

NORTH COUNTRY CAREER CENTER REGIONAL ADVISORY BOARD MEETING

**North Country Supervisory Union School District
Newport, Vermont**

Draft - Meeting Minutes

Wednesday, May 25, 2022

8:30 - 9:30 a.m.

NCCC Room 380

Agenda:

8:30 Call the Meeting to Order

8:31 Review/ Discuss/Vote [3/23/2022 Minutes](#)

8:33 Spates - Employment update - Grant

8:40 Adult Education Updates and Action Items- Marina

- Adult Ed LNA program report to finish the required program review
- TIME grant equipment proposal (the bariatric manikin and bed)

8:55 Community Local Need Assessment (Review Accountability Data) - CLNA committee

9:25 Perkins V FY23 draft of budget proposal

9:50 Computer Networking and Cybersecurity position

9:55 Other Business

10:00 Adjourn

I.Call to order:

8:32 a.m. Grant called to order meeting of the NCCC RAB

Roll call:

The following members were present: Grant Spates, John Castle, Michael Sanville, Penny Chamberlin, Chris Damato, Megan Sergeant

Staff present: Gwen Bailey-Rowe, Marina Cole, Meg Hilson, Gillian Staniforth, Andrea Carbine

Guests present: Dallas Willey, Samantha Stevens

Missing: Julie Lague, Dwight Brunette

II. Review/ Discuss/Vote [3/23/2022 Minutes](#)

MOTION: To approve the RAB meeting minutes from March 23, 2022. Castle/Sanville APPROVED.

III. Spates - Employment update - Grant

- ☐ It has been hard to get women in the construction/ eclectic plumbing and heating industry. Happy with the support given by Governor Scott and the state to help with recruitment.
- ☐ Lots of opportunities for employment, but it is a tough hiring market. It is a struggle for employers to find quality help. Grant has been posting “help wanted” on Indeed.com regularly and has only received 4 phone calls—none of which lead to a hire as the person never followed up after his company showed interest. He is hopeful that the statewide broadband initiative will attract out of state workers. Companies are having to choose projects selectively based on the help available—and there is plenty of work.
- ☐ Would like to see CO-OP opportunities expand during the school year, but it is hard to place those students in positions without some required skills. Projects are scattered during the summer, but available if CO-OP ran over the summer. Would like to see it run year round so that kids could get the experience.
- ☐ John thanked Marina for working with HR/ Nancy to create the first NCSU Job Fair. John noted that filling teacher positions (licensed and unlicensed,) guidance counselors, and support staff has been difficult this year and will continue. Negotiations are underway and he thinks we may see a significant wage increase. School related jobs remain unfilled, statewide and nationwide, while it does need to be addressed locally, we are going to need the state to initiate some levels of support
- ☐ Trends: Seeing different people come into work places from different pathways, with varying degrees of education or experience. Unaffordable or non-existent housing crisis, inability to find child care is costing the community quality workers in skilled professions: nursing, optometry, administration position; wage competition—employers engaging in “wage competition” to keep valuable employees.

IV. Adult Education Updates and Action Items- Marina

- Creating fall schedule now (July through Dec), to include:
 - Pottery Wheel Studio
 - VT Propane/Natural Gas Continuing Ed Seminar
 - Enhanced Driver Education

- Emergency Medical Technician (EMT)
- Licensed Nursing Assistant (LNA)
- Commercial Driver's License (CDL)
- Welding—new hires to teach Intro to Welding and Welding for Certification
- Basic Refrigeration & Charging Procedures (HVAC)—Registration is open and is already full enough to run the course
- OSHA-10 Construction or General Industry
- OSHA-30 Construction or General Industry
- Pharmacy Technician Training—partnership with North Country Hospital, interview and job opportunities
- Dental Assisting—local paid internship, job relationships, possibilities

➤ Adult Ed LNA:

Our state-approved program evaluation procedures require that I meet annually with the RAB to discuss the curriculum, evaluations, and pass/fail rates of students.

Our curriculum has not undergone any significant changes, though the textbook has been updated to a new edition.

Four evaluations were completed this year:

- Students evaluated the program and new instructor, Linda Desrochers
- Bel-Aire Center, our clinical site, evaluated the clinical program
- Linda evaluated the program and did a self-evaluation
- Marina completed an observation of Linda for evaluation purposes.

Student Feedback:

- 4 students in the class, all of whom completed the course the evaluation form.
- Overwhelming positive feedback on Linda's teaching.
- The only criticism or changes suggested centered around not being able to experience 100% of clinicals at the facility, which was a function of COVID restrictions. Students indicated understanding of the situation. BON(Board of Nursing) says you can complete 16 hours, we offer 36 and want to give the students the full 36 hours.

Bel-Aire Feedback:

- Scored on a scale of 1-4, 4 being exceeds the standard. All areas were scored at a 4. Shows the strength and effectiveness of our relationship.

Instructor Feedback:

- Linda would still like to see the clinical site change to Newport Health Care. She is comfortable there because she is more familiar with working per diem, rather than Bel Aire, where she doesn't have the patient rapport, history, and familiarity with the running of the facility. They have gone to e-Records help set up clinicals experiences,
- Celine struggled with her class at Bel Aire this year because care plans are now digital, and she wasn't able to review care plans in advance like previous years, and did not have the preparation of prior review.
- Question: Do we add a clinical site, building more partnerships?
 - Linda would feel more comfortable, safe, with a change to NHC with her knowing Newport Healthcare residents and facility staff and procedures, which she feels would be safer for her and students.

Marina Feedback:

- Observed orientation rather than technical.
- Linda covered all the things she would expect for someone to do on an orientation.
- Developed good rapport and communication/comfortability within the group. Having them introduce themselves, as well as introducing herself.
- Reviewed course objectives and handouts.
- Discussed testing, and offered Marina to explain what little information we had at the time from Prometric.
- Discussed the licensing/renewal information.

➤ AOE TIME Grant

Proposed Changes to Program:

1. I worked with our LNA Administrator Celine Champine to write an AOE TIME Grant application for \$15,705.29 to purchase a bariatric manikin and related equipment to house it in the classroom (bed, cabinet, table). From the grant narrative: Obese patients and residents in health care facilities are a growing concern for both them and their health care givers. Obesity contributes to skin issues, mobility issues, and safety issues. Caring for these individuals can lead to musculoskeletal injuries to care providers if improper techniques are applied. The bariatric manikin will be used to learn skin care techniques, correct transfer skills, and employ empathy. Incorporating this training tool into the programs will allow students to learn the unique care needs of bariatric patients, including "considerations for patients with obesity regarding pressure injuries, range of motion, and skin conditions" (as cited in the attached Bariatric Nursing Manikin Curricula Overview). This will allow program completers to leave their programs better able to serve their patients and more prepared to join the healthcare field because students will be better prepared to work with bariatric patients after learning skills about safety and personal care needs for them. The other items of related equipment are required to house the manikin in our simulated lab, which is our area used for direct instruction as well as is our approved LNA Prometric testing site. We are seeking RAB support for this application. If you support, I have a letter of support to be included in the application ready for a signature today.

MOTION: To approve the AOE TIME Grant application in the amount of \$15, 705.29 to purchase a bariatric simulator and hospital bed. SANVILLE /SARGEANT APPROVED.

2. Linda is interested in changing our clinical site to Newport Health Care (see above). Gwen asked me to research what other CTEs are doing with clinical sites. I contacted the leaders of the Adult CTE centers with LNA courses for adults. I learned Stafford Tech in Rutland has four clinical sites, three long term care facilities and one hospital. They run several LNA classes with different instructors, and the instructors select the site they feel is best for their students, and they require half the clinical hours in LTC and half at the hospital for a range

of student experience. Stafford runs a respected, robust program. Southwest Tech in Bennington had two clinical sites, though they have one right now. Center for Technology, Essex is not currently hosting clinicals except in their lab. Does the RAB support NCCC Adult Ed pursuing a clinical agreement with NHC in addition to our agreement with Bel Aire?

MOTION: Allow the Adult Ed program to research and establish relationships for multiple clinical sites. WILLEY/CHAMBERLAIN. APPROVED.

V. Community Local Need Assessment (Review Accountability Data) - CLNA committee

- ☐ CTE students tend to have higher graduation rate than sending schools and contribute to the sending school's graduation rate, as CTE students value completing their programs and "stick around" to graduate.
- ☐ If we were a complete career center, we would offer English and Science courses. Instead some credit is embedded in the curriculum. Students can earn reading and writing credits through WorkKeys.
- ☐ There is a need to improve post program placement data collection. Now that we are aware of what the AOE wants, it will be easier going forward to align a new system.
- ☐ Non-traditional students: need to see representation in all programs, curriculum, tools — "Equity Audit" may need to occur by professionals, like NAPE.
- ☐ Marina asked: Why were we so under-reported for IRCs? Gillian: Tier 2 IRCs are "held" and don't count-or are not counted as data until the student graduates. It is the responsibility of the career center to double check against the records, but there is also a major flaw in the way the AOE collects, keeps, and reports data. This has been a challenging, confusing process. She does not want to see the career center misrepresented by the AOE and its skewed data. Penny added that this has been going on for a while and that she had a similar experience, though not about IRCs. She encouraged the career center to keep pushing because this data is tied to finances, since our FTEs are tied to funding. Gwen stated the importance of internal data keeping.
- ☐ The career center is looking to increase the number of programs offering Dual Enrollment. Next year Building Trades, STEM/Mechatronics, and Human Services will offer dual enrollment. Sophomores are not eligible to participate in DE. Gillian felt this is not in the best interest of the student, and keeps opportunities from students that would/ could be successful. Grant asked if we make the argument through the state's RAB? From the workforce? Legislative? Many school-related legislature is extremely outdated. Marina clarified that original mission of the dual enrollment program was not being met. It was originally designed for the student not on the "college pathway." They found that the students taking advantage of the DE programs are not those students at all. Mike Marcotte was mentioned as a source for information in investigating this further.

- WBL did not meet goals due to COVID.

VI. Perkins V FY23 draft of budget proposal

- Gwen would like to see the Perkins Grant used in a different direction. She would like to see two positions created—
 - Second Counseling Coordinator—This person would take on elementary and middle school outreach in both NCSU and OCSU districts. This person would also be more involved with Year 1 and Year 2 students in outlining goals and would be heavily involved with data collection. Penny added that this position can be funded for 3 years and can request a 4, as she was the first to do this. She also reminded Gwen that the line needed to include payroll taxes and VSTR.
 - CTE Land Lab Para— To create a safer student-teacher ratio. Go off site with programs. Could be a person interested in the trades, retired, and could move into a teaching position
- Another need that was identified by the CLNA - Curriculum Consultant to help align Scope and Sequence in a unified template and then move on to supporting the integration of reading, writing, math, and science within the curriculum. This would be a multi-year approach and should positively impact student learning.

MOTION: To approve the Draft Perkins Grant budget for fiscal year 2023. Penny/Grant. APPROVED.

VII. Computer Networking and Cyber Security

- A local candidate Brain Case has accepted the position and is willing to go through the licensing and apprenticeship peer review program. This is great news as this is a program that the RAB and the career center would strongly like to see continue.

VIII. Other Business

- Teacher of the Year: Kathy Gray

VIII. Adjourn

- Grant motions to adjourn the meeting, Mike seconds. Meeting adjourned at 10:04 a.m.