



c/o Triton College, Building M, Room M100
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION
BOARD OF CONTROL
FEBRUARY 6, 2013

MINUTES

Dr. Kevin Skinkis called the meeting of the Des Plaines Valley Region Board of Control to order at 9:06 a.m. on Wednesday, February 6, 2013 in the Boardroom at Triton College. Voting members present: Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Secretary Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Kathryn Robbins (Leyden Dist. 212), and Ms. Jennifer Kelsall representing Dr. Robert Lupo (Ridgewood Dist. 234). Voting members absent: Vice Chairperson Dr. Nettie Collins-Hart (Proviso Dist. 209) and Dr. Patricia Granados (Triton College). Also present: Dr. Anne Cothran (DVR) and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Isoye moved, Dr. Robbins seconded the motion to approve minutes of the January 16, 2013 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL MINUTES

The Board received copies of approved minutes from the Administrative Council's meetings on September 6 and November 15, 2012.

RATIFICATION OF PERKINS PAYMENTS

At the August 15, 2012 meeting the Board authorized DVR to pay Perkins billing as it is received, with payment to be ratified at the next Board meeting. DVR processed Perkins payments totaling \$84,516.94. Dr. Isoye moved, Dr. Anderson seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

RATIFICATION OF SCHOOL/COLLEGE PARTNERSHIP WORKSHOP CONTRACT

At the January Board of Control meeting the Board was presented a contract with Hamburger U. for October 17, 2013. After discussion it was determined that Triton administrators would not be able to attend on October 17th due to their upcoming accreditation schedule, and there is a conflict with the date that would involve all of the superintendents. Per the Board's directive to secure a contract for a different date, Dr. Cothran obtained alternate dates from Hamburger U. and sent all date options via email to Administrative Council members. Per prior Board action, Board members were then contacted by email to confirm agreement on the date and approve the newly obtained contract with Hamburger U. for October 31st. All Board members responded by email with

approval to proceed and ratify at the February meeting. Dr. Anderson moved, Dr. Isoye seconded the motion to ratify the contract between DVR and Hamburger University for the School/College Partnership Workshop on October 31, 2013. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

RATIFICATION OF SCHOOL/COLLEGE PARTNERSHIP WORKSHOP DEPOSIT

At the January meeting the Board determined that we needed to secure a new date and contract with Hamburger University for the School/College Partnership Workshop. The Board agreed that Board members would be polled for approval if a deposit check must be released prior to the next Board meeting, with ratification of payment to take place at the February meeting. A new contract was obtained from Hamburger University for October 31, 2013. The contract required a deposit of \$1,750 be submitted by January 29th. Per prior Board action, through email all Board members provided their approval of the contract and the release of the required deposit of \$1,750 with ratification at the February meeting. Dr. Anderson moved, Dr. Isoye seconded the motion to ratify the \$1,750 deposit paid per the contract between DVR and Hamburger University for the School/College Partnership Workshop on October 31, 2013. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

RATIFICATION OF REGIONAL PERKINS AMENDMENT

In a prior Board meeting the Board authorized Dr. Cothran to move remaining Heather Sass meeting funds into Programs of Study Website Development. In January a Perkins amendment was submitted for several of our members, and at that time the remaining \$1,900 was moved from Heather Sass into the regional website. Dr. Robbins moved, Dr. Isoye seconded the motion to ratify the regional budget change in Perkins. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

RATIFICATION OF PROGRAMS OF STUDY WEBSITE AGREEMENT

Dr. Cothran had solicited bids for development of our interactive Programs of Study website. A legal notice was posted and the information was also distributed to contact persons for the schools' websites and colleagues in other regions. One bid was received after the due date; the quote was \$45,000. At the January meeting the Board suggested a bid is only required at a \$25,000+ level. Per the Board's authorization for Dr. Cothran to move forward in soliciting quotes and making arrangements for development of the Programs of Study website, she secured a highly recommended website developer for under \$25,000. One of the entities he has worked with is the Lake County Tech Center. Initial phone conversations with the developer focused on our proposed POS website content, including dual credit information and available industry credentials. Each district will have access to update certain information for their respective district.

An in-person meeting between Dr. Cothran and the developer occurred on January 29th. Per Dr. Skinkis, Board members were notified that he (Dr. Skinkis) authorized Dr. Cothran to proceed with this developer.

The developer emailed a contract for Phase I to Dr. Cothran and stated that, once approved, he can schedule the start of the project based on his production schedule and from that date it would be 5 to 10 business days to provide the initial Phase I results from the Project Analysis and Workflow Development as stated in the Terms and Condition section of the contract. Then after we receive those results, it would be an additional 5 to 10 business days if there were any change requests. We then can formulate a contract for Phase II.

The entire cost is anticipated at approximately \$20,000 and can be covered by funds remaining in this year's website budget, unused funds that had been allocated for substitutes for the Programs of Study faculty collaboration meetings, and funds from other activities budgeted for in this fiscal year which can be delayed until next fiscal year. Any potential cost over-runs would be faced in Phase II.

Dr. Anderson moved, Dr. Isoye seconded the motion to ratify the Programs of Study Website Agreement. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

FY13 CTEI PAYMENT STATUS

The CTEI Grant has had delayed payments for the last three years, but ultimately ISBE does send all the money to the regions. In FY13, ISBE has been vouchering our payments, but the Comptroller's office has been delaying in releasing the funds. As of January 28th the Comptroller has released FY13 CTEI funds to DVR totaling \$216,121. As a result we have been able to pay in full all reimbursement claims received to-date, and restore reserve funds used to reimburse Leyden for Director's Salary. Additional funds totaling \$225,416 have been vouchered but not released.

BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$127,362.45. Dr. Isoye moved, Dr. Robbins seconded the motion to approve payment of the current bills list. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

DVR CHARGE CARD PAYMENT

The billing cycle on the DVR charge card ends on February 5th. The current list of bills presented to the Board is for the statement ending January 5th. The next Board meeting is March 20th which is past the due date for the Feb 5th invoice. Due to this timing issue, Dr. Isoye moved, Dr. Robbins seconded the motion to approve the DVR office to pay any upcoming charges on the card and ratify at the next Board meeting. Roll call vote.

Dr. Anderson – aye
Dr. Isoye – aye
Dr. Robbins – aye
Ms. Kelsall – aye
Dr. Skinkis – aye

EXPENSE/REVENUE REPORT

The Board received the current expense/revenue report for DVR.

FY13 GRANTS – DISTRICTS’ EXPENDITURE CLAIMS TO-DATE

The Board received an update on the status of each district’s grant expenditure claims.

EXTERNAL ASSURANCE VISIT AND EQUIPMENT PURCHASES

The Board received an update on each district’s equipment purchase status.

SYSTEM DIRECTORS LEADERSHIP COUNCIL UPDATE

Dr. Cothran is Chair for the System Directors Leadership Council for FY13. She discussed two major issues that have required much of her time and attention.

(1) Dora Welker’s notice that EFEs would be absorbed into ROEs, which we have already been discussing. The report submitted to Mrs. Welker can be viewed at <http://sdlicillinois.org/constitution/IL-EFE-Report.pdf>.

(2) Launch of STEM Learning Exchange/Illinois Pathways RT3 grant. Dr. Cothran has been on the R&D Exchange and it came to her attention that in general the exchanges were not collaborating with EFE Directors and have little understanding of regional delivery mechanisms or existing course approval processes. In response Dr. Cothran created customized newsletters for each lead organization and has been following-up in person or by email, and she has followed-up with ISBE as well as Jason Tyszko, DCEO. ISBE stated it is critical for EFE Directors to be involved with the lead organizations. Dr. Cothran has been approached to join some of the exchanges however her time does not permit. She is soliciting colleagues around the state to become the SDLC representatives in each group. Issues noted above requiring collaboration make it imperative to have EFE representation. The introductory newsletters for the Illinois Pathways Lead Organizations can be viewed at <http://sdlicillinois.org/newsletters.html>. Due to the ongoing nature of these issues, Dr. Cothran has been approached to continue as SDLC Chair for FY14; she has declined.

Regarding the Resolution adopted by the Board at last month’s meeting, Dr. Cothran reported that, after signing the same resolution, another EFE Board in Cook County has been actively and regularly contacting Dr. Koch at ISBE. DVR Board members indicated interest in contacting Dr. Koch on a regular basis regarding the issue of EFE consolidation, and to copy Susie Morrison on all communications as well.

ADDITIONAL CTEI FUNDS FOR PROGRAMS OF STUDY

We have been notified that the state is releasing what they referred to as unobligated grant funds through the CTEI grant. The CTEI grant is divided into several categories, and ISBE has designated that the additional funds are for Programs of Study. Although we did not have Board decision on allocation of funds, as in the past on the day she received notice Dr. Cothran contacted the Administrative Council members and asked them to collect a wish list, in this case related to Programs of Study Development. DVR’s additional funds total \$7,066. Amendments must be completed immediately and submitted to receive state approval for spending in a usable category. The Board discussed whether the funds should be transited to the districts or used for regional

purposes. After discussion, Dr. Anderson moved, Dr. Robbins seconded the motion that the funds be kept by the regional office and used toward Programs of Study website development. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Robbins – aye

Ms. Kelsall – aye

Dr. Skinkis – aye

CLOSED SESSION

At 9:39 a.m., Dr. Robbins moved, Dr. Anderson seconded the motion to move to closed session for the purpose of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of DVR or legal counsel for DVR including hearing testimony on a complaint lodged against an employee or against legal counsel for DVR to determine its validity; and for the purpose of discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes. All ayes; motion carried.

RETURN TO OPEN SESSION

At 9:54 a.m. the Board returned to open session. Dr. Anderson moved, Dr. Robbins seconded the motion to release minutes of the April 27, 2011 closed session and to destroy the verbatim recording. All ayes; motion carried.

ADJOURNMENT

Dr. Isoye moved, Dr. Anderson seconded the motion to adjourn the meeting at 9:55 a.m. All ayes; motion carried.