Members Present:
  Dr. Mike Bower, President, LRSC
  Dr. Ken Grosz, Executive Dean, DCB
  Dr. Marsha Krotseng, Vice-Chancellor for Strategic Planning/CTEC Executive Director, NDUS
  Dr. Ray Nadolny, President, WSC
  Dr. John Richman, President, NDSCS
  Dr. Larry Skogen, President, BSC

Also Present:
Cathleen Ruch, NDUS; Debra Anderson, NDUS; Dr. Drake Carter, BSC; Mary Friesz, BSC; Jordis Conrad, BSC; Barbara Spaeth-Baum, NDSCS; Marietta Kemmet, NDUS

Dr. Krotseng called the meeting to order at 9:00 a.m. and welcomed participants.

Approval of October 26, 2010 Minutes
It was moved by Dr. Skogen to approve the minutes from the October 26, 2010 meeting, seconded by Dr. Bower. The motion carried.

CCAI update
Ms. Anderson updated CTEC on the developments with CCAI. The materials in the packets, from Odney, show the direction of the initiative. The two adjustments recommended by Odney are the expansion of the use of social media and changes to the landing page. Odney has recommended a month-to-month retainer for the social media outlet, which will cost approximately $1,500 per month. Dr. Skogen asked if the budget includes funding for each biennium in the base budget and Ms. Anderson said it is included. Concerns were expressed about a new vendor being hired with each successive biennium and the cost involved. There was discussion concerning the target audience and whether it reflects the goals of the strategic plan or if there should be more emphasis on the non-traditional students and their recruitment. Dr. Richman felt the target of the initiative was traditional high school students and additional dollars would be needed to reach other groups. Ms. Anderson said feedback from legislators has been very positive and the goal of the Public Affairs Council (PAC) is to be proactive.

Informational update on new programs
Dr. Grosz reported on the collaboration with Valley City State University for associate degrees. They are also working with VCSU to extend a PN program to Lisbon. Dr. Richman asked which programming areas were being considered and Dr. Grosz said programs being considered include medical assistant, para-education, care-giver services, associate in arts, and an associate in science, as opposed to an associate in applied science.

Update on Collaborative Program Initiative
Dr. Carter discussed the progress with the initiative. The Northern IT consortium is working to eliminate duplicate services in the technology area. ITCND and Job Service are supportive of this
Dr. Richman said at NDSCS programs are maintaining their levels, but it is difficult and there needs to be a push to get students into the programs. He said he would be talking to his campus on the lead agency question and supports moving the initiative forward. Dr. Krotseng spoke with Deana Wiese, Executive Director of ITCND, and there are concerns about the lack of students in the technology programs. This is a major concern and they are encouraging students to enter these occupations. Dr. Bower complimented the individuals who have put this initiative together. When the consortium was developed the concern was about the low numbers in the technology programs. He said Doug Darling has spent considerable time creating the consortium to encourage students and increase the numbers in the IT programs. Dr. Bower has concerns about the time-line being too aggressive and the need for collaboration among faculties to develop curriculum. Dr. Carter addressed the need for outreach and raising awareness of IT careers. He said discussion has centered on someone to oversee this project similar to the Dakota Nursing Program. The issues of sustainability, structure of the budget, and division of classes between institutions were all discussed. Dr. Ruch asked when the Tribal Colleges would be asked to participate and Dr. Grosz felt Tribal Colleges should be involved as soon as possible. Dr. Skogen asked if this collaborative program initiative is critical and if it should be addressed a month before the legislature meets. Dr. Carter asked if CTEC wanted the vice-presidents to meet and develop a budget. Dr. Krotseng stated that if the group decides to move ahead with the grant request, it needs to be done in a timely fashion and done correctly. Dr. Ruch discussed the TAACCCT grant being considered through the Department of Labor that may provide an opportunity for funding. The grant targets getting unemployed workers back to school, particularly in the IT area. Once the guidelines have been announced there is a 90-day window to apply for the grant. Dr. Krotseng asked for members’ input and a vote on the budget development and time-line. Members were in favor of proceeding with the grant application. Dr. Carter said with the upcoming legislative session, there will be little progress made over the next four months and, with summer following, it could be July or early August before there is a plan for submission to funding agencies. Dr. Ruch said she would take her lead from the academic provosts and presidents on how they wish to proceed in developing the budget. Agreement was reached to move ahead with the concept with Dr. Ruch, Dr. Carter, and academic officers from the campuses taking the lead. When Dr. Ruch receives further information, she will keep the group informed.

**WorkKeys Update**

Dr. Krotseng said there were no recommendations from the Education Commission in regards to Workkeys. If there are any recommendations, they will be more likely to come from the secondary education side rather than from the post-secondary side. She said if anyone has concerns or questions regarding Workkeys they can be sent to the CTEC listserv and she will respond.

**Mon-Dak Conference Update**

Dr. Grosz reported the women’s coach at DCB has heard both Montana schools were dropping out of the conference. He said the concern now is to address the scheduling problem. Dr. Krotseng asked Dr. Richman to provide a written update on this matter to the CTEC members through the listserv.

**Workforce Training Update**
Dr. Skogen reported on activities in the southwest region. The welding trailer purchased from NDSCS and the three welding simulators are being modified. It will be ready soon.

Dr. Bower reported on activities in the northeast sector and the progress being made with businesses in the Grand Forks area. A grant with Cankdeska Cikana has been approved to train medical transcriptionists and CNAs. No final dollar amount has been determined, but it could be as much as $5 million.

Dr. Nadolny reported that 1,100 individuals were served during the last quarter and 1,700 this quarter to date. The instruction classrooms are being moved to the TrainND offices to try and keep up with demand.

**Workforce Enhancement Grant Update**
Dr. Krotseng had a meeting with Beth Zander concerning the balance of the Workforce Enhancement Grant. WSC and NDSCS have submitted applications and they will be acted on by the Workforce Enhancement Grant Council. With approval there will be a balance of $8,000-$10,000. Dr. Skogen asked if the $2 million has survived in the Governor’s budget and Dr. Krotseng responded an Interim Workforce Committee recommended an appropriation of approximately $1.5 million in a bill for a Workforce Centers of Excellence.

**Phi Theta Kappa**
Dr. Skogen reminded everyone of the December 1st deadline for the All-USA applications. Last year there were no applicants from WSC. The Phi Theta Kappa dinner will be on Wednesday, March 9th at BSC.

**Other business and open discussion**
Dr. Skogen shared the *Giving* magazine and the article concerning NDSCS. Dr. Grosz also complimented Dr. Richman and NDSCS on the information concerning the wages graduates are obtaining.

The meeting adjourned at 10:29 a.m.