



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

DES PLAINES VALLEY REGION
BOARD OF CONTROL
MAY 15, 2013

MINUTES

Dr. Kevin Skinkis called the meeting of the Des Plaines Valley Region Board of Control to order at 9:07 a.m. on Wednesday, April 17, 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. 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), Mr. Ed Moyer (representing Vice Chairperson Dr. Nettie Collins-Hart, Proviso District 209). Also present: Dr. Anne Cothran (DVR), Dr. Doug Olson (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Robbins seconded the motion to approve minutes of the April 17, 2013 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL MINUTES

The Board received copies of approved minutes from the Administrative Council's meeting on April 11, 2013.

EXPENSE/REVENUE REPORT

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

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 \$14,637.90. Dr. Robbins moved, Dr. Granados seconded the motion to ratify payment of Perkins billing. Roll call vote.

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

RATIFICATION OF FY13 AMENDMENT

FY13 regional budget modifications have been made during the year. In previous meetings the Board authorized moving unused funds for the POS website, and recently Dr. Skinkis approved a few more small changes to be ratified in the May Board meeting. Remaining funds in the budget

lines for subs and business advisory have been moved to the Program of Studies website line. Dr. Lupo moved, Dr. Robbins seconded the motion to ratify the FY13 budget amendment. Roll call vote.

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

RATIFICATION OF PROGRAM OF STUDIES WEBSITE PROGRAMMER CONTRACT

Per authorization from Dr. Skinkis, DVR is proceeding with the contract for Program of Studies website programming in the amount of \$19,100. Dr. Anderson moved, Dr. Isoye seconded the motion to ratify the POS website programming contract. Roll call vote.

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

RATIFICATION OF PROGRAM OF STUDIES WEBSITE PROGRAMMER PAYMENT

Dr. Skinkis had authorized DVR to proceed with the contract for POS website programming, and the terms of the contract required payment of \$9,550 in order for programming to begin. Via email Dr. Skinkis authorized DVR to proceed with this payment. Dr. Lupo moved, Dr. Isoye seconded the motion to ratify payment of \$9,550 for POS website programming. Roll call vote.

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

RATIFICATION OF PROGRAM OF STUDIES WEBSITE PROJECT MANAGEMENT

Per authorization from Dr. Skinks, DVR is proceeding with the contract for Program of Studies website project management in the amount of \$5,400. Dr. Anderson moved, Dr. Lupo seconded the motion to ratify the POS website project management contract. Roll call vote.

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

INSURANCE CONTRACT

The Board previously authorized DVR to change insurance carriers. Full policies have not yet been received, but binders have been received for the Hartford (Business Owners and Workers Compensation), CNA (Directors & Officers), and United States Fire Insurance (Special Events) which will cover DVR beginning May 22, 2013. Dr. Robbins moved, Dr. Anderson seconded the motion to approve the insurance binders. Roll call vote.

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

CAREER CAMP COORDINATOR CONTRACT

At last month's meeting the Board agreed to Dr. Skinkis' recommendation to hire Denise Yaneck as FY13 Career Camp Coordinator. The Board received the contract. All duties related to coordination of the career camps will be done outside of DVR work hours. Dr. Robbins moved, Dr. Granados seconded the motion to approve the Career Camp Coordinator contract. Roll call vote.

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

HEALTH CAREERS CAMP TRANSPORTATION CONTRACT

The Health Careers Camp requires transporting students to businesses during the three-day camp. The Board received the contract with A&B Bus Service. Dr. Granados moved, Dr. Isoye seconded the motion to approve the Health Careers Camp transportation contract. Roll call vote.

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

TEACHER WORKPLACE EXPERIENCE TRANSPORTATION CONTRACT

The Teacher Workplace Experience travel to businesses requires using a motor coach, which has been done each year. The Board received the contract with Mid-America Charter Lines. Dr. Granados moved, Dr. Isoye seconded the motion to approve the Teacher Workplace Experience transportation contract. Roll call vote.

Mr. Moyer – 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. Robbins moved, Dr. Granados seconded the motion to approve payment of the current bills list. Roll call vote.

Mr. Moyer – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

DVR COPIER INVOICES

At the March meeting the Board approved the copier lease with our new vendor, Konica Minolta. Per the terms of the contract, invoicing occurs monthly. The first invoice has been received, and according to the due date our payments will be due the 18th of each month. In some months the timing of the Board meeting would cause our payment to be late. Dr. Anderson moved, Dr. Isoye seconded the motion for DVR to pay copier invoices in accordance with monthly due dates, with ratification of payment at the next meeting. Roll call vote.

Mr. Moyer – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

AUTHORIZATION TO PAY POS PROGRAMMER AND PROJECT MANAGER

We are working on a limited timetable to complete the Program of Study Website in this fiscal year. The contract calls for making payment in stages on the project as they are completed. Rather than wait for the June Board meeting to make a payment for a completed stage of work, Dr. Isoye moved, Dr. Robbins seconded the motion that DVR issue payments as stages are completed, with ratification of those payments at the June meeting. Roll call vote.

Mr. Moyer – aye

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

PROGRAM OF STUDIES WEBSITE STATUS

The Board received details of project work completed. At this time we do not yet have a visual of what the website will look like.

FY13 GRANTS – DISTRICTS' EXPENDITURE CLAIMS TO-DATE

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

FY13 JOINT AGREEMENT BUDGET REVISION

DVR has processed some amendments during FY13. ISBE has approved the amendments and the Joint Agreement Budget has been revised accordingly. Dr. Robbins moved, Dr. Granados seconded the motion to approve the revised FY13 JAB for DVR. Roll call vote.

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

FY13 BUDGET CELL ADJUSTMENTS

Amendments have been completed for FY13 and the Joint Agreement Budget has been revised accordingly. It is anticipated that by the end of the fiscal year, we will have small adjustments in a few budget cells (for example, last year in the Teacher Workplace Experience there were no-show participants). There will be small shifts in final expenditures. ISBE authorizes over and under payments per budget cell of up to 10 percent or \$1,000, whichever is greater, without requiring an amendment. Dr. Lupo moved, Dr. Robbins seconded the motion to approve DVR to over and under spend final budget lines to use funds for currently approved budgeted items as needed. Roll call vote.

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

PERKINS EXTERNAL ASSURANCE VISIT

Our most recent information was that we could expect the External Assurance visit in mid-May. We do not yet have the official notification letter and therefore do not have dates.

PROGRAM COMMITTEE FINAL REPORTS

The Board received final reports from the DVR programs committees for Industrial Technology, Business Education, Student Services, and Family & Consumer Science. The Board acknowledged that the committees have done good quality work.

FY14 BUDGET

Perkins budgeting was delayed due to sequestration. On May 3rd ISBE received their notice with state allocations, and began working on their formulas for distribution across EFEs. The Board received the finalized FY14 budget for DVR. Dr. Cothran noted that our Perkins allocation is 5.1 percent less than FY13. She has notified each district's Administrative Council representative that the Perkins grant is open in IWAS and they are to enter their budget information at this time. Dr. Robbins moved, Dr. Isoye seconded the motion to approve the FY14 budget for DVR. Roll call vote.

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

FY14 SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The Administrative Council has been working on the format and content for the October School/College Partnership Workshop. The Council's May 9th meeting included a second phone conference with ICSPS to develop a format for the day. Dr. Cothran provided the Board with a thorough outline for the day-long workshop. ICSPS will function primarily as moderators. Question prompts are being developed for panel discussions and small group discussions. The workshop is designed for collaboration and sharing as opposed to receiving instruction. Dr. Isoye moved, Dr. Granados seconded the motion to approve the workshop format. All ayes; motion carried.

EFE MEMBERS

Four years ago Dr. Rudig had requested that Dr. Cothran inquire whether Morton EFE 040 wanted to consider merging with DVR; Morton had declined to discuss the idea. Dr. Cothran reported to the Board that, with the Morton System Director's resignation and ISBE's upcoming review of EFE configurations in Illinois, the idea of a merger between DVR and Morton may need to be addressed. Morton submitted their resolution to remain in their current form to ISBE, as did DVR and other Cook County EFES. ISBE is still considering reconfiguration, but no plan is in place yet. The Board concluded that there is no need for further discussion at this time.

ADMINISTRATIVE COUNCIL AND PROGRAM COMMITTEE PRIORITIES FOR FY14

The Administrative Council reviewed the program committees' final reports. Their recommendation is that the Council and the program committees focus on transition and programs of study during the next year.

ADJOURNMENT

Dr. Isoye moved, Dr. Granados seconded the motion to adjourn the meeting at 9:38 a.m. All ayes; motion carried.