Members Present:
- Dr. Doug Darling, Interim President, LRSC
- Dr. Ken Grosz, Executive Dean, DCB
- Ms. Lisa Johnson, Director of Articulation and Transfer
- Dr. Wanda Meyer for Dr. Raymond Nadolny, President, WSC
- Mr. Wayne Kutzer, State Director, Career and Technical Education
- Dr. John Richman, President, NDSCS
- Dr. Larry Skogen, President, BSC

Also Present:
- Beth Zander, Department of Commerce; Karla Hixson, TrainND; Marietta Kemmet, NDUS

Ms. Johnson called the meeting to order at 9:05 a.m. and welcomed participants.

Approval of August 9, 2012 Minutes
It was moved by Dr. Richman, seconded by Dr. Darling to approve the minutes from the August 9, 2012 meeting. The motion carried.

Informational update on new programs
Bismarck State College, North Dakota State College of Science, and Lake Region State College had no new programs. Dakota College at Bottineau is exploring a Photography program and Williston State College is working with Rockwell Association on a program in automation and control.

Non-Traditional No More Update
Ms. Johnson discussed the plans for the upcoming Non-Traditional No More (NTNM) conference scheduled for April 10th and 11th. The speakers will be affiliated with WICHE and will help the group in planning for the future of NTNM.

Federal Regulation and Distance Education
The document provided by Mr. Larson was discussed with the group. The five important questions to be asked in each state were pointed out as critical when signing agreements with other states. Dr. Skogen commented that BSC is currently in 48 states at this time and they have divided the states into 3 categories, the first category are signed agreements, the second category, which is the largest group, is a work in progress, and the third group, consisting of 10 or less, is considered expensive or difficult to complete. Dr. Darling said there are a few states where the cost of the application process is steep and may not be financially feasible to continue with completion of the agreement. Mr. Kutzer discussed the part CTE plays in the authorization process with other states wishing to deliver programs in North Dakota. He said legislation has been proposed to change the process for authorization requests by sharing the duties between CTE and the University System. Dr. Skogen brought up the Pearson Initiative relative to on-line delivery and how it may relate to the two-year consortium.

TrainND Update
Ms. Hixson updated the group on the Annual Reports for TrainND and the performance measurements for Workforce Training encompassing the years from 2006-2012. In previous years TrainND has compiled a report for the legislature combining the four regions reports and testimony on the training but they will not be doing that for the upcoming session. She updated the group on the statewide software and the progress. BSC and WSC have implemented the software and NDSCS and LRSC are in the process of implementation. Ms. Hixson also shared with the group the marketing information that will be used at the capitol for Higher Ed day during legislative session.

**Department of Commerce/Workforce Update**

Ms. Zander discussed the Biennial Strategic Plan and discussed the goals contained within the plan. Goal Three in particular impacts the system and the relationship to TrainND and Workforce 20/20. She shared information concerning the statewide industry meeting, which will focus on youth awareness, to be held in May 2013. Mr. Kutzer discussed the goal which addresses preparing future workforce and expanding the access to training and career and technical awareness. Goal 3 was addresses increasing the use of internship and cooperative work experience. Ms. Zander stated that Ryan Volk will be liaison for the performance funding report tasks to gather the data for the report which is due to the legislature by state statute.

**Workforce Training Update**

Ms. Zander reported an email had been sent to the four regions concerning remaining funds. The request has been made for $2 million for the next biennium.

**Phi Theta Kappa Recognition Dinner**

Dr. Skogen said the recognition dinner for PTK will be held on March 7, 2013. He gave a background on the program to update Ms. Johnson. In previous years NDUS has purchased the medallions and certificates, and obtained congratulatory letters from the governor and chancellor. BSC, as host school, will be responsible for contacting the four-year institutions to determine their willingness to offer scholarships to the honorees.

**“50 State Systems of Community Colleges”**

Ms. Johnson briefed the group on the history of the book and how the system may participate in the project. She outlined changes that will be made in the report to the group compiling the information. For example, there were name changes, total enrollment figures were updated, language was removed regarding tribal colleges as part of the NDUS, and Laura Glatt will provide funding information. In addition, the differences between Workforce Training and Workforce Development will be redefined. Ms. Johnson is seeking feedback on the accountability and performance indicator portion of the document. Dr. Skogen referenced a report received in previous years concerning the accountability reporting measures and he suggested using that information for the performance question in this document.

**Certification Training for Career Services/Career Planning Staff**

Mr. Kutzer provided information to the members concerning training available through CTE for the high school career counselors. Participants would receive national certification as a “Career Development Facilitator” once they have completed the training. The training provides an opportunity for sharing/coordinating what is going on at the secondary and post-secondary level.

**Tuition Model**

Dr. Richman shared with the Council the progress made in reference to the tuition model. He briefly outlined how the preferred low tuition band among the five two-year colleges was derived. He stated that three of the institutions are close to the agreed upon figure of $112, with LRSC being the outlier at
$126. A discussion followed on how the dollar amount was determined and how to adjust the figures to reflect close to the same per credit hour rate. Dr. Skogen pointed out the problem with the formula, trying to make it fit the institutions equitably, how the current tuition model works, how the new model might not work for all, and how the lower dollar figure could hurt some of the institutions. Dr. Richman proposed a document be presented to the Chancellor, which would have the consensus of the five two-year institutions, agreeing on a preferred per credit tuition rate for the four institutions, NDSCS, BSC, DCB, WSC, at a rate of $112.25 beginning in AY 2013. During the next four years WSC would increase approximately 2.8% each year. The same message would convey support for Lake Region to be the exception and their rate remain at $126. Dr. Darling expressed concern on how reducing their tuition from $126 to $112 would result in $500,000 less revenue each year.

Dual-credit Tuition Model
Dr. Richman stated that the consensus is for a $60 per credit for dual credit offerings off-campus when the high school is supporting the funding model. A four year time frame would be used to arrive at this figure for dual credit charges. The goal is to offer off-site supported dual credit at $60 and would hopefully take away competition between the campuses. Discussion included the opinion that offering both a subsidized rate and a regular tuition rate is impractical, who would take the regular rate, when the subsidy is available, and the revenue that would be lost to increased headcount. The report is not due in the System Office until July 1, 2013.

Other business and open discussion
Ms. Johnson reminded members of upcoming meetings.

Dr. Skogen asked if anyone had received messages from the chancellor on what will be shared with the legislative committee’s in January. He said he plans on using the OMB brief for his presentation.

Motion to adjourn by Dr. Skogen, Mr. Kutzer seconded. Motion carried.

The meeting adjourned at 11:03 a.m.