RAB meeting Minutes for November 2012

*Present:* D. Heavisides, D. Covey, S. Dwyer, G. Paludi, T. DeBalsi, L. Dyksta, F. Bass, P. Andrew C. Reibel, L. Dickerson

* Call to order: 10:05
* Doug: Introduces today’s agenda
* Warm up activity, 3 things in common
* Review of minutes from 9/18/12,
	+ motions to accept: S. Dwyer, L. Dickerson
	+ Minutes accepted
* Doug:
	+ VOSHA REVIEW: was productive, included a safety audit. No major violations were recorded , the review produced great feedback about safety levels (generally good), and served to raise safety awareness for all. Review process is voluntary, but corrective action after a safety review is compulsory. In apprx one month a written report will be returned from VOSHA to HACTC.
	+ STATE EQUIPMENT GRANT: grants are for $28,000 total and each purchase must exceed $5000. New equipment slated for purchase:
		- New vinyl machine that will service Collision Repair, DIMA, and Auto Tech programs. ~$23K
		- New fridge for Culinary Arts ~$5K
	+ UPDATE ON AUTO TECH: Steve Bingham began 1/12 and has brought stability to the program. No concerns remain about senior students’ ability to complete the program at this point. Program competencies will all be achieved although some of softer skills usu obtained through ‘program extras’ might be lighter in this senior class.
	+ RECRUITING AND MARKETING: Working to make a HACTC app for students to use. This year A. Flory will use flash drives for recruiting instead of paper brochures. Goal is to keep content simple and concentrate on the changing format. Info on drives will be duplicated on website and in limited print materials. Open House will be a weekend community-focused event in an attempt to draw more potential students, community members, and families. HACTC will ask sending schools to send bulletin emails home to parents through their own email system. Member suggestions include:
		- Cooperative marketing campaign with major employers to help change perceptions of tech education.
		- Using local list serves and organizational newsletters (Rotary or Chambers of Commerce) for outreach.
		- Polling current students asking why they currently attend
		- Scheduling is a challenge

Doug summarizes with:

* + - Trying to host more training classes on site
		- 2 level system for most programs are under evaluation. Some may be able to integrate 1st and 2nd level students and thus free up some scheduling conflicts
		- Looking at for credit summer options
		- Hartford HS is changing its daytime schedule and is keeping HACTC schedule sacrosanct.
		- Currently looking to move towards competency based grading.
* STAFF UPDATES:
	+ A. Flory doing well with new position description. Constantly in programs and building relationships. Students are responding with good feedback
	+ H. Walther is working on FB, blog, and USB materials for recruiting period
	+ H. Harris suffered an injury and will be out for months to come. Weighing pros and cons of hiring long term sub.
	+ T. Ostler due for surgery dec 12th and will be out through Feb. Seniors will be largely placed out into co-ops.
* COSMETOLOGY: Exact numbers included on today’s agenda. Overall, will cost 5-10?K to move program in house, which can be made up by moving money around on in-house budgets. New equipment to be purchased from Perkins monies and next year’s state equipment grant. Current numbers in that program are low, but likely due to staffing instability from last year. Numbers in this program are strong state wide. Relationship with NEHD ending due to difficulties in staffing. Doug is confident a HSD position will be competitive enough to find and retain staff. Currently working to find physical space for program. It will take some rearranging and construction.
	+ G. Paludi moves to move cosmo onsite
	+ F. Bass seconds
	+ Motion accepted
	+ All present vote and motion approved. Cosmetology will be moved onsite.
* HARTFORD SCHOOL DISTRICT SCHDULE: T. DeBalsi hands out tentative schedule and invites questions or comments by phone and email.
	+ Not finalized until January.
* 1 to 1 PROGRAM: We are currently looking at 1 to 1 for personal computing devices. Target testing chrome books and ipad minis.

Meeting adjourned