

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Finance & Education Committee(s) Joint Meeting Minutes: May 1, 2008**

3 Conference Room, Career Development Center

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5 Committee Members Present: Kevin Goodhue (Finance and Education); Rickey Harrington  
6 (Finance); Ed Letourneau (Education).

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8 Staff and Others Present: Greg Lewis, CDC Business Manager; Bruce Lee-Clark (left at 5  
9 PM), Instructor; Bob Mazur, Adult Service Coordinator; Bob Montgomery, Assistant Director;  
10 Donna Oyama, Director; Bill Swisher, CDC Guidance;

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12 Recorder: Barb Schlesinger

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The meeting was called to order at 4:10PM. Oyama distributed the meeting packets,  
15 explaining that they had not been distributed prior because she was still receiving some of  
16 the information in the packets right up to this afternoon.

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18 **Equipment and Software Purchases**

19 Oyama directed the Committee's attention to the spreadsheet that details the 5-Year Plan  
20 for Equipment. Teacher, program/ function and equipment needs by year were the  
21 breakouts of this spreadsheet. Highlighted programs/ functions are noted below. Oyama  
22 also brought up the pending need for two facility items as noted.

23  
24 **Program Needs**

- 25 → Video Production (Foley) has a huge need for video updating.  
26 → Medical Professions (Slade) needs clinical carts; pharmacology (Year 1) and  
27 alternative medicine (Year 2).  
28 → Center-wide Computer Technology (Lawler) needs to replace the eight antiquated  
29 servers with four new ones.  
30 → Building Trades (Gilbert) needs a dust collection system. The current system has  
31 never worked properly and needs to be repaired. Lee-Clark noted that this repair is  
32 on NEASC's recommendation list.  
33 → Cosmetology (Ferrante) needs a washer and dryer. They have been contracting out  
34 for this laundry service. With the additional class next year there is a greater need.

35  
36 **Center-wide Needs**

- 37 → Chairs are needed in the Assembly room and in classrooms. The chairs in use now  
38 where purchased when Rock was Director. Oyama presented a website printout  
39 from [www.worthingtondirect.com](http://www.worthingtondirect.com), where Virco chairs are available from \$34.95 each.  
40 Lee-Clark noted the quality and longevity of these chairs and that parts are  
41 replaceable. There are 170 chairs that need replacement at a cost of \$6,000.  
42 → Unifund Software. This is the software change SVSU instituted recently when it  
43 replaced NEMRC. CDC uses the accounts payable, fixed assets and payroll  
44 processing modules. CDC's access is via the Internet to SVSU's network whose  
45 access is limited. A quote from Unifund for \$29,750 was presented which includes  
46 the basic software, setup services, technical services, and data conversion, et al.  
47 The basic software itself costs \$9,810. The program can be upgraded if desired in  
48 the future.

1 Discussion

2 Oyama presented a spreadsheet which details as of April 28, 2008 unspent monies. The  
3 group discussed if these monies can be used for these purchases. Oyama noted she had  
4 called Montpelier with this question and the answer was that it was not illegal to do this.  
5 Lee-Clark noted that MAU has a procedure, not a policy, which deals with transferring  
6 between budget lines.

7  
8 Goodhue expressed that he felt Johnson's point at the April 21 RGB meeting was that the  
9 Board needs to approve this "transfer" action. The question of this action being "beyond the  
10 intent of the Board's will" was discussed. Harrington requested Oyama get a memo from Bill  
11 Talbot sanctioning the transfer(s). It was noted that a policy should be developed to handle  
12 this matter in the future.

13  
14 Goodhue questioned why the sudden need now for these items; if these items were needed  
15 so soon they should have been presented at budget time. Mazur expressed that this  
16 discussion was an extension of budget talks, Administration is doing what it suppose to;  
17 committees are there to consider current needs and bring to the Board for approval.

18  
19 **Goodhue moved and Letourneau seconded a motion to recommend for approval to**  
20 **the full Board the purchases. All were in favor.**

21 Harrington will make the motion at the May RGB meeting.

22  
23 **Review Student Requests for Programs**

24 Discussion centered about the Federal and State Departments of Education shift in direction  
25 to focus on jobs. Employers are looking for people that are multi-skilled and can think.  
26 Being that CDC programs are multi-moduled, students will learn a little of everything. Lee-  
27 Clark noted this is the real advantage of CDC programs.

28  
29 **Agroecology**

30 The Horticulture program did not meet the Department of Education's criteria for "High Skill,  
31 High Wage and High Demand/ Emerging". With Board approval, Agroecology is being  
32 developed to replace it. There could possibly be some State money to help with this  
33 developing. Eight students have signed up for the program with thirty-three students signing  
34 up for the two classes in the first semester. Instructor need was also discussed.

35  
36 **Law for Business and Personal Use**

37 This pre-tech foundation course for 10<sup>th</sup> and 11<sup>th</sup> grades is a repetition of a course taught in  
38 the past. Currently there are four students signed up. Lee-Clark would like to see ten to  
39 fifteen. Lee-Clark will recruit if the course is approved.

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41 **Letourneau moved and Harrington seconded a motion to recommend for approval to**  
42 **the full Board the Requests for Program for Law for Business and Personal Use.**

43  
44 **Subsequent Instructor Needs**

45 Oyama presented a spreadsheet that displays enrollment requests to date by instructor,  
46 class, block length, and semester. Oyama noted that typically enrollment is higher in the  
47 first semester. Along with review of the initial numbers, discussion followed regarding FTEs,  
48 how they are calculated, student enrollment, and the fact that teachers often instruct classes  
49 with students from different programs, for new Board member Harrington's benefit Oyama

1 noted that these initial represent the highest FTEs ever with 500+ student requests.  
2 Swisher noted that scheduling begins next Tuesday.

3  
4 Cosmetology has a need for an additional .75 instructor because of class-time requirements  
5 for student's VT licensure. Mazur noted that there is also much interest from adult students  
6 for day classes. The position will be paid for by grant money,

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8 **Letourneau moved and Goodhue seconded a motion to recommend to the Board for**  
9 **their approval an additional .75 time instructor for Cosmetology.**

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11 **Harrington moved and Letourneau seconded a motion to recommend to the Board for**  
12 **their approval a .75 time instructor for Agroecology.**

13  
14 **MAU Non-Resident Tuition Policy**

15 MAU's Non-Resident Students Policy # 5700 was briefly discussed. Letourneau noted that  
16 CDC sending schools had, on occasion, a student that needed a credit who, because of  
17 scheduling, was not able to receive at there own schools. The cost per credit is  
18 approximately \$1,900. This cost is borne by the sending school.

19  
20 **Grants**

21 Oyama has begun work on the Perkins Grant. The deadline is June 1. This year is the first  
22 in which the Department of Education is "qualifying" programs and classes. There is now a  
23 five-year plan detailing State requirements. MAU, Arlington and Grace Christian are  
24 required to do this work, but no money is provided. NEASC will be back next March to  
25 approve the Five-Year Plan. Oyama noted that because of NEASC and Perkins Grant  
26 requirements next year's budget would increase significantly. The new Director should be  
27 made aware of these challenges.

28  
29 **Year 13/ 14 Post Secondary Questionnaire for NEASC**

30 The intent of this is to allow students to come back after graduation to complete their  
31 program. Mazur noted that VSAC offers a non-degree grant and perhaps this should be  
32 promoted more. Oyama noted that CDC cannot become a "college". Exploration as to what  
33 Essex and South Burlington has and what it means is needed.

34  
35 **Other**

36 Unused space was revisited. Finance would be the Committee to explore this. Oyama  
37 noted that Vermont Interactive Television has expressed an informal interest in using space  
38 that CDC is now using for storage. Satellite class, where to put the stuff in storage, and no  
39 rent being allowed to be charged were topics discussed. Montgomery noted, "If we give, we  
40 should get". Jim Marsden and Security would have to be involved if a formal request was  
41 made.

42  
43 Being that May 15<sup>th</sup> is the cut off date for teacher's contracts for the coming year, it was  
44 agreed that a Special Board Meeting would need to held before the May 19 regular monthly  
45 meeting. Oyama will have a Special Meeting Warned for Thursday, May 8.

46  
47 **At 6:15PM Goodhue moved and Harrington seconded a motion to adjourn. All were in**  
48 **favor.**