

Governing Board Annual Meeting

Wednesday, April 16, 2025 - 5:30 – 7:00 pm

I) 5:30 pm - Call to order – Chair Patti Stedman

II) Members Present: Stedman, Gapp, Sear, Forness, Johnson, Steiner. Absent: Grosz, Williams, Oistad, Nelson. Participants: Jonas, Pierce, Diegel

III) Approval of Agenda

- i) Move to approve minutes made by Forness seconded by Gapp, motion approved

IV) Consent Agenda

- a) Approval of February 19, 2025, Governance Board meeting minutes.
- b) C3TEC financial reports as of March 31, 2025.
 - i) Move to approve made by Sears seconded by Forness, motion approved.

V) Program Reports

- a) C3TEC - CIC Course Catalog 2025-2026 v2 ([document link](#))
 - i) Heavy Equipment Operations approved as a West Fargo pathway in construction to be shared through C3TEC.
 - ii) Student request did not support a full-time CIC agriculture instructor. A part-time position will continue with Central Cass.
 - iii) Dual Credit and shared opportunities will continue with NDSCS health sciences pathways.
- b) C3TEC website student registration
 - i) Work continues to develop a more efficient and accurate process for registration between shared C3TEC courses and schools.
- c) Xcel Energy & Perkins V Grant to purchase Heavy Equipment Operation simulators for CIC location
 - i) A grant was submitted to Xcel Energy for 25-26 toward the purchase of simulators for the Heavy Equipment Operations pathway. If awarded, this will serve as a match for the Perkins V grant or Commerce Grant.
- d) NDSCS CNA Testing partnership – potential 100 students testing this spring
 - i) There is significant enrollment in Health Science programs across C3TEC schools. This includes both C3TEC courses and comprehensive high school courses.

VI) Unfinished business

- a) 69th Legislative Session – CTE Update
 - i) SB 2019 passed the House floor on 4-15-25. Funds were awarded for cost to continue, new and expanded programs, and WBL which will support C3TEC programs.
 - ii) Funding for Capital Grants was not included in SB 2019. Funding higher education is still being explored to offset CIC costs.
 - iii) DCTE has been asked to relocate from the Capital's 15th floor to make room for added Legislative Council staff. ND CTE staff are searching for a new location in Bismarck for the planned move for fall 2025.
- b) 25-26 C3TEC initial student requests were shared with the Governance Board.
- c) C3TEC 25-26 Staffing update
 - i) .25 - Agricultural Education – continue with Central Cass online options and explore .25 part-time staffing
 - ii) 1.0 - Construction – WF Horace construction teacher locates to CIC. WFPS will hold the contract.
 - iii) 1.0 - Work-based Learning Coordinator - ND CTE grant funding. Fargo Public Schools will continue to hold the contract
 - iv) .5 – Health Sciences – expansion for contracted services. Staff TBD.
 - v) C3TEC Assistant Principal Support Request –
 - (1) Interim duty re-assignment with C3TEC curriculum coordinator were shared and approved by the Board. Director Jonas will move discussion forward to local superintendents and principals.

(2) Travis Hoeg was hired as NDSCS-Fargo Director of Operations and will be a collaborative partner at the CIC.

d) Northern Cass School District – membership withdrawal update.

(1) Northern Cass will continue as a C3TEC member.

VII) New business

- a) NDCTE New & Expanded Programming applications due – April 30, 2025.
 - i) Board supports applications to ND CTE for Construction, Agriculture, and Health Science for staffing needs.
- b) NDCTE WBL Grant for 2025-2027 – requires fulltime position. Will apply for C3TEC coordination.
 - i) Board supports the position and application.
- c) 25-26 - C3TEC Budget DRAFT discussion.
 - i) A preliminary C3TEC budget was presented to the Board.
 - ii) ND CTE funding model could change state reimbursement amounts. Directors have requested to stay with the current percentage rate and implement the new model in 26-27. ND CTE Board will have a forthcoming decision in April.
 - iii) Discussion was held around the initial CIC Operations Agreement and local district obligations for \$275,000. C3TEC budget impact scenarios were presented.
 - iv) Board members reported local district concerns with the operations agreement for operations paid to another entity.
 - v) Confirmation on a reference to both rent and operations is needed, as both cannot be paid.
 - vi) The Director was asked to DRAFT a Memorandum of Understanding to present to business managers and superintendents for rental of the CIC, similar to the current practice with NDSCS-Fargo.
 - vii) Superintendents and business managers will meet to confirm MOU and next steps for the requested letter of support to the Cass County Commission by Dr. Flanigan. Based on additional work, this letter may not be available until mid-May to mid-June.
- d) NDSCS – Welding Memorandum of Understanding – 25-26
 - i) Welding I & Welding II students requests are up from 24-25. Rent increase from \$7.20 to \$7.49.
 - ii) Motion to approve continued partnership with NDSCS-Fargo for Welding instruction for the 2025-2026 school year, including 40% instruction and operations in the amount of \$77,643. Motion to approve made by Sears and seconded by Johnson, Motion approved.
- e) C3TEC Fiscal Agent Services 2025-2026
 - i) Request approval for the continuation of contracted services with SEEC Business Services for C3TEC financial services for the 2025-2026 school year, anticipated \$53,000. Motion to approve made by Johnson and seconded by Gapp, Motion approved.
- f) Bus Route Reimbursement and Application for local school districts – April 30 – year 1 travel.
 - i) Information shared with Board members on new funding options for bussing to CTE Centers.
- g) Approval to explore private school partnerships - Capstone School
 - i) Board is in support of any partnerships that advance CTE opportunities and possible funding support.
- h) Board members will have the opportunity to provide Director Feedback via survey due by May 20, 2025.

VIII) Career Innovation Center

- a) Cass County Commission request – letter of support from local school districts
 - i) Based on further work to create a MOU Rent Agreement a letter of support was not approved at this time.
- b) Board members will be invited to the CIC Ribbon Cutting – August 14, 2025 – 11:00 – 1:00 pm

IX) Announcements

- X) NDSCS – Fargo Operations Director – Travis Haug
- XI) April 30, 2025 - CIC Tour and Principal Meeting
 - a) CIC Tour 1:00 – 2:00 pm (4230 64th Avenue South in Fargo, N.D)
 - b) Principal Meeting 2:30 – 3:30 pm (Location TBD)
- XII) Governance Board
 - a) The June 11, 2025, Governance Board meeting is required to complete business, budget, and 25-26 agreements. The Outlook invitation will be updated from Optional to Required.

24-25 – C3TEC Member School - Semester 2 End Dates

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

- **Central Cass Calendar**
 - Semester 2 May 22, 2025
- **Fargo Calendar**
 - Semester 2 June 5, 2025
- **Northern Cass**
 - Semester 2 May 22, 2025
- **West Fargo Calendar**
 - Semester 2 May 22, 2025
- **NDSCS Calendar**
 - Semester 2 **May 16, 2025**