

Minutes for State Board for Career and Technical Education

Call to Order:

The regular meeting of the State Board for Career and Technical Education was held on Tuesday, September 20, 2022, in the CTE Conference Room and via Microsoft Teams. It began at 8:00 am CT and was presided over by Chairperson Ms. Sonia Meehl.

Voting Members Present:

Ms. Lyndsi Engstrom
Ms. Lisa Johnson proxy for Dr. Mark Hagerott
Mr. Burdell Johnson
Mr. Josh Johnson
Mr. Mike McHugh
Mr. Eric Nelson

Also present: Wayde Sick, Gwen Ferderer, Allyson Hicks, Alyssa Martin, Tonya Greywind, Jeff Fastnacht, Jeff Rerick, Brian Christopherson, Michael Hanson, Geoff Simon, Dan Spellerberg, Eric Ripley, Mike Bitz, Doug Darling, Michelle Pfaff and Lorie Ruff.

Meeting chat information for this meeting does not exist.

Consideration of July 25, 2022, and August 16, 2022, Minutes:

A motion to approve the minutes as presented was made by Mr. Burdell Johnson and seconded by Mr. Josh Johnson. With no further discussion the motion passed unanimously.

Financial Report:

Ms. Ferderer reviewed the Appropriation Status Report and CTE Administrative Budget. At the current time we would like to be at 58% or below for percent of budget expended. We are over in the professional services due to a development fee for the work-based learning module and supplies due to the yearly fee for the work-based learning module. These fees both occur in July and when we were completing our initial budget for the biennium we did not know the actual cost so we are over. Overall, our budget is fine as each month we will get a little better as these were one-time fees.

Dr. Martin presented the CDE Administrative Budget indicating that their overall percent of budget expended is good. Dr. Martin reminded members that there was a 1.5 million ask for salaries from the Emergency Commission that was due to the need for more adjuncts to respond to the higher enrollment numbers because of the pandemic. These enrollments have now stabilized.

Mr. McHugh moved to approve the Financial Reports as presented and Mr. Burdell Johnson seconded it. With no further discussion the motion passed unanimously.

State Director Report:

Mr. Sick presented his report and as requested, included the job description that each item identified with. Mr. Sick will also provide monthly the progress of his goals. Currently they are drafted and will be approved later during this meeting. Mr. Sick presented his general updates and upcoming events to the Board.

Dr. Martin reviewed the CDE Enrollment Dashboard numbers with members which currently show 187 schools participating with 1,769 students. These numbers are updated daily and members can review them at any time.

Dr. Martin outlined the accomplishments for her first days working for CDE which included one-on-one meetings with all FTE's. Dr. Martin's next plans are to visit with external stakeholders, work with CTE on the catalog process and duplicate services, conduct SWAT analysis and review the mission and vision of CDE to reflect priorities.

Heart River Area CTC Joint Powers Agreement:

Ms. Hicks reported that she has reviewed the Joint Powers Agreement and it legally meets the requirements of century code and the elements required for area CTE agreements. Mr. Josh Johnson moved to approve the Heart River Area CTC Joint Powers Agreement and seconded by Mr. McHugh. Discussion was held on new and existing CTE centers needing agreements. Ms. Hicks informed members that any time you have schools sharing their statutory power a Joint Powers Agreement needs to be in place clarifying expectations, governance structure, costs, termination date and what becomes of property according to 15-20.2-03 N.D.C.C. Dr. Fastnacht and Mr. Christopherson each spoke in favor of approving this agreement. With no further discussion a roll call vote was administered:

Ms. Engstrom - Aye
Mr. Burdell Johnson - Aye
Mr. Josh Johnson - Aye
Mr. McHugh – Aye
Mr. Nelson - Aye
Ms. Meehl – Aye
Passed 6-0-3 Absent

It was discussed that Mr. Sick will contact the new centers to ensure that agreements are put in place and to review existing agreements to confirm that they have needed information.

Approval of Marketing Education Program State Standards:

Mr. Reisenauer presented the Marketing Education Program State Standards that were adopted from the Marketing Core and Business Administration Core. Also presented was the new course framework for Hospitality and Tourism Marketing which is being piloted in Fargo South this year. Ms. Engstrom moved to approve the standards as presented and it was seconded by Mr. McHugh. With no further discussion the motion passed unanimously.

CDE Out-of-State Dual Credit Rates:

Dr. Martin reviewed the out-of-state tuition proposal that will ensure that CDE have a fee structure for those students interested in their dual credit courses. CDE researched several NDUS institution fees and discovered that the average is \$275.47 per credit. Currently CDE has an in-state tuition agreement with Mayville State University but nothing in place for out-of-state tuition. Since there are no immediate requests for this tuition, the proposal was tabled until a future date to give time for more review.

State Director Goals and Calendars:

Mr. Sick presented his goals as revised after member feedback. He was asked to add sub-goals to each to use as benchmarks to monitor progress. It was agreed that the goals reflect what the Board requested of Mr. Sick and that some of the sub-goal timelines need to be moved due to the aggressive nature of some. Discussion was held on appropriate sub-goals and timelines. Members also reviewed the reports and training calendar. Mr. McHugh moved to approve the State Director/Executive Officer 2022-23 Goals with the revisions that were discussed. It was seconded by Ms. Engstrom. With no further discussion a roll call vote was administered:

Mr. Josh Johnson - Aye
Mr. McHugh – Aye
Mr. Nelson - Aye
Ms. Engstrom - Aye
Ms. Johnson – Aye
Mr. Burdell Johnson - Aye
Ms. Meehl – Aye
Passed 7-0-2 Absent

Future Meetings:

Monday, October 24, 2022, and Monday, November 28, 2022. December is TBD

There being no other business brought before the Board, the meeting adjourned at 10:26 am.