

Governing Board Annual Meeting
Wednesday, February 19, 2025 - 5:30 – 7:00 pm
Location- Teams: [Join the meeting now](#)
Meeting Materials ([click for materials](#))

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

II) Introductions

III) Approval of Agenda

- Motion to approve agenda by Vince Williams, second by Penny Johnson motion carried.

IV) Consent Agenda

- a) Approval of meeting minutes - Governance Board – November 17, 2024 ([document link](#))
- b) C3TEC financial report as of January 30, 2025 ([folder link](#))
- Motion to approve agenda by Vince Williams second by Morgan Forness, motion carried.

V) Program Reports

- a) Northern Cass Health Sciences – New Program Update
 - Second Semester Start with Jenifer Johnson
 - Teaching and 8th grade health and 4 High School Courses
 - Positive Feedback from students
 - Numbers for enrollment are strong for next year
- b) Career Innovation Center program – Ag., Construction, Advanced Health Sciences - ([promotional flyers](#))
 - Shared new promotional flyer
 - Working on Registration Process through website
 - August 26, 2025 start date aligned with NDSCS
 - Course scheduled to be shared with principals
 - Shared new courses and planned courses in Heavy Equipment and Ag, Health Sciences
 - Create Print Flyers for Schools to Utilize
 - Incorporate flyers in District Websites
 - Promote Heavy Equipment as an added option for 2025
- c) C3TEC - CIC Course Catalog 2025-2026 ([document link](#))

VI) Unfinished business

- a) Governance Board Handbook – Draft 3 ([document link](#))
 - Draft will be added to website
 - No formal approval needed
 - Will be a living document
- b) Director's Feedback for December 15, 2024 ([document link](#))
- c) C3TEC 25-26 Staffing Research update
 - i) Agricultural Education – Contract services locate at CIC – Apply for DCTE expanded program funds.
 - ii) Construction – Horace HS construction teachers locate at CIC – Apply for DCTE expanded funds.
 - iii) Work-based Learning Coordinator position for 25-26 based on ND CTE goals and grant funding.
 - (1) Fargo Public or transition to another contracted service provider.
 - iv) C3TEC Administrative Assistant – Current .5 – share staff with West Fargo Public Schools.
 - v) C3TEC Assistant Principal Support – discuss the potential to share with NDSCS.
 - Review operations agreement and process
 - Will districts hold employee contracts due to benefits, retirement, etc...
 - When should we begin posting positions? Recommended to review enrollment numbers and current staffing and who will hold the contracts.
 - Initial enrollment numbers from Fargo and West Fargo likely by mid-March

- Additional Board meeting needed for mid-March to review positions and postings
- Meet with Superintendents and Business Managers to discuss contracts for March meeting.

VII) New business

- a) WBL Grant – Memo Change in contracted services 24-25 ([document link](#))
 - i) Revised Fargo District Service Agreements for 24-25 ([document link](#))
 - ii) WBL – Business Partner Liaison Overload – West Fargo Service Agreement 24-25 ([document link](#))
 - iii) Approval of District Service Agreements
 - (1) Motion: To approve the revised Fargo Service Agreements with C3TEC with the reduction from 1.0 to .5 FTE for the Business Partnership Liaison.
 - Motion to approve agenda by Bob Grosz second by Penny Johnson, motion carried.
 - (2) Motion: To approve the Contract Services agreement between West Fargo Public Schools and C3TEC to continue WBL activities for semester 2 of the 24-25 school year.
 - Motion to approve agenda by Vince Williams second by Jana Oistad, motion carried.
- b) www.casscte.com – 40 hours of additional web support –SEEC Service Agreement ([document link](#))
 - i) Motion: To approve contracted services with SEEC for additional website service support.
 - Motion to approve agenda by Jackie Gapp second by Jason Nelson, motion carried.
- c) 69th Legislative Session – CTE Update
 - i) HB 2019 – funding for CTE
- d) Capital Grants Update – need for local advocacy to legislators.
 - i) Work Group Breakdown for \$11.6M ([document link](#))
 - ii) Work Group 3 Breakdown by Programs ([document link](#))
- e) 25-26 - C3TEC Budget DRAFT – if preliminary data is available

VIII) Career Innovation Center

- a) Dr. Flannigan – Operations Budget 25-26 meeting
 - (1) Past approval CIC Operations Agreement – recommendations for next steps. ([2021 document link](#))
 - Review agreement for operations, what is current and what it looks like moving forward
 - Review with Superintendents and Business Managers
- b) Cass County Commission request – letter of support from local school districts
 - i) A letter from each school district affirming your commitment and operational commitment by May 1.
- c) NDSCS - Public Communications – KFGO updates
- d) CIC Ribbon Cutting – August 14, 2025 – 11:00 – 1:00 pm

IX) Announcements

- X) NDSCS – Fargo Operations Director – not filled
- XI) Career Development Information Meeting
 - a) February 20, 2025 – 3:00 – 4:00 pm - Teams
- XII) Principal Meeting –
 - a) March 26, 2025 – Plan for 25-26 – Teams
 - b) April 30, 2025 - Plan for 25-26 – Teams
- XIII) Governance Board –
 - a) April 16, 2025 – 5:30 – 7:00 pm – Teams
 - b) 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 2 [January 6](#) May 22, 2025
- Fargo Calendar
 - Semester 2 [January 21](#) June 5, 2025

- **Northern Cass**
 - Semester 2 [January 2](#) May 22, 2025
- **West Fargo Calendar**
 - Semester 2 [January 13](#) May 22, 2025
- **NDSCS Calendar**
 - Semester 2 [January 14](#) [May 16, 2025](#)