

DES PLAINES VALLEY REGION
BOARD OF CONTROL
JUNE 19, 2013

MINUTES

Dr. Kevin Skinkis called the meeting of the Des Plaines Valley Region Board of Control to order at 9:02 a.m. on Wednesday, June 19, 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). Voting member absent: Vice Chairperson Dr. Nettie Collins-Hart (Proviso District 209). Also present: Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Anderson seconded the motion to approve minutes of the May 15, 2013 meeting. All ayes; motion carried.

EXPENSE/REVENUE REPORT

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

RATIFICATION OF PROGRAMS OF STUDY WEBSITE PAYMENTS

The contract for Programs of Study website requires making payments in stages on the project as they are completed. At the May meeting the Board authorized DVR to proceed with payment for completed stages of work, with ratification to occur at the June meeting. Dr. Robbins moved, Dr. Isoye seconded the motion to ratify payments of \$1,125 and \$922.50 to Awesome Dynamic Tech Solutions for the POS website project management contract, and to ratify payment of \$4,775.00 to Rich Dworinyan for the POS website programming contract. Roll call vote.

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

RATIFICATION OF COPIER PAYMENT

Per the terms of DVR's copier contract invoicing occurs monthly. For the months when the timing of the Board meeting would cause our payment to be late, at the May 2013 meeting the Board authorized DVR to process payment of invoices in accordance with the due date, with ratification to occur at the next meeting. Dr. Robbins moved, Dr. Anderson seconded the motion to ratify the June 7th payment of \$167.94 to Konica Minolta for the invoice due June 18th. Roll call vote.

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.

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

DVR EDUCATION FOUNDATION LOAN FORGIVENESS

DVR budgeted contingency funds for the operation of the new DVR Education Foundation. During FY13 we did write a grant that would have had some administrative funds included that would have allowed us to pay back to the DVR EFE the funds budgeted for the Foundation. However, we did not receive that grant. With no income we will not be able to reimburse the EFE for funds used which total \$2,012.72. Dr. Lupo moved, Dr. Robbins seconded the motion for the DVR EFE to forgive the loan of \$2,012.72 to the DVR Education Foundation. Roll call vote.

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

FOURTH QUARTER SALARY/BENEFITS REIMBURSEMENT TO LEYDEN

DVR has been reimbursing Leyden District 212 for DVR staff salaries and benefits on a quarterly basis. At the close of each quarter the amounts to be reimbursed for Local Budget salaries and benefits as well as CTEI grant salary are calculated. The Board approves the reimbursement, and the authorization letter signed by the Board is forwarded to the Leyden Business Office so that District 212 can withdraw the appropriate funds from DVR's bank account. The FY13 fourth quarter salary and benefits reimbursement will be calculated after the final pay period in June. Dr. Lupo moved, Dr. Isoye seconded the motion to approve DVR to issue authorization to Leyden to withdraw funds from DVR's bank account for fourth quarter salary and benefits, to be ratified at the August 2013 meeting. Roll call vote.

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

AUTHORIZATION TO PAY BILLS BEFORE AUGUST 2013 MEETING

Each year the Board has authorized DVR to pay bills that come due during months that the Board does not meet. We anticipate there will be bills to be paid during the months of June and July, 2013. Dr. Isoye moved, Dr. Anderson seconded the motion to approve DVR to pay bills received after the June 19th meeting until the August 2013 meeting, with ratification of the payments in the August meeting. Roll call vote.

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

DISTRICTS' EXENDITURE CLAIMS

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

PERKINS EXTERNAL ASSURANCE VISIT

We were informed that External Assurance would be coming to DVR again this year, and the visit was delayed each quarter. We have yet to receive the notice for the dates of the visit.

PROGRAMS OF STUDY WEBSITE

We are working on the programs of study. In early June Dr. Cothran received from the programmers an image of what our website will look like. She forwarded the image to the Board and to colleagues in Illinois who were very enthusiastic about the appearance. Our POS website address will be www.dvr-efe.info and will be online by June 30th. Dr. Cothran displayed the website and demonstrated its various features.

INSURANCE

at the May 15th meeting the Board approved DVR's insurance binders with Mesirow Financial effective May 22, 2013, with actual policies to be brought to the Board for approval at the June meeting. Policies have been received. Dr. Robbins moved, Dr. Isoye seconded the motion to approve DVR's insurance policies with Mesirow Financial. Roll call vote.

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

AUDITOR SCHEDULE

Baker Tilly will conduct DVR's FY13 audit. We received the schedule and notified the Leyden Business Office. Preliminary reports and documents were submitted to Baker Tilly. The auditor was on-site at the DVR office June 13-14 to conduct the initial visit and will return from July 29 to August 2. The auditor stated that she anticipates completing the audit in September, therefore the final report would be presented to the Board at the October meeting.

CAREER CAMPS

We are offering four camps in June. The Board received an update on numbers of students enrolled by school, by camp.

TEACHER WORKPLACE EXPERIENCE

The Teacher Workplace Experience is scheduled for June 25-26, 2013. Karen Bear is coordinating the program. The following persons will participate and have been registered with ISBE for the Instructor Practicum Insurance.

Leyden: Chuck Alvarado, Laura Dempsey, Frank Holthouse
Elmwood Park: Marcia Bernas, Jim Melich, Toni Memmel, Neil Posmer
OPRF: Doug Belpedio, Pete Hostrawser
Proviso: Shaurae Winfield
Riverside-Brookfield: Patti Farlee, Kathy Peterson

SUMMER OFFICE HOURS

Triton College has summer hours in which the majority of buildings, including the M Building, are closed on Fridays. This impacts security coverage and environmental controls. In order to be compatible with the constraints of Triton summer hours, again this year the DVR office will shift to a summer hours schedule as follows.

School year office hours 7:30 – 3:30 Monday through Friday

Summer hours 7:00 – 4:15 Monday through Thursday, closed on Friday

Since Denise has a home office, she has the latitude to follow normal school year hours during the summer and work at home on Fridays. Dr. Cothran has requested building access for dates scheduled by our auditors, which include some Fridays. Dr. Lupo moved, Dr. Granados seconded the motion to approve DVR using the summer hour schedule beginning and ending each season when Triton moves to summer hours. All ayes; motion carried.

TRITON STRUCTURAL COMMITTEE

This year Triton has been holding Structural Committee Task Force meetings to consider organizational methods for communicating across K-14. Since the last report at the School/College Partnership meeting, Task Force members participated in a visit to Elgin Community College to see a presentation on their format. Dr. Isoye discussed the visit to Elgin Community College, their structure, development of their system, and he listed some of the institutions represented at that visit. Dr. Isoye will attend the visit to Harper College July 2nd. Dr. Anderson stated that he will attend, and Dr. Lupo indicated that he might attend also.

GRANT SUBMISSIONS

Due to sequestration, instead of filing both FY14 CTEI and Perkins grants in April, we filed CTEI in April and Perkins in May. We are currently in the process of Perkins review. Dr. Cothran has already been following up with Administrative Council members regarding questions we are receiving on budget lines. ISBE has been questioning submissions around the state with regard to whether the budgeted expenses address making progress in the Perkins indicators of reading, math, graduation rates, non-trad, etc.

BOARD OF CONTROL OFFICERS

Per Board Policy #8300, Board officers are elected based on district rotation in the following order: Leyden, Riverside-Brookfield, Proviso, Elmwood Park, Oak Park & River Forest, Ridgewood, Triton College. Dr. Lupo moved, Dr. Granados seconded the motion to approve the following officers for the 2013-14 school year, effective July 1, 2013:

Chairperson: Dr. Nettie Collins-Hart, Proviso
Vice Chairperson: Dr. Kevin Anderson, Elmwood Park
Secretary: Dr. Steven Isoye, Secretary.
All ayes; motion carried.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

ICSPS representatives have been collaborating with the Administrative Council to develop the October SCP Workshop. At the May meeting the Board received information on the workshop schedule and content for each session. The Administrative Council requested that ICSPS provide details on the guiding questions. Per the Administrative Council's input, ICSPS revised the proposed schedule and provided an update which includes guiding questions. The revised schedule was forwarded to Council members for their review and suggestions. Board members received the revised schedule. Suggestions for guiding questions should be forwarded to Dr. Cothran.

OTHER

On behalf of the Board, Dr. Skinkis thanked Dr. Robbins for her years of service and support to the Des Plaines Valley Region.

ADJOURNMENT

Dr. Anderson moved, Dr. Granados seconded the motion to adjourn the meeting at 9:40 a.m. All ayes; motion carried.