

CareerTEC Board of Directors Meeting
Thursday, November 7, 2024
CareerTEC Conference Room
2037 W. Galena Ave.
Freeport, IL 61032

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

The meeting of the CareerTEC Board of Directors was conducted at 2 p.m., Thursday, November 7, 2024, at the CareerTEC office.

I. ROLL CALL

Present and responded in person to roll call: Supt. Kurt Alberstett, Durand District; Asst. Supt. for Business and Finance Jeremy Dotson, Freeport District; Supt. Julie Katzenberger, Orangeville District; and Supt. Mike Schiffman, Pearl City District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. *Absent were Supt. Elect Jenny Keffer, Dakota District, and Supt. Carl Carlson, Pecatonica District.*

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Katzenberger. All in favor by voice vote.
Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the open-session minutes for the October 10, 2024, Board of Directors meeting; seconded by Katzenberger. All in favor by voice vote.
Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS:

A. CTEI Grant

FY25: We received one vouchered payment of \$41,609 in October, making the total received to date of \$126,549 of the \$300,731 grant. At this time, we are awaiting a November vouchered payment of \$43,303. We disseminated school allocations later than normal this year and we are waiting for some schools to submit their grant requests.

B. Perkins Grant

Jody has been making purchases with FY25 Perkins Grant and reimbursement of \$18,080, as requested, was received in October. Total budget is \$94,291.

C. ROE #8 RSAC Scholarship

For the third consecutive year, Brian applied and CareerTEC was awarded a \$1,000 scholarship from ROE #8 toward the Dec. 9-10 conference registration and lodging. Four instructors and Brian will be attending.

D. Emergency Drills

The law enforcement, severe weather/shelter-in-place and fire drills were Sept. 19. The certified fire drill was done on Oct. 21. Final fire drill will be done in the spring. Two issues: 1) The fire alarm system still does not extend past the CareerTEC wing where culinary classes meet. Pastor Hank is investigating putting an enunciator in the kitchen area. 2) There are elementary students in St. John building in the morning. Freeport police officer suggested including these young children in the morning drills. Brian has asked St. John Pastor Hank Fairman to introduce him to the preschool leaders to coordinate future drills. According to Hank, St. John building is in code compliance.

E. HOYA Drug Screens and Reading Level

HOYA I and II programs completed their first round of random drug screenings through SSM with one student of the 60 with non-negative result which was due to prescription. There is one make-up test to be done; the second round will be done in the spring. Following the Accuplacer test at HCC, we have more students that are not at eighth grade reading level, which is an IDPH requirement along with 120 classroom theory hours and 40 hours of clinicals to be eligible to take the state Certified Nursing Assistant exam. CareerTEC HOYA coordinator Lori Steele reached out to IDPH education coordinator asking for ideas to ensure the eighth-grade reading level. She responded that we keep doing what we are doing now as our program cluster scores are outstanding with 95.6% first-time pass rate.

F. Manufacturing Day Recap

The annual event was held Thursday, Oct. 17. All member schools plus Lena-Winslow attended with 123 students participating. They did their one hour manufacturer site tour then traveled to HCC to visit Industrial Manufacturing classrooms and meet local manufacturers' reps. Survey results were positive. The committee will meet in November to review survey results and discuss improvements for next year.

G. CareerTEC Recruiting/Career Events

For the programs held at St. John and HCC, we will again host program tours for Freeport and Orangeville sophomores on Dec. 13. Then on Jan. 17, tours will be provided for Dakota, Durand, and Pecatonica sophomores. Pearl City is not scheduled yet. January - February dates were given for the CareerTEC information nights to be held from 6 p.m. to 7 p.m. at each school. Flyers were sent to each school to post.

H. 2025-2026 CareerTEC Course Catalog

Several small changes but significant changes include ...

Change to HCC Agricultural Science and Industry Capstone, a one-year program with 14 dual credits will teach one ag career exploration and 3 university transfer courses that also count toward certificate and applied science degrees at HCC.

Careers in Business II, putting in print what has always been there that students are responsible for finding their own internship and transportation to/from the internship.

Overhaul Criminal Justice program to utilize online courses for Intro to Corrections and Criminology and removed Intro to Information Systems and Intro to Cyber Security. After 25-26 school year the second year criminal justice dual credit programming could end. Starting in 26-27 year, Roser will only offer first year CJ until she finds a replacement instructor. These changes were made following Brian's question/comment to why information systems were in the CJ program. Brian was trying to help the enrollment (which has been dwindling) based on feedback from student surveys that indicated confusion and/or dislike of the Information systems in the CJ program.

Brian was hoping to restart a Computer Science program with HCC instructor Jeremy Monigold's help but the program design is not able to be completed in time for the 25-26 school year but it expected to start in 26-27.

We will use the Google Form application again as we have for the past five years. It works well for us and the school counselors.

V. CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Alberstett to approve October bills plus two additional invoices that Jody sent Wednesday plus the destruction of closed-session recordings prior to May 1, 2023; seconded by Dotson. Roll call vote was taken with Katzenberger, Alberstett, Dotson, and Schiffman all in favor.

Motion carried, 4-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

A. Approval of 2025-2026 Course Catalog following discussion noting that the course catalog will be shared with schools and posted on the CareerTEC website immediately after this board meeting. The Google application will be opened up upon returning from winter break on January 6, 2025.

Motion was made by Katzenberger and seconded by Alberstett to approve the 2025-26 course catalog without a computer science program. All in favor by voice vote.

Motion carried 4-0.

IX. ADJOURNMENT

Next meeting will be Dec 5. Motion was made by Alberstett to adjourn at 2:27 p.m.; seconded by Dotson. All in favor by voice vote.

Motion carried 4-0.



Mike Schiffman, Board Member



Jody Ackerman, Recording Secretary

