Members Present:
Dr. Mike Bower, President, LRSC (via telephone)
Dr. Ken Grosz, Executive Dean, DCB
Dr. Marsha Krotseng, Vice-Chancellor for Strategic Planning/CTEC Executive Director, NDUS
Mr. Wayne Kutzer, CTE
Mr. Justin Maddison, WSC, for Dr. Nadolny
Dr. John Richman, President, NDSCS (via telephone)
Dr. Larry Skogen, President, BSC

Also Present:
Dr. Cathleen Ruch, NDUS; Aimee Copas, NDUS; Char Schuler, NDSCS (via telephone); Marietta Kemmet, NDUS; Tim Mueller, NDUS; Merle Botone, Indian Affairs Commission

Dr. Krotseng called the meeting to order at 10:00 a.m. and welcomed participants.

Approval of November 30, 2010 Minutes
It was moved by Dr. Bower to approve the minutes from the November 30, 2010 meeting, seconded by Dr. Skogen. The motion carried.

Informational update on new programs
Dr. Grosz shared information concerning programs that will be extended to additional locations. These include programs at BSC for para-education and caregiver services; and medical assisting, para-education and caregiver services at VCSU.

Community College Survey of Student Engagement
Aimee Copas, Academic Affairs Associate, discussed the progress of the Community College Survey of Student Engagement. Ms. Copas shared what questions will be asked on the survey. She also informed the group about the Retention Summit scheduled for May 19-20 at BSC. Discussion followed about survey results and using them in meaningful ways.

NDCCC update
Char Schuler updated the group on NDCCC events. She discussed budget items, various income dollars received, and carryover dollars. The past year budget was built on $58,000 based on the carryover. Ms. Schuler reported on previous meetings and the election of officers. Accomplishments for the past year include updating the constitution, ongoing work with the instructional technology initiative, and better use of dollars to provide instructional technology across the campuses. Currently there is $4,000 allocated for this purpose. She discussed professional development classes and the applications received for these funds. Twenty-eight applications were received and eighteen were funded for a total of $11,217. Ms. Schuler reported on the newer group award which is an invitation for group collaboration. There were six applications received and four were awarded for a total of $10,000. The website (NDCCC.org) has been updated and redesigned by students at DCB. Another major focus is the annual Teaching Retreat, scheduled for May 17-20 in Medora. The event was cancelled because there were
only 10 individuals registered. Rick McAllister, LRSC, will be the new NDCCC Chair after the May meeting.

**Report of Student Services Collaborative Discussion**

Dr. Krotseng outlined progress to date. Donna Fishbeck, BSC, took the lead and has provided an outline for the Student Services Collaborative Concept document. It focused on the needs of the five community colleges regarding how to best support students as a starting point. Discussion centered on the summer College Readiness Academy at NDSCS and whether this would be considered a collaborative effort among the five community colleges. Dr. Richman discussed a newly discovered program called MapWorks and how it could be utilized to increase communication between instructors and counselors. The council felt it may be best not to start any new initiatives until the session is over and the strategic plans from each institution have been further developed. The group is supportive of the system-wide Non-Traditional No More initiative, but this may not be the best time to take on a new project. Action step is to ensure CTEC is given an update on the Non-Traditional No More activities at the next meeting.

**Legislative Session**

Dr. Krotseng discussed bills relating to CTEC and their current status.

**Background Checks/Residence Hall Students**

Dr. Grosz commented that the mental health support has been taken out of the budget. He also said DCB is seriously considering doing background checks for all students applying for residence hall rooms; this would take effect in Fall of 2012. Funding has been secured from the state and a private contractor has been contacted for rates. Cynthia Wagner Goulet is researching the legality of the background check.

**GEAR UP Grant**

Dr. Krotseng introduced Dr. Ruch and outlined the history of the GEAR UP grant in North Dakota. Dr. Ruch discussed the grant and the opportunity to help with retention and developmental courses. The criteria and target group of the grant was discussed. She addressed questions concerning the previous grant submission, the focus on STEM, and parental involvement. The Indian Affairs Commission has been designated by the Governor’s office as the lead agency in this grant.

**Workforce Enhancement Grant Update**

Dr. Krotseng asked for updates on Workforce Enhancement Grants. There were no updates at this time. Dr. Richman asked if legislation continues as is, $2 million, will the verbal agreement continue for each eligible institution to pursue grants up to one-quarter of the amount available? The consensus of the council was to continue this practice from past years.

**Workforce Training Update**

Dr. Krotseng asked for TrainND updates from each region. Dr. Skogen announced a second trailer has been acquired for welder training. Dr. Bower said they continue to work with their partners in Grand Forks and throughout the region. Dr. Richman said there has been some internal restructuring within the Dean of College Outreach, which includes TrainND in the southeast region. Mr. Maddison had no update concerning the northwest.

Dr. Krotseng updated the group on the efforts of the TrainND directors to develop their consolidated Business Plan for 2011-2013. This will be a common business plan incorporating all of the different regions into one seamless document. She has asked the supervisors and presidents to review these plans.
and then the plans will need to be approved by the advisory boards from each region. The goal is to have this approved at the June SBHE meeting for implementation at the beginning of the fiscal year in July.

Dr. Krotseng reported on discussions with Randall Thursby to move all of the TrainND regions to a common data platform (Campus CE). This would make reporting much easier and more efficient. Directors are working with IT to help standardize the data collected. With the shift in the Department of Commerce and Beth Zander assuming leadership, discussion has taken place concerning what might be appropriate accountability measures for reporting to the Department of Commerce. Dr. Skogen asked if anyone has seen the draft of the Workforce Enhancement Grant procedures drawn up by Beth Zander. Concern was expressed over the changes being contemplated and identification of workforce needs. The council agreed to review the draft document at the next meeting and identify next steps based on that discussion. Dr. Krotseng briefly discussed items on the Workforce Development Council agenda scheduled for later in the week.

**NDUS Subscriptions**
The system is taking a look at the databases currently subscribed to and if they are being fully utilized.

The Community of Science database subscription was discussed and the history and the usage by each of the campuses. A survey of campus liaisons conducted earlier this year indicated some institutions use this more than others. It was felt it was more oriented towards research institutions than two year institutions. The subscription runs through January 31, 2012 and at that time it may be restructured if it is not used by the community colleges.

The Economic Modeling (EMSI) database was discussed and Dr. Krotseng reported the usage by the community colleges. She is checking into the possibility of one subscription that would allow up to 10 users.

**Community College Virtual Symposium**
The national symposium will be held on April 27th. Dr. Krotseng will be participating as will Dr. Richman.

**Proposed Calendar for 2011-12 year**
Discussion was held concerning the changes for the upcoming year and the options for the meetings. Dr. Bower suggested using technology instead of traveling. It was agreed to continue with the May 24th meeting and to use the “Meet Me” technology. Consensus was reached to use technology as much as possible and to schedule the meetings every other month and have a 9 am start time for the technology meetings.

**Other business and open discussion**
Mr. Kutzer spoke about the federal legislation and how it will affect CTE. The Tech Prep dollars will be discontinued and also 2% will be reduced. The allocation for Perkins will be somewhere between 9-10% less than last year. Questions were asked about the Career Tech Prep coordinators and the amount of reduction overall.

There being no further business, the meeting adjourned at 2:21 p.m.