College Technical Education Council (CTEC)
Wimba
Tuesday, October 6, 2009
9:00 a.m. – 12:00 p.m. CT

Members Present:
Dr. Mike Bower, President, LRSC
Dr. Ken Grosz, Executive Dean, Dakota College-Bottineau
Dr. Marsha Krotseng, Vice-Chancellor for Strategic Planning/CTEC Executive Director, NDUS
Dr. Ray Nadolny, President, WSC
Dr. John Richman, President, NDSCS
Dr. Jane Schulz, Associate Vice President for Academic Affairs, BSC

Also Present:
Marietta Kemmet, NDUS.

Dr. Krotseng called the meeting to order at 9:01 a.m.

Approval of July 21, 2009 CTEC Minutes
It was moved by Dr. Richman and seconded by Dr. Bower to approve the minutes from the July 21, 2009 CTEC meeting. The motion was approved unanimously.

Announcement of potential new programs
Dr. Krotseng asked for any comments or considerations for potential new programs. Dr. Grosz announced DCB is contemplating an A.A.S. certificate in a green technician program. Discussion followed about the development of the program. There were suggestions about the potential for collaboration between institutions on this program.

WorkKeys Update
Dr. Krotseng thanked the members for their efforts in the WorkKeys area. She informed the committee that it is now in the hands of DPI and with each institution’s contact. A conference call was recently held with DPI representative, Connie Kudrna, and representatives from the institutions. The conference call resulted in an agreed upon consensus as to a standard fee for students to take all three tests. Connie Kudrna requested the completed survey be returned by October 8, 2009. DPI is planning to create a website which will detail each institution’s schedule for administering WorkKeys.

Identifying student demographics
Dr. Nadolny presented a list of questions concerning fall enrollment. In an effort to obtain an accurate headcount for students in various categories, he created definitions and requested data to reflect enrollment at WSC. This prompted a number of questions from several Presidents, including the dual credit definition, the difference between high school students taking a course vs. a dual credit class, whether the count allows for an unduplicated number in each category, whether this is the same number reported at the end of the 4th week, if other campuses have an easier solution to finding the specific numbers, and if there is a cost effective way to have someone at the state level
retrieve this information instead of the five community colleges doing it individually. Following much discussion, Dr. Krotseng said she would mention these questions to Randall Thursby and invite him to address the issues at a future CTEC meeting. Dr. Nadolny posed some questions regarding the queries and how they are handled at the system level. Further discussion followed about the collection of data.

**Report on Midwest Community College meeting**

Dr. Krotseng shared with the group the information received at the Midwest Community College meeting in Chicago. The information summarized and highlighted the meeting content. One major outcome from the meeting was Action Item A: *Initiate a comprehensive inventory of energy related education and training programs already existing, including program curriculum and degree options, student capacity and demand, facility availability, and industry demand at all MGA community and technical colleges.* Dr. Krotseng will apprise the group of any updates or future meetings of this group.

**Workforce Enhancement grant**

Dr. Bower, Dr. Richman, Dr. Nadolny, and Dr. Skogen have all had meetings with Jim Hirsch regarding their potential grants. The campuses are at various stages of developing their proposals.

**Workforce Training**

The TrainND Business Plan for 2009-11 was completed and approved by the State Board of Higher Education on September 17. Combining the four regional reports is a significant accomplishment. The TrainND Directors would like to continue to improve the document in the future, especially with regard to the budget section. Dr. Krotseng briefly outlined the budgets for each of the separate regions. Discussion followed regarding the need for comparable information. There was agreement by the Presidents that the data should be reported in a uniform and consistent manner. Following discussion, the Presidents requested that Dr. Krotseng ask the TrainND Directors to develop their best proposal for a common budget format and to bring that back to CTEC for consideration.

Dr. Bower asked about the Cross-Region Alliances and the document included in the agenda. Dr. Krotseng provided the group with some background information about the position statement. It is a starting point and not a final document. Discussion followed concerning the best approach to dealing with the issue of cross-training. After some consideration, the Presidents requested that Dr. Krotseng discuss the guidelines with the TrainND Directors and charge them to draft a document that adequately addresses the process for referrals across regions. This may involve different scenarios.

**Federal updates**

Dr. Krotseng shared information about the upcoming conference call with the Department of Education’s Office of Vocational and Adult Education and if they have any suggestions or questions for the conference call.

Dr. Krotseng asked if there were any updates on ARRA funding. Dr. Bower shared information about the Dakota Nursing Program grant. A letter of support was received from Jim Hirsch, and they are proceeding with grant submission.
Interim Higher Education Committee report
Dr. Krotseng thanked Dr. Richman for hosting the Interim Higher Education committee meeting in August. Dr. Richman informed the members that part of his presentation to the Interim Workforce committee on October 7 will include an executive summary of Bob Gette’s white paper. Brief discussion of the committee meetings followed.

Dr. Krotseng asked for any comments or questions about the format of the alignment plan report recently sent out. Dr. Richman asked how the roundtable process and the six cornerstones relate to the document. Dr. Krotseng mentioned that the first five cornerstones are referenced within the document. She said there is definitely no movement away from the cornerstones and, in fact, the new strategic plan is built upon the original roundtable cornerstones. She agreed that the roundtable plays a critical role in bringing the private sector together with the stakeholders, including legislators.

Dr. Krotseng mentioned the budget guidelines which were recently distributed and asked the members about the collaboration of the CTEC group in regards to budget items. Dr. Richman commented it is important to continue funding for the two-year marketing campaign for awareness of the two-year campuses. Dr. Krotseng agreed that it was a priority and invited members to suggest other potential budget items for consideration at the next meeting.

Other business and open discussion
Dr. Krotseng asked for any other items for discussion or requests for the next meeting agenda. She reminded the group of the Governor's Workforce Summit and other upcoming meetings noted on the agenda.

The meeting adjourned at 10:45 a.m.

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