

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Minutes of Meeting

May 18, 2020

Members of the State Board for Career and Technical Education met at 9:02 a.m., CST, via Zoom. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member
Mr. Jeff Fastnacht, Member
Dr. Mark Hagerott, Member
Ms. Maria Effertz-Hanson, Member
Dr. Steven Holen, Member
Mr. Josh Johnson, Member
Mr. Bryan Klipfel, Member
Ms. Sonia Meehl, Member

Wayde Sick, Mark Wagner, Gwen Ferderer, Dr. Matt Lonn, Brenda Schuler, Michael Netzloff, Tracy Becker, Eric Ripley, and Kelly Pierce were also present. Dr. Duchscherer welcomed the board and audience members.

CONSIDERATION OF APRIL 20, 2020 MINUTES – A motion was made by Ms. Meehl and seconded by Dr. Hagerott to approve the minutes of the April 20, 2020 meeting. It was agreed that the counseling topic continue to be discussed at future meetings.

Following a brief discussion, the motion passed unanimously.

FINANCIAL REPORT – CTE and CDE – Ms. Ferderer reviewed the Appropriation Status Report and CTE Administrative Budget for month ended April 2020.

Discussion was held on the budget and whether dollars could be transferred if there continues to be a reduction in operating expenses. Mr. Sick responded that options are being explored and if it is decided to transfer money from the operating line item, it would take Emergency Commission action.

A motion was made by Dr. Hagerott and seconded by Mr. Fastnacht to approve the CTE financial reports as presented. The motion passed unanimously.

Dr. Lonn reviewed the CDE Administrative Budget, reporting that the CDE budget has reductions in expenses as well.

A motion was made by Mr. Johnson and seconded by Dr. Holen to approve the CDE financial report as presented. The motion passed unanimously.

STATE DIRECTOR'S REPORT – Mr. Sick reported that CTE staff are continuing to work remotely; administration and program area supervisors are continuing with virtual meetings with staff, administrators, and instructors to discuss resources, provide updates and share best practices; the agency continues to add distance learning resources to the CTE website.

CTE staff update – Due to efficiencies in the agency, Mr. Michael Netzloff will continue with the Private Career Schools, Special Populations and Educational Equity duties in addition to his previous responsibilities.

Ms. Marilyn Orgaard will be retiring in June. The Career Resource Network Supervisor position is currently being advertised.

Mr. Sick reported on meetings and activities he has been involved in which included: WDC; NDACTE; and CLNA workshops.

Upcoming meetings and activities Mr. Sick will be involved in include: the Governor's Strategy Review meeting is being rescheduled; continuing CLNA workshops; requested evaluation instruments from other state directors; TrainND meeting; and, PDC discussions are being held to determine the best course of action for the conference.

Discussion was held on how conferences could be held using ND Smart Restart guidelines and Ms. Baesler reported on the plans for the School Boards Association and DPI Administrators Conferences.

Mr. Sick reported that the Governor's Office requested information as to who will serve on the K-12 Coordinating Council effective July 1. Currently it is the Board Chair.

It was agreed that the Board Chair will continue to serve on the K-12 Coordinating Council and the election of officers for the next fiscal year will be held at the end of the June meeting. Mr. Sick will provide the information to the Governor's Office.

Mr. Sick then provided an update on requested counseling information, an update on the HEROES Act as it relates to Perkins and the Governor's 2021-23 budget guidelines.

Discussion was held on the Adult Farm Management potential program at Dakota College, enrollment need, geographic area the program would cover, and the budget. Mr. Sick responded that he will meet with Mr. Aaron Anderson who has been in discussions with the Dakota College President and report back to the Board on the requested information.

Discussion was then held on the Governor's 2021-23 budget guidelines and the potential changes to school funding, options for CTE and CDE office space and other operating expenses.

Discussion was held on the counseling data, whether follow up information could be requested through the State Longitudinal Data System (SLDS), what information SLDS collects, what SLDS can provide, how many high school career counseling openings there are, and what information higher education institutions collect and are able to provide.

Following further discussion on SLDS, Mr. Sick responded that Mr. Tracy Korsmo could be asked to present information on SLDS at a future meeting.

Discussion continued on graduates and counseling data. Mr. Sick will work with Ms. Pierce to survey the institutions regarding graduates and contact the department chairs at UND and NDSU for follow up information. This topic will be placed on the June meeting agenda.

The Board thanked Mr. Sick for his report.

CDE REPORT – Dr. Lonn reviewed the 2020-2021 Tuition and Fees for CDE, reporting that the rates were approved during the April meeting. Discussion was held on revenue, in and out of state rates, IT support, and capacity.

Dr. Lonn reviewed dashboard information, including enrollment and completion rates; projects and virtual conferences that CDE employees are involved in; and the 2021-23 budget guidelines reporting that CDE is reviewing expenses and office space options.

A dual credit update was requested. Dr. Lonn responded that he met with Ms. Lisa Johnson, NDUS, who is working on a link that CDE would place on their website showing what is offered through CDE and at North Dakota colleges and universities.

Discussion was held on having a one stop shop for dual credit offerings; however, students must enroll at the college or university they are attending as each institution/campus is a frame of reference.

The Board thanked Dr. Lonn for his report.

PROPOSED BUDGET – CTE – Mr. Sick reviewed the CTE Administrative Budget totaling \$3,394,245.50, reporting that there may be changes due to not knowing what the new normal will look like.

Proposed 2020-2021 State and Federal Funding – Mr. Sick reviewed the FY2021 General Fund Projections, reporting that as of today, secondary grants total \$12,731,251 with remaining funds of \$27,338; and, TrainND/AFM/Postsecondary grants total \$1,879,524 with remaining funds of \$421,623.

Mr. Sick reported that the Pilot Distance Delivery Grant was not utilized in FY2020 and questioned whether it was time to move it from state to federal dollars.

Discussion was held on whether the funding in AFM included the Dakota College request and that the legislature provided an allocation for Adult Farm Management.

Mr. Sick then reviewed the \$5,135,742 Carl Perkins Obligations for FY2021 reporting that depending on the new HEROES Act there is potential for carryover funds.

The second and final reading of the Administrative Budget and Proposed 2020-2021 State and Federal Funding will be provided at the June meeting.

New and Expanded Program Requests – The New and Expanded Program Requests for FY2021 were reviewed. Mr. Sick reported that the requests total \$313,678.

Discussion was held on the pending additional information notation for three of the expanded program requests. Mr. Sick responded that the agency is waiting on responses to the requested information and recommended approval of all New and Expanded Program requests with the stipulation that the three pending programs will be approved if the requested information is submitted.

Following further discussion, a motion was made by Mr. Fastnacht and seconded by Ms. Meehl to approve the New and Expanded Program Requests for FY2021 as recommended with the stipulation that the three pending program requests submit all required information. The roll call vote was as follows:

Ms. Meehl – aye
Mr. Johnson - aye
Mr. Fastnacht - aye
Ms. Effertz-Hanson – Absent and not voting
Dr. Holen – aye
Ms. Baesler – aye
Dr. Hagerott – Absent and not voting

Mr. Klipfel - aye
 Dr. Duchscherer – aye

The motion passed unanimously.

CDE – Dr. Lonn reviewed the CDE Administrative Budget totaling \$4,262,556.83, reporting that if trends continue there could be budget changes.

The second and final reading of the CDE Administrative Budget will be provided at the June meeting.

APPROVAL OF AUTOMOTIVE COLLISION REPAIR PROGRAM STATE

STANDARDS – Mr. Netzloff presented the Automotive Collision Repair Program State Standards, reporting that secondary and postsecondary instructors worked together on the standards which were adapted from the ASE Education Foundation Automotive Program Standards.

Following discussion, a motion was made by Mr. Fastnacht and seconded by Dr. Holen to approve the Automotive Collision Repair Program State Standards. The roll call vote was as follows:

Ms. Meehl – aye
 Mr. Johnson - aye
 Mr. Fastnacht - aye
 Ms. Effertz-Hanson – aye
 Dr. Holen – aye
 Ms. Baesler – aye
 Dr. Hagerott – Absent and not voting
 Mr. Klipfel - aye
 Dr. Duchscherer – aye

The motion passed unanimously.

APPROVAL OF GRAPHIC COMMUNICATIONS PROGRAM STATE

STANDARDS – Mr. Netzloff presented the Graphic Communications Program State Standards, reporting that secondary and postsecondary instructors worked together on the standards which were adapted from the Association for Print Technologies.

Following discussion, a motion was made by Mr. Johnson and seconded by Dr. Hagerott to approve the Graphic Communications Program State Standards. The roll call vote was as follows:

Ms. Meehl – aye
Mr. Johnson - aye
Mr. Fastnacht - aye
Ms. Effertz-Hanson – aye
Dr. Holen – aye
Ms. Baesler – aye
Dr. Hagerott - aye
Mr. Klipfel - aye
Dr. Duchscherer – aye

The motion passed unanimously.

PERKINS V POLICIES – Mr. Sick reviewed and provided the second and final reading of two proposed Perkins V Innovation Grant opportunities that would utilize \$350,000 Reserve Funds. One grant would be open to both secondary and postsecondary schools with a matching component and the other would expand CTSO access via distance for those schools who currently do not have access to a CTSO.

Reserve Fund Program Guidance - Discussion was held on the matching requirement for the Perkins V Innovation Grant. It was agreed that a 5 to 1 match is reasonable, should be flexible, and the match could include in-kind donations.

Discussion was held on the Expanding Access Grant, no matching requirement, and schools determine the advisor.

It was agreed that each grant application would be capped at \$50,000 depending on the availability of funds. Mr. Sick also clarified that the approval of the innovation grant applications would be completed by CTE staff and that the funding is for start ups and not on-going funding.

Following discussion, a motion was made by Mr. Fastnacht and seconded by Ms. Effertz-Hanson to approve the Reserve Fund Perkins V Innovation Grant and Program Guidance proposal including the 5 to 1 matching requirement that is flexible and could include in-kind donations, a \$50,000 cap, if funding is available, per grant application as discussed. The roll call vote was as follows:

Ms. Meehl – aye
 Mr. Johnson – Absent and not voting
 Mr. Fastnacht - aye
 Ms. Effertz-Hanson – aye
 Dr. Holen – aye
 Ms. Baesler – Absent and not voting
 Dr. Hagerott – Absent and not voting
 Mr. Klipfel - aye
 Dr. Duchscherer – aye

The motion passed unanimously.

Expanding CTSO Access – Discussion was held on the Expanding CTSO Access Innovation Grant, which is for start up funding and each grant application has a \$50,000 cap, if funding is available.

A motion was made by Mr. Fastnacht and seconded by Ms. Meehl to approve the Expanding CTSO Access Innovation Grant proposal as discussed. The roll call vote was as follows:

Ms. Meehl – aye
 Mr. Fastnacht - aye
 Ms. Effertz-Hanson – aye
 Dr. Holen – aye
 Mr. Klipfel - aye
 Dr. Duchscherer – aye

The motion passed unanimously.

Consortium Policy - The second and final reading of the proposed Consortium Policy was reviewed. Mr. Sick reported that the amendments to the proposal during the April meeting have been incorporated into the policy.

Following discussion, a motion was made by Mr. Fastnacht and seconded by Ms. Effertz-Hanson to approve the Consortium Policy. The roll call vote was as follows:

Ms. Meehl – aye
Mr. Fastnacht - aye
Ms. Effertz-Hanson – aye
Dr. Holen – aye
Mr. Klipfel - aye
Dr. Duchscherer – aye

The motion passed unanimously.

FUTURE MEETINGS – The June meeting is scheduled for Monday, June 15, 2020 via Zoom.

The July meeting is scheduled for Monday, July 20, 2020.

The August meeting is scheduled for Monday, August 17, 2020.

The meeting adjourned at 11:24 a.m.

Respectfully submitted,

Dr. Brian Duchscherer
SBCTE Chairperson