

Governing Board Meeting Minutes - DRAFT

Wednesday, November 19, 2025 - 5:30 – 7:00 pm

Location- Teams

5:30 pm - Call to order – Vice Chairperson Vincent Williams

In attendance: Denise Jonas, Paul Olsen, Penny Johnson, Jason Nelson, Jana Oistad, Vincent Williams, Morgan Forness, Ryan Pierce, Shanda Cool, and Hunter Diegel

Approval of Agenda

- **Motion made by Vince Williams to approve agenda. Jana Oistad seconded. Motion carried.**

Consent Agenda

- Approval of the minutes of the last meeting - Governance Board - August 20, 2025 ([document link](#))
- C3TEC financial report as of October 30, 2025 ([folder link](#))
 - A motion to approve consent agenda reports was made by Paul Olsen and seconded by Jason Nelson. Motion carried unanimously.

Budget, Financial Reports, and Agreements

- Review Board Budget memo ([document link](#))
- Individual District Service Agreements for 25-26 ([folder link](#))
- Work-based Learning Business Partnership Agreement 25-26 ([document link](#))
 - A motion to approve the Work-based Learning Business Agreement for 25-26 was made by Paul Olsen. It was seconded by Jason Nelson. Motion carried.
- Emergency Medical Responder Agreement ([document link](#))
 - A motion was made by Paul Olsen to approve the Emergency Medical Responder Agreement and seconded by Penny Johnson. Motion carried.
- 25-26 – November Revised Budget and Service Agreements
 - Jana Oistad made a motion to approve the 2025-2026 revised C3TEC Budget as per the 11-19-25 Board Budget Memo and local school district service agreements for staffing. It was seconded by Paul Olsen and the motion carried.

Program Updates

- **The board was informed of updates to the following:**
 - C3TEC and CIC - Semester 2 opportunities ([C3TEC website link](#))
 - Denise Jonas informed the board of changes to the website. A link is in the works to be added to district websites.
 - Career Development Program of Work – recommendation to align activities across member schools - Denise
 - Agricultural Education program update CIC
 - Morgan Forness relayed information received during the Ag Advisory Meeting and discussed the expansion of the Ag program within the consortium.
 - Construction – Building Trades at the CIC
 - Ryan Pierce gave an overview of the Wilkin Homes – Park Model Project in the Construction / Building Trades Program.
 - Heavy Equipment Operations at the CIC
 - Denise Jonas discussed the expansion of the Heavy Equipment program and made the board aware that simulators have been ordered.
 - Manufacturing at the CIC
 - Ryan Pierce informed the board that the development of the program is ongoing. C3TEC will be partnering with the FMWF Chamber on an RWIP grant to provide funding for equipment.
 - C3TEC Work-based Learning grant – Business Partner Liaison Update

- Shanda Cool provided the board with an overview of work-based learning goals with a focus on support to students, businesses, and teachers. It was noted that in the spring of 2025 there were 4 students involved and currently there are 19.
- Center Enrollment – [access to PowerBI](#), C3TEC = 1170

Unfinished Business

- Grants – Perkins V 25-26 - \$50,000 + \$15,000 Xcel
 - A motion was made by Jason Nelson to authorize the use of Xcel and Perkins grant funding for the purchase of CM Lab simulators to support the Heavy Equipment Operations program. Penny Johnson seconded the motion. The motion carried.
- www.casscte.com – Intent to Participate – [Semester 2](#)
 - This will provide an option for students to register for semester 2 courses new at the CIC.
- C3TEC Vision Visit Report – held September 29 – Oct. 2 – ([DRAFT Summary Report link](#))
- ND DCTE New Funding Policy Update – Approved October 27, 2025 ([website link](#))
 - The board was made aware of the document. Review is planned for the February 2026 meeting.

New Business

- 2026-2027 – C3TEC Program of Studies – DRAFT 1 ([document link](#))
 - The document includes revisions of existing course details and the addition of approved new courses.
- Wilkin Homes – Park Model project ([agreement link](#))
 - A motion was made by Paul Olsen to authorize the Director of Career and Technical Education to execute the agreement with Wilkin Homes to continue construction of park model homes for sale through their local realtor. Penny Johnson seconded the motion. The motion carried.
- Career Innovation Center – anticipated program staffing needs for 2026-2027
 - Fire Fighter I & II courses – ([proposal link](#))
 - A motion was made by Jana Oistad to authorize the Director of Career and Technical Education to explore partnerships with the local Fire Departments and NDSCS for staffing, curriculum, and equipment to launch a high school Fire Fighter pathway for C3TEC. The motion was seconded by Penny Johnson. The motion carried.
 - Agriculture Education – 1 FTE
 - Penny Johnson made a motion to authorize the Director of Career and Technical Education to explore options for the advertising of a full-time Agriculture Education teacher for 2026-2027 with contract based following spring registration. The motion was seconded by Jason Nelson. The motion was approved.
- Strategic Plan Review – C3TEC Coordinator Support structure ([document link](#))
 - Administration - C3TEC Coordinator Transition
 - A motion was made by Jason Nelson to authorize the Director of Career and Technical Education to explore options to transition the C3TEC CTE Coordinator duties to full time under C3TEC to support CIC programming, rural school support, and specialized resource support. The motion was seconded by Jana Oistad. The motion was approved.
- CTE Director's Feedback for December 15, 2025.
 - Please provide survey feedback by December 5, 2025 ([click for evaluation survey link](#))

Announcements

- Health, Tech, & Trade Career Expo – December 2, 2025 – Fargo Dome
- NDSCS/C3TEC President-Superintendent Meeting – December 19
- C3TEC Work Group meetings listed below
- C3TEC Governance Board – February 18, 2026

25-26 – 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
 - 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](#)