

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Minutes of Meeting

June 20, 2011

Members of the State Board for Career and Technical Education met at 10:00 a.m. CST on Monday, June 20, 2011 in the Peace Garden Room, State Capitol Building, Bismarck. The meeting was called to order by Mr. Darrel Remington, Chair. The following members were present:

Mr. Brian Duchscherer, Member
Mr. Jeff Lind, Vice Chair
Mr. Tim Mairs, Member
Ms. Val Moritz, Member

Wayne Kutzer, Dwight Crabtree, Curt Dahme, Brenda Schuler, Vicki Neuharth, Debra Huber, Eric Ripley, Larry Nybladh, and Pat Hatlestad were also present.

CONSIDERATION OF MAY 17, 2011 MINUTES – Mr. Duchscherer moved and Mr. Lind seconded to approve the minutes of the May 17, 2011 meeting as presented. The motion passed unanimously.

FINANCIAL REPORT – Mr. Kutzer distributed and reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended May 31, 2011, reporting that the total budget expended is in line with the time elapsed.

Following a brief discussion, Mr. Lind moved and Mr. Mairs seconded to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – Mr. Kutzer reported that Mr. Matt Strinden's last day with CTE is July 1. The Technology Education Supervisor position has been advertised, with a closing date of July 1.

FY 2011 SUPPLEMENTAL PAYMENT – Mr. Kutzer reviewed the proposed FY 2011 Supplemental Payment Process and explained that all unobligated and recovered funds would be reallocated to schools and area centers. No school would receive a supplemental payment if the calculation results in a payment of less than \$250 and virtual area centers' allocations would be based on the same reimbursement rate as the other five area centers for this disbursement only. Funding could be spent on any approvable CTE activity.

Following a brief discussion, Mr. Mairs moved and Ms. Moritz seconded to approve the FY2011 Supplemental Payment Process as proposed. The roll call vote was as follows:

Mr. Duchscherer – aye
Mr. Lind – aye
Mr. Mairs – aye
Ms. Moritz - aye
Mr. Remington – aye

The motion passed unanimously.

SALARY ADMINISTRATION – Mr. Kutzer provided and explained the salary recommendations for the agency staff. There were two items to review: (1) general salary increases based on a performance matrix, not across the board increases; and (2) performance share increases.

Mr. Kutzer explained that the legislature approved a three percent agency salary increase, not a three percent across the board increase for employees. Based on performance levels, an employee could receive a 2.85% or a 3.40 increase effective July 1 paid August 1, 2011.

Mr. Kutzer then reviewed the proposed performance based salary increase plan, stating that this plan would be considered for all employees on their employment anniversary date. The share amount is recommended at \$18.00, the same amount per share as in the past. Employees could earn up to three shares. The increases would become effective the month following the employee's performance evaluation.

Following discussion, Mr. Lind moved and Mr. Duchscherer seconded to approve the salary recommendations as identified by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs – aye
 Ms. Moritz – aye
 Mr. Duchscherer – aye
 Mr. Lind - aye
 Mr. Remington – aye

The motion passed unanimously.

The board then discussed Mr. Kutzer’s salary increase and commended him for a job well done.

Following discussion, Mr. Mairs moved and Ms. Moritz seconded to provide a 4.5% salary increase to Mr. Kutzer, effective July 1, paid August 1, 2011. The roll call vote was as follows:

Mr. Duchscherer - aye
 Mr. Lind – aye
 Mr. Mairs – aye
 Ms. Moritz - aye
 Mr. Remington – aye

The motion passed unanimously.

AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTIONS – Renewal Requests - Ms. Huber reviewed the applicants seeking renewal of regular status, provisional status and an initial application request and recommended approval for all, stating that the institutions and career schools meet the Board’s standards and criteria to operate in the state.

Following a brief discussion, Mr. Lind moved and Mr. Mairs seconded to approve application requests through June 30, 2012, based on Ms. Huber’s recommendation. The roll call vote was as follows:

Ms. Moritz – aye
 Mr. Duchscherer – aye

Mr. Mairs – aye
Mr. Lind – aye
Mr. Remington – aye

The motion passed unanimously.

Ms. Huber also reviewed new legislative mandates, reporting that there have been discussions with the University System Office regarding the approval process of degree granting schools.

Following discussion on the approval process, Mr. Kutzer reported that the Chancellor of Higher Education and the CTE State Director would come to an agreement on approval requests prior to making recommendations to the board.

Mr. Crabtree and Ms. Huber then reviewed the new on-line exemption request for distance education and the data base information, which allows her to track schools for further follow up. Mr. Kutzer reported that the on-line exemption request is a result of federal legislation that requires schools to contact each state that they offer an on-line program in, in order to keep Title IV funding.

Following discussion, the board commended Ms. Huber on her work with private postsecondary.

PROPOSED EASTERN AREA CENTER PRESENTATION – Dr. Larry Nybladh and Mr. Eric Ripley distributed and reviewed Mr. Kutzer’s legislative testimony, minutes of committee meetings, and an email from a legislative representative regarding CTE’s budget for new and expanded programs for the next biennium, reporting that his intent is to demonstrate that the Governor and the Legislature are supportive of a center in the northeast part of the state.

Dr. Nybladh then reviewed a letter of intent to develop and submit a proposed plan to establish a virtual area center, which was signed by eight school districts. A timeline for an area career and technology center was also distributed and reviewed.

Discussion was held that no proposal has yet to be submitted and that Mr. Kutzer has met with Northwood representatives, DPI, and the Governor's Office, beginning in 2009, regarding a potential area center. Mr. Kutzer informed those involved that there isn't a timeline to submit a proposal and schools can submit a proposal at any time which must be interest and budget based. Once the proposal is received, it will be reviewed to ensure that it meets the criteria for approval. It will then be submitted to the Board for approval and a determination on the amount and availability of funds will be made.

Mr. Eric Ripley then reviewed survey results conducted by the eight school districts involved and discussed area center course delivery methods.

Discussion was held on the difference between the first set of the virtual area centers competitive proposals which occurred after the 2009 session and this proposed request. Mr. Kutzer responded that the scenarios are different because, at that time, it was a competitive grant process and there were definite timelines for anyone interested in submitting a proposal. Now, a proposal can be submitted at any time and once the proposal is approved, the Board can then decide if there is money to fund the proposal.

Following discussion, the board agreed that they support the concept of the area center but would need to see the proposal before committing any funding. Dr. Nybladh reported that he is very confident that the eight school districts involved will submit a proposal that meets the criteria for approval.

The board thanked Mr. Ripley and Dr. Nybladh for their presentation.

PROPOSED 2011-2012 STATE AND FEDERAL FUNDING – Mr. Kutzer reviewed the proposed FY 2012 state and federal funding (blue sheet) and new and expanded requests (cherry sheet). The Administrative Budget Comparison (gold sheet) and the Fiscal Analysis for the Virtual Area Centers (purple sheet) were reviewed. After reviewing the Fiscal Analysis for Virtual Area Centers, Mr. Kutzer reported that he believes there will be funds available if a proposal is submitted and approved for the northeast area center.

Mr. Kutzer then reviewed the Carl Perkins Obligations for Fiscal Year 2012 (green sheet), reporting that the amounts have remained consistent over the years.

Following discussion, Mr. Lind moved and Ms. Moritz seconded to approve the state and federal funding, and the expanded and new program requests for FY 2012 as recommended.

The roll call vote was as follows:

Mr. Mairs – aye
Mr. Duchscherer – aye
Mr. Lind – aye
Ms. Moritz - aye
Mr. Remington – aye

The motion passed unanimously.

PROFESSIONAL DEVELOPMENT CONFERENCE – August 8-10, 2011 – Mr. Crabtree invited board members to attend the Professional Development Conference and provided an overview of the conference which will be held August 8-10 at the Ramkota in Bismarck. Board members were asked to let Ms. Schuler know if they plan to attend, so room reservations can be made.

ACTE NATIONAL CONVENTION – November 17-19, 2011, St. Louis, MO – Mr. Kutzer announced that the ACTE National Convention will be held in St. Louis, MO. The agency has funding to send a board member. Anyone interested in attending the convention should contact Mr. Kutzer.

FUTURE SBCTE MEETINGS – There will be no July or August meetings.

The September board meeting is scheduled for Monday, September 26, 2011.

The Combined board meeting is scheduled for Tuesday, September 27, 2011 with the State Board of Public School hosting the meeting.

The October board meeting is scheduled for Monday, October 17, 2011.

The November meeting is scheduled for Monday, November 21, 2011.

The meeting adjourned at 12 noon.

Respectfully submitted,

Mr. Darrel Remington
Chairperson