

**WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
January 19, 2017**

CALL TO ORDER

The Wilco Board of Control met for a Regular Meeting on Thursday, January 19, 2017, at Wilco Area Career Center. President Rod Westfall called the meeting to order at 6:07 p.m. Mr. Westfall requested the roll to be called.

ROLL CALL

| | | | | | |
|------|----------------------|---------|------|------------------|------------------------|
| ROE | Dr. Shawn Walsh | present | 209U | Mr. Kevin Feeney | present |
| | | | | Ms. Peggy Kunz | present |
| 255U | Dr. Christine Nelson | present | | | |
| | Mr. Jesse Morris | present | 202 | Mr. Glenn Wood | present |
| | | | | Mr. Rod Westfall | present |
| 365U | Dr. James Mitchem | absent | | | |
| | Mr. Daniel Falese | absent | 210 | Dr. Mary Ticknor | present – arrived 6:34 |
| | | | | Mr. Gary Gray | present – arrived 6:18 |

PUBLIC PRESENTATIONS/COMMENTS

None

CLOSED SESSION

It was moved at 6:08 by ROE and seconded by 255 to move into closed session for the purpose of: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, etc. 5 ILCS 120/2(c)(1).

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

It was moved at 6:21 by ROE and seconded by 202 to end closed session and return to the regular meeting.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA ACTION ITEMS

AR#0117-2578

It was moved by 209 and seconded by 210 to approve Consent Agenda items including; CA1: Minutes from the previous meetings from December 19, 2016, CA2: Expenditures for January 2017, CA3: Personnel: approval for 30 additional days for Nance Budde for data analysis and instructor coaching, CA4: Out of town travel for the HOSA students to attend state conference March 1 – 3 in Decatur, IL. They will travel by bus and the Wilco Activity bus. Instructors Karen Aldworth, Jeannine Marco and two additional chaperones will be on the trip. There will be approximately 30 – 34 students attending. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

ASSISTANT DIRECTOR'S REPORT for January 19, 2017 Regular Meeting

Elizabeth Kaufman, Assistant Director

1. Curriculum & Assessment – Elizabeth had available for the board the new books for the new Construction Management class purchased by TREES. She discussed the Construction Management Curriculum, recent program AVC testing, the revamp of second year Auto Service Curriculum, the dual credit return of GAME 200 and CIS 130 for Game Design, and told the board she will have a meeting in March with District Curriculum Directors.
2. Marketing – Elizabeth told the board she had a presentation at Plainfield North with the sophomores and juniors and North followed up with a visit here to Wilco today. She also reported Wilco reps have been in attendance at 8th grade orientations for Plainfield East and South, Romeoville and Bolingbrook.
3. Transition – Elizabeth updated the board on the progress of the hiring of a new Asst. Director/Principal. She let the board know we have 21 submitted applications and 26 started and not yet submitted online. She told the board we will be contacting the applicants who have not submitted their application and encourage them to complete them before the deadline. Elizabeth shared with the board she is working with Katrina on the FY18 budget, Wilco Calendar and other transition activities.

DIRECTOR'S REPORT for January 19, 2017 Regular Meeting

Katrina Plese, Executive Director

1. Financials – Katrina informed the board she has contacted Senator Jennifer Bertino-Tarrant regarding lack of CTEI funds flowing. Katrina said she anticipates some funding coming this fiscal year. Total amount allocated but not received is \$530,638.
2. Construction Budget Recap – Katrina provided the board with a handout with final budget numbers showing a surplus of \$25,000 in the construction budget.
3. Resolution/Policies – Katrina asked the board if they had any questions regarding the Resolution and Policies to be amended included in the board packet.
4. Change of Law Firm– Katrina reviewed the action item included in the board packet requesting approval to change law firms. Our attorney Scott Nemanich has changed law firms and she is requesting to stay with the same attorney the school has had for years. Nemanich is moving from our current law firm, Hinshaw and Culbertson to Klein Thorpe and Jenkins, Ltd.
5. Summer C.N.A. Class – Katrina discussed with the board the offering of the adult C.N.A. class again this summer. It was not offered last summer due to construction. She asked the board if they would consider offering high school credit for their students who take the class in the summer.
6. SELF Survey – Katrina shared the information we received after the SELF Physical Hazard Survey done here at Wilco. There were 3 exceptions identified for correction: a. Eyewash bottle expired, b. Keep 3 feet clearance around all electrical equipment, emergency exits and fire extinguishers, and c. Storage too close to the ceiling – must maintain a 24” clearance. Katrina told the board we have also taken advantage of SELF’s mini grant program and purchased a salt spreader and carts.
7. Water Damage – Katrina informed the board the main office sustained water damage due to an ice blockage in the drainage pipes leading from the roof to the yard. Due to recent heavy rain the rain was unable to drain into the yard and flooded the main office and the Multi-Purpose room. ServePro came to clean up and dry the carpeting, the bottom 12 – 14” of drywall in the multi-purpose room will be replaced and a plumber unclogged the drain in the yard. Fans are running 24/7 for 3 – 4 days.

RESOLUTIONS

R#0117-1094 – Regulation of Expense Reimbursement

It was moved by 255 and seconded by 210 to accept the Resolution on Regulation of Expense Reimbursement.

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

POLICIES

2:90 – Board Member Expenses – 2nd reading for amendment

It was moved by 209 and seconded by 255 to approve the amendment to Policy 2:90 Board Member Expenses.

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

5:190 – Staff Travel Reimbursement – 2nd reading for amendment

It was moved by 202 and seconded by 210 to approve the amendment to Policy 5:190 Staff Travel Reimbursement.

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

OTHER ACTION ITEMS:

None

UNFINISHED BUSINESS

Katrina reviewed the draft budget for 2018.

NEW BUSINESS

President Rod Westfall requested Katrina draft letters to the Comptroller and Governor of Illinois from him to request disbursement of CTEI funds. He said he will sign the letter but asked Katrina to draft it.

ANNOUNCEMENTS / INFORMATION ITEMS

A. Public Buffet – Katrina invited the board to our monthly Public Buffet.

B. Upcoming Events – Katrina reviewed with the board important upcoming events & dates.

NEXT MEETING

The next Wilco Board meeting will be a regular board meeting to be held Thursday, February 16, 2017 at 6:00 p.m.

ADJOURNMENT

Mr. Westfall asked for a motion to adjourn the board meeting. It was moved by ROE and seconded by 255 to adjourn the board meeting at 6:46 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