



Tri-Valley Regional Occupational Program

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JOINT POWERS GOVERNING BOARD

Minutes of the Board Workshop of October 23, 2018

10:00 a.m.

3000 Campus Hill Drive, Rm. 2411 A

Livermore, CA 94550

1. CALL TO ORDER / ROLL CALL – 10:00 a.m.

Chairperson Cunningham called the workshop to order at 10:00 am

Dan Cunningham, Chairperson

Valerie Arkin, Vice Chairperson

Chuck Rogge, Trustee

Julie Duncan, Secretary to the Board

Amy Robbins, Director of College and Career Readiness

Teresa Fiscus, Director of Fiscal Services, CBO TVROP

2. Pledge of Allegiance

The Pledge of Allegiance was led by Middle College Student, Dalia Shwan; Dalia also attended the Tri-Valley Manufacturing Day and was presented with the opportunity to intern at LAM Research.

3. Public Comment – None

4. Board Workshop

Superintendent Duncan reviewed why the workshop was taking place and the following topics;

Mr. Cunningham had requested a review of the TVROP operating reserve.

Mr. Rogge had requested a 3-year plan, TVROP started with staff at the August in-service.

Superintendent Duncan reviewed the TVROP Mission: To educate and train the broad spectrum of students by providing a bridge of opportunity connecting school to continuing education and career * To support and guide the development of life and career skills valued by business, industry, colleges, and society * To provide an environment of continuous program improvement, responsive to the changing needs of students, employers, and industry.

TVROP is Industry Driven

Golden Bell Reviewer, Nancy Thomas came and was very thorough and complimentary. She intends to bring the idea to her JPA.

It is important for everyone to understand their role and how their role contributes to the organization, as a whole, pulling back the lens. TVROP is; three districts, 15 board members, Community College, and the Community College Board.

Superintendent Duncan played the “Zoom” video which illustrates how we, as members of the organization, need to “zoom” out and understand the connectivity between individual roles

and the organization.

The Fire Science pathway was discussed; it was brought to TVROP from Las Positas College and Member Districts expressed interest in the addition of the program.

Trustees inquired about the ending of Cosmetology, and what programs were put in its place? The replacement programs are Cisco IT Academy, Sports Marketing at Foothill addition, Intro to Health and Emergency Medical Responder, as well as sustaining two PLTW sections at end Member Districts.

4.1 Alternative Reserve Options

Ms. Fiscus presented and reviewed the 10%, 12% & 17% spreadsheets and the three-year projection with each scenario. The reserve could be increased safely with or without the 4% allowable COLA as allowed in the JPA. The 4% was exercised for the first time in 18-19.

Ms. Arkin asked what the average certificated salary difference was between TVROP and Member Districts.

Superintendent Duncan explained the difference and the salary schedule work done in the past. The difference between a single subject credential holders is that they earn their credential before they start work. A CTE credential holder must have experience in their industry and then they have two years to earn their credential but do not have to hold an AA or beyond degree.

Mr. Cunningham asked when the last salary increase was given.

Superintendent Duncan explained the last increase was in 2016.

Mr. Cunningham would like to see a 1 to 2% salary increase.

Superintendent Duncan explained that many staff members will not change step and column, due to their educational attainment. She acknowledged that while, we may not be able to get up to district levels, an increase would be appreciated and allow us to retain and attract highly qualified staff.

Ms. Fiscus explained the 17% reserve would cover two months of expenses and the multi-year projections work with room for expansion.

Ms. Arkin asked Superintendent Duncan if granting a raise should be a priority.

Superintendent Duncan explained that after TVROP worked on increasing salary schedules the Member Districts continued to grant increases, and it created more of a distance between salary schedules.

Mr. Cunningham expressed a raise is important.

Mr. Rogge asked to consider Merit raises or bonus and how much does a program cost? Can we see an average of program costs?

Ms. Fiscus clarified what the Board would like her to bring to the December JPCB meeting. She asked if she should compile different reserve percentages, proposal of raises, and how these will impact TVROP's multi-year projection.

Mr. Cunningham suggested bringing an example of a raise or bonus, 1 or 2%, and different scenarios that would give us a solid reserve, maybe not 17%.

Mr. Rogge asked about future income funding.

Ms. Fiscus and Superintendent Duncan explained funding.

Mr. Rogge asked for future discussions on possible trades opportunities, which included hospitality.

There was additional discussion about parents making registration decisions for their children and the need for additional parent education.

There is a great CTE teacher shortage to fill these skilled positions.

4.2 Forward Mapping, Three-Year Plan

Amy Robbins reviewed the staff development day and what was presented and worked on with staff. Ms. Robbins reviewed TVROP's areas of commitment and the desire for the Board to finalize to have the Board's input shape this work into a three-year plan. She engaged the Board in an exercise to gather their feedback and direction.

Customer Service – *ensure flexible, timely, and efficient support for our career technical education programs.*

- Communicate and educate students
- Communicate and engage parents in regard to CTE programs
- Communicate and expand trade programs
- Parent Education
- Timely changes

Suggestions included:

- Dan - Future Freshman – spring attend

Programs - *provide integrated career and academic pathway programs to ensure career exploration and skill development for all students.*

- Continue to expand trade programs
- Building industry
- Machinist internships

Suggestions included:

- Presented to Freshman in Transition classes
- Parent educational opportunities
- Pursuing Fire Technology courses
- TVROP presented to DHS, College and Career Readiness
- Future Freshman (during open house)

Fiscal Management - *create a fiscally sound organization by developing consistent processes, making knowledgeable decisions, and communicating effectively to stakeholders.*

- Staff Compensation/Salary Increases for employees
- Policy for healthier reserve
- Communicate with DO's in advance

Suggestions included:

- Ms. Fiscus will be bringing fiscal information to the December 12th Board Meeting

Relationships - *establish new relationships and foster existing partnerships with teachers, member districts, post-secondary institutions, community, and industry to support students learning.*

- Industry Relationships
- Reaching out to partners and private industry
- Interstate Context – outside CA
- Reaching out to workers to mentor

Suggestions included:

- Advertise salary potential to generate some new interest

Ms. Robbins will present the culmination of today's workshop in a more finalized version, a three-year plan, at the December meeting.

5. ANNOUNCEMENTS

- The next Regular Meeting of the Board will be held December 12, 2018 at 5:00 p.m.

6. ADJOURNMENT

There being no further business, Chairperson Cunningham adjourned the workshop at 11:07 a.m.

Original Signed

Submitted,

Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 12th day of December, 2018.*

Daniel Cunningham, Board Chairperson