

Governing Board Meeting Minutes - DRAFT

Tuesday, June 30 - 6:00 – 7:00 pm

Location- Teams: Join the meeting now

6:00 pm - Call to order – Chair Patti Stedman

Introductions and attendance: Denise Jonas, Ryan Pierce, Patti Steadman, Jason Nelson, Paul Olsen, Cory Steiner, Rob Lech, Jana Oistad, Hunter Diegel, Shanda Cool, Penny Johnson, Morgan Forness

Approval of Agenda

- A motion to approve the June 30, 2026, agenda was made by Paul Olsen, seconded by Penny Johnson. Agenda was approved.

Consent Agenda

- Approval of April 15, 2026, Governance Board meeting minutes – ([document link](#))
- C3TEC financials ([folder link](#))
 - A motion to approve April 15, 2026, Governance Board meeting minutes was made by Rob Lech, seconded by Paul Olsen. The motion carried.

Program Reports

- Building Trades Final Project ([Initiative 1](#))
 - The board was given an overview of the collaboration between C3TEC and Wilkin Homes for students to build a small house at the CIC. Wilkin Homes provides the supplies and the trailer to build the house on. Once the house has been completed by the students, Wilkin Homes picks up the house on the trailer and sells it.
- Commerce Grant Award - \$200,000 – HEO Simulators and program updates
 - The grant allowed the upgrade of software and 5 more simulators for a total of 7.
- Vision Visit Report – ND CTE ([document link](#))
 - The board was made aware of the Vision visit report. There was discussion regarding areas that need corrective action and how that has already taken place or is in the works. It was requested that the board consider the top items that they feel should be prioritized.
- Strategic Goals – C3TEC Focus 26-27 ([document link](#))
 - There was discussion on how to align strategic goals across all districts. There will be more discussion on this at the August 19, 2026, meeting.

Unfinished business

- 26-27 C3TEC and CIC Schedule (forthcoming)
 - Information was provided to the Governance Board regarding the discussion held during the last principal's meeting. Some items that were considered are transportation issues for students, time barriers, and how students are being made aware of programs available.
- 26-27 C3TEC Sharing Handbook ([document link](#))
 - The board was made aware of the handbook. The suggestion was made to go through the handbook to see if any changes or additions need to be made.
- C3TEC 26-27 – New/Expanded - Staffing update
- Agricultural Education – FPS Contracted Services/NDSU Partnership ([document link](#))
 - NDSU has partnered with C3TEC and will pay 50% of the Ag teachers' salary (but not the benefits), the summer program, and FFA for 3 years.
 - The new teacher has been hired and Intro to Ag and Animal Sciences pathways will be offered.
 - Motion to approve partnership with NDSU for agriculture instruction for the 2026-2027 school year, as per the C3TEC – NDSU – C3TEC Memorandum of Understanding was made by Rob Lech. It was seconded by Penny Johnson. The motion carried.

- Health Sciences –
 - .5 - Fire Fighter I – work continues with fire departments and NDSCS for instructor support. There are currently enough students interested to hold 1 class.
- C3TEC Coordinator duty re-assignment ([document link](#))
 - C3TEC coordinator job description has been updated to be the point of contact for students and staff at the CIC.
- Business Manager
 - Budget Memo for Individual School District
 - An overview was given regarding the audit that had taken place. The board was also informed that currently Julson Accounting out of Wahpeton is the accounting firm who will be assisting with audits.
 - Update on payment process for CIC operational expenses and end of year processing
 - An overview of the end of year report was provided to the board. C3TEC came in under budget.

New business

- NDSCS – Welding Memorandum of Understanding – 26-27 ([document link](#))
 - Motion to approve continued partnership with NDSCS-Fargo for EMS instruction for the 2026-2027 school year, as per the C3TEC – NDSCS EMS Memorandum of Understanding was made by Paul Olsen, seconded by Jason Nelson. The motion carried.
- Wilkin Homes Agreement – 26-27 ([document link](#))
 - Motion to approve continued partnership with Wilkin Homes to build a Park Model home for the 2026-2027 school year with Wilkin home to provide supplies and realtor services for the project by Rob Lech, seconded by Penny Johnson. The motion passed.
- Governance Board Member Stipend ([document link](#))
 - Board members were reminded that they are eligible to receive a stipend for attendance at board meetings.
- 26-27 C3TEC Governance Board Members – report changes to Denise Jonas by August 1
- Appoint subcommittee to review C3TEC By-Laws and Directors Evaluation for August 19, 2026, meeting
 - Patti Steadman, Rob Lech, and Paul Olsen to meet sometime in July.

Career Innovation Center

- Action to schedule 26-27 Operations Budget meeting with NDSCS Administrative team – July 7, 2026.
 - An overview was provided regarding conversations that have been held with NDSCS regarding the CIC. This has included some of the struggles and solutions to address those issues.
- NDSCS Interim President – Dr. Lisa Karch

Announcements

- Confirm meetings dates for C3TEC Governance Board Meetings – 26-27

(1) August 19, 2026	5:30 – 7:00 pm	Career Innovation Center – Board Orientation
(2) November 18, 2026	5:30 – 7:00 pm	Teams
(3) February 17, 2027	5:30 – 7:00 pm	Teams
(4) April 21, 2027	5:30 – 7:00 pm	Teams
(5) June 30, 2027	6:00 – 7:00 pm	Teams
- [NDSCS Dual Credit Student Applies Emergency Response Training During Medical Incident - North Dakota State College of Science North Dakota State College of Science](#)
- Work-based Learning – 1st ND - Teacher Mentor Training held June 23, 2026.
 - 10 teachers were recently involved in Work-based Learning teacher mentor training.