

# Regional Governing Board Meeting Minutes: February 13, 2007

- Location:** Assembly Room, Career Development Center
- Members Present:** Claude DeLucia; Kevin Goodhue; Fran Kinney; Frank Lamb, Chair; Ed Letourneau; Jon Peaslee (left at 6:40); Rob Sperber.
- Staff Present:** Wes Knapp, SVSU; Greg Lewis, CDC Business Manager; Bob Montgomery, Asst. Director; Donna Oyama, Director; Sandra Redding, Office Manager; Adrian Sebborn, CDC Instructor; Marie Shutts, SVSU Personnel Director; Abby Skidmore, Student Representative; Jacob Waterman, Student Representative.
- Videotaping:** For CAT-TV: Chris LaFountain, CDC Student.
- Recorder:** Barb Schlesinger

Lamb called the meeting to order at 6:00pm, asked for Public Comments and hearing none, read through the agenda.

DeLucia moved and Kinney seconded a motion to accept the Agenda. The motion passed unanimously.

Board Member Introductions. There were none.

Public Comments: There were none.

Career Cluster Presentation:

Sebborn spoke of "Information Technologies", noting the three programs he teaches at CDC:

- 1) Computer Technologies Networking, which essentially is an A+ Certification Program,
- 2) Cisco Networking Academy, a two-year course that leads to CCNA certification (Network Administrator Certification) and,
- 3) Artificial Intelligence.

Sebborn expressed how cooperative Cisco is to work with and presented a demonstration of the curriculum designed by Cisco two years ago that is used in both programs 1 and 2. Sebborn noted that the programs are beneficial to all students, allowing them to progress at their own pace.

## #1 IT Essentials Program:

Used as the basis for the A+ Certification program, this course trains students to become computer technicians. The curriculum is online Cisco material which is entirely interactive; modules lead students through tech basics, assembling computers, operating system fundamentals (all Windows platforms), multimedia, networking, upgrading, troubleshooting, et al. At the completion of the course, students take two final exams, one on “hardware” and the other on “operating systems” (OS). Successful completion of the exams leads to A+ Certification.

The “program” tests at the end of each chapter/module with both a practice test and the actual chapter test. All of the tests are taken online. Students receive immediate feedback showing their incorrect answers, allowing them to go back to specific areas for review. Seventy percent is the minimum passing grade and students may retest.

## #2 Cisco Networking Essentials:

This program is setup on the same interface as IT Essentials.

CCNA consists of three college-level courses, which lead to Network Administrator Certification upon completion of the two-year program. Students are tested upon completion of each course/ semester. Cisco credits are global – the credits are transferable worldwide. There is also an Articulation Agreement with the Community Colleges of Vermont; upon successful completion of the two-year program, students earn sixteen college credits. Sebborn views this program as a “confidence builder”; ninety-five percent of the students go on to post-secondary education, having been successful with college level courses at the CDC.

## #3 Artificial Intelligence:

Sebborn shared with the Board a demonstration and explanation of the traffic light that was part of the December exhibit in the Horticulture window.

The two-year program was developed recently to train students in microprocessors and sensor technology at the request of Bennington Microtechnology Center (North Bennington). Sebborn noted that the cost of microtechnology equipment is prohibitive and fundamentally, the principals of micro and nano technologies can work at the macro level. The curriculum is based around using small microprocessors programmed in basic. Students progress from simple microprocessors, to generating sound, ultrasonics and infrared. Sebborn stressed that this is not a course in robotics; it covers a much wider area, for example CO2 computers and airbags in autos. Sebborn defined Artificial Intelligence as the “Ability of a device to read information in about the real world and then act upon it”.

Other projects the students are working on are a) a Quad Antennae and b) a rocket that measures changes in G-Force.

Discussion:

Current class enrollment is as follows:

IT Essentials: Approximately eight to nine students.

Cisco: One 1st year and one 2nd year students.

Artificial Intelligence: Four 1st year and four 2nd year students.

There was also discussion regarding the attrition rate for the very rigorous Cisco program. CDC has not had dropouts in the program possibly because the course volume (there is a huge amount of reading) is spread over two years rather than one. Sebborn noted that he re-certifies every year-and-one-half; therefore, he is aware of what the students are going through.

Consent Agenda:

Kinney moved and Sperber seconded a motion to approve the Consent Agenda. The motion passed unanimously.

The Consent Agenda included:

- Minutes of the January 16 RGB Full Board Meeting
- Minutes of the January 25 NEASC Report Approval Meeting
- Minutes of the January 30 Budget Warning Meeting
- SWVRTSD Payroll Warrant #42/43 in the amount of \$ 67,569.00
- SWVRTSD Payroll Warrant #45/46 in the amount of \$ 63,376.66
- SWVRTSD Vendor Warrant #44 in the amount of \$ 62,389.49
- SWVRTSD Vendor Warrant #47 in the amount of \$ 29,484.10
- Cosmetology Field Trip: March 12/13, 2007 to NYC
- SkillsUSA Field Trip: March 27/28, 2007 to Essex Junction VT

- Substitute Pay Schedule (New)

Committee Reports:

ü Education Committee: Did not meet

ü Facilities Committee: Did not meet

ü Finance Committee: Did not meet

ü Outreach & Marketing: Did not meet

ü Policy: Did not meet

Chairman's Report: Lamb gave no report.

Superintendent's Report:

Knapp spoke regarding the Superintendent Services handout and how it relates to CDC. He also mentioned negotiations SVSU is conducting in Syracuse regarding the purchase of \$200,000 worth of computers and extended to CDC the offer to be part of that purchase if they so desired.

Shutts walked the Board through the new SVSU Hiring Process (handout), which points out and quantifies the steps needed to put new people into a position. Shutts noted that between the initial advertisement to the actually hire, several people are involved.

Significant Parts of Hiring Process noted by Shutts:

→ SVSU Salaries are set at Central Office (Determined by Business Manager, Director & Administrator and approved at Board level).

→ Once a posting is official, a "Hire Folder" is distributed to each Administrator looking to fill vacancies. The Hire Folder facilitates licensing; the Folder is a compilation of all data, i.e. names of applicants, status of certification, how many people were interviewed, etc.

→ It is acceptable to interview during the Posting timeline, however, the position cannot be offered until after the Posting date closes.

→ The final candidates are to meet with the Superintendent.

→ The Nomination Form has been standardized for all schools.

→ The Applicant Flow Log is part of the "Hire Folder" and is to be completed by the Administrator.

Noted however, relative to CDC:

→ CDC handles their own posting and advertising.

→ All CDC positions are based on the bargaining units.

→ Knapp has not met final candidates this past year.

Knapp commented on the changes in hiring practices from past days. Today, numerous “checks” have to be done. “Salary” and “benefits”, especially FMLA, have become more complex, varying from state to state. Knapp directed the Board back to the “Superintendent Services”, noting Rick Pembroke has provided a complete explanation of what SVSU was providing (as in the budget) and asked the Board to take action on it.

Kinney moved and Goodhue seconded a motion to accept this Proposal and have the Chair sign. The motion passed unanimously.

Knapp was to meet February 14 with the other superintendents (cancelled because of snow). He will bring the proposed 2007/08 Calendar to their rescheduled meeting. He noted the Commissioner seriously wants a statewide calendar.

Regarding negotiations, Knapp noted nothing has been done yet face-to-face. There will be a meeting March 9. Director’s Report:

Oyama reported on several topics:

ü CDC Annual Report: The Report is being distributed as in insert in the Pennysaver and Manchester NewsGuide. The Reports will also be available in the area/region at individual town “hubs”.

ü Floor Meetings: Oyama requested Board members to sign up to attend Floor Meetings and ask people to vote.

ü MAU Lease: Oyama pointed out changes in the Lease (they are highlighted), calling attention to pages 2, 5, 7, 8 and 10. MAU first saw the changes February 12. The CDC Board will take action next month. Knapp interjected that Pembroke requested that RGB representatives meet with him (Pembroke) before the next RGB meeting. The Board authorized the committee to meet with Pembroke.

ü Programs: Oyama reported on the activities/events CDC programs are presently involved in:

– Medical Professions students Received CPR and First Aid training from Tim Kinney of the Bennington Rescue Squad.

– Tim Foley’s program is putting on Julius Caesar this Wednesday, Thursday, and Friday.

– Students are fundraising for transportation money for a number of upcoming field trips: Cosmetology students are going to a convention in NYC in March. The students will also be holding a Spaghetti Supper February 27 at the Moose Lodge.

FBLA’s upcoming Spring Conference in Burlington

Forestry students are raffling a cord of wood they processed at Burgess Brothers

Horticulture students sold roses for Valentines Day.

ü Grants: The Second Congregational Church in Manchester gave a \$1,300 grant for student use only. Thirty-six students will benefit from this grant.

Executive Session: None

Other:

Lamb offered thanks for the “Goody Bags” the Board members received this evening. Oyama explained that this was the last meeting of the board year and the gifts were given to show appreciation for the work that was done over the past year by the Board members.

At 7:07 Kinney moved and Goodhue seconded a motion to move to adjourn and the motion passed unanimously.