

NORTH COUNTRY CAREER CENTER
REGIONAL ADVISORY BOARD MEETING

North Country Supervisory Union School District
Newport, Vermont

Meeting Minutes

December 4, 2014
NCCC Room 380
9:00 AM

1. Call to order:

Grant Spates called to order the regular meeting of the NCCC RAB at 9:08 am on December 4, 2014 in the NCCC Room #380

Roll call:

Cecile Randall conducted a roll call. The following members were present:
John Castle, Grant Spates, Donald Van Nostrand, Effie Brown, Michael Sanville,
and Joe Kasprzak

Members absent: Chris Masson, Kristin Mason, Bill Stenger, Rose Mary Mayhew,
Julie Lague, Deena Gray, Karin Barrup, Tim Chamberlin and Louise Bonvechio

Staff present: Eileen Illuzzi, Gwen Bailey-Rowe, Gillian Staniforth and Cecile
Randall

2. Approval of Minutes of November 3, 2014:

A motion was made to approve the North Country Career Center Regional Advisory Board minutes of November 3, 2014. The motion was unanimously approved (M. Sanville/E. Brown)

3. Review & Discuss Draft Budget FY'2015 - 2016:

Ms. Illuzzi explained to the RAB the budget had decreased since her presentation to the NCUHS Business/Operations committee. Ms. Illuzzi passed out the draft FY' 2015-2016 budget to the RAB members. Ms. Illuzzi said Mr. Hilliard had made an adjustment to the IT Support Service line #124 in the amount of \$53,000 which is based on a percentage for the Career Center. She said she made additional deductions in areas such as CTSO, Staff

Development, and Supplies in some areas. Ms. Illuzzi noted Ms. McDermott will retire at the end of this school year and monies will need to be added to the budget for the Retirement Buyout for the next two years. She said with Ms. McDermott's retirement and the low numbers in enrollment this would reduce the Culinary Arts position to a 2.5 person position. Ms. Illuzzi proposed to the RAB to combine the Culinary Arts program to be taught Year 1 & Year 2 together. She said this will be similar to the Green Industries Technology program. Ms. Illuzzi said Ms. Carbine who now teaches with Ms. Dermott the Hospitality/Tourism program and the Culinary Arts Pre-Foundation class would be able to do so without hiring another instructor. She said Ms. Carbine can teach the Culinary Arts as she is doing now and teach the Hospitality/Tourism also. Ms. Illuzzi explained she can now put monies back into the areas she had made the reductions. Ms. Illuzzi said her goals are to reduce the budget to under \$24,857.51. Mr. Castle said he understand tighten our belts but we still need to meet the needs of the programs. Ms. Illuzzi said she set up the new cost center 07 – Operations in which she moved expenses from the Administration cost center. This new cost center will cover the salaries for the greeter and operation person and other expenditures which are not part of the administrative cost. She reminded the RAB the Construction monies have been frozen in anticipation of the construction of the new NCUHS Bus Garage. Ms. Illuzzi will be meeting with the Bus/Op and will explain the new adjustments to the budget. Mr. Kasprzak asked Ms. Illuzzi if she anticipated any other cost other than the amount for IT. Ms. Illuzzi said the cost of the retirement payout for the next two years and increases in salaries and insurance benefits. Mr. Castle asked for clarification on the reduction in staff for the retiring Ms. McDermott. Ms. Illuzzi explained Ms. Carbine assisted Ms. McDermott Block 1 for Hospitality/Tourism and Block 5 in the Culinary Arts Pre-Foundation class. She said the hope is to combine the Hospitality/Tourism class with Culinary Arts to incorporate or morph the two programs together; the students in culinary arts focusing on the front of the house operations with Ms. Carbine's instructions. Ms. Illuzzi stated this decreases the need for a full time teacher. A discussion ensued what will not be taught when Ms. McDermott leaves such as Accounting 1 & the Entrepreneurship Program. Ms. Illuzzi stated the Entrepreneurship Program can be taught in the Marketing by Ms. Alexander. Mr. Spates said perhaps some kind of business program can be developed to meet this needs of the Accounting program where finances are taught. Mr. Castle said he will discuss this with Mr. Rivard about teaching accounting in the high school. Ms. Illuzzi said eight students were in the Accounting class. She will speak to Ms. Alexander about the Entrepreneurship program.

A motion was made to accept the NCCC Draft Budget FY' 2015-2016 in the amount of \$3,324,638.00. The motion was approved unanimously (M. Sanville/E. Brown).

Ms. Illuzzi said she will now present the revised budget to the NCUHS Business/Operations committee for their consideration.

4. Review Program Enrollments:

Ms. Illuzzi passed out a copy of NCCC Enrollments to the RAB board. She said this is a three year average for all of the programs. Ms. Illuzzi also passed out the NCSU Enrollment projections which projects enrollment into the year 2020. Ms. Illuzzi said she brought the enrollment figures to the NCUHS Bus/Op Committee to discuss. Ms. Illuzzi then reviewed and discussed with the RAB the future trends in enrollments throughout the school district. Mr. Sanville told the RAB that Lake Region had projected lower trends in enrollment but in the last two years they had not noticed a decline. He advised to go carefully in predicting downward trends especially with the Jay Peak development coming in. Mr. Sanville stated at Lake Region enrollments have stabilized and now starting an upward trend at 365-370 at this time. Ms. Staniforth stated the Career Center enrolls about 10% of the Lake Region students. A discussion ensued on what directions the RAB will go to evaluate programs at NCCC. Ms. Illuzzi talked about how other centers review programs are viable and which program close. Ms. Illuzzi said Lyle Jepson a veteran Tech Center Director at other Tech Center in the state said the administration reviews the programs at the end of the school year. If enrollments in a given program drop below 15 students they look at ways to increase enrollment or add one program from another; if after two to three years they talk about not continuing to run the program. Ms. Illuzzi said the enrollments are decreasing at North Country which means lower enrollment in the Career Center. She said it's obvious we have too many programs; she said the new programs have three years and then they are reviewed to see if they are still viable. Mr. Spates advised interviewing students to see what programs they might want to sign up for. Ms. Illuzzi said last year students were asked to complete surveys to get their opinions.

5. Old/New Business:

Mr. Spates said more discussion can be had at the RAB's April meeting concerning enrollments and programs. He said we need to look at programs; at that time we can see better what is going on. Mr. Spates said we can review the enrollments figures. Mr. Spates told the RAB he recently attended the SWIB meeting. He explained this is a governor appointed position which discusses workforce investments and opportunities. Ms. Illuzzi is also on this board. Mr. Spates said it's important as Career Center Directors work with the Department of Labor and Business people and it's the responsibility of the RAB to be involved to help meet the needs of adults in the area. A discussion ensued on how to be creative in developing strategies in the creation of jobs in the area; to keep people here; to keep students from leaving the area. Mr. Spates said this board meets twice a year.

Mr. Castle mentioned a video he received from Joe Seguin the Automotive teacher. He told the RAB he had played it for the Leadership team. The subject was education in the new economy. He said the video discussed training and how we prepare people in the workforce. He said the video is about 9 minutes. Mr. Castle will send a link if anyone is interested in viewing this video.

Ms. Bailey-Rowe passed out the new brochure for the NCCC Adult Services which are hot of the press.

Ms. Illuzzi said she has talked to Mr. Rivard on enrollments and she hopes he will attend the meeting to discuss programs.

6. Adjourn Meeting:

Mr. Spates adjourned the meeting at 10:25 am.

Respectfully submitted,

Cecile D. Randall 12.09.14

DRAFT