

BLUE RIVER CAREER PROGRAMS

PLANNING RETREAT MEETING MINUTES

February 9, 2016

The Blue River Career Programs Governing Board met for a planning retreat on Tuesday February 9, 2016 at 10:00 a.m., at the BRCP Career Center, 801 St. Joseph St., Shelbyville, Indiana.

Those present for the meeting were board members David Finkel, Linda Isgrigg, Mark Nigh who arrived at 10:47, and Wendy Gearlds who arrived at 11:30. Superintendents present were Paula Maurer, Chris Hoke, and David Adams. Also present were Director Steve Shaw and Treasurer Sandy Hensley.

Programs

Mr. Shaw provided each member with a copy of the school's Program highlights brochure. He stated that we need to review the CTE programs located in each sending school to determine the impact on potential future programs at BRCP. He also noted that the sending schools and BRCP should make every effort not to duplicate programs already existing at each. It would be a benefit to students at the sending schools and BRCP if sending schools could offer introductory classes for programs at BRCP.

Student Summary

Information presented:

1. BRCP Enrollment as of Count Day 9/15/15 listed at 276
2. BRCP Enrollment as of Count Day 9/12/14 listed at 303
3. BRCP Enrollment as of Count Day 9/13/13 listed at 301
4. Summary of Applications received as of 2/8/16 for 2016-2017
5. Summary of Returning Students for 2016-2017 reported at 127
6. Presentation of Secondary Core Indicator Report
7. Dual Credit Yearly Report
8. Dual Credit Coursework Cross Reference showing DOE codes, BRCP course codes, college course information, testing requirements, and certification offerings.
9. National Technical Honor Society Inductees list. BRCP has the only NTHS chapter in Shelby Co. There are many scholarships available through this society.

There was general discussion regarding declining enrollment in local schools and the possible resulting impact on the enrollment at BRCP. Mr. Shaw

stated that there are 152 students who could potentially return to BRCP for next year and that 127 have turned in applications to this point. Mr. Shaw reported that he receives calls periodically from parents interested in enrolling home school students at BRCP. He reported that normally when the parents learn the tuition costs, they do not pursue enrollment. He has a parent currently interested in enrolling their home school student and paying tuition. The governing board would like for that determination to be made by the local school boards. They want any interested home school parents to contact the superintendent's office in their relative school district to discuss enrolling their student in the sending school in order to attend BRCP. Mr. Shaw reported that Southwestern school has two students interested in attending C4 for Cosmetology and that Morristown H.S. has a student interested in attending the Tractor Trailer program conducted at the Indianapolis airport.

The Core Indicator Report reflects that BRCP still needs to improve on the nontraditional enrollment and completion in our programs. We also did not meet the goal set for us by DWD in placement of students after graduation from H.S. Mr. Shaw noted that DWD failed to send out follow up information that all career centers use to obtain much of this information. He presented information that showed all career centers in the surrounding areas failed this same indicator.

Adult Basic Education

1. Enrollment by location 2015-2016. Total enrollment for the 5 locations is 333 as of 1/18/16, with a goal of 500 enrolled by the end of June.
2. Enrollment by location 2014-2015. Total enrollment for the 6 locations was 251 as of 1/14/15, with a goal of 383 enrolled by the end of June.
3. ABE funding report for 2016-2017. Total allocation for 2015-2016 is \$348,274 compared to \$455,020 for 2016-2017.
4. Tuition Cost of ABE certification programs: CNA - \$860; EMS - \$750; Welding - \$1,700.

Mr. Shaw reported that BRCP has Adult Basic Education programs at 5 locations currently. He stated his concern that the Goodwill school scheduled to come to Shelbyville might affect enrollment in our ABE program. He stated that he was never asked for any information or contacted by any local officials to see if our program was meeting the needs of clients that Goodwill will target. He stated that our ABE enrollment is ahead of last year at this point. As a result of the great job done by the ABE staff over this past year, we should receive approximately \$100,000 more in grant funding than the level received this year. We have a high performing

ABE program. He stated that we also offer adult certification programs in EMT, CNA, and Welding. The determination of offering these programs is based on interest of clients. We work with Work One on enrollments. Work One provides tuition funding for many of those enrolled in these programs.

Education to Industry/EMERGE

1. Industrial Repair and Maintenance Course Schedule
2. EMERGE Flowchart

Mr. Shaw provided information on the Apprenticeship Program and Pre-Apprenticeship programs established through the Education to Industry initiative. He stressed the benefit this is to our local industry partners. The pre-apprenticeship program affords our students the opportunity to be hired by local companies after graduation from H.S. and continue in the Industrial Repair and Maintenance apprenticeship while completing their Associates Degree. There are currently 17 adults enrolled in the program. The first apprenticeship class started in Jan. The curriculum is Ivy Tech's and taught by Ivy Tech adjunct instructors. Mr. Shaw also reported that Cummins Engines is interested in establishing an apprenticeship program with us through our Diesel Tech. program.

Mr. Shaw reported on the work being done through the EMERGE program, which is a partnership with Rose-Hullman. He stated that he and Monica Lutes have been invited to attend the Chamber of Commerce awards dinner with Rose-Hullman reps. He is pleased with the partnership and would like to see it continue.

5. Facility Report

1. List of HVAC installation dates and potential replacement dates

Mr. Shaw reported that the facility is in good shape. He reported that rooftop unit #3 may need to be replaced soon based on recent inspections. He also reported on the completion of the digital sign repair and floor replacement in the student entrance hallway. He reported that the gutters may need to be replaced soon as there are some leaks and deterioration. He informed the board that he has a meeting scheduled with the city, who contacted him, to discuss the possibility of BRCP being involved in helping to install a new sidewalk along St. Joseph St. at the front of our property. He said that it may be possible for our building trades students to be involved in the work. He will follow up on any information received. He reported that there is no progress on the vacant lot. Apparently there is a new project manager, according to Frank West, who is our consultant.

There was general discussion regarding potential uses for the property, including commercial use or availability for use by our current programs or new programs.

6. CTE Funding

1. Summary of State Funding for RCP Sending School Districts
2. 2016-2017 CTE Funding Chart Crosswalk
3. 2015-2016 Funding Crosswalk for BRCP Programs
4. 2015-2016 CTE Districts Program Tuition Fee Comparison as of 1/6/16
5. 2015-2016 Sending School Income and Expense Summary
6. Hoosier Hot 50 Jobs – Region 5

Mr. Shaw presented information listed by 1, 2, and 3 hour programs for the past 10 years for each sending school related to the APC funds they have received. He discussed the funding crosswalk and available APC funds for each program. The majority of the programs offered at BRCP are high demand and high wage as designated by DWD. Mr. Shaw stated that BRCP continues to be in the lower ½ (most cost effective) for schools on tuition costs, even though we have lower numbers this year. He provided an example of what the sending schools are charged for students to attend BRCP and what the funding level reimbursement from DOE is for those students. He emphasized that BRCP continues to manage cost efficiently as reflected in the data presented. The Hoosier Hot 50 jobs for the Indianapolis region, including Shelbyville, lists more CTE related occupations than any other area of education for our region. Mr. Shaw saw this as verification of the importance of the training provided by BRCP for career success.

7. Goals/Recommendations

1. Summary of Progress on last years goals
2. 2016-2017 Goals
3. Strengths and Weaknesses

Mr. Shaw gave an update on the progress of the goals and recommendations given at last year's retreat. There was general discussion on the many graduation requirements of the state for students at all academic levels and how this impacts the career center enrollment. It seems that many students do not feel that they can attend the career center and still complete all the required courses at their sending school. Mr. Shaw gave examples of instances in the past, including last year when Valedictorians and Salutatorians have attended BRCP. He also reiterated that students can obtain both a Technical Honors Diplomas and an Honors Diploma at the

same time. He shared that according to the guidance department at SHS that many of their students cannot take all the electives that they want at SHS, so they are not interested in attending BRCP for additional electives here and have no reason to leave the SHS campus for electives. Dr. Adams expressed an interest in looking at the possibility of BRCP sharing staff with other career centers to help with staffing concerns when we have ½ day instructors. Mr. Shaw presented a list of his goals for 2016-2017 and shared what he sees as the strengths and weaknesses of BRCP. Goals include:

1. Explore Diesel Tech. pre-apprenticeship
2. Expand # students in ITM Pre-Apprenticeship Academy
3. Increase enrollment
4. Increase # of internship placements
5. Increase community awareness of our programs/continue to improve BRCP image

Strengths

1. Growing community awareness of BRCP benefits and opportunities
2. Growing community partnerships
3. Number of dual credit programs
4. Excellent facility
5. Broad based curriculum and programs
6. Willingness to work with sending schools
7. Increased CTE funding and support at the state level

Weaknesses

1. Limited transportation to BRCP provided by the county schools
2. Class scheduling at sending schools may result in limited access to BRCP courses
3. Limited access to higher academic level students for recruitment
4. Marketing strategies
5. Incorrect placement of students in BRCP programs

8. Long Range Plan Process

Mr. Shaw stated that he would like to have a planning session to establish long range plans for the career center. He would like for the initial meeting to include a broad base of stakeholders including advisory committee members, superintendents, counselors, and industry/post secondary partners. He conveyed that he will make contacts and set a date for the initial meeting.

9. Other

None (Meeting adjourned at 11:57 a.m.)