

2 **Strategic Planning Committee Meeting**  
3 **Thursday, October 13, 2011**

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5 Attending: RGB members – Gloria Alexander and Frank Lamb  
6 Others: Jim Culkeen, Superintendent/Director; Bob Montgomery, Assistant Director; Bob  
7 Mazur, Adult Education; Bill Swisher, Guidance; Wendy Klein, Co-op Coordinator and Bruce  
8 Lee-Clark, Pre-Law Instructor  
9 Recorder: Sandra Redding, Office Manager

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11 Gloria welcomed all to the meeting.  
12 Minutes from August 3 meeting were reviewed and approved.  
13 Gloria suggested the committee review the Goals of the 5 Year Strategic Plan. Under #4,  
14 Focus on Curriculum, distance learning was added; take #6, Study current trends, etc. and  
15 place it as “a” under #5. Those present agreed to the changes.

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17 Survey update-most faculty members have responded at this time. Most advisory  
18 committees are meeting obligatory goals and average 6 people per committee. The  
19 following comments are the most common:

20 Could advisory members act as guest teachers?

21 Building Trades Corp. most active group; Ag/Hort met quite a bit last year.

22 The subcommittee on advisories noted:

23 What do we gain from Advisory Committees?

24 Do we/they know what we want of them?

25 Do we know what the state actually requires?

26 Should we lobby different groups for additional members?

27 Should we create a “Friends of the CDC?”

28 Should we put guidelines in a handbook for advisories?

29 Should we ask that all heads of advisories meet together at least once a year?

30 Should there be parents/students involved in advisories? No school board members?

31 Advisories should bring relevance to program and programs should offer intern  
32 opportunities. We should create an advisory guideline book; minutes should be kept and  
33 agendas set. Jim Culkeen will try to get some info from his previous school.

34 It was noted that that the process for the composites grant was quite an experience. Will  
35 need an advisory committee and that may be hard to establish, so we need to be flexible for  
36 potential interested parties. The next meeting of the sub-committee will be Tuesday,  
37 December 6.

38  
39 Components for Evaluation were discussed next. Trends are tough to establish. We try to  
40 look at least 2 years ahead; should look as far as 5 years at state and local needs. Looking  
41 at composites and distance learning, who could have predicted our present involvement in  
42 these areas? Are we educating for transferable skills? We should be looking at career  
43 readiness, business and professional skills, leadership, soft skills, community involvement  
44 and career/workplace certificates. Are co-op students able to earn dual enrollment credits?  
45 Employers from this area very support. National certification in process now. *Modified*  
46 The business group, WIB, notes that 50% of students go out of town to college leaving the  
47 other 50% who are less skilled in town to fill job vacancies. ~~Let's be careful not to duplicate~~  
48 ~~other models as we have “Moodle” available.~~

2 December of each year, so the discussion of future programs should be one to two years in  
3 advance. It is very hard to accomplish this due to the budget process, board election and  
4 contract renewal issues that occur each year. May is way too late to be securing programs  
5 and instructors for the coming year. So, at this time, we should be thinking 2013.

6 Every year, money is an issue due to the fact that we work with a 3 year rolling average of  
7 FTEs. Because of the way the process is set now, faculty may become disgruntled. The  
8 by-laws need to be reviewed. The director should be making recommendations to the  
9 school board each year for the upcoming needs of each program. We need to keep in mind  
10 that the school's integrity is on the line when we say we will run a program, then don't. How  
11 are we making decisions to run classes, by listening to 16 year olds or with actual facts and  
12 information? We need to make sure all programs run. Could we have instructors that are  
13 transferable between programs? We need to think beyond the numbers and resist the  
14 politics involved so that the best decisions can be made for the students. We should  
15 research what attracts students to a program so that recruiting and marketing can be  
16 effective. Right now, the most popular areas are forestry, auto, cosmetology and culinary.  
17 The RGB Education Committee is the committee most involved with programs and their  
18 development.

19 Bruce Lee-Clark informed the group that he and Bill Swisher went to a distance learning  
20 program in Springfield, VT. We have 25 seats available to us for any student enrolled at the  
21 CDC. In January, the pilot program will begin with Pre-Law. Other programs may be  
22 involved by the 2012 school year.

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24 The next meeting will be in December due to Gloria being on vacation and other calendar  
25 issues.

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27 Meeting adjourned at 3:40 PM.  
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