

**WILCO AREA CAREER CENTER
MINUTES
of the
Meeting of the Wilco Board of Control
November 8, 2011**

CALL TO ORDER

The Wilco Board of Control met in Regular Session on Tuesday, November 8, 2011, at Wilco Area Career Center. The meeting was called to order by Board President George Rimbo at 6:32 p.m. Mr. Rimbo asked for the roll to be called.

ROLL CALL

ROE	Dr. Jennifer Bertino-Tarrant	absent	209U	Dr. Matt Swick	present - arrived 6:34
				Ms. Peggy Kunz	present
255U	Dr. John Butts	present			
	Mr. Larry Blackburn	present	202	Dr. John Harper	absent
				Mr. Rod Westfall	present
365U	Ms. Brigitta Altmann	absent			
	Mr. Ronnie Bull	absent	210	Dr. Sandy Doebert	present
				Mr. George Rimbo	present

CLOSED SESSION

President Rimbo asked for a motion to go into closed session at 6:34 p.m. for the reason of: 1. Personnel: Appointment, employment, and compensation of a specific employee(s). It was moved by 255 and seconded by 202 to go into closed session. Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Motion carried

It was moved by 202 and seconded by 255 to end the closed session and return to the open board meeting at 6:38 p.m. Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Motion carried

AGENDA REVISION

Additional bills were added to the bill list and emailed to the board prior to the meeting and a hard copy provided at the meeting.

PUBLIC PRESENT/COMMENTS

None

CONSENT AGENDA ACTION ITEMS

AR#1111-2356 –It was moved by 209 and seconded by 255 to accept the consent agenda items:

CA1: Approval of minutes from the Public Hearing, Closed Session and Regular meeting of the Board of Control on October 20, 2011.

CA2: Approval of expenditures as amended for payment for November, 2011.

Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Motion carried.

ASSISTANT DIRECTOR'S REPORT for November 8, 2011 – Regular Meeting

Elizabeth Kaufman, Assistant Director

Ms. Kaufman provided the board with a handout on a new program JJC, 3 Rivers Educational Partnership and Wilco will pilot to help students earn a National Career Readiness Certificate. This will be available to second year students and indicates to employers that the student has the foundational workplace skills needed to succeed. JJC will offer staff training for this program. Ms. Kaufman also told the board that Provena St. Joseph and GAVC may be using this program soon.

DIRECTOR'S REPORT for November 8, 2011 Regular Meeting

Katrina Paddick, Executive Director

1. **Grading Scale** – Katrina pointed out to the board that the new grading scale is an action item for this meeting. She said other than Dr. Harper sending information to the board, there was no additional feedback from the board on the proposed change.
2. **Culinary Instructor** – Katrina informed the board that Culinary Instructor Tracie Tobin is retiring at the end of December and interviews are being conducted at this time for a replacement.
3. **Job Descriptions** – Katrina reviewed with the board amendments being proposed on policies of Job Descriptions. This will be the 1st reading on these policy updates. The job descriptions being amended are: Teacher, Tutor and Student Services Coordinator. The Tutor and Student Services Coordinator updates qualifications and duties and the Teacher amendments will add qualifications which will align duties to the new evaluation tool.

RESOLUTIONS

None

OTHER ACTION ITEMS:

AR#1111-2357 – Snow Removal Contract

It was moved by 209 and seconded by 202 to approve the Snow Removal Contract with Ramon Guzman.

Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#1111-2358 – Wilco Grading Scale

It was moved by 202 and seconded by 255 to change the Wilco grading scale to a 10% scale beginning in the 2012-2013 school year.

Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#1111-2359 – Personnel – Hiring

It was moved by and seconded by to approve hiring Rosie Mabry as a part-time Clinical Instructor for Braidwood in the Health Care Program.

Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Motion carried

ANNOUNCEMENTS / INFORMATION ITEMS

- A. **NOCTI Pilot Program** – Katrina told the board about a new skills assessment program being piloted by the Illinois Career and Technical Administrators organization called NOCTI.
- B. **Health/Life Safety Inspection** – Katrina informed the board of results on the recent Health/Life Safety Inspection and that they wanted all door stops removed and an alternate location for vending machines.
- C. **Student of the Month** – Katrina pointed out that since the board meeting was moved to an earlier date, the Students of the Month had not been selected yet for last month and will be included in

next month's board packet.

D. Upcoming Dates – Katrina shared upcoming events with the Board: ACTE Convention in St. Louis for Katrina and Elizabeth November 15 – 20, Advisory Committee Dinner November 10 and a reminder that the December Pubic Buffet will be December 1st.

UNFINISHED BUSINESS

None

NEW BUSINESS

Dr. Doebert informed the board about new certification requirements for teachers and will forward the information she has received.

NEXT MEETING

The next Wilco Board meeting will be Tuesday, December 13, 2011 at 6:30 p.m.

ADJOURNMENT

President George Rimbo asked for a motion to adjourn the board meeting. It was moved by 209 and seconded by 202 to adjourn the board meeting at 7:02 pm.

Roll call vote: 4 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