College Technical Education Council (CTEC)
Wimba
Tuesday, February 23, 2010
10:30 a.m. – 3:30 p.m. CT

Members Present:
  Dr. Drake Carter, Provost and Vice President for Academic Affairs, BSC
  Mr. Doug Darling, Vice President of Instructional Services, LRSC
  Dr. Ken Grosz, Executive Dean, Dakota College-Bottineau
  Dr. Marsha Krotseng, Vice-Chancellor for Strategic Planning/CTEC Executive Director, NDUS
  Mr. Wayne Kutzer, Director of Career and Technical Education
  Dr. Ray Nadolny, President, WSC, via conference call
  Dr. John Richman, President, NDSCS

Also Present:
  Art Rude, BSC; Marietta Kemmet, NDUS

Dr. Krotseng called the meeting to order at 10:45 a.m. and thanked the members for their presence at the press conference this morning announcing the Community College Awareness Initiative (CCAI).

Approval of January 26, 2010 CTEC Minutes
It was moved by Dr. Carter and seconded by Mr. Kutzer to approve the minutes from the January 26, 2010, CTEC meeting. The motion was approved unanimously.

Informational updates on new programs
Dr. Grosz informed the group about a stage one proposal for a diploma in college studies. This will be a one-year program modeled after a similar Bachelor’s Degree in university studies at four year colleges and universities. Dr. Grosz said this was being proposed after studying data showing a large percentage of students are undecided.

NDCCC update
Art Rude handed out information containing the treasurer’s report from NDCCC. He discussed the detailed report for the NDCCC and the requests received for professional development applications. The annual meeting for NDCCC will be held in May at Wahpeton. The theme of this annual meeting will be the revision of the constitution to make it a working document. Mr. Rude asked for the committee’s input on criteria in awarding professional development requests. He asked if the funds should be only for professional development or should they be considered for recertification. The members of the committee felt it should be used only for advancement, and the recertification should be the responsibility of the administration. Dr. Krotseng expressed appreciation for NDCCC’s willingness to reconnect with CTEC. Mr. Rude also told the group if they had any concerns or questions to contact him. He also thanked the group for the opportunity to serve on NDCCC.

Workforce Enhancement Grant updates
Dr. Richman announced NDSCS is working with the Governor’s office to tentatively schedule a press conference to announce the workforce enhancement grant with Snap-On Tools. Dr. Carter, BSC, commented on a pending partnership with the Department of Corrections for a welding
program. This will be a simulated welding program and hopefully will reach inmates on a timely basis. Mr. Darling talked about the wind program at LRSC and the difficulty securing matching funds. Dr. Nadolny said WSC is finished with its proposal but negotiations are still in progress for the matching funds.

**Update on Statewide Strategic Plan for Workforce Development**

Dr. Krotseng updated the group on the meeting that took place with the Department of Commerce, Job Service, Career and Technical Education, and the Department of Public Instruction. Dr. Krotseng briefly reviewed the purpose of developing a Statewide Strategic Plan for Workforce Development. The legislative intent was to produce a unified message and statistics showing the jobs in demand and the hot jobs. Concern was expressed about how the new plan will encompass the various entities. Dr. Krotseng stated that the goals discussed to date have been very consistent with the NDUS Strategic Plan. Dr. Krotseng also commented on the funding aspect of this plan. The last legislative session put in a requirement for CTE and the University System to present their workforce-related budget initiatives to the Workforce Development Council. Discussion has been held with the Chancellor concerning this issue.

**Workforce Accountability Measures Committee**

Dr. Krotseng listed the members of the group and the purpose of the committee. Members include several individuals from the Department of Commerce; Tracy Korsmo from State Information Technology; Michelle Olsen, Findet; Steve Snow from DPI; Wayne Kutzer, and Edie Armey, TrainND representative. Edie will not be able to continue to serve due to her accreditation responsibilities on campus. This discussion’s focus was on the need for an inventory of all the data being requested and the agency responsible for providing this data for the state longitudinal study. Mr. Kutzer said the state wide longitudinal study will be all encompassing, which is the goal. Dr. Krotseng informed the group of an article in the Chronicles of Higher Education concerning events on the federal level and trying to determine how data can be legally shared to compile these types of reports.

**TrainND update**

Dr. Krotseng updated the group on the recent meeting held with Michelle Olsen and Julie Schepp. After this meeting further discussion has occurred concerning requests to TrainND and reporting of information needed for Findet to complete analyses. The different types of information requested are a concern and need to be addressed, but the first priority is to ensure that the information currently requested is consistently reported. Dr. Krotseng outlined the need for a more definitive list of the data fields used to collect information from the HR software. There also needs to be a review of current reporting structure guidelines to make sure information provided is in the correct format and the reports are named in a consistent manner. Another issue is reporting deadlines. Once the information is compiled, laid out in a consistent manner, and agreed upon, it will be added to the TrainND procedure manual. Dr. Krotseng said Marietta will be contacting the campuses to set up a meeting with the TrainND directors, presidents, other individuals involved with the reporting process. This meeting would also include Michelle Olsen, Julie Schepp, and Mike Hillman. Dr. Krotseng asked the members who the TrainND directors report to on their campuses. Mr. Darling reported TrainND at LRSC reports to him; Dr. Nadolny reported the TrainND director at WSC reports to him; Dr. Carter said BSC TrainND report to him; at NDSCS the TrainND office reports to an interim director, then Harvey Link and then Dr. Richman. Discussion followed about the
requirements and clarification for reporting data. Reporting the SSN was discussed and it was requested that CTEC obtain clarification from Pat or Cyndi on the requirement to report this number. Dr. Krotseng discussed the data previously reported and the information contained in this report. There appears to be some inconsistency among staff in gathering the data and the required reporting information. Dr. Krotseng proposed designing a template everyone could use for reporting purposes.

The TrainND logo was discussed and Dr. Carter distributed a document displaying a current web site used by Basin Electric. Comments were heard concerning the logo and the opinion that it should brand the four community colleges and direct individuals to a contact person. Dr. Carter felt it was important to make clear to employers where to find and contact TrainND.

The Cross Regional Collaboration training agreement was discussed. The ultimate goal is to finalize the agreement. Questions were asked about the continuing need for an agreement. Dr. Krotseng made changes in the document’s opening paragraph and asked for comments.

Dr. Richman shared an update on the search for the dean of the TrainND program. They are still working with Bobcat and their personnel training, and they have been approached by other companies looking for training. Dr. Carter, BSC, said income is down this year and the decrease could be attributed to the number of employees served, not fewer businesses served. Mr. Darling, LRSC, said there has been restructuring of some training. There is more training with fewer employees and a variety of new businesses. He also spoke about the wind turbine program and the difficulties they are encountering in securing matching funds. Dr. Nadolny, WSC, discussed CDL training and the response to rig training requests. A new faculty member will be hired soon to handle some of these requests.

Mr. Kutzer said there has been discussion about moving funding out of CTE and into the University System budget. Mr. Darling expressed concerns about how it might be used differently. Dr. Richman commented that he thought it had been moved out of the line item budget already, and Dr. Krotseng agreed to confirm this with the Chancellor.

**Phi Theta Kappa (PTK)**
Mr. Darling updated the group about the ceremony scheduled for the 25th of March and reminded everyone to RSVP.

**Finalize March and November CTEC meeting dates**
It was decided to hold the November 2010 meeting on the 30th, from 9-12, using Wimba.

The March 2010 meeting was discussed and whether to have a joint meeting with TrainND. The question was asked whether it should be a face-to-face or by Wimba. After discussion it was decided to conduct the March 2010 meeting using Wimba. Dr. Krotseng said she would be meeting with Michelle Olsen and Julie Schepp and to work on a template for reporting issues and would report back at the next meeting.

**Other business and open discussion**
There being no further discussion the meeting was adjourned at 1:41 pm.