

1 **RGB Education Committee Meeting**
2 **January 10, 2008 – 4PM**
3 **CDC Conference Room**
4

5 Present: Claude DeLucia; Kevin Goodhue; Ed Letourneau; Bob Montgomery; Donna
6 Oyama.

7
8 Recorder: Barb Schlesinger
9

10 Letourneau called the meeting to order at 4:06 and requested that the Agenda sequence
11 be rearranged. All were in agreement.
12

13 **Cosmetology**

14 The Cosmetology Presentation per the Agenda was postponed due to teacher illness.
15

16 First off, Montgomery took the group on a tour beginning with the Cosmetology
17 classroom. Bob explained that there would be an increase in students using the
18 classroom at the same time this semester because of combined classes. After Bob's
19 explanation of activities related to the Program's curriculum, it was obvious that more
20 space would be needed for this Program. The group then toured the area formally used
21 by Horticulture, which includes an area now being used as a part-time MAU classroom.
22 Oyama noted that if Agro ecology becomes a reality, this space would not be
23 appropriate; the program would be better suited to a ground floor location. There have
24 been issues in the past with leakage from the atrium to the Childcare area below. Two
25 not-completed areas were viewed and the group discussed generally what would be
26 involved making these areas usable. The group returned to the Conference room at
27 4:35 PM.
28

29 Qualifications of an additional Cosmetology Instructor were discussed with it being noted
30 that a new instructor would need to have a Vermont teacher license. Oyama will inform
31 the Committee/ Board in the spring if an additional instructor is needed.
32

33 Cosmetology classroom expansion was discussed with consensus being that it made
34 sense to expand into Lawler's area rather than into the former Horticulture area. The
35 Horticulture area should remain open for either a possible Culinary Arts Program (for
36 which it was originally designed) or Agro ecology. Goodhue noted that this should be
37 passed to the Finance Committee. DeLucia expressed that this possible expansion/
38 change of space should be brought before the Board and included in the budget.
39 Oyama noted that next year Perkins Career Cluster Grant will focus on Cosmetology
40 and that expanding does not equal supplantation. She feels that this expansion would be
41 considered "new", therefore eligible for this grant, because the second instructor position
42 did not exist before. The minimum Perkins amount is \$50,000 per career cluster; the
43 grant comes in after enrollment is known.
44

45 **Para Job Description**

46 The Committee reviewed the ESP contract for Technical Specialist and recognized that
47 in some cases, this para position has added responsibilities. The Committee discussed
48 that perhaps a stipend, comparable to what coaches receive (\$2-3K) would be
49 appropriate. The Committee requested administration to work out a figure and return to

1 them. The Committee will then bring it to the Full Board with their recommendation in
2 March.

3 4 **Instructor/ Program/ Class/ Student Enrollment/ FTE Spreadsheet**

5 DeLucia expressed his happiness with this spreadsheet and would like a similar one
6 done for budget. The Committee discussed the info presented. Oyama showed the
7 Committee a twelve-year chart that showed the same info over a longer timeline.

8
9 Discussion as to why spring potentials do not meet fall enrollment numbers followed.
10 Oyama noted three reasons: 1) the student failed classes at MAU, 2) the student
11 changed their mind, and 3) the schedule didn't fit. Letourneau asked if anything would
12 be gained by having a CDC guidance person at MAU. Oyama noted there was no
13 space there. Swisher and Ericksen regularly go to MAU. Ericksen has also made
14 arrangements with John Waller at the Banner to do frequent CDC articles.

15
16 The Committee also discussed what would prompt a program being dropped. The
17 Springfield Tech Center decided that eight FTEs would be the minimum: if there had
18 been a three-year downward trend and under eight FTEs, the program would be in
19 danger. Oyama explained that she is required to tell Central Office by April 1st who is
20 coming back in the fall (instructors). This date is in the contract.

21
22 Oyama noted that when she became Director, FTEs were at 150; enrollment has
23 actually increased. As to upper end program enrollment, 15-16 students is the maximum
24 per class without a para. In classes with a high degree of danger, 21 students, with a
25 para, would be tops.

26 27 **NEASC Recommendations**

28 Oyama reported that all the instructors examined the NEASC Committee reports and
29 picked their top two priorities in each of the eleven categories. These recommendations
30 will be the starting point; the task now is to plan as to how to do these recommendations.
31 DeLucia would like the plans incorporated in the budget. Many of the recommendations
32 will not require additional funding. Oyama has a grid that outlines the action plan/ action/
33 timeline/ cost for every recommendation. She'll bring this spreadsheet to the Education
34 Committee to go over.

35
36 The March 13 In-service will be devoted to NEASC. Letourneau would like all the Board
37 members to attend. Oyama would like this to be discussed at the January 15th meeting.
38 She would like the Board to go over the reports and pick their top two. The Board's
39 priorities will be merged with the staff's.

40 41 **Other**

42 On January 31st there will be a meeting with other tech centers to discuss sharing
43 services.

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45 Oyama noted the Budget needs to be approved by the end of January; if it is not
46 approved at the January 15 RGB meeting there will have to be a Special Meeting.

47
48 The meeting adjourned at 5:42PM.

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