executive Director

1. Will County At Work – Katrina reported to the board that the Will County Executive Larry Walsh will be here filming for *Will County At Work* on November 14<sup>th</sup>. The film will air the month of December on the public access channel and also includes clips from the Local 150 training site.
2. AVC Tuition Survey – Katrina provided the board with an area career center survey to review tuition costs of other area career centers.
3. ACTE Event – Katrina informed the board the week after Thanksgiving she will be attending the ACTE Event: "Vision". She will be meeting with the project leader from the National Research Center for Career and Technical Education (NRCCTE) to discuss research-based professional

development. Information will be presented on interpreting and using assessment data to continuously improve programs and target individual and group needs. They will be training educators to analyze their own student data as they create both classroom and student-level instructional improvement plans. This proposal requires a 3<sup>rd</sup> party assessment, which is a challenge for Wilco.

## RESOLUTIONS

None

## OTHER ACTION ITEMS:

### **AR#1112-2404- Administrator Contract**

It was moved by 202 and seconded by 209 to approve a 2 yr. contract for Assistant Director, Elizabeth Kaufman. The contract provides a 1% salary increase for the 2013 school year and 2% for 2014. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

### **AR# 1112-2405 – Non-Certified Staff Salary and Benefits**

It was moved by ROE and seconded by 255 to approve a salary increase of 1% for the non-certified staff for the 2013 fiscal year. The vacation schedule for non-certified staff was also amended. The new Vacation schedule is:

<u>Years of Service</u>	<u>Vacation Days</u>
0 – 6 Months	No Days
6 Months to 1 year	5 days
1 year – 5 years	10 days
5 years - 10 years	15 days
10 years – 15 years	17 days
15 years	20 days

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

### **AR# 1112-2406 – Personnel – Hiring of EMS Instructor**

It was moved by 255 and seconded by ROE to hire Jerald White as a part-time EMS Instructor. (1/2 of 2/3 position) at a \$180.02 per diem. His starting date will be November 26, 2012. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

## ANNOUNCEMENTS / INFORMATION ITEMS

- A. School Maintenance Bids – Katrina reported to the board that the release of the school maintenance bids are being prepared by Healy and Bender. The bid proposals will be accepted on December 12<sup>th</sup> at 2 p.m. at Wilco and Katrina will make recommendation on the bid at the December 18<sup>th</sup> board meeting.
- B. CTE Funding Task Force – Katrina told the board we are waiting for the state to finish making appointments to the task force. The committee will look at funding structures of other states. They will also look at Career Centers to be innovative for state with new programs. In addition, they will look at states that have career centers that are also located in the home schools.
- C. Upcoming Events – Katrina reminded the board of upcoming events; Thanksgiving break from November 21 – 23, the Public Buffet (which has been an overwhelming success) on December 6, and the next board meeting on December 18<sup>th</sup>.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, December 18, 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 8:36 pm.

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

APPROVED

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE