Minutes
College Technical Education Council (CTEC)
August 28, 2007
Conference Call

Members present:
Wayne Boekes for President Larry Skogen, BSC
Sharon Etemad, President, LRSC
Wayne Kutzer, Director, CTE
Ken Grosz, Executive Dean, MiSU-B
John Richman, President, NDSCS
Joe McCann, President, WSC
Marsha Krotseng, VC for Strategic Planning/CTEC Executive Director, NDUS
Mike Hillman, VC for Academic and Student Affairs, NDUS

Others present: Bob Larson and Gina Padilla, NDUS.

Call to Order
Marsha Krotseng called the meeting to order at 9:07.

Marsha Krotseng said she would like to forward links for several articles to the council listserv and encouraged other CTEC members to share useful information.

Marsha Krotseng said she would send a copy of the ACT College and Work Readiness Report to the CTEC members.

Approval of July 24, 2007 CTEC Minutes
John Richman moved approval of the July 24, 2007 CTEC minutes. Sharon Etemad seconded the motion. The council unanimously approved the motion.

Announcement of potential new programs
There were no new announcements.

New program approval requests
MiSU-B Caregiver Services – Ken Grosz said MiSU-B discussed collaborating with LRSC on this program. MiSU-B asked LRSC to be the delivery source for the childcare portion and MiSU-B would be the contacts for adult care.

MiSU-B Small Business Management – Ken Grosz said this is being developed with courses they have on management and entrepreneurship and it will focus on the needs of small business and will cover entrepreneurship and management. Wayne Boekes said this course content is identical to what is being offered by the other community colleges in their management programs. It was agreed that this type of program is needed in North Dakota, even if it is a duplicate program. John Richman told Ken Grosz that they might be able to help MiSU-B with resources.
Wayne Boekes moved recommendation for approval of the MiSU-B new program requests. Joe McCann seconded the motion. The council unanimously recommended approval of the MiSU-B requests for Caregiver Services and Small Business Management.

Mike Hillman mentioned WSC has begun offering a certificate of completion for truck driver training. Joe McCann said a company from Denver is working with WSC to offer the truck driving program. So far the students have mostly been new hires for the company. WSC has gotten SAA approval. John Richman said NDSCS offers a non-credit training program through an outreach program but they have been contacted by companies about implementing a credit program. Mike Hillman said past attempts to offer a degree credit program showed the trucking industry has problems with the courses being 16 weeks long. Another problem with the program is that there is a high degree of turnover in the trucking industry and the student loan default rate is very high.

Professional development for correctional officers

Mike Hillman said CTEC asked Wayne Boekes and Doug Darling to be part of the meeting. Bob Larson did meet with the correctional officers without the CTEC representation because the meeting fell on the Academic Affairs Council meeting date. They also wanted to make sure they did not invite people to the meeting before they let the corrections department know what the CTEC recommendation was. Mike Hillman said Bob Larson asked if the penitentiary wanted technical training or generic training and they said they are not interested in doing anything different with correctional officer training. They are looking for general training that leads to a humanistic understanding.

The penitentiary is looking for dramatically making access available for a wide degree of programs in a new and vibrant delivery mode that is different than what they currently offer. The Department of Corrections is willing to cover 2/3 of the cost of the education, but the cost of the programs is a major issue. Wayne Boekes assumed that Bob Larson and Mike Hillman spoke to the Department of Corrections about the NDUSO Associate of Arts Degree, but he is confused because the Department of Corrections issued an RFI that is due on September 21 at 5:00 CT. He asked why there is an RFI for a program already available and if the Department of Corrections expects a discounted price on the programs. Sharon Etemad summarized the RFI for the council and stated that the document said they would use the information for feasibility and cost estimate analysis.

Mike Hillman said Bob Larson was working with the Penitentiary on the RFI concept, mainly to fine-tune what it was that they needed and the system could put together a response. Mike Hillman said it is a good thing that each campus has its own tuition and fee rates, but when you are a state agency trying to reimburse 2/3 of costs it creates an administrative nightmare to figure out what are valid fees to reimburse. Mike Hillman said they were looking at serving this market at an agreed upon fee rate to make our response easier. Mike Hillman said the concept they discussed with the director was to put this together as part of their budget process to establish a NDUS center at the penitentiary. Mike Hillman said they are interested in meeting the client’s needs and
doing it in a collaborative way but they are not interested in giving away tuition. Sharon Etemad suggested putting in a collaborative RFI as a group based on a collaborative agreement. Mike Hillman said a function of the NDUSO is to coordinate this so he would volunteer Bob Larson’s time to do the staff work. Mike said they will follow through with the original recommendation of CTEC to work with Wayne Boekes and Doug Darling in shaping a response and he will ask Bob Larson to take the lead to put together a response for September 21, 2007. The council agreed by consensus.

**Update on Workforce Enhancement Grant Guidelines**
Joe McCann said the recommendations from CTEC have been implemented into the workforce enhancement grant guidelines and the final version that the campuses should respond to will be posted on the web. Joe McCann said that the final version is posted the program will be accepting applications. John Richman said he would review the final version of the grant guidelines on the web and will distribute it to the council once they have been posted.

**CCbenefits Update**
Marsha Krotseng said John Richman has agreed to let Gloria Dohman receive additional training and then train the remaining campuses. Marsha Krotseng said campuses could send as many people as they wished to the training that would be provided by Gloria Dohman. Marsha Krotseng said she would send information to the campuses once the training is made available. Marsha Krotseng asked that the campuses send her a list of the people the campuses will have that work with the CCbenefits. Marsha Krotseng said she would send out a request for the names. Marsha Krotseng asked the campuses to send her a list of questions the CCbenefits users have so Gloria Dohman has them when she is being trained.

Marsha Krotseng reminded the council that NDUS is being asked if CCbenefits would be helpful to our four-year institutions as a planning tool. CCbenefits said they are willing to help gather information from other four-year campuses in the country that currently use the system. Sharon Etemad volunteered to review language for survey questions directed at four-year institutions using the CCbenefits system. Marsha Krotseng said she would share a copy with the group before it was finalized. Marsha Krotseng asked if any of the ND four-year institutions would be able to provide input for the survey, and Mike Hillman said he has asked for volunteers at the Academic Affairs Council meeting. Marsha Krotseng said she spoke with the Continuing Education Department at UND. UND mentioned their connection with LRSC and they may be working with LRSC in reviewing the system.

**Workforce Training Update**
Marsha Krotseng said she spoke with the quadrant directors. The business plans and performance indicators should be submitted by the end of the week. She said she will be working with the directors and the plans should be on the SBHE agenda in September. Marsha Krotseng asked if the plans should be made available to CTEC for their review. It was the consensus of the council that they would like to see the plans before they go public since it is part of their responsibilities. Wayne Kutzer said CTE needs a copy of
the plans once the SBHE has approved them so they can release funds. Marsha Krotseng will send a copy of the plans to the council and she asked that the campuses submit any major concerns as soon as possible so corrections can be made.

The workforce training directors will meet September 5 and Marsha Krotseng will be joining that meeting following the Cabinet meeting. Marsha Krotseng met with the Southeast quadrant advisory board and will attend the SW quadrant meeting in Bismarck on August 29.

**Addressing the shortage of building trades employees across the state**
Joe McCann said considering grants available, such as the Community Based Training Grant or the Workforce Enhancement Grant, is there something CTEC could work on collaboratively. Joe McCann suggested addressing statewide shortages in welding and building trades. Joe McCann said there was a grant written by the governor for energy and construction for the western part of the state that was not successful so some of that information would be available.

The council discussed current enrollments in these programs to determine if there is adequate demand. Sharon Etemad suggested some training could be done with an apprenticeship program. Sharon Etemad suggested hosting a community meeting with businesses needing information on apprenticeships. Joe McCann said he would ask Jim Hirsch to send a copy of the wired grant to use for the Community Based Training Grant. WK said the lignite industry and petroleum council is going to do a marketing effort to promote the skilled trades.

Marsha Krotseng would like to know where CTEC would like to go with the item of addressing the shortage of building trades employees across the state and what kind of deadlines they have. Joe McCann, Sharon Etemad and Ken Grosz are willing to help identify what should be done. Wayne Kutzer said he sent a copy of the grant to the council. It was summarized that two separate grants would be worked on. One is the statewide grant for workforce enhancement. The other is a community competitive grant that is federal funds. The federal would include career awareness, counseling, addressing workforce needs.

Joe McCann and Sharon Etemad said they would be willing to work on the community competitiveness grant. Sharon Etemad said she would forward a copy of the grant requirements to the council. The consensus of the council was that the individual campuses can submit individual requests but they should also discuss areas that can be collaborated on.

**Marketing CTE careers to junior and senior high students, parents, and counselors/Career promotion initiative**
Wayne Boekes said this is in response to HB1018. HB1018 said it would develop a program to help make information available to students in grades 9-12. BSC submitted information on what they are doing now and what they would like to do in the future.
The council agreed there are several pieces of marketing materials currently available. They would like to see how these pieces could be put together in a widespread and collaborative marketing plan. Sharon Etemad suggested taking this discussion to the Department of Commerce and CTEC would work on specific things they can do and talk to the REA’s to see how that information can be used.

**ND Community College Consortium professional development conference.**
Wayne Boekes said the proposed date for the NDCCC conference is Fall 2009. Wayne Boekes said the expected cost of the conference is around $50,000. The committee needs to know if the campuses will support the conference. The NDCCC has a limited budget currently and will try to set money aside to cover the cost. The campuses will have to know the date of the conference as early as possible incase they have to adjust employee contracts to include the dates.

**Phi Theta Kappa**
Wayne Boekes said BSC is trying to arrange a visit with the executive director of Phi Theta Kappa for October 31, 2007. The executive director would meet with the cabinet, CTEC, and participate in a Phi Theta Kappa night.

**ACCT Conference**
Marsha Krotseng said the System met with the higher education committee on August 1, 2007. The next meeting of that committee is September 26-27. It will include national speakers talking about workforce effectiveness. Presidents would be invited and that will cause a conflict with the ACCT Conference. Marsha Krotseng suggested CTEC recommend alternate meetings for SBHE members to attend. Sharon Etemad mentioned the AACC meeting. Joe McCann said the Rural Community College Conference would be in October of 2008.

On September 6, Senator Grindberg’s legislative council workforce committee is meeting and Marsha Krotseng has been asked to give a similar presentation to what was given at the SBHE retreat. Marsha Krotseng said she would send the council information on the meeting.

**Other business and open discussion**
Wayne Kutzer mentioned that automotive and implement dealers are offering to pay student loans in the amount of up to $20,000 over 10 years.

CTEC discussed enrollments across the state.

Wayne Kutzer said the admission policy for transfer applicants require the community colleges to provide information to universities on graduating students. Students who have not be accepted or who have dropped out of classes at a North Dakota University will be sent information on the community colleges. The council recommended this be put on the next agenda.
Marsha Krotseng said the next CTEC meeting would be a conference call on September 18, 2007. Marsha Krotseng said the Governor’s Workforce Summit will be held October 11-12 and the NDUS has been called to participate. Sharon Etemad asked if the campuses would be willing to collaborate on sponsoring a booth to reduce costs. Marsha Krotseng asked the council to let her know if they need to have additional conversations.

Marsha Krotseng said CTEC’s October meeting is scheduled for October 23. The council agreed to have a face-to-face meeting that would allow presentations from Michelle Olson of FINDET and Philip Parnell on transfer. Joe McCann asked if this could be scheduled during the workforce summit to help cut down on travel. Marsha Krotseng said she would get back to the council on dates and times.

The meeting was adjourned at 12:11 pm.