Members Present:
Dr. Drake Carter, BSC for Dr. Larry Skogen
Dr. Doug Darling, LRSC
Dr. Ken Grosz, DCB
Ms. Lisa Johnson, NDUS
Mr. Wayne Kutzer, CTE
Dr. Ray Nadolny, WSC
Dr. John Richman, NDSCS

Also Present:
Ms. Tanya Spilovoy, NDUS; Beth Zander, Department of Commerce; Marietta Kemmet, NDUS.

Ms. Johnson called the meeting to order at 9:01 am

Approve Minutes from May 28, 2013 meeting
Motion was made by Dr. Richman to approve the minutes from May 28, 2013, seconded by Mr. Kutzer, motion carried.

Informational update on new programs
Dr. Richman had no new program updates. Dr. Carter had nothing to report at this time.

Non-Traditional No-More (NTNM) update
The final NTNM meeting was a collaboration with WICHE. Funding has expired for NTNM but she will continue to monitor the Listserv to continue the discussion concerning non-traditional serving. Ms. Johnson said she has had requests by several campuses to possibly have a retention summit to define exactly what a non-traditional student encompasses. Dr. Nadolny commented that the focus has shifted from retention to completion. Dr. Richman added that he would be in favor of a retention summit. Discussion was held on whether retention should be measured or if completers should be the focus. Ms. Spilovoy commented that the Higher Learning Commission is interested in retention rates.

Federal Regulation of Distance Education update
Ms. Spilovoy detailed state authorization reciprocity agreements before and after. The State Board of Higher Education is the contact point for any institution wishing to present programs within the state. She said that CTE will continue to authorize institutions that offer career and technical education programs and NDUS focuses on degree granting post-secondary institutions and goes into effect on August 1, 2013, with House Bill 1103. It also states that any entities that are completely on-line are exempt, but they will still need to register. She discussed the documents distributed and the proposals by WICHE and MHEC to collaborate to continue the registrations. The documents are similar between the two groups, but there is still a waiting time for the funds to be allotted. She said she is available to collaborate with the institutions across the state. She is trying to coordinate with the group of Distance Education directors to form a council within NDUS.

Ms. Johnson informed the group that the University of Phoenix and Berthold Community College in North Dakota have both been placed on notice and wanted the group to know the status of these two
institutions. Ms. Johnson also informed the group about an institution, Ashford that is looking for partners within the state. She also said the group had recently been placed on notice but have rectified the situation.

**Department of Commerce/Workforce update**
Ms. Zander shared with the group about the five tribal colleges and the grant they have received from the legislature. Four of the five have submitted grant applications and two have mentioned leveraging trend grant programs. Another round of applications will be run in October.

Ms. Zander mentioned that the Joint Governor’s Workforce conference is September 18-20 in Fargo. TrainND will be providing a breakout session. She also asked about the deadline agreed upon for submitting workforce grants. After discussion the group agreed to a December 1st deadline for submitting applications.

Ms. Johnson asked the group if they would like to have a representative from the system office join the group to update the group on the events occurring within the North Dakota Workforce Council.

**Workforce Training Equipment Grant Procedure Draft**
Dr. Carter questioned if there was a formal definition of training. Mr. Kutzer said it is for non-credit for TrainND. Dr. Carter also asked if there was an official definition of equipment and Mr. Kutzer said there is not an official one, but the definition used by CTE isn’t the dollar amount but whether or not it is used within a year. He said if it can be used up within a year it is considered consumable.

Mr. Kutzer outlined the procedure guide draft and has made some modification after suggestions were made by people involved. He pointed out specific items in the application such as equipment purchases have to be specific to TrainND. Training costs are allowed in the grant proposal as part of the matching funds item and also a definition of match, cannot be state or private funds, but have to be public sector. He stated that if anyone had specifics in mind concerning the match, he said they could send them to him and he would review and help to make a determination on allowing the match. He will finalize the guide and have to members by the end of July.

Dr. Richman discussed a recent conversation with other presidents concerning using the first requests for equipment and then the remainder be equally disbursed among the requests. Discussion was held concerning the sense of the sectors pulling apart and not working together to best utilize the grant.

**Workforce Training Update**
BSC, WSC and NDSCS had nothing to report. Dr. Darling said an agreement has been signed with Little Hoop to deliver CDL training collaboratively. They are also looking at doing regional CDL training in Grand Forks with businesses. Dr. Carter reported Carla has been in contact with DSU personnel concerning CDL training Dickinson.

**CTE’s Professional Development Conference**
Mr. Kutzer reminded members of the deadline registration. The list of speakers and programs are online and he encouraged members to promote the conference to campus personnel.

**Future Meetings**
Ms. Johnson discussed the schedule for upcoming CTEC meetings. There is a conflict with the Joint Board meeting in September. After discussion it was agreed to keep the meetings on the 4th Tuesday of each month, with no meetings scheduled for August and December.

**Other business and open discussion**
Discussion was held concerning who would facilitate future CTEC meetings and also the various
positions open within the system. Ms. Johnson asked for comments concerning an email she forwarded to the members from Job Service in Williston which contains a list of jobs in the area. Dr. Carter felt it was a useful document to help track trends in the job market.

The meeting was adjourned at 10:18 a.m.