



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

DES PLAINES VALLEY REGION
BOARD OF CONTROL
APRIL 17, 2013

MINUTES

Dr. Kevin Skinkis called the meeting of the Des Plaines Valley Region Board of Control to order at 10:02 a.m. on Wednesday, April 17, 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. Robert Lupo (Ridgewood Dist. 234), Dr. Kathryn Robbins (Leyden Dist. 212). Also present: Dr. Anne Cothran (DVR), Dr. Doug Olson (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Robbins moved, Dr. Lupo seconded the motion to approve minutes of the March 20, 2013 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL MINUTES

The Board received copies of approved minutes from the Administrative Council's meeting on March 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 \$58,244.83. Dr. Isoye moved, Dr. Granados 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. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

BOARD BILLS LIST

The Board was presented with the list of current bills. Dr. Anderson moved, Dr. Lupo 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. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

THIRD QUARTER SALARY/BENEFITS REIMBURSEMENT TO LEYDEN

DVR has been reimbursing Leyden on a quarterly basis for salary and benefits. Dr. Isoye moved, Dr. Collins-Hart seconded the motion to authorize Leyden to remove \$45,312.94 from the DVR bank account for third quarter salary and benefits. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – 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. Final amendments are to be submitted by Administrative Council representatives by the end of this month.

BAKER TILLY CONTRACT

The Board received the contract submitted by Baker Tilly for the FY13 DVR audit. Dates for the audit have been scheduled and Leyden's Business Office has been notified. Dr. Robbins moved, Dr. Lupo seconded the motion to approve the Baker Tilly contract, for the FY13 DVR general audit and single audit, in the amount of \$11,000. Roll call vote.

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

DVR DIRECTOR CONTRACT

In the last meeting the FY14 pay rates were set. The Board received Dr. Cothran's contract reflecting the three percent increase. Dr. Robbins moved, Dr. Isoye seconded the motion to approve Dr. Cothran's contract as DVR Director for FY14. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

EXTERNAL ASSURANCE VISIT

Dr. Cothran has inquired of ISBE regarding dates for the External Assurance visit which has been delayed this year. We are awaiting an official notification letter, but unofficially Dr. Cothran was told to assume it will occur mid May. Administrative Council members have been updated.

BUDGET UPDATE

Each Administrative Council member received via email an updated FY14 CTEI budget based on figures received from ISBE since the last Board meeting. Board members had also received the email updates. CTEI opened in IWAS yesterday.

Perkins budget figures have not been received and the budget is not yet open in IWAS. Upon receipt of the FY14 Perkins budget, Dr. Cothran will be able to do the revised computation and email everyone their allocations. Budgets must be entered into IWAS by the end of next week.

Dr. Cothran expects to bring the final budgets to the Board for approval at the May meeting.

CAREER SURVEY FOR ILLINOIS DISTRICTS

The State of Illinois is developing a statewide technology infrastructure known as the Illinois Shared Learning Environment (ISLE). Dr. Cothran provided information on the project's intent and the beta survey the DVR districts are asked to complete by April 19th. As of today 7 of our 27 districts have completed the survey.

COMBINED FY14 CALENDAR

The Board received the FY14 DVR calendar which is a compilation of the districts' school calendars. Also included are dates of conferences or other meetings the Board members may be involved in. Avoiding any known conflicts, Dr. Cothran developed a list of proposed dates for 2013-14 Board of Control, School/College Partnership, and Education Foundation meetings. The Board agreed to keeping the same start times as this year's meetings. Dr. Granados stated that scheduling the SCP meetings is contingent on evaluation how the group meets as a partnership. She will come back with recommendations for those dates. Dr. Collins-Hart moved, Dr. Lupo seconded the motion to approve the following Board of Control meeting dates for 2013-14: August 14, September 11, October 23, November 13, December 11, January 15, February 5, March 26, April 9, May 14, and June 11. All ayes; motion carried.

Later in the meeting, the Board came back to discussion of the calendar and agreed to change the August meeting from the 14th to the 22nd.

CAREER CAMP COORDINATOR

At the March meeting the Board approved moving forward with a contract with Tracy Jopa if she would accept the position of FY13 Career Camp Coordinator. She declined. Lacking sufficient time to go through the process of posting the position and hiring a new coordinator, Dr. Cothran proposed that, since there are only four camps offered this year, the duties of the coordinator be handled by the DVR office. She also proposed amending the FY13 Perkins budget to move the \$1,873 allocation for the coordinator to the line item for career development. Dr. Skinkis questioned whether the Board could contract with Ms. Yaneck as Career Camp Coordinator. She replied that she is willing to do so however she noted that the camps are run during the day and she would be taken away from her DVR office duties during that time. Board members consented that work done for career camps would be done outside of DVR office hours, and the week when camps are running any hours away from the DVR office will need to be made up. A suggestion was made for the Board to submit a letter of intent to hire Ms. Yaneck as Career Camp Coordinator, retroactive to the date when work actually begins on the camps, and to bring the contract to the May meeting for the Board's formal approval.

DVR INSURANCE

Per a referral from Leyden's Business Office, Dr. Cothran has been working with Mesirow Financial to secure insurance coverage for career camps, and to obtain quotes for all of DVR's insurance needs. At this time pricing has been received for all policies except the career camps, but Dr. Cothran is awaiting confirmation from Mesirow that the terms of coverage are the same. Dr. Lupo moved, Dr. Isoye seconded the motion that, if Mesirow can provide the required coverage, DVR proceed with securing policies with them, as long as their rates are at or below our current provider. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

DUAL CREDIT RECOMMENDATION

The Board received information on PED106 – Total Fitness, which the Administrative Council recommends offering for dual credit. Dr. Anderson moved, Dr. Granados seconded the motion to approve offering PED106 for dual credit. All ayes; motion carried.

PROGRAM OF STUDY WEBSITE

Previously the Board approved obtaining final bids for writing the programming required for the DVR Program of Study Website. Dr. Cothran has been following up with Paul Dworianyyn at Awesome Dynamic Tech Solutions for the information, but prior to this morning she had not heard from him since April 3rd. Mr. Dworianyyn states that he intends to follow through with the contract and will have quotes by next Monday. Due to timing, upon receipt of the contract for Phase II Dr. Cothran will need to obtain Dr. Skinkis' signature, and the contract will be ratified at the May meeting.

REGIONAL STEM BUSINESS ADVISORY

Dr. Cothran recently issued an invitation to our regional STEM Advisory members and other possible members to take part in a meeting on May 3rd from 9:30 – 10:30 a.m. The purpose is to provide the advisory members with updates on what is taking place in our schools. Also, advisory members are being asked to provide recommendations on what our schools could consider doing in the future. Attendance has not been confirmed at this time.

Dr. Cothran distributed a sample of the newsletter she has produced for legislators which will be shared at the meeting.

ADJOURNMENT

Dr. Lupo moved, Dr. Isoye seconded the motion to adjourn the meeting at 10:45 a.m. All ayes; motion carried.

Board Chairman

Board Secretary

Date

Date