Governing Board Meeting Minutes

Wednesday, August 20, 2025 - 5:30 – 7:00 pm

Location: Career Innovation Center – 4320 64th Avenue South, Fargo ND 58104

Meeting Conference Room

5:30 pm – Introductions and NDSCS Career Innovation Center Tour

6:00 pm - Call to order – Vice Chairperson Vincent Williams

In Attendance: Vincent Williams, Jason Nelson, Denise Jonas, Paul Olson, Morgan Forness, Jana Oistad, Penny Johnson, Hunter Diegel, Jackie Gapp, Cory Steiner

Approval of Agenda

Governance Board Orientation

- Reorganization of Board – Chairperson and Vice Chairperson
  - A nomination was made for Patty Stedman to remain as Chair. The motion was made by Penny Johnson and seconded by Vincent Williams. Motion carried.
  - A nomination was made for Vincent Williams to remain Vice Chair. The motion was made by Penny Johnson and seconded by Jason Nelson. Motion carried.

Consent Agenda – Approval of items

- Governance Board – June 24, 2025 (approval of minutes)
  - Motion made by Vincent Williams, seconded by Penny Johnson. Motion carried

Budget & Financial Report

- The Board reviewed the following financial items during board orientation.
  - 24-25 Year-ending financial reports - June 30, 2025 (link)
  - Local Cost Share 2024-2025 review
  - 25-26 C3TEC Budget 2 – by District, by Program, Local Assessment (link)
  - 25-26 CIC Operations/Rent assessment – (link)
  - ND CTE – New Funding Policy (website link)

Programming Updates

- The board reviewed the following program details.
  - ND CTE – Secondary Program Approval Policy (website link)
  - 25-26 – School Bell Schedules and CIC Course Offerings (link)
  - 25-26 - Course Sharing Handbook and schedules– (link)
- Cell phone policy and CIC practices
  - $40 NDSCS parking fee at 19th Avenue & 64th Avenue sites.
  - It was recommended by the board not to charge student parking fees at the CIC or NDSCS-Fargo.

Unfinished business

- District Service Agreements – (link to DRAFTS) – pending final staffing

New Business

- Inquiries for ND New Program Applications
  - Fire Science – Firefighter I & Firefighter II
  - Health Science – meeting with Sanford
  - Skills Cutz Barber College
  - Plumbing, Electrical, HVAC
  - Ag Increase
  - Police/Security

Announcements

- C3TEC will pursue the following grants to support program operations.
- ND CTE Vision Visit — Fargo and C3TEC programs – September 29 – Oct. 2
- Grant – Commerce — Local 49 partnership application - $200,000
- Grant – Perkins V - Equipment — 25-26 - $15,000 -Xcel for simulators apply $50,000 + CIC
- Grant - ND CTE — Innovation in Agriculture – Meat Processing - $2,000
- Grant – Soybean Council — Greenhouse - TBD
- Grant - CHS Foundation — Agriculture equipment - $20,000

25-26 – C3TEC Member School - Semester 1 & Semester 2 Start & End Dates

Schools have diverse start and end dates, so schools will be working through principals to confirm classroom sharing days with teachers and students.

• Central Cass Calendar			
a)	Semester 1	August 20	December 19, 2025
b)	Semester 2	January 5	May 21, 2026
• Fargo Calendar			
a)	Semester 1	August 27	January 15, 2026
b)	Semester 2	January 20	June 4, 2026
• Northern Cass			
a)	Semester 1	August 20	December 19, 2025
b)	Semester 2	January 5	May 22, 2026
• West Fargo Calendar			
a)	Semester 1	August 21	January 9, 2026
b)	Semester 2	January 12	May 21, 2026
• NDSCS Calendar			
a)	Semester 1	August 26	December 19, 2025
b)	Semester 2	January 13	May 15, 2026