Governing Board Annual Meeting

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

Location: Teams

Meeting Folder Materials (click for materials)

Approved 02.19.25

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
  - Cass County CTE Center Health Sciences application was approved for all CNA Programs
  - CNA testing will continue through NDSCS
- Health Science – Northern Cass satellite – approved by ND CTE on October 28, 2024.
  - January 6, 2025, classes begin
  - Jennifer Johnson was employed by Northern Cass for instruction.
- Agricultural Education program update
- Construction – Building Trades – include Heavy Equipment Operations at the CIC
  - Start date August 26, 2025
  - Collaboration discussion continues around CIC scheduling, transportation, and staffing.
  - NDSCS and C3TEC will high school classes vs college classes look like?
  - CIC promotions will begin in February under NDSCS coordination.

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 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

- Past approval CIC Operations Agreement – recommendations for next steps. (2021 document link)
    - The signed 2021 CIC operational agreement was shared with current C3TEC Governance Board members for review and awareness for future discussions. Local boards may need to take action in planning for 25-26 budgets.

- 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