



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

DES PLAINES VALLEY REGION
BOARD OF CONTROL
MARCH 20, 2013

MINUTES

Dr. Kevin Skinkis called the meeting of the Des Plaines Valley Region Board of Control to order at 9:18 a.m. on Wednesday, March 20, 2013 in the Boardroom at Triton College. Voting members present: Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Vice Chairperson Dr. Nettie Collins-Hart (Proviso Dist. 209), Secretary Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Patricia Granados (Triton College), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Kathryn Robbins (Leyden Dist. 212). Voting member absent: Dr. Robert Lupo (Ridgewood Dist. 234). Also present: Dr. Doug Olson (Triton College), Dr. Anne Cothran (DVR) and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Robbins moved, Dr. Isoye seconded the motion to approve minutes of the February 6, 2013 meeting. Dr. Collins-Hart abstained; all other Board members voted aye; motion carried.

ADMINISTRATIVE COUNCIL MINUTES

The Board received copies of approved minutes from the Administrative Council's meetings on December 13, 2012 and February 7, 2013.

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 \$30,229.33. Dr. Anderson moved, Dr. Isoye seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Robbins – aye
Dr. Skinkis – aye

RATIFICATION OF EDUCATION FOUNDATION PAYMENT

The Board previously authorized DVR to utilize the contingency fund for fees related to the DVR Education Foundation. Form CO-1 (Illinois Charitable Registration) and Form CO-2 (Illinois Financial Information) were signed and notarized on February 6th. Both documents and related attachments were forwarded to our attorneys along with the required \$15.00 filing fee. Dr. Robbins moved, Dr. Isoye seconded the motion to ratify payment of \$15.00 to file forms CO-1 and CO-2 for the DVR Education Foundation. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Robbins – aye
Dr. Skinkis – aye

BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$21,886.60. Dr. Collins-Hart moved, Dr. Anderson seconded the motion to approve payment of the current bills list. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Robbins – 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. The External Assurance visit is expected for mid-May; exact dates have not yet been received.

CONTRACT WITH BAKER TILLY FOR FY13 AUDIT

In a previous meeting the Board approved contracting with Baker Tilly to conduct the FY13 audit for DVR. John Rossi informed Dr. Cothran that we will be on the same schedule as last year. He has delayed sending the contract due to a change in audit requirements that must be included in the contract language.

PROGRAMS OF STUDY WORKSHOP

In discussions regarding possible FY14 regional activities, the Administrative Council members agreed to a half-day workshop through the Illinois Center for Specialized Professional Support (ICSPPS) which previously has presented non-trad workshops at DVR and at member schools. Dr. Robbins moved, Dr. Isoye seconded the motion to approve ICSPPS to conduct a half-half day workshop for \$350 for FY14 regional Perkins activities. All ayes; motion carried.

CONTRACT WITH ICSPPS FOR SCHOOL/COLLEGE PARTNERSHIP WORKSHOP PRESENTER

The Administrative Council has been discussing how to build on past School/College Partnership Workshops and continue the good collaborative work that has been started. In the last AC meeting the members agreed to recommend Illinois Center for Specialized Professional Support (ICSPPS), with whom they have worked in the past on non-traditional training. ICSPPS is aligned with the Illinois Community College Board. Their proposal is for a day structured around the umbrella theme Programs of Study, and they agreed to work with the AC to customize the content and approach. The AC members agree that issues that have been addressed over the last few years of SCP Workshops deal with different facets of Programs of Study, and that as an umbrella topic it will serve us well moving into the future. Dr. Anderson moved, Dr. Robbins seconded the motion

to approve the contract for ICSPS to present at the October 31, 2013 School/College Partnership Workshop. Roll call vote.

Dr. Collins-Hart – absent during voting

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Robbins – aye

Dr. Skinkis – aye

CONTRACT WITH KONICA MINOLTA FOR DVR COPIER

At the December 19, 2012 meeting the Board authorized Dr. Cothran to proceed with making a commitment to Konica Minolta for a contract on a copier machine for the DVR office. Dr. Robbins moved, Dr. Isoye seconded the motion to approve the contract with Konica Minolta for a BizHub C-224 copier, for 36 months at \$156 per month. Roll call vote.

Dr. Collins-Hart – absent during voting

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Robbins – aye

Dr. Skinkis – aye

DVR LIABILITY INSURANCE

We have had increases in our liability insurance as our career camp programs have grown. Our insurance provider has been requesting additional information regarding our camps. We were recently informed that our provider did not want to continue our coverage in spite of assurances that the camps do not have certain risk factors such as overnight stays. Our policy expires in May and the camps are in June. Our insurance agent is searching for alternate providers. The latest update indicates that our current provider may rewrite our policy and eliminate liability for the camps, and a different provider may write a policy exclusively for our career camp liability. Dr. Cothran inquired of her colleagues to obtain recommendations for other providers. The only referral she received, State Farm, is no longer accepting new clients for this type of coverage. DVR has always paid the expenses for the Food Sanitation Camp and the Health Careers Camp. With the larger offering of camps DVR became a central point for all registration. Dr. Cothran requested legal consultation through Riverside-Brookfield, as Dr. Skinkis is the Board of Control Chairman. Dr. Skinkis contacted the attorney who confirmed that DVR would be liable as the gatekeeper, and it was suggested that the schools check with their providers to seek an additional event policy for DVR. Dr. Robbins recommended that Dr. Cothran contact Leyden's CFO, Mr. Thomas Janeteas, and work through District 212 since they are DVR's administrative agent. It was also recommended that we check with Triton's provider since the college serves as the host site.

Registration will not open until this issue is resolved. Dr. Anderson moved, Dr. Robbins seconded the motion that Dr. Cothran proceed with securing the necessary liability insurance, keeping the Board updated via email. All ayes; motion carried.

CAREER CAMP COORDINATOR POSITION

The Administrative Council members agreed to reduce the number of career camps offered this year. In the past the Board decided to maintain career camp contract agreements with persons who hold the position should they choose to continue. Last year Tracy Jopa served as Career Camp Coordinator and has expressed interest in the position again this year. Despite the reduction in the number of camps, Dr. Robbins moved, Dr. Isoye seconded the motion to keep the Career Camp

Coordinator stipend at the same amount as written in this year's Perkins budget, and to continue with Tracy Jopa as Coordinator if she accepts the position, with ratification of her contract at the next meeting. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Robbins – aye

Dr. Skinkis – aye

PROGRAMS OF STUDY WEBSITE

A company has been hired to begin work on laying out the technical format for our Programs of Study website. Initially they indicated they could complete that work in two weeks, at which time we would receive a firm quote for fulfilling the technical work. Due to personal reasons within the company there has been a delay in the start of our project. With our timeframe and the need to expend these funds by June 30th we are proceeding with this company, and work is being done on Phase I. We have an online demo of Phase I setup. Dr. Cothran will email the link to Board members. Dr. Cothran has been informed by our contact person at the company that they do not have staff who can accomplish the Phase II level of programming, therefore he will obtain quotes from other companies for Phase II work. A question was raised as to how this will affect the budget of approximately \$24,000 that was originally approved. Dr. Robbins moved, Dr. Collins-Hart seconded the motion to proceed with Phase II if it is within the originally approved budget. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Robbins – aye

Dr. Skinkis – aye

ESTIMATED BUDGET FOR FY14

We have been notified to expect cuts in our grant budgets for FY14. The most current estimates are for a 5.1% cut in Perkins. ISBE does not have firm figures for us at this time. Dr. Cothran presented the Board with tentative budget figures. She made efforts to minimize the budget cut's impact on the dollars to the schools by first reducing funds for regional activities. At this point in planning, the total reduction in funds for the schools is anticipated at approximately \$1,200. The disadvantage with this budget plan is the limitation on moving forward with regional activities.

Dr. Cothran is working with the schools in advance of FY14 IWAS opening which is expected to be in early April. Everyone will be required to input their budgets when IWAS opens, with the anticipation of amending, perhaps in June, when final allocations are known. Board members expressed agreement in shifting the regional dollars to the schools in order to maintain as much funding to the schools as possible. Dr. Anderson moved, Dr. Robbins seconded the motion to move forward with the tentative budget as presented. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Robbins – aye

Dr. Skinkis – aye

The Board noted that Dr. Cothran has done a good job in planning the budget given the limited information available at this time.

ACTE ILLINOIS MEDIA BLITZ

Association for Career & Technical Education has a strong advocacy presence. They informed Illinois members that they want recommendations for programs to be highlighted in our local media.

Staff from ACTE will set up meetings with editorial boards, and meetings will be held at newspaper facilities. It will be necessary for Dr. Cothran to attend the meetings as well as teachers representing the programs being highlighted. The Board recommended the following.

Leyden: Tech Support Internship, Culinary, Metals

Proviso: Auto Tech

Riverside-Brookfield: TV

Oak Park & River Forest: Culinary, PLTW

Elmwood Park: VEI

DUAL CREDIT RECOMMENDATION

At their meeting on March 7th, the Administrative Council recommended the following for dual credit on Triton's campus.

ARC102 OSHA 10-Hour Construction Training (1 credit).

Recognize and prevent hazards on a construction site in accordance with OSHA 10-hour training guidelines. Lecture (1 hour). Course fee required.

Students successfully completing this class are awarded the OSHA 10-Hour Card which is an important credential for anyone wanting to work in construction.

ARC102 is attached to the Independent Building Contractor Degree C235A.

Dr. Collins-Hart moved, Dr. Granados seconded the motion to offer ARC102 for dual credit on Triton's campus. All ayes; motion carried.

SUMMER DUAL CREDIT CLASSES AT TRITON

High school and college faculty have been discussing options for dual credit classes to be taught at the home schools. We continue to face issues regarding high school teacher qualifications under college adjunct requirements. Administrative Council members have expressed interest in having some dual credit courses offered at Triton during the summer, in order to avoid conflicts with their regular high school commitments. Possible classes mentioned by either high school or college members include Freshman Rhetoric 101, CIS 101, CNA, and/or culinary courses that are already listed for dual credit. The college is considering how many and what types of courses they could offer for high school students during the summer based on their current room usage commitments. Classes would be during the daytime. Students would be responsible for their own transportation. Dr. Robbins moved, Dr. Isoye seconded the motion to approve that high schools include summer session as an allowable dual credit semester. All ayes; motion carried. Individually districts will determine how they will handle summer dual credit with regard to their established dual credit payment policies.

DUAL CREDIT LIST MODIFICATION

Previously Triton added additional Criminal Justice classes for dual credit in response to ISBE indicating that Department of Corrections courses were not appropriate for high school students. With the change the revised sequence of CJA courses was approved by the Board as follows.

Starting Fall 2012, Triton began offering

CJA 148 Police/Community Relations

CJA 166 Criminal Investigation

CJA 171 Patrol Administration

CJA 241 Traffic Enforcement and Administration

It has come to our attention that the courses ISBE did not feel were appropriate may not have been officially removed from the approved dual credit list. Those courses are

CJA 111 Introduction to Criminal Justice

CJA 121 Introduction to Corrections

CJA 161 Administration of Justice

Dr. Granados moved, Dr. Anderson seconded the motion to remove CJA 111, 121 and 161 from the list of approved dual credit courses. All ayes; motion carried.

FAMILY & CONSUMER SCIENCE – INDUSTRY CERTIFICATIONS

The Family & Consumer Science Program Committee has been making headway on related industry certifications by pursuing Gateway to Opportunity for Early Childhood Education and American Association of Family & Consumer Science Pre-professional for Culinary Arts. Six of DVR's nine high schools offer both Culinary and Early Childhood Programs. Gateway to Opportunity is the Illinois State Licensing program for ECE that has several levels depending on the area of responsibility a worker has (e.g. Child Care Assistant vs. Daycare Owner/Manager). If teachers are certified by attending two-day training at ISU in Bloomington, they can offer Level One certification in their high school programs. Levels beyond Level One must be completed in a post-secondary program. AAFCS is an industry certification. Schools must apply to become a testing site but at no charge. Information on both programs has been sent by the committee to our member schools, but the schools have not responded regarding their interest. This will be discussed at the next Administrative Council meeting.

SYSTEM DIRECTORS LEADERSHIP COUNCIL UPDATE

For FY13 Dr. Cothran is Chair of the System Directors Leadership Council. Since she has agreement from another EFE Director to take over the Chair position on the PERA/EFE committee, and with an additional EFE Director taking over as Chair for the Illinois Pathways/EFE committee, Dr. Cothran has agreed to continue as SDLC Chair for FY14. This will help provide consistency from this year to next year specifically with regard to the issue of possible transition of EFE alignment. The Board supports Dr. Cothran continuing as SDLC Chair.

WASHINGTON UPDATE – LEGISLATIVE NEWSLETTER

Dr. Cothran reported on her attendance at the National Policy Seminar in Washington in March, paid for through the System Directors Leadership Council. She prepared information on our schools/programs/use of funds to support the value of Perkins funding in our region. An example of her newsletter was provided to the Board.

EDUCATION FOUNDATION UPDATE

In December we submitted Form 1023 (Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code) to our attorneys for filing. This week we received notification that the Internal Revenue Service determined that the DVR Education Foundation is a

public charity and is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

NSF GRANT UPDATE

The DVR Education Foundation submitted the National Science Foundation ITEST Grant in November. Our submission was accepted for review, and last week Dr. Cothran received notification that our grant submission was declined. There were 335 formal proposals, of which 20 may be awarded. Reviewers' comments were provided and Dr. Cothran has forwarded them to our university partner. Dr. Cothran discussed the reviewers' notes. She recommended that, if we resubmit the application, one thing we could consider would be to expand a description of the high school research component and remove the middle school activities, in order to accommodate the reviewer suggestions for additional description. We could look for another source of funding for the middle schools. These issues will need to be considered over the next few months.

CLOSED SESSION

At 10:35 a.m., Dr. Anderson moved, Dr. Isoye 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.

ADJOURNMENT

Upon return to open session, Dr. Isoye moved, Dr. Robbins seconded the motion to adjourn the meeting at 10:40 a.m. All ayes; motion carried.