

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: May 12, 2014**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Jim Boutin; James Culkeen; Kevin Goodhue; Jessica
6 Gulley-Ward; Rickey Harrington; Leon Johnson (arrived 6:15); Jackie Kelly; Fran Kinney; Ed
7 Letourneau; John MacDonald (arrived at 5:12); Heidi Pickering.
8

9 Staff and Others Present: Wendy Klein; Stephanie Mulligan; Sandy Redding; Kathy Slade.
10

11 Recorder: Barb Schlesinger
12

13 **Call to Order and Welcome**

14 At 5:00pm, Chairman Boutin called this special meeting to order and noted its purpose was
15 to take action on approving the issuance of RIF letters, which by contract need to be sent no
16 later than 5:00pm on May 15th.
17

18 **RIF Notices**

19 Culkeen reported there is an \$80K salary deficient in the voter approved March Annual
20 Budget. That balanced budget represented an increase of 4%. He and Mulligan have
21 looked everywhere for possible cuts that will have a limited effect on programs and students;
22 the cuts recommended this evening will have the least effect. Mulligan has analyzed
23 teacher salary, cost of program, and students generated to arrive at a 'net number'. All
24 programs contribute to the CDC, with the range between \$7K - \$200K.
25

26 Boutin reminded the members that the action tonight was only to issue RIF notices, not to
27 cut staff; all the data is not yet in. Culkeen noted this is an historical process. Boutin noted
28 the recommendation to drop a program or make changes to an instructor's status comes
29 from the Education Committee and that is the forum for debate. There was brief discussion
30 regarding the timing of RIF notices, recall rights, and RIF timeline including rescission
31 thereof.
32

33 Slade spoke on behalf of the Coop position and voiced that Coop provides her students
34 critical workplace learning that she cannot provide in the classroom. Boutin suggested she,
35 as well as others, attend the Education Committee meeting(s) and share this type of
36 feedback. Letourneau noted he believes this position is required by law. Klein noted this
37 discussion should not be held in executive session, the faculty and staff have a right to hear.
38 Culkeen noted tonight's warned executive session is for a different personnel matter.
39

40 Culkeen presented three recommendations for RIF:

- 41 1. Cosmetology Instructor 2 to a .5 position, which would result in a \$25,000 savings.
42 This instructor teaches Level 1 students that only meet in the mornings. He noted
43 enrollment numbers are down as well as the adult rate.
- 44 2. Eliminating the Artificial Intelligence position (the instructor would then become .5
45 time): The class numbers are low (4) and the adult rate is less. This would result in a
46 \$30,000 savings.
- 47 3. Eliminate the Coop position entirely which would result in a direct savings of
48 \$28,706.
49

50 Total savings for the above is \$81,000 and doesn't contribute greatly to the FTE. There was
51 brief talk of State salary assistance for the Coop position, other staff assuming the

1 responsibilities of Coop, and transportation of the Coop students. Culkeen noted that cuts
2 made elsewhere would eliminate or severely effect programs. Brief discussion followed as
3 to the difference in adult/ student rates and how they are defined by statute.
4

5 **Harrington moved and Kinney seconded the motion to move forward with the RIFs as**
6 **recommended.**

7
8 Alexander opened discussion by expressing her belief in Coop and understanding it was to
9 be enlarged, not cut. Furthered discussed were

- 10 - the actual savings if the Coop position is funded 50/50 by the state,
- 11 - RIF-fing all three full positions (Culkeen noted programs would not be able to
12 run if done and also the possibility of losing good staff)
- 13 - the next step for the board (referring back to committee either for
14 recommendation or cuts made elsewhere. Culkeen noted there is not enough in
15 last year's budget to roll over and cover deficit).
- 16 - The possibility of enrollment increases in RIFd classes
- 17 - instructors cut to .5 would still receive full benefits; their salary, however, would
18 be cut in half. Culkeen noted that when this has happened in the past, the
19 instructors have remained.
- 20 - The supervision requirements put in place by the State in regards to
21 Cosmetology: students with less than 500 hours cannot work on humans,
22 students with more than 500 hours can but require two licensed instructors for
23 supervision.

24
25 **Hand vote was taken on the motion to RIF Instructor 2 in Cosmetology to half time**
26 **and to eliminate Artificial Intelligence and Coop. Boutin, Harrington, Kinney,**
27 **Letourneau, MacDonald, and Pickering voted in favor. Alexander, Goodhue, Gulley-**
28 **Ward and Kelly voted against. The motion carried with six (6) for and four (4) against.**
29

30 Further comments included the recognition of the problems that arise with the elimination of a
31 program (revenue loss and getting in back on board), the importance of Coop, and why we, as
32 board members, put ourselves in this position by approving a budget with an \$80,000 deficit.
33

34 **Executive Session**

35
36 **At 5:50pm Goodhue moved and Kinney seconded a motion to enter Executive**
37 **Session for personnel. The vote was unanimous.**

38
39 Culkeen exited the session at 5:57pm.

40
41 **At 6:21pm Kinney moved and Harrington seconded a motion to exit Executive**
42 **Session. The vote was unanimous. No action was taken.**

43 44 **Adjournment**

45 **At 6:22pm Kinney moved and Alexander seconded a motion to Adjourn. All were in**
46 **favor.**

47
48 Respectfully submitted,

49
50 Barb Schlesinger
51 May 18, 2014