College Technical Education Council (CTEC)
Bismarck State College, NECE
Tuesday, April 27, 2010
9:30 a.m. – 3:30 p.m. CT

Members Present:
Dr. Mike Bower, President, LRSC
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
Dr. Larry Skogen, President, BSC

Also Present:
Art Rude, BSC; Randall Thursby, NDUS; Lisa Johnson, NDUS; Deanette Piesik, WSC; Edie Armey, LRSC; Teri Gullickson, NDSCS; Lori Heinsohn, BSC; Marietta Kemmet, NDUS

Dr. Krotseng called the meeting to order at 9:45 a.m. and welcomed the participants.

Conversation with Chancellor Goetz
Chancellor Goetz welcomed the Presidents and TrainND Directors and explained the purpose of the meeting. He feels it is critical to have periodic meetings to discuss topics of importance to both the University System office and TrainND. The Chancellor said the meetings were vital to allow him to get a sense of the future of TrainND and what is on the minds of the directors. The Chancellor expressed his appreciation for the good work in each of the regions across the state and emphasized their importance within the North Dakota University System. The Chancellor discussed the Strategic Plan and how it relates to TrainND and workforce training. Discussion was held concerning issues specific to the various sectors.

The Chancellor spoke about the agenda for the June 9th meeting with Senator Grindberg and TrainND directors. Discussion followed concerning the funding model. The Chancellor suggested that TrainND present organizational charts to explain who receives their reports and also discuss how they play a vital part in the business community.

Signing of Cross Regional Training Agreement
Dr. Krotseng shared with the group the Cross Regional Training Agreement and its history. She pointed out that the version sent with the agenda materials contained typing errors which were corrected, and the document to be signed had those corrections. TrainND directors felt communication was the most important aspect of this document. The chain of communication was discussed and how to work out any issues between sectors. TrainND directors will first contact their presidents if they are unable to resolve an issue on their own. The next step will be for presidents to communicate directly. Dr. Krotseng can be informed of the situation as appropriate. Motion was made by Dr. Skogen and seconded by Dr. Bower to approve the Cross Regional Training agreement. Motion carried. Document was signed by presidents in attendance. Dr. Nadolny will sign the document and a completed PDF document will be forwarded to everyone.
Regional Updates
The northwest region reported on the commercial drivers license program. They are currently partnering with Bismarck State College. There is currently a full class in Minot and they are working with BSC for welding training. The revenue and number of people trained will be maintained, but may not meet goals. Dr. Nadolny said that as of July 1, 2010, Deanette will be moving from the position of Executive Director, TrainND to CEO of TrainND and Executive Director of Workforce Development. Deanette will be jumpstarting the Petroleum AAS degree.

The northeast region reported an increased need for training workers in the area of aging services and in-home providers in the region. The Strategic Plan under development for the Grand Forks area will be more aggressive. The wind energy program is in need of technicians, trainers and equipment. Dr. Bower spoke about the application for a major grant and notification of $65,000 for developing a curriculum for safety training.

The southeast region reported on Bobcat workers training and the magnitude of this project. The truck driver program has been expanding, and the current class is full with the next one near capacity. They are looking into the possibility of leasing more trucks. High-end computer training has increased dramatically, and they are doing their best to cover their 15 county area responsibility. A recent meeting with most of the advisory board members showed good results.

The southwest region reported on their recent advisory board meeting. They have established a business partner program in the Dickinson area, are pursuing one in Mandan, and are working on a partnership with the Strom Center to demonstrate training available at each center. Other major partnerships across the state include the ND Association of Counties, a mentoring program with Bank of North Dakota, and Department of Corrections. Steven Covey will give a presentation in May, and there has been a lot of social media training. Marketing efforts are underway for the Ed-to-Go programs. Collaboration efforts are ongoing with the energy sector. A Certified Medical Assistant program will be starting in May and an EKG program will begin soon. The total number of businesses served will be smaller, but the number of individuals trained will be greater.

Workforce Training Forum
Dr. Krotseng distributed a draft agenda for the June 9th Workforce Training Forum and outlined the background of the document. Senator Grindberg is specifically seeking comments from this group. It was suggested to focus on what unmet needs there might be in the state. Dr. Richman felt Senator Grindberg is looking for business and industry to step up. The creation of the business plan was discussed and it was felt that a one page document should be created. Discussion followed about the meeting, including making sure time allows for interaction with the business partners, discussing issues under the draft agenda item #4, how to answer specific questions, general expectations, the need to know more precise details, and the funding piece to show the components of this model. Dr. Krotseng asked for recommendations concerning the information to be presented at this meeting. The group agreed to hold an IVN meeting on May 18th to fine tune information for the Workforce Training Forum.

TrainND revenues and in-kind gifts
Deanette Piesik distributed a document which listed business/industry donations, (both revenue and in-kind) to TrainND. Discussion centered on how to best report this information as a whole. Dr. Krotseng commented that the document showed the involvement of the businesses and wondered if the companies could be listed with a dollar range instead of exact figures. A question was asked if
the credit and non-credit will be separated, and Deanette said sometimes it is possible to separate this item, but not always. A deadline of May 14th was set for directors to review what has been submitted and provide any changes to Deanette.

**Update on brochure for legislature**
Lori Heinsohn will update the current document and share with the group.

**Statewide Consolidated Plans for Workforce Development**
The document and various ways to meet the goals outlined were discussed. Dr. Skogen commented on the wording “unified system for delivery of workforce services.” Discussion followed on the definition and Randall Thursby shared a document from the Governor dated 2003 that said “the ND Workforce Development Council has developed a common definition for Workforce Development and Workforce Training and he encouraged all state agencies and councils to use this definition.” The struggle is going on across the United States concerning the collection of data and the use of social security numbers for reporting workforce training. Dr. Krotseng asked for the group’s input on possible goals related to TrainND by May 4th.

**NDCCC update**
Mr. Rude addressed the group about NDCCC and informed them of the annual meeting to be held at North Dakota State College of Science in May. The annual meeting will focus on updating the constitution. Since the last CTEC meeting more professional development funds have been awarded to individuals, and the group is on target for where funds should be at this time. He thanked the group for their consideration and for the continuing cooperation between CTEC and NDCCC. The incoming chair of the NDCCC will be Char Schuler of NDSCS. Dr. Krotseng thanked Mr. Rude for being a liaison between CTEC and NDCCC.

**Data Queries**
Dr. Nadolny discussed the issue of retrieving information and lag time for responses. He said they had tried to use a query and were unable to access the data. Randall said campus visits are planned over the summer months and training will be discussed during these visits that may alleviate the problems with queries. Discussion followed concerning social security numbers and the purpose behind collecting the numbers.

**Workforce Training Data**
At the February meeting, CTEC had requested an opinion from Pat Seaworth regarding reporting of social security numbers. The social security number can be requested – but not required- for tracking participation in workforce training. Randall Thursby reported there has been no response received on the ARRA grant request related to the State Longitudinal Data System. He said the funding will be used to create a consistent system and data conversion for existing systems. There are currently three modules ready for launching relating to the data warehouse. He discussed the three modules and their functions and the process for implementation. Questions were asked about the new software and whether it would be compatible with PeopleSoft; various e-mail issues also were discussed.

**Approval of February 23, 2010 CTEC Minutes**
It was moved by Dr. Richman and seconded by Dr. Bower to approve the minutes from the February 23, 2010, CTEC meeting. The motion was approved unanimously.
Informational update on new programs
Dr. Hillman spoke to the group about the approval process for academic requests. He said there sometimes is a lag time between program request and approval and asked if the academic process was a barrier or impediment to any of the members. The group felt the process was working and didn’t feel any hindrance.

Report from Director of Articulation and Transfer
Lisa Johnson introduced herself to the group. She shared her duties and the expectations of her position. She outlined current activities which include the General Education Summit recently held at NDSCS, a conference in Minneapolis for Prior Learning Credit, the use of ACT scores for placement, and the MHEC Crest Initiative. A meeting will be held in May concerning the definition of STEM. Prior learning can be valuable for bringing individuals into the system and helping them obtain degrees. A model Dr. Skogen suggested for comparison was Excelsior College which has elevated this program to help people with prior learning credits obtain degrees.

Workforce Enhancement Grant updates
Dr. Nadolny had no news to report. Dr. Skogen is working on another grant. Dr. Bower is working on finishing an application. Dr. Richman asked when we will evaluate remaining funds. December 1 was the date agreed upon earlier. Dr. Krotseng asked how much money was left and discussion followed on the amounts already requested.

Other business and open discussion
Dr. Richman asked the status of the Board’s Mission Review Task Force. Dr. Hillman said he was asking for clarification from the chairperson as to where, when, and how fast this process will be accomplished. Dr. Bower gave an update on the American Association of Community Colleges (AACC) Economic and Workforce Development Commission. The AACC has convened three different groups to study appropriate outcome measures for community colleges; these include the student persistence in completion working group which will report back to the steering committee on “Are students completing?” The Economic and Workforce Development group has the primary charge of developing community college outcome metrics related to the missions of workforce and economic development. The third group is a marketing group which will capture the things that are currently in progress. Dr. Nadolny commented on the article in the New York Times about Williston. Mr. Kutzer reminded the group about the upcoming technical assessments for the students who are completers at the campuses. SkillsUSA is working with the Kellogg Foundation which put around $4 million into an assessment program. Dr. Skogen informed the group about the upcoming meeting with the North Dakota Legislative Group concerning new program funding and asked for their support for the budget.

Dr. Krotseng informed the group about the hiring of the grant developer, Cathleen Ruch, who will be starting June 28th. She will be housed at NDSCS.

The upcoming important dates were discussed.

The meeting was adjourned at 2:47 pm.

c:\april 27 draft minutes.doc