DES PLAINES VALLEY REGION
PARTNERS IN EDUCATION, EMPLOYMENT & LIFE-LONG LEARNING
c/o Triton College, Building M, Room M100
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION
BOARD OF CONTROL
APRIL 18, 2012

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:15 a.m. on Wednesday, April 18, 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), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Robert Lupo (Ridgewood Dist. 234), Mr. Ed Moyer representing Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Doug Olson representing Dr. Patricia Granados (Triton College). 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 March 21, 2012 meeting. All ayes; motion carried.

RATIFICATION OF LAW PROJECT APPLICATION FEE

At the March 21st meeting the Board authorized the DVR office to submit the Law Project documentation to begin the process for pro bono consultation. Documents were submitted to the Law Project, and the application required a fee of $50. DVR submitted a check for $50 to the Law Project on March 22nd. Dr. Lupo moved, Dr. Skinkis seconded the motion to approve payment of the Law Project application fee. Roll call vote.

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

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 $884.25 on March 20th. Dr. Lupo moved, Dr. Skinkis seconded the motion to ratify payment of Perkins billing. Roll call vote.

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

BOARD BILLS LIST

The Board was presented with the list of current bills totaling $5,076.95. Dr. Isoye moved, Dr. Lupo seconded the motion to approve payment of the current bills list. Roll call vote.
Dr. Skinkis – aye
Mr. Moyer – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Olson – aye
Dr. Robbins – aye

DVR EDUCATION FOUNDATION NAME AND WEBSITE DOMAIN NAME

As we are moving forward with development of the Education Foundation, all of the documents and literature developed to-date are under the name of "DVR Education Foundation." At this time we need to reserve the name to ensure that another organization cannot use it. The fee to reserve the name for 90 days is $25. The Foundation must have its own website. At this time we need to reserve the domain name to ensure that another organization cannot use it. The fee for an additional domain name with our current server is $10. Dr. Isoye moved, Dr. Skinkis seconded the motion to approve creating a budget line for contingency, pay the $25 fee to reserve the DVR Education Foundation name, and pay the $10 fee to reserve the DVR Education Foundation website domain name, using reserve funds. Roll call vote.
Dr. Skinkis – aye
Mr. Moyer – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Olson – absent during voting
Dr. Robbins – aye

DVR EDUCATION FOUNDATION PRO BONO LEGAL ASSISTANCE

At the March 21st meeting the Board signed off on DVR Education Foundation documents and authorized Dr. Cothran to submit them to The Law Project to begin the process for pro bono consultation. The documents were submitted. The Law Project has agreed to match us to an attorney, but our application required a few changes and payment of the $400 escrow fee. The Board was provided with the revised document for signature. Dr. Isoye moved, Dr. Skinkis seconded the motion to approve the revised document. All ayes; motion carried.

EXPENSE AND REVENUE REPORT

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

FY12 GRANT EXPENDITURES TO-DATE

The districts are spending their allotted FY12 CTEI and Perkins grant funds according to their approved budgets. The Board was provided with the status of claimed expenditures as of April 13, 2012. Funds must be expended by June 30th. Dr. Cothran reminds the Administrative Council members of this on a regular basis.

APPROVAL OF REVISED FY12 JOINT AGREEMENT BUDGET

At the March meeting the Board authorized the reallocation of regional funds to member school districts. The Board received the revised Joint Agreement budget which reflects amendments that moved funds from regional use to transit. Also, based on auditor recommendations, the revised document reflects the removal of FY11 payments for salary and benefits reimbursements to fiscal

agent Leyden District 212 which were made after June 30, 2011. Dr. Lupo moved, Dr. Anderson seconded the motion to approve the revised FY12 Joint Agreement Budget. Roll call vote.

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

THIRD QUARTER SALARIES/BENEFITS PAYMENTS TO LEYDEN

DVR has been reimbursing Leyden on a quarterly basis for salaries and benefits for DVR staff. The third quarter local salary & benefits to be paid is $13,800.32 and grant salary to be paid is $20,443.21. Dr. Lupo moved, Dr. Skinkis seconded the motion to approve Leyden to remove a total of $34,243.53 from DVR's bank account. Roll call vote.

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

APPROVAL OF FY13 DVR STAFF SALARY INCREASES

In March the Board discussed FY13 DVR staff pay raises and after deliberation determined that the increase would be 2.5 percent. Dr. Skinkis moved, Dr. Lupo seconded the motion to approve a 2.5 percent pay increase for Dr. Cothran and Ms. Yaneck for FY13. Roll call vote.

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

CONTRACT APPROVAL FOR DVR DIRECTOR

The Board received the FY13 contract for DVR Director Dr. Anne Cothran. The Board had determined the contract rate increase and the contract has been updated accordingly with the approved rate. Dr. Lupo moved, Dr. Skinkis seconded the motion to approve Dr. Cothran's FY13 contract. Roll call vote.

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

APPROVAL OF ASCD CONTRACT

Proposals were received for the keynote presentation at the October 4, 2012 School/College Partnership Workshop. At the Administrative Council's recommendation, the Board approved obtaining a contract with ASCD for $5,500. ASCD provided bios for keynote presenters and the bios were forwarded to the Administrative Council for review. At their meeting on April 12th the Council approved Judy Carr. Dr. Lupo moved, Dr. Anderson seconded the motion to approve the contract with ASCD for presenter Judy Carr for $5,500. Roll call vote.

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

LEASE FOR DVR OFFICE PHOTOCOPY MACHINE

The lease on the photocopy machine in the DVR office expires in May. Quotes and contract details were requested from area leasing companies. At this time Dr. Cothran recommends continuing with the terms of the current lease with Des Plaines Office Equipment. More detailed information will be obtained in the fall and a recommendation for a new lease will be submitted to the Board in January. Dr. Skinkis moved, Dr. Lupo seconded the motion to approve continuation of the current lease terms with Des Plaines Office Equipment. Roll call vote.

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

DVR INSURANCE COVERAGE

Dr. Cothran has been working with our insurance carrier to determine the premium necessary to comply with the insurance coverage in our updated office agreement with Triton College. She was notified by our insurance broker that we must have an umbrella policy to have the appropriate coverage, and that the additional premium will be $1,236 per year. Dr. Isoye moved, Dr. Lupo seconded the motion to approve paying the additional premium for required increase in coverage now, to be ratified on the May Board official bills list. Roll call vote.

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

FY13 STATE CTEI GRANT APPROVAL

At the March meeting the Board authorized Dr. Cothran to release the FY13 CTEI budget to the high schools and college, to be ratified in the April meeting. The CTEI budget for FY13 is $498,007. This is an increase over FY12 which is $472,568. This is due to program/course approval. When Dr. Cothran received the CTEI amount she ran the computation, notified the

schools, and the Administrative Council members have been working to complete their budgets. The Board received details on the distribution of the FY13 budget. Items in the budget were discussed at last month's meeting. Dr. Lupo moved, Dr. Skinkis seconded the motion to approve the FY13 CTEI budget. Roll call vote.

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

FY13 LOCAL BUDGET

For the FY13 Local Budget, as discussed in prior meetings we have allowed for a contingency line to cover the FY13 Education Foundation start-up costs of $11,537 which will be paid from reserve funds, and reimbursed from the Foundation if we receive grants that allow for administrative costs. The Board received a detailed summary of the FY13 DVR EFE administrative budget figures. The budget includes salary increases per Board decision, insurance increases anticipated at 10 percent per fiscal office directive, insurance for liability coverage, increase in regional activities due to workshop additional costs for speaker and venue, and travel increases for Dr. Cothran due to SDLC President obligations for FY13 and national conference costs. Preliminary information indicates SDLC is expected to cover Dr. Cothran's attendance at the National Policy Seminar in Washington. Dr. Skinkis moved, Dr. Lupo seconded the motion to approve the FY13 Local Budget. Roll call vote.

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

DUAL CREDIT RECOMMENDATIONS FROM THE ADMINISTRATIVE COUNCIL

We have been discussing dual credit figures in order to determine the best way to improve student participation. Triton College authorized, and the Administrative Council has recommended the following courses for dual credit approval to be made available for enrollment on the Triton campus: Freshman Rhetoric I (applies to 18 Degrees and 3 Certificates), Psychology 100 (applies to 2 Degrees & 1 Certificate), Comprehensive Medical Terminology (applies to 1 Degree and 1 Certificate). Dr. Cothran will provide Board members with their respective district's Programs of Studies grids. Dr. Skinkis moved, Dr. Anderson seconded the motion to approve Freshman Rhetoric I, Psychology 100, and Comprehensive Medical Terminology for dual credit. All ayes; motion carried.

PROGRAMS OF STUDY WEBSITE DOMAIN NAME

DVR has dvr-efe.org for our main website, dvr-efe.net for our Career Camp website, and dvr-efe.com which we hold as a retired domain. The Administrative Council has agreed that in order to make the Programs of Study templates readily available to students, parents, and counselors without large printing costs, having a Programs of Study website in which the templates for each district are posted would be the most efficient method for sharing and updating as needed. In order to

accomplish this we need a related website address. Dvr-efe.info is still available and would cost $10 per year and would be paid for out of our regional Perkins funds. It has been suggested that the high schools provide a link on their district websites. The Program of Study site would separate from the DVR website in order to be student focused. DVR's main website is educator focused. Dr. Lupo suggested that in the future we will need a way to see how much the site is accessed. Dr. Lupo moved, Dr. Isoye seconded the motion to approve purchasing the additional website address of dvr-efe.info for Programs of Study. Roll call vote.

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

CLOSED SESSION

At 8:55 a.m. Dr. Skinkis moved, Dr. Anderson seconded the motion to move to 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. Dr. Granados was present during closed session.

The Board returned to open session at 9:13 a.m.

APPROVAL OF DIRECTOR'S EVALUATION

Dr. Skinkis moved, Dr. Granados seconded the motion to approve Dr. Cothran's evaluation. All ayes; motion carried.

ADJOURNMENT

Dr. Isoye moved, Dr. Lupo seconded the motion to adjourn the meeting at 9:15 a.m. All ayes; motion carried.