Dr. Krotseng called the meeting to order at 1:05 p.m.

Approval of November 27, 2007, CTEC minutes
There were no revisions or corrections to the minutes. Dr. Richman moved to approve the November 27, 2007, meeting minutes and Dr. McCann seconded. Motion passed unanimously.

Announcement of Potential New Programs
Dr. Hillman noted that all Stage I requests were from 4-year colleges. Mr. Darling mentioned that LRSC will be sending in a request to add a diploma option to one of their programs. LRSC currently has an AAS degree in simulator maintenance technology and they have a request to offer a diploma. Dr. Hillman said he will take the request directly to AAC.

Stage II requests: NDSCS Bridges Program for Practical Nursing. There were no questions so the request will be moved on to AAC. Without objection, Dr. Hillman is going to consider the Bridges program unanimously accepted and will move it forward.

Phi Theta Kappa
Dr. Skogen said the All North Dakota Academic team is complete. There are two students from BSC, one from LRSC, two from MiSU-B, and two from NDSCS. There were no Williston students on the team. Dr. McCann said the student did not follow through with the application process. BSC will take the lead and host a recognition ceremony for the students. Each student will receive the ceremony is April 26 and BSC will host a dinner. Dr. Skogen outlined the format of the evening. Each school will need to pay for the dinners for their students and their advisors. Dr. Skogen will send out an email with costs. The medallions and certificates have been ordered by the BSC.
advisors. Four North Dakota colleges or universities will offer scholarships to these students. Dr. Skogen will secure letters from the presidents of each school advising students of the scholarships. Dr. Krotseng asked all presidents to check the April 26 date on their calendars. If anyone has conflicts, they should let Dr. Skogen know as soon as possible. Dr. Richman said he will not be able to attend on April 26 but he will send a vice-president on his behalf.

Dr. Skogen made a motion to have CTEC and NDUS recognized on the program as sponsors of the event. Dr. McCann seconded the motion. Motion passed unanimously.

**Statewide Strategic Plan for Workforce Development**

Dr. Krotseng explained that HB 1018 requires the state to develop a comprehensive consolidated biennial statewide strategic plan for the state system for workforce development, workforce training, and talent attraction. There was an initial orientation session for a steering group for this statewide strategic plan in Minot on January 9. North Dakota is the first state in the nation to require such a consolidated plan through state statute. The Corporation for a Skilled Workforce (CSW) has been hired as the consultant that will help facilitate this process. One outcome of the process is the creation of the single statewide biennial strategic plan for workforce development. Another piece of the consulting contract to assist North Dakota in developing a workforce intelligence council that brings together data owners and leaders from across a wide spectrum to plan for the future of North Dakota’s intelligence strategies and tactics in a more integrated way.

There will be a second meeting of the statewide strategic plan steering committee in June. A lot of analysis and work will be done between now and June. In July there will be a third meeting of the committee to review a draft based on discussions at the second meeting. The draft strategic plan document will be circulated for planning committee and stakeholders review between July and August. Final input into that plan will be at a meeting in August, and the consultant will provide the completed strategic plan to North Dakota on September 15. Final edits and formatting of the document will take place between mid-September and mid-October. Dr. Krotseng will distribute the timeline document to everyone.

Related to the creation of the strategic plan, Workforce Study Focus Groups will meet at four sites across the state in February. Dr. Krotseng and Chancellor Goetz would like to see our colleges’ representatives present at the focus groups that are held in their area. If they are unable to attend, they should make arrangements to send some other top official from their college. Dr. Krotseng would also like feedback from each focus group meeting. It is important that we are represented at these Workforce Study Focus Group meetings so that the questions that come up can be addressed positively.

There was also a follow-up meeting of the Workforce Development Council on January 9.

Dr. Skogen feels the chancellor really understands the role of our community colleges and he will stand up and support this effort. We need to have a strong statement in our
legislative agenda about community colleges, workforce training and workforce development.

**Workforce Enhancement Grant update**
Dr. Krotseng asked for updates from the presidents. Dr. Richman has nothing new to add; projects are still in the developmental stages. Dr. Skogen said BSC is going to put together a request regarding how we can use the federal earmarks with industry donations to acquire lab equipment for the energy center. Dr. McCann wonders how BSC can use part of the federal grant for this. Dr. Skogen says they can use part of the federal grant as a match as long as they can demonstrate that there are also private industry donations. The donations must have received this biennium and committed money received prior to the end of the biennium. Mr. Darling said LRSC is still moving forward with their wind energy proposal. They are working on developing relationships with new companies that are building wind farms to get some match money. Dr. McCann said WSC is still developing their programs and industry contacts.

**Clinical Lab Technician request**
Dr. Krotseng said that shortly before Christmas the system office received a request from the Williston area asking about Medical Lab Technicians as they are experiencing a shortage. They would like to see a program in the western part of North Dakota. Dr. Krotseng included this for discussion because she is wondering if anyone else is hearing this sort of request in his or her area. Mr. Darling said they are hearing this too but UND offers a program at the baccalaureate level. Dr. Richman said MeritCare had indicated a need for Medical Lab Technicians when NDSCS was developing their Nanoscience program. MeritCare and several other industries offer training in this field. Dr. Skogen stated there are labs here in Bismarck that offer this type of training with no degree. BSC had seen a drop in their enrollment in this area recently, but enrollment now appears to be increasing. Dr. Krotseng replied to the person who sent the request from Williston that currently BSC is the only community college that offers an associate degree in clinical laboratory technology; they recently received a grant and are in the process of developing an on-line program.

**Perkins/CTE State Plan and performance measures**
Wayne Kutzer updated the council on their efforts to submit a state plan for CTE. Last year they submitted a transition plan and this April must submit the state’s five-year plan. The plan will be available on the CTE website on February 4. The basic backbone is still the transition plan; the state plan will add to it. CTE will be taking public comments at four meetings scheduled around the state. CTE has established a reserve fund which is 10% of our total Perkins which is about $4.5 million. The reserve fund comes to around $380,000. That reserve fund is what CTE will be using at both secondary and post-secondary levels for statewide activities. The money has to go through a school or institution, but they can direct how the money is spent. Of the money that comes into the state, 65% of it will be used for secondary and 35% for post-secondary (shared between the tribal colleges and public colleges). There will be a local plan that every campus has to put together. The accountability piece is the most difficult to accomplish, and
collecting information is the most complex. They are collecting their data directly from HECN. Each college will have a baseline and baselines must be accomplished within 90%. The federal government is moving toward technical skill attainment and we need to somehow assess that using industry-based national skill assessment. Student retention/transfer are positives. Generally speaking, this is a good program; the biggest change is the technical skill assessments and developing a reasonable costing assessment will be a challenge.

**US Office of Vocational and Adult Education conference call**
One of the major items talked about during the conference call was the Perkins/CTE State Plan. They also spoke about a Center at the University of Texas in Austin (NISOD) that does a lot of work in conjunction with AACC and community college areas. Dr. Pat Stanley gave a presentation to that group and she talked about the Spellings report, current legislation and strategies and programs the US Department of Education is using to bring new opportunities to community colleges. The podcast of this presentation is available on the web and Dr. Krotseng will work on getting access to the podcast. A second item was the strengthening of community college internship programs with institutions in Denmark. They are also looking at faculty exchanges with Denmark, and a delegation that will visit institutions in Denmark in March. Dr. Krotseng will pass along the link to this program. Another project is a multiple year initiative to identify promising and innovative practices in community colleges and they are calling that project “Showcasing and Replication”. This project is in the early stages. They want this effort to transcend a change of administration in Washington and institutionalize the importance of community colleges in the federal government.

Joe McCann said he participated in a meeting on January 15 convened by Dr. Stanley. Thirteen community college presidents selected from 13 different states participated. Dr. Stanley spoke about the attempt to come up with multi-year projects that the next administration will be obliged to finish. The topics that they wanted input on were two to four-year transitions; barriers for adult and non-traditional students (contemporary students); accountability; and the perception that there is going to be a shortage of community college leadership as we move forward.

**NDCCC Faculty Development**
Wayne Boekes spoke about NDCCC Faculty Development. The last all-campus faculty gathering was in 1995 and was funded by a Bush Grant. Representatives from each campus discussed this initiative with their faculty. Bottineau said regardless of what the content is, they want to do it; LRSC felt the same. WSC is also on board. BSC faculty senate said yes/faculty representatives said they are not sure; NDSCS did not commit. Wayne was charged to come to CTEC and see if they wanted to propose $100,000 to fund the conference. If not, we need to discuss other means of pooling money. At this time, John Richman does not support the amount of money involved. Neither does Joe McCann nor Ken Grosz. Dr. Krotseng summarized that everyone feels this is a good idea but not a priority for the funds. Larry Skogen said if the faculty could put together a really good program to get them recharged, it is worth it. He feels one concerted statewide effort for all two-year faculty would be worthwhile. We need to find out what
our academic officers feel about this. Wayne Boekes said the NDCCC would like to do
more planning and develop an attractive program. The decision must be made soon if it
is going to be put into the legislative budget request. Mike Hillman said that SAC is
discussing a similar initiative. Dr. Krotseng asked what action, if any, we should take on
this today. Dr. Skogen made a motion that CTEC ask for $200,000 for professional
development for employees. John Richman seconded. Dr. Hillman said the chancellor
has expressed a preference to include requests such as this in a discretionary pool rather
than as a line item in the budget. Dr. Skogen amended his motion to a recommendation
that we look at the feasibility of creating a pool for professional development; seconded
by John Richman. Passed unanimously.

Dr. Krotseng spoke with Bob Gette this morning and he is very interested in updating the
community colleges study he completed in June of 2006. She has also spoken with the
chancellor and he supports the update. Are the presidents supportive? The expected
outcome would be an updated copy of the report that could be used with the legislators
and others to make a case for community colleges. Mr. Gette has also mentioned that
perhaps we could conduct some focus groups with employers in the focus areas to learn
their specific needs.

Legislative Agenda and Budget
Dr. Skogen updated CTEC on the meeting that was held by the Legislative Agenda Sub-
Committee. The number one issue is the faculty/staff salary issue and this was
unanimous among the institutions. Beyond that, there are different priorities among the
11 institutions.

Dr. Hillman said as a specific part of the budget process, he is putting together a Higher
Education Center proposal for a collaborative facility that would require about $4
million. Each institution should look at the “Community Colleges in North Dakota:
Next Steps” document and figure out a package that CTEC would like to support.

Dr. Krotseng will follow-up on several agenda items in the coming week.
Meeting was adjourned at 3:35 p.m.