

Governing Board Annual Meeting

Wednesday, August 21, 2024 - 5:30 – 7:00 pm

Location: West Fargo District Office – Board Room – 207 Main. Ave. W. West Fargo, ND

Meeting Folder Materials ([click for materials](#))

5:30 pm - Call to order – Patti Stedman, Vincent Williams, Denise Jonas, Penny Johnson, Morgan Forness, Jason Nelson, Corey Steiner, Jackie Gapp, Lana Feeley, **Minutes:** Ryan Pierce

Call to order – Chair – Patti Stedman

Introductions

Approval of Agenda

- Motion to approve agenda Morgan Forness. Seconded by Jackie Gapp. Motion carried.

Governance Board Orientation

- Governance Board Handbook ([link](#))
 - The board will review and provide feedback at the November 13 meeting.
- Overview & Website
- Overview of By-laws ([link](#)) & Joint Powers Agreement ([link](#))
- Strategic Plan 2024-2029 ([link](#))
- Reorganization of Board – Chairperson and Vice Chairperson
 - Nominations for chair. Morgan Forness Nominated Pattie Stedman. Second by Penny Johnson. Motion carried.
 - Nomination for Vice Chair. Morgan Forness Nominated Vincent Williams. Second by Jason Nelson. Motion Carried

Reading and approval of the minutes of the last meeting

- Governance Board - April 17, 2024 ([approval of minutes](#))
 - Motion to approve agenda Morgan Forness. Seconded by Penny Johnson. Motion carried.

Budget & Financial Report

- 23-24 Year-ending financial reports - June 30, 2024
 - Program Report ([link](#)) and Program Summary ([link](#))
 - Local Cost Share 2023-2024 ([link](#))
- 24-25 C3TEC Budget 2 – by Location, by Program, Local Assessment ([link](#))
- C3TEC Board Stipend and Travel Reimbursement

Program Updates

- 24-25 – C3TEC Master Schedule ([link](#))
- 24-25 - Course Sharing Handbook - website
- C3TEC - Certified Nurse Assistant application ([link](#))

Unfinished business

- C3TEC web site transition from Blackboard to Finalsites
 - Authorization was given to Director Jonas to contract services to assist with the transition of the C3TEC website from Blackboard to Finalsites due to Blackboard's transition.
- Motion: To approve the District Service Agreements to establish a formal partnership between C3TEC and its member school districts, which will be approved by each local school district.

- Motion made by Morgan Forness. Second by Penny Johnson. Motion carried

New business

- New Program Application – Northern Cass Health Sciences – satellite program – January 2, 2025
 - Northern Cass Board Minutes ([link](#))
 - Motion: To approve the DCTE New Program Application on behalf of the Northern Cass School District to launch a C3TEC Health Sciences program at Northern Cass High School.
 - Motion made by Morgan Forness. Seconded By Vincent Williams. Motion carried.

Announcements

- August 29, 2024
 - 4:00 – 5:00 pm Career Innovation Center Stakeholder meeting - 4230 64th Ave S, Fargo ND
 - 5:00 pm Welcome and project update
 - Tours
- Grants – Perkins V 23-24 - \$50,000 + \$10,000 Xcel – Agricultural Education equipment
- Grants – Perkins V 24-25 - \$50,000 + \$15,000 Xcel – Construction equipment

Calendar of Events

- Member school district semester start, and end dates shared.
- C3TEC meeting schedule shared for 24-25.

Date	Board	Time	Location
August 1, 2024	Principal Advisory Group	9:00 – 10:30 am	Teams
August 2, 2024	Business Managers	9:00 – 10:00 am	Teams
August 21, 2024	Orientation Annual Meeting	5:30 – 7:00 pm	West Fargo District Office 207 Main Avenue, WF
August 29, 2024	Career Innovation Center Walkthrough	4:00 – 5:00 pm	4230 64 th Avenues S. Fargo, ND 58104
November 13, 2024	Governance Board	5:30 – 7:00 pm	Teams
December 5, 2024	Principal Advisory Group	9:00 – 10:00 am	Teams
February 19, 2025	Governance Board	5:30 – 7:00 pm	Teams
March 26, 2025	Principal Advisory Group	2:30 – 3:30 pm	Teams
April 16, 2025	Governance Board	5:30 – 7:00 pm	Teams
April 30, 2025	Principal Advisory Group	2:30 – 3:30 pm	Teams
May 14, 2025	Business Managers	3:00 – 4:00 pm	Teams
June 11, 2025 (option)	Governance Board	5:30 – 7:00 pm	Teams