



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

DES PLAINES VALLEY REGION
BOARD OF CONTROL
MARCH 21, 2012

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:58 a.m. on Wednesday, March 21, 2012 in the Triton College Boardroom. Voting members present: Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Robert Lupo (Ridgewood Dist. 234), Ms. Amy Hill representing Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Doug Olson representing Dr. Patricia Granados (Triton College). Also present: Dr. Anne Cothran (DVR), Ms. Lindsely Westley (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Collins-Hart seconded the motion to approve minutes of the February 8, 2012 meeting. All ayes; motion carried.

RATIFICATION OF PERKINS PAYMENTS

At the August 3, 2011 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 payments totaling \$10,690.63 on February 17, 2012. Dr. Collins-Hart moved, Dr. Skinkis seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Ms. Hill – aye
Dr. Lupo – aye
Dr. Olson – aye
Dr. Robbins – aye

BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$19,377.47 Dr. Collins-Hart moved, Dr. Skinkis seconded the motion to approve payment of the current bills list. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Ms. Hill – aye
Dr. Lupo – aye
Dr. Olson – aye
Dr. Robbins – aye

EXPENSE AND REVENUE REPORT

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

EVENT INSURANCE FOR FY12 CAREER CAMPS

Individual districts list DVR as an additional insured on their liability insurance policies to cover liability associated with summer career camps. We are waiting for information from our insurance carrier as to whether DVR needs to have event insurance for the Health Careers Camp and the Food Sanitation Certification camp. DVR's regional funds, not Triton's, pay for these camps. Further information will be brought to the next meeting when it is received from the insurance company.

APPROVAL OF FY12 CAREER CAMP COORDINATOR

Tracy Jopa, a former Administrative Council member, submitted an application. Dr. Cothran provided her with details of the camps and conducted an interview. Ms. Jopa understands the camps, knows our schools, and will be available for the coordinator duties in the necessary time frame. Dr. Lupo moved, Dr. Anderson seconded the motion to approve the contract with Ms. Jopa as FY12 Career Camp Coordinator. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Ms. Hill – aye

Dr. Lupo – aye

Dr. Olson – aye

Dr. Robbins – aye

FY12 AUDIT

At the February 8, 2012 meeting the Board approved contracting with Baker Tilly to conduct the FY12 DVR audit. At that time the Board expressed that we should seek assurances from Baker Tilly that the audit will be completed on time. John Rossi of Baker Tilly has verified that they will be here in August, and if FY12 has been closed by that time then they will complete the audit by October 15th or November 15th at the latest.

The Board received Baker Tilly's letter of engagement for the FY12 audit. Dr. Skinkis moved, Dr. Lupo seconded the motion to approve the letter of engagement. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Ms. Hill – aye

Dr. Lupo – aye

Dr. Olson – aye

Dr. Robbins – aye

FY13 OFFICE SPACE AGREEMENT

When DVR moved into the offices at Triton College we received an annual agreement. The new agreement takes effect in May. The only change from FY12 to FY13 will be that DVR's liability limit must be raised from two million to five million. The annual charge of \$1,200 remains the same (\$25/month for custodial services, \$25/month for phone, and \$50/month for Internet). Dr. Skinkis moved, Dr. Collins-Hart seconded the motion to approve the FY13 lease. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Ms. Hill – aye
Dr. Lupo – aye
Dr. Olson – aye
Dr. Robbins – aye

INCREASE IN LIABILITY INSURANCE FOR TRITON OFFICE SPACE

When DVR moved into the offices at Triton College in 2011 we raised our liability coverage from one million to two million based on the terms of the lease. We have received information that our liability coverage must increase to five million to be in accordance with other partner tenant requirements. This increase will take effect in May 2012 and will need to be paid from reserves as it was not in the original budget. Our insurance broker required a copy of the lease determining the new premium amount. They have not yet released a quote. Information will be brought to the next meeting when it is received. Dr. Cothran has asked our broker to obtain quotes from additional insurance companies.

FY13 COORDINATOR STIPENDS

FY12 coordinator salaries were increased based on member district contract rate increases for stipend work. After lengthy discussion concerning comparisons in work load across coordinator positions, the Board concluded that the workloads across each coordinator position have unique characteristics that do not allow for realistic comparisons. The Board considered the current contract increase amounts among the districts and arrived at an average percentage increase. Dr. Skinkis moved, Dr. Anderson seconded the motion to increase FY13 coordinator stipends by two percent. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Ms. Hill – aye
Dr. Lupo – aye
Dr. Olson – aye
Dr. Robbins – aye

HEATHER SASS WORKSHOP EVALUATION RESULTS

Dr. Heather Sass conducted a Level One workshop on February 2-3, 2012 for 12 CTE teachers. The following participated: Leyden: Eric McFadden, Greg Lindemann, Nichole Sweeney; OPRF: Sarah Roodhouse, Donna Kottmann; Proviso: Maggie Campbell, Cherian Thottupuram, Patty Hiedel; Ridgewood: Steve Silca, Julia Wicklund; RB: Gary Prokes, Kathy Peterson. Evaluations were submitted by each participant at the conclusion of the workshop and were extremely positive. The results were compiled and Board members received a copy. In FY13, Dr. Sass will conduct three workshops for DVR teachers.

FY13 ADMINISTRATIVE COUNCIL RECOMMENDATIONS FOR REGIONAL EVENTS

Each year the Administrative Council provides recommendations for DVR regional programs. In the Last Administrative Council meeting, there was unanimous support to continue with the current DVR regional programs which include career camps, Teacher Workplace Experience, and Heather Sass Workshops. Dr. Anderson moved, Dr. Collins-Hart seconded the motion to approve continuing with the abovementioned DVR regional programs. All ayes; motion carried.

FY13 BUDGET ALLOCATIONS

FY13 grant allocations have not yet been received. Our ISBE representative has stated that we might not have our FY13 regional grant allocations until the end of March, yet IWAS submissions will still be due at the end of April. Dr. Cothran has been working with the Administrative Council members regarding estimated budget figures and have shared with them the information previously provided to the Board regarding expected reduction in funding. While the allocation formula approved by the Board is consistent from year to year, in the past the final computations have been presented to the Board for approval prior to relaying the figures to the schools. In order to comply with ISBE's timeline requirements, Dr. Cothran recommended that, upon receiving the FY13 regional allocations she proceed with completing the calculations for district allotments. Draft figures will be given to Administrative Council members so they can complete their modifications and enter data in IWAS. At the April 18th Board meeting, the budget figures will be officially brought to the Board for approval, after which Dr. Cothran will inform Council members that they can proceed with submitting IWAS grants for superintendent approval. Dr. Lupo moved, Dr. Olson seconded the motion that, when FY13 regional allocations are received, Dr. Cothran will proceed with completing calculations for district allotments utilizing the established allocation formula, with final approval at the April 18th meeting. All ayes; motion carried.

DUAL CREDIT TRENDS REPORT FROM TRITON

We have been discussing dual credit figures in order to determine the best way to improve student participation. The Board had received data that was developed by the Triton Research Department. The graphs indicate dual credit enrollment from 2006 to the present. The charts isolate specific course enrollment for each individual district. These documents suggest that CTE (career courses) enrollment has been fairly constant over time, but AP enrollment decreased drastically in the fall of 2009 and has not rebounded due to teacher qualification requirements. Dr. Cothran will bring this data to the Administrative Council in their next meeting for discussion. In Board discussion it was noted that some districts offer some type of payment of students' tuition and others do not.

IMPROVING DUAL CREDIT PARTICIPATION

At the last meeting, the Board discussed dual credit enrollments across the Cook County EFE Regions. Other Cook County regions had been offering dual credit in the high schools since the onset of their programs and have expressed concern that the ICCB rules may cause decreases in dual credit numbers.

Harper College developed an approach to replace articulation. Students would enroll in the high school course, and at the close sit for a Credit by Exam test approved by the college. Students pay a transcription fee. The transcript reflects credit by exam, but no grade. This means the credit is not transferable, although it applies to the Associate's Degree at Harper.

A Credit by Exam program would allow students to accelerate achieving Associate's Degree and eliminate two current challenges: A course may qualify through secondary/postsecondary faculty discussion, although high school teacher credentials may not; and ICCB requirement that all students in a classroom be enrolled in dual credit. Issues to consider may include how achievement is reflected on college report cards; administration of proficiency exams in secure setting at high schools; cooperation of college faculty in making exams available; and alternate exam development at high schools based on course syllabus and objectives agreed to in dual credit meetings.

Discussion included the following: Dual credit criteria; whether teacher meets requirements for Tier One level as required by ICCB; students would be in the regular high school course with the regular

high school teacher, and the students would take a test to earn Triton credit; a proficiency exam would require very close alignment of curriculum between the high schools and Triton.

Dr. Cothran will request information from Harper College regarding the number of courses this applies to for them. Dr. Olson stated he will look into this subject further.

PROGRAMS OF STUDY DEVELOPMENT

There have been discussions about further developing Programs of Study for the DVR high schools. Most of our schools have been working over the last two years on developing Programs of Study. The old federal template has been used by many of our schools. The Board received information on the State Directors of CTE website definition of Programs of Study requirements. This year the Illinois Community College Board revised the template and asked the college to submit the Form 8 template for every program for every school in their enrollment area. In order to facilitate this transition, Dr. Cothran used a working model from Elmwood Park and converted it to the new ICCB Form 8, working with our different districts to update their portions of the templates for each certificate and AAS degree available at Triton, resulting in over 45 Form 8's for each high school district. The discussion of knowledge and skills has been and will continue to be discussed in DVR Program Committees.

A list has been compiled of these Programs of Study where we have working templates which also reflect available dual credit. The list is divided out by career cluster. Dr. Cothran has sent copies for each district's Form 8's to the college as well as the high schools, and will present the information to the Administrative Council for discussion on priorities. They will develop tasks for the DVR Program Committees for FY13 based on this list.

RT3 PARTICIPANTS IN DVR REGION

Dr. Cothran had previously forwarded information on the Illinois RT3 grant to Board members. Many of the schools chose not to pursue the RT3 funds. Among the recipients is a district from the DVR region, Oak Park ESD 97, which was awarded \$24,027.

VIDEOS

To promote transition to post-secondary, we are working with Triton College on developing video clips that are student-to-student communication about the benefits of community college. Drafts of three sample videos were shown to the Board at the meeting.

DVR EDUCATION FOUNDATION – BOARD MEMBERS

Dr. Cothran is continuing with the process necessary to create the DVR Education Foundation. Dr. John Kosiog, Superintendent of Union Ridge Elementary School District 86, informed Dr. Lupo he would serve on the DVR Education Foundation Board. Regarding business/industry member status, Mr. Michael Bond declined to participate indicating his projects were also going to be soliciting additional STEM related funding. He did not make a recommendation for another candidate. Dr. Cothran has contacted one of the DVR STEM Advisory members at Com Ed regarding identifying a representative who would be interested in discussing the possibility of serving on the Education Foundation Board. Board of Control members can recommend potential Education Foundation Board members. The recommended person(s) should be well connected in business/industry. Local businesses may not have the broader connections we are seeking, and we do not want to compete with the high schools for the businesses they are already working with.

DVR EDUCATION FOUNDATION – FISCAL OPERATING ISSUES

At their last meeting, the Board agreed to move forward with planning for fiscal budget and operations issues. To provide consistency in record keeping, Dr. Cothran recommends a fiscal year

of July 1 – June 30 to correspond with the EFE and school district fiscal years. The initial quote from John Rossi of Baker Tilly indicated the annual audit would cost \$8,000 not including filing complicated 990 forms. Dr. Cothran subsequently spoke with two different accountants and learned of one nonprofit that pays only \$5,000 for their annual audit which includes having the 990 tax forms correctly filed. Dr. Cothran is seeking the name of a contact person of that audit firm for the Foundation. We must also have a separate bank account exclusively for the Foundation. Both accountants suggested we use Quickbooks for the Foundation records, with the online version being the most economical at \$25 per month. Dr. Anderson moved, Dr. Lupo seconded the motion to approve that Dr. Cothran pursue possible audit firms exclusive to the Foundation, and to explore using Quickbooks rather than a school district fiscal office for Foundation accounting. All ayes; motion carried.

DVR EDUCATION FOUNDATION – PRO BONO LEGAL ASSISTANCE

Dr. Cothran had a preliminary phone consultation with The Law Project which matches pro-bono attorneys to organizations that need legal consultation and represent underserved communities. The DVR region has 46% low income, therefore in the pre-screening call it appeared we can apply for their services. Dr. Cothran outlined for the Board the process and costs for application. Regarding Board members listed on the application, the requirement is for at least three names, and more can be added at a later date, prior to the actual filing of documents with the government. Basic bio information is included for each Board member, and at the members' discretion the information can be expanded. Board members received the complete document that would be submitted with the application. Dr. Skinkis moved, Dr. Collins-Hart seconded the motion for Dr. Cothran to submit the Law Project documentation to begin the process for pro bono consultation. All ayes; motion carried.

FY12 CTEI AND PERKINS BUDGET AMENDMENTS

based on Administrative Council members' requests we moved regional dollars last month into a career supplies line to purchase the career camp brochure holders before spring break. At this point, due to conservative use of funds for website work; not running an OSHA camp; lower attendance at the June Heather Sass workshop than budgeted a year ago; and advisor recommendations to refocus regional advisory to specific district needs instead of general information, as with last year we have regional funds that can be redirected to the DVR member high schools. We have \$4,489 in CTEI and \$7,470 in Perkins to redirect. Schools would receive the following additional funds: Leyden - \$1,077 CTEI and \$1,696 Perkins; Elmwood Park - \$403 CTEI and \$494 Perkins; Oak Park & River Forest \$846 CTEI and \$851 Perkins; Proviso \$1,458 CTEI and \$3,738 Perkins; Ridgewood \$414 CTEI and \$348 Perkins; Riverside-Brookfield \$291 CTEI and \$343 Perkins. Board members chose to have the funds individually reallocated to their districts as opposed to the funds being spent regionally on behalf of all schools. Dr. Lupo moved, Dr. Anderson seconded the motion to reallocate regional funds to the schools as listed. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Ms. Hill – aye

Dr. Lupo – aye

Dr. Olson – aye

Dr. Robbins – aye

CLOSED SESSION

At 10:10 a.m., Dr. Lupo moved, Dr. Skinkis seconded the motion to enter 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. 5ILCS 120/2c(1), as amended by PA.93-57. All ayes; motion carried.