



DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
OCTOBER 13, 2016

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:35 a.m. on Thursday, October 13, 2016 in the Boardroom at Oak Park & River Forest High School. In attendance: Dr. Anne Cothran (DVR), Mr. Frank Holthouse (Leyden Dist. 212), Mr. Jim Jennings (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Dr. Tracy Lett (Proviso Dist. 209), Mr. Eric Lasky (Ridgewood Dist. 234), Mr. Dave Monti (Riverside-Brookfield Dist. 208), Dr. Chuck Bohleke (Triton College), Ms. Jameta Rogers (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Mr. Monti moved, Mr. Jennings seconded the motion to approve minutes of the September 22, 2016 meeting. All ayes; motion carried.

MANUFACTURING ASSOCIATION PRESENTATION

Mr. Sinan Ordu, German American Chamber of Commerce of the Midwest, Inc. (GACC Midwest), discussed the Illinois Consortium for Advanced Technical Training (ICATT) which brings the German model apprenticeship program to the US to address workforce skills. GACC started in the Harper College area, is expanding, and Triton is now a partner. He described the structure of the program in which students attend school and attend an apprenticeship with a local company. Cohorts start in August. Students apply during their senior year and qualified applications are distributed to participating companies. Companies have their own selection criteria and determine their number of apprenticeships.

FRAUD PREVENTION

DVR's whistleblower policy was approved by the Board and is available on our website. District policy should be followed first, but in the absence of a district policy then DVR's policy should be followed with regard to grants through DVR.

ADMINISTRATIVE COUNCIL RESOURCES

Dr. Cothran briefly discussed the course matrices provided for the Council members' handbooks. Everyone has their respective district's current approved program crosswalks. Council members were asked to schedule their individual program approval review with her.

GRANT ACTIVITIES and E-SURVEYS

The next Career Spotlight is Engineering and will be held at Ridgewood High School on November 1<sup>st</sup>. Schools are determining how many students they will attend. Student and chaperone lists are to be submitted by October 17<sup>th</sup>. A wide range of students can attend presentations at the high schools, but the field trips are for upper level students enrolled in related courses.

GATA requires that we do more detailed and more frequent reporting, therefore Dr. Cothran has developed several electronic forms for reporting through Google Docs. She is sending the e-surveys to participants following professional development events. Also, students who attend Career Spotlight events are to complete surveys. Council members provided input on how best to follow-up on ensuring participants respond to surveys. Dr. Cothran will cc: Council members when she sends out surveys, and she will notify them with regard to who from their districts has not responded. It was also suggested that Dr. Cothran look into sharing preferences in Google Docs so that Council members can have viewing rights in order to see whether their district representatives have responded.

There are two state surveys, Employer Credential Requirements and Pathways by District, which are required by December 2<sup>nd</sup>. The Pathways survey must be submitted for each program, and Council members agreed that they will complete the survey when they meet with her individually to review their program approvals.

#### OCTOBER SCHOOL/COLLEGE ALLIANCE WORKSHOP

Some Council members will be bringing laptops and projectors to be used in the breakout rooms. Participants will be asked to complete an e-survey before leaving at the end of the day. Dr. Cothran had sent the guiding questions for small group discussions to Council members for input. Mr. Prale asked whether there are any open seats at this time.

#### DUAL CREDIT REQUEST – MEDICAL ASSISTANT

The Council received a proposal for Medical Assistant dual credit courses. Triton currently has an interim dean, and a suggestion was made to wait on this proposal until the dean is in place. The Council agreed that the courses should be considered if they could apply to multiple credentials, and it was agreed that more information is needed before moving forward.

#### DVR COMMITTEE REPORTS

The Council agreed to have the four program committee chairpersons attend AC meetings to give in-person reports. The Council also agreed that only one chairperson would attend at a time. Each will attend the meeting that is hosted at his/her own school. This will allow them to be out of their classrooms as little time as possible.

#### PROCESS/PROCEDURE

At this time no one had any questions about procedures such as reimbursement claims.

#### OTHER

We do not yet know the dates for our Technical Assistance Visit from ISBE.

Regarding equipment purchases, a question was raised as to whether grant funds can be used to also purchase blue tooth trackers to keep track of the equipment.