

# Governing Board Annual Meeting

Wednesday, November 13, 2024 - 5:30 – 7:00 pm

Location: [Teams](#)

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

**DRAFT**

**Attendance:** Patti Stedman, Vincent Williams, Jana Oistad, Denise Jonas, Penny Johnson, Corey Steiner, Morgan Forness, Robert Grosz, Jackie Gapp, Lana Feeley, Ryan Pierce, Brenna Janke Minutes: Wanda Stenerson  
**Absent:** Todd Sears, Jason Nelson

## Call to order – Chair – Patti Stedman

### Approval of Agenda

- Motion to approve agenda by Jackie Gapp, second by Robert Grosz, motion carried.

### Consent Agenda

- Approval of the minutes of the last meeting - Governance Board - August 2, 2024
- Motion to approve agenda by Jackie Gapp, second by Penny Johnson, motion carried.

### Budget & Financial Report

- 24-25 – November Revised Budget
  - Motion: To approve the 2024-2025 C3TEC Budget as per the memo with Northern Cass Health Science program expansion. ([link](#))
- Motion to approve agenda by Morgan Forness, second by Vincent Williams, motion carried.

### Program Updates

- C3TEC - Certified Nurse Assistant application – approved ND Dept. of Health
  - Approved CNA Programs
  - Continued testing through NDSCS
- Health Science – Northern Cass satellite – approved by ND CTE on October 28, 2024.
  - January 6, 2025, classes begin
- Agricultural Education program update
- Construction – Building Trades – include Heavy Equipment Operations at the CIC
  - Start date August 26, 2025
  - Looking at options for scheduling, transportation, and staffing. What do high school classes vs college classes look like? How do we promote the CIC?

### Unfinished business

- Governance Board Handbook – Draft 2
  - Draft 3 to be sent out
  - Questions regarding audits. Should we do an audit? Is it required?
- [www.casscte.com](http://www.casscte.com) transition from Blackboard to Finalsites –SEEC Service Agreement ([document link](#))
- Grants – Perkins V 24-25 - \$50,000 + \$15,000 Xcel – Construction equipment
- District Service Agreements –
  - Motion: To approve the District Service Agreements to establish a formal partnership between C3TEC and Northern Cass.
  - Motion to approve agenda by Jana Oistad, second by Jackie Gapp, motion carried.

### New business

- C3TEC Principal Meeting update shared
- Career Innovation Center - New Program recommendations
  - Vincent Williams motions to authorize the Director of Career and Technical Education to explore options for the following: hiring an Agriculture Education teacher, contract services with West Fargo Horace HS Building Trades and share space at the CIC, contract services with member school districts for administrative support, and contract services with member school districts for administrative assistant support. Motion seconded by Jana Oistad, Motion carried
  - Agriculture Education – 1 FTE
    - Motion: I move to authorize the Director of Career and Technical Education to explore options for hiring an Agriculture Education teacher in collaboration with Southeast Education Cooperative (SEEC) business services.
    - Motion to approve agenda by??, second by ?, motion carried.
  - Construction Technology – 1 FTE
    - Motion: I move to authorize the Director of Career and Technical Education to explore options to contract services with West Fargo Horace HS Building trades and share space at the CIC.
    - Motion to approve agenda by??, second by ?, motion carried.
  - Administration
    - C3TEC Principal recommended on-site assistant principal at the CIC: student support, scheduling, teacher evaluation.
    - Motion: I move to authorize the Director of Career and Technical Education to explore options to contract services with member school districts for administrative support.
    - Motion to approve agenda by??, second by ?, motion carried.
  - Administrative Assistant | Website | Financials
    - Currently shared with West Fargo
    - Motion: I move to authorize the Director of Career and Technical Education to explore options to contract services with member school districts for administrative assistants' support.
    - Motion to approve agenda by??, second by ?, motion carried.
- Past approval CIC Operations Agreement – recommendations for next steps. ([2021 document link](#))
  - Action ?
    - NDSCS Interviewed 3 candidates
    - Cost sharing to be revisited
    - Discussion on current agreement with NDSCS
- Director's Feedback for December 15, 2024.
  - Please provide survey feedback by December 6, 2024 ([feedback link](#))
    - Survey sent out to Superintendents, Governance Board, Business Managers, and
    - Surveys returned are given to Vincent Williams

## Announcements

- NDSCS – Fargo Operations Director – Denise participated in three candidate presentation. Offer made.
- Cass County Committee Board meeting for CIC Update – tentatively slated for December 2024
- Principal Meeting –
  - December 5, 2024 – Plan for semester 2 – Teams
  - March 26, 2025 – Plan for 25-26 – Teams
  - April 30, 2025 - Plan for 25-26 – Teams
- Governance Board –
  - February 19, 2025 – 5:30 – 7:00 pm – Teams

- April 16, 2025 – 5:30 – 7:00 pm – Teams
- June 11, 2025 – Optional – anticipate need for meeting.

**24-25 – C3TEC Member School - Semester 1 & Semester 2 Start & End Dates**

Note unique start and end dates for individual school districts. (click name to go to detailed calendar)

➤ **Central Cass Calendar**

- Semester 1 August 21 [December 20, 2024](#)
- Semester 2 [January 6](#) May 22, 2025

➤ **Fargo Calendar**

- Semester 1 August 28 January 16, 2025
- Semester 2 [January 21](#) June 5, 2025

➤ **Northern Cass**

- Semester 1 August 22 [December 20, 2024](#)
- Semester 2 [January 2](#) May 22, 2025

➤ **West Fargo Calendar**

- Semester 1 August 21 January 10, 2025
- Semester 2 [January 13](#) May 22, 2025

➤ **NDSCS Calendar**

- Semester 1 August 27 [December 20, 2024](#)
- Semester 2 [January 14](#) [May 16, 2025](#)

**Adjournment**