

Ramsey County Workforce Investment Board
Education Committee Meeting
July 9, 2008

Present:

Craig Anderson
David MacKenzie
Dean Shawbold

Absent:

Bill Lowe
Mary McKee

Staff:

Mary Jo Gardner
Kate Raleigh

This is the first meeting of the Ramsey County WIB's Education Committee. The committee has been created by the Executive Committee vote on May 16, 2008 and approval is pending by the full WIB. This meeting serves as a planning and establishment meeting.

Updates/Purpose of Committee

The standing Education Committee has been suggested by the WIB as a solution to the reduced WIB size, and resulting reduced Education representation on the board. There are two spots on the WIB for voting Education representatives; one space requires a Job Corps representative, and the other space will be filled by the Chair of the Education Committee.

A standing committee will allow for deeper engagement of the education representatives in issues where education and workforce intersect. Other WIB members will be welcome to attend these meetings, and may seek appointment on the committee if interested. Membership will include the representatives of Education that served on the WIB, as well as additional interested parties.

Operating Rules

The operating rules of the committee were reviewed and modified by those present. Discussion included what the membership process should be, and which entities would be responsible for making appointments. See Attachment 1 for the operating rules that were proposed from this meeting. They will be forwarded to the Executive Committee for review and comment and to the full WIB for approval. The rules will be sent electronically to the full Education Committee for further comment and approval.

Motion made by Dave MacKenzie with second by Dean Shawbold to approve the operating rules as presented, with the exception of the attendance portion as it is currently being reviewed by the WIB.

All present voted in favor. Additional votes will be sought electronically.

Committee Chair

The Committee Chair will serve as the other Education representative on the full WIB, and will also serve on the WIB's Executive Committee. Craig Anderson agreed to serve as the Committee's Interim Chair until the committee is further established and a Chair can be selected from the larger committee membership.

Motion made by Dean Shawbold with second by Dave MacKenzie to approve Craig Anderson as the Interim Chair of the Education Committee until the committee is further established.

All present voted in favor. Additional votes will be sought electronically.

Membership

Those present discussed possibilities for other members. There is interest to recruit individuals representing preK-12, Adult Basic Ed, Alternative Learning Centers, Dept. of Education, community organizations, and post-secondary education institutions, amongst others.

Establishment of Meetings

Those present proposed meeting monthly on the third Wednesday of each month at 2:30p.m. The next meeting will be September 17th at the Customized Training Center at Saint Paul College.

Meeting finished at 3:45p.m.

Attachment 1: Proposed Education Committee Operating Rules

Date: XXXXX, 2008

Subject: Education Committee Operating Rules

Purpose: To establish the rules for operation of the Education Committee.

Date Reviewed: The Executive Committee reviewed these Operating Rules at the July 18, 2008 meeting.

Effective Date: The Education Committee approved these Operating Rules on July XX, 2008, via electronic voting.

Rules of Operation:**I. Authority**

The Education Committee is established under the Ramsey County Workforce Investment Board and is subject to the bylaws and agreements of the Ramsey County Workforce Investment Board's regulatory agencies, and all revisions enacted at later dates. If any of the following rules are in conflict with any of the above, the above laws, regulations, agreements and bylaws shall prevail.

II. Purpose

These rules are established to permit an orderly process for conducting the Education Committee's business meetings and carrying out its obligations set forth under the above laws, regulations and agreements. Additionally, these rules outline the relationship between the Education Committee and the Ramsey County Workforce Investment Board.

III. Membership

The Workforce Investment Board (hereafter called the WIB) approves Education Committee members using the following criteria.

- A. A balance between City of St. Paul and Suburban Ramsey County representation is a desired goal.
- B. Recommendations for membership may be initiated by the Education Committee, Executive Committee, or by individuals. The Education Committee will review all interested applicants and make recommendations for appointment to the Executive Committee. The Executive Committee will review the applicants and make recommendations to the full WIB, which will have responsibility for approving Education Committee members.
- C. The Education Committee members shall vote on their Chair. The Chair will be forwarded to the County for appointment to the WIB, serving as the County's Education Representative, and have voting rights on the WIB. The Hubert H. Humphrey Job Corps representative shall have the City's Education vote on the WIB. Other Education Committee appointments are to be approved by the WIB, by recommendation from the Education and Executive Committees.
- D. All other members of the Education Committee are members of the WIB as non-voting members and may participate in all meetings of the WIB.

- E. The Education Committee may include: 1) members who represent local colleges and universities; 2) members who represent pre-K-12; 3) members who represent Adult Basic Education; 4) members who represent education consortiums; 5) members representing organizations that are directly involved in education; 6) other interested stakeholders.
- F. Members with three or more unexcused absences from committee meetings within a 12-month period will be considered for removal from their position on the Education Committee. An excused absence must be member-initiated and given to WIB staff prior to a meeting.
- G. An alternate, appointed by an Education Committee member, may attend the Education Committee meeting to represent their category in the event the member is unable to attend. The Education Committee member shall notify the WIB office of their anticipated absence and the designation of an alternate. The alternate will not be permitted to vote.

IV. Elected Officers and Terms of Office

Officers will consist of a Chair and a Vice Chair. Terms of office will be for two (2) years from August 1, through July 31 of even numbered years. Elections will normally be held in the spring of the year prior to assuming office in the fall. Special Elections may be held to fill vacant positions for the remainder of the vacant term of office.

V. Duties of Officers

The Chair will conduct the business meetings of the Education Committee according to *Robert's Rules of Order Revised* and is authorized to sign all required documents on behalf of the Education Committee. The Chair will serve on the WIB Executive Committee as a voting member. In the absence of the Chair, the Vice Chair will serve as Acting Chair.

VII. Quorums

A quorum shall consist of the full Education Committee voting members present to conduct the business meetings of the Education Committee.

VIII. Adoption of these Rules

These rules are adopted after review and comment by the WIB Executive Committee and approval of two thirds of the voting members of the Education Committee. Electronic voting may be used.