

# Regional Governing Board Meeting Minutes: October 15, 2007

**Location:** Assembly Room, Stamford Vermont Elementary School

**Members Present:** Justin Corcoran; Claude DeLucia; Leon Johnson; Fran Kinney; Bob Kobelia; Frank Lamb, Chair; Ed Letourneau; Jon Peaslee.

**Members Absent:** Fran Kinney; Bob Kobelia; Rob Sperber

**Staff & Others Present:** Jessica Ericksen, CDC Outreach Coordinator; Wes Knapp, SVSU Superintendent; Bob Montgomery, Asst. Director; Donna Oyama, Director; Ellen Strohmaier, Treasurer.

**Videotaping for CAT-TV:** Greg King. There was no amplification (mics on) for the Meeting.

**Recorder:** Barb Schlesinger

Lamb called the meeting to order at 6:30PM and thanked the Stamford Elementary personnel for hosting the Board's monthly meeting at their facilities. Lamb asked for approval of the Agenda, with the addition of the Treasurer.

Peaslee moved and Goodhue seconded a motion to accept the Agenda. All were in favor.

**Public Comments:** There were none.

## **Consent Agenda:**

The Board briefly discussed and agreed to remove two items from the Consent Agenda: the DECA Field Trip and the Cosmetology Update. The Treasurer's report was added.

Peaslee moved and Goodhue seconded a motion to accept the Consent Agenda as amended. All were in favor.

## **The Consent Agenda as amended included:**

- Approval of the RGB September 17, 2007 Meeting Minutes
- Approval of the Combined Education and Finance Committee October 4, 2007 Meeting

## **Minutes**

- SWVRTSD Payroll Warrant # 15 & 16 9/13/2007 in the amount of \$ 62,885.36
- SWVRTSD Payroll Warrant # 19 & 20 9/27/2007 in the amount of \$ 73,216.71

- SWVRTSD Vendor Warrant # 18 8/24/2007 in the amount of \$ 62,171.11

- SWVRTSD Vendor Warrant # 23 9/07/2007 in the amount of \$ 34,261.72

- Field Trip Request – FBLA

- Revenue & Expenditure (Treasurer's Report)

### **Treasurer's Report:**

The Treasurer's Quarterly report was mistakenly omitted from the Treasurer's Report in the Board's packet. Lamb called for questions. There were none.

Goodhue moved and Peaslee seconded a motion to accept the Treasurer's Report as presented. All were in favor.

### **Cosmetology Update/ Specialist Position:**

Letourneau reported that the Education committee had met twice, once of which was a joint meeting with Finance. The joint meeting concerned approving the Cosmetology Para position and the Education only meeting concerned approval of the Pre-Tech Foundation course. Oyama informed the Board of the \$50K grant to cover the first year costs for the licensed Para, noting that student ratio numbers indicate a need for a licensed Para for the program.

Johnson moved and Alexander seconded a motion to accept the position for discussion.

### **Discussion centered on:**

→ Enrollment: The State requires a Para for 12 students in the lab. Currently there are 18 students in the program. Second semester the classes will be combined (for 240 minutes), therefore the need for the Para.

→ Class time/ required hours for certification: Oyama reported that while MA and NY only require 1000 hours for licensing, Vermont Board of Cosmetology requires 1500 hrs.

→ Hours per diem Para will work (Knapp): Oyama reported that the Para will be in the lab teaching students four hours per day and that other options are being looked into for the rest of the Para's time.

→ Future funding for Para (Johnson): Oyama reported that she would continue writing grants. By the time grants end (in three years) the program will bring in enough to pay for a Para.

→ Employment futures and Tracking: Johnson expressed a need for tracking graduates in the community. He would like to see the actual numbers (statistics) to be able to see trends. Oyama noted that graduates can go anywhere in the world with this profession. The Advisory Board, being local professionals in the field, provides local information including field employment saturation. She noted that cosmetology is a very diverse field,

with a multitude of areas in which to find employment. Donna will ask the Advisory Board for the “numbers”.

→ Program expansion: Montgomery noted that the most cost efficient way for the program to grow is through the Adult Education Program, utilizing the existing facilities rather than incurring the cost of physical expansion.

→ Overlapping “teaching” responsibilities of the Para: Johnson expressed concern regarding the labeling of the position as “Specialist” compared to instructor/ teacher. Because the Para will also be teaching in the lab, there is a danger in overlapping responsibilities both in salary matters and in teaching licensing.

Vote was taken and all were in favor of the Cosmetology Specialist Position.

### **Field Trip Request – DECA:**

Johnson questioned why there were no chaperones on the Field Trip Request to Boston (overnight with ten students) and volunteered to chaperone if any were needed. Oyama explained that the Instructor and the Para were accompanying the students. Knapp noted that there was a sticky on the request indicating the chaperones when he signed.

Peaslee moved and Goodhue seconded a motion to accept the DECA Field Trip Request. All were in favor.

### **Committee Reports:**

#### **Education Committee:**

Letourneau reported on the proposed CDC Pre-Tech Foundation course, Intro to Publishing, that the Committee approved at their meeting. Barb Gorbaty has been teaching a similar after-school class on a stipend basis with the basis being the MAU Yearbook. The class has been discussed with MAU Principal Maguire, and she approves. The proposed new, elective class will meet 15-minutes/ day during the school day for one semester and will equal one-half credit.

Discussion regarding the protocol for adding classes followed. Knapp noted that it was appropriate for the Education Committee to approve a class, however, the approval needs to go to MAU’s Education Committee for their approval and then to the MAU Board for their action. Either Maguire or Oller needs to be notified to have it put on their Agenda. Oyama will talk to Maguire tomorrow.

Montgomery noted that the course has existed for years as a non-credit, all that has changed is the course name and the teacher has articulated standards. MAU will be the ones assigning credit, not CDC.

Knapp noted that instructor’s compensation needed to be clarified; currently Gorbaty receives a stipend. If the course becomes a credit-bearing course, compensation would be different.

The Board voted on passing the Pre-Tech Foundation course, Intro to Publishing, along to the MAU Education Committee. Johnson opposed and the remaining members were in favor.

## **Outreach Committee:**

Alexander spoke of the Breakfast Meeting attended by eleven people from the community. The Breakfast was held at the Quality Inn from 8-9:30 AM and a continental breakfast was served. Alexander requested names for future Breakfasts. Ericksen would then send them invitations. Peaslee noted that the Breakfasts have to be Warned events.

## **Chairman's Report:**

### **Lamb spoke of the following:**

- The lease has been signed.
- There is a need to broaden CDC's market area. CDC news releases should be placed in additional publications besides the paper of record, for example The Advocate, Manchester Newsguide and the Pennysaver. Ericksen reported that the Banner owns all the suggested publications and submissions go to an office in the Mid-west. They decide which publication the release goes in. Lamb noted there is a need to keep track of what is printed where.
- The need for a newsletter, ideally a quarterly insert in the Banner reaching Bennington County. Ericksen reported that she has a four-page one near completion for distribution to the faculty.
- Lamb requested Knapp to invite the Hoosick Falls and Cambridge Superintendents to visit CDC at their earliest convenience, Knapp reported that this has been done and the visit will occur within the next two weeks.
- Lamb suggested to Knapp that, if possible, some of Ericksen's items be woven into Knapp's Banner column.
- The need for Student Representatives on the CDC Board ASAP. Oyama reported that her request for names has not been responded to yet, however, Nicky Forest has two students in mind.
- Lamb inquired of Letourneau if his Education Committee had too much work. Letourneau responded that a sub-committee dealing with the Superintendent's Job Description should be enlarged. Peaslee volunteered to join the sub-committee. Members now included Peaslee, DeLucia, Goodhue, Letourneau and Lamb. There was brief discussion about the need for CDC to have this job description. Knapp noted that the Directors Association has one. Lamb noted that it needs to be worked on to fit CDC; similar to what the Policy Committee does what SVSU policy.

## **Director's Report:**

### **Oyama spoke of:**

- The Student Count numbers. Oyama made available to the Board Program Enrollment reports (Handout 1), prepared by Swisher, that detailed changes in enrollment numbers as of today, the cut-off date, the last day to add/ drop. Donna read through the report and elaborated the reasons for adds and drops in the Programs and in

Foundation courses. These changes have occurred since last spring's registration. Overall, reasons for change from last year to now include: changes/ conflicts in schedule, classes needing to be made up, the students moved, they lost interest and the lack of Target students from BBA this year. The actual student count is 426, not 422 as the report indicates. Lamb was glad to know where all the students went from the original 500 registered in the spring.

Handout 2 shows Southern Vermont FTEs by semester, being a six semester average rolling report. Oyama explained the report, noting 2005 was the peak; FTEs are now closer to average. Lamb noted that we would lose the high semester soon.

Handout 3 showed the classes by instructor, student enrollment, and FTE. Oyama explained that some teachers teach more than one level at the same time. Classes as such include Computer Technology & Networking, Theatre Arts I & II with Video Production, Forestry, Cosmetology and Recreation, Hospitality & Business Management. Oyama noted that because of this some students are not there for the entire class. Second year enrollment is sometimes lower because students graduate before completing the program. Knapp expressed his appreciation for these comprehensive reports.

- There will be a Bennington County School and Work Force Development meeting October 25 from 8:30-10:00AM at CDC.

- On September 25, Oyama and Montgomery attended the Industry Cluster Meeting at the Inn at Willow Pond in Manchester. Donna will email the Board the meeting minutes.

- The Horticulture Advisory Committee met. Oyama is working with another person to prepare a syllabus. The Program has already been approved. The syllabus will then be forwarded to the Advisory committee. Fourteen students registered last spring for the introductory class and as of Friday, there were no students. Oyama will find out where they went. When the students are accounted for, enrollment numbers will possibly increase.

### **Superintendent's Report:**

Knapp formally announced his June 2008 retirement to the Board. Knapp noted that it has been a pleasure working with the Board and his pride in the CDC facility. He noted his displeasure with enrollment, feeling that more people should be taking advantage of the opportunities at CDC. Knapp also serves on the BCIC Board where it has been noted that area businesses have difficulties finding hire-able help, i.e. workers having the social skills needed for employment. However, CDC graduates are hire-able, they are taught these skills as part of their curriculum.

### **Knapp elaborated on enrollment noting that:**

- The state is squeezing in term of funding (40 days to 20 days counting

- Demographics indicate that student count will drop 150-200. This is critical mass for some courses. However, this does not necessarily mean that enrollment will decrease.

- At Technical Community Colleges enrollment is up because they prepare people for jobs. Knapp cited Hudson

Valley Community College's enrollment at 12,000 and Indian River (in Florida) at 30,000. Many of the post high school courses taught at these colleges are similar to the ones being taught at CDC.

Knapp also spoke of the No Child Left Behind Act and asked for all to contact their senators, requesting them to vote against reauthorization. Enrollment at Tech Centers dropped as soon as the Act kicked in.

**Discussion:**

The Board further discussed enrollment regarding students from outlying areas. Lamb stressed that recruitment is a "team effort", with all involved. Lamb noted that at one time there was strong interest from outlying areas in the CDC. There is a need to re-cultivate these outlying areas. Students in Readsboro and Stamford are going to Wilmington and McCann rather than CDC. Oyama expressed that these communities include different areas other than Bennington. Peaslee noted that CDC needs to be competitive with these other centers, parents chose where their children go rather than the Town's deciding. Peaslee recommend that the State require students be sent to schools with the most reasonable costs; the student's parents should pay for any additional tuition. Knapp concurred that right now students who reside in communities without their own higher education facility have 100% choice as to where they go. DeLucia suggested that CDC's lower "cost" be presented as an incentive.

**Executive Session:** None

At 8:15 PM Corcoran moved and Peaslee seconded a motioned to adjourn. All were in favor.

**Attachments:**

RGB September 17, 2007 Minutes

RGB Combined Education and Finance Committee Minutes – October 4, 2007

Payroll Warrants 15 & 16 for September 13, 2007

Payroll Warrants 19 & 20 for September 27, 2007

Vendor Warrants 18 & 23

Revenue & Expenditure (Treasurer's Report)

DECA Field Trip

FBLA Field Trip – Superintendent signed copy due by Monday meeting

Cosmetology Job Description

Banner Article re CDC Emergency Strobe