

**STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**

Minutes of Meeting

December 21, 2015

Members of the State Board for Career and Technical Education met at 9:00 a.m. CST, in the CTE State Director's Office, State Capitol, Bismarck, via telephone. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Cheri Giesen, Member  
Dr. Mark Hagerott, Member  
Dr. Jeff Lind, Member  
Ms. Debby Marshall, Vice Chair  
Mr. Robert Marthaller (for Ms. Kirsten Baesler, Member)  
Ms. Sonia Meehl, Member  
Ms. Val Moritz, Member  
Mr. David Richter, Member

Wayne Kutzer, Mark Wagner, Brenda Schuler, and Debra Huber were also present. Dr. Duchscherer welcomed the board and audience members.

**CONSIDERATION OF OCTOBER 19, 2015 MINUTES** – A motion was made by Ms. Moritz and seconded by Ms. Marshall to approve the minutes of the October 19, 2015 meeting as presented. The motion passed unanimously.

**DIRECTOR'S REPORT** – Mr. Kutzer reported that due to a projected budget shortfall, agencies may be required to make a budget reduction of 2.5% with the possibility of up to a five percent reduction. The Office of Management and Budget has requested a Moody's Revenue Forecast that will be completed by mid to late January. Once the forecast is completed, agencies will be notified of the required budget reductions.

Following a brief discussion, Mr. Kutzer stated that he will provide the board with any information he receives.

Mr. Kutzer also reported that Ms. Kelly Scholl, Business Education Supervisor has resigned her position effective Friday, January 8, 2016. Ms. Scholl has been hired as the Educational Director for National FBLA and will be moving to Washington, DC. The Business Education Supervisor position will be opened shortly.

The STEM Coordinator position will not be opened at this time due to the possibility of the agency having to make budget reductions.

**AUTHORIZATION TO OPERATE PRIVATE CAREER SCHOOLS – Sanford Sonography Program** – Ms. Debra Huber reviewed the Sanford Sonography Program application, reporting that it has been reviewed and found to be in compliance with the Board’s standards and criteria for authorization to operate in North Dakota and the required plan for accreditation has been submitted.

Ms. Huber recommended initial provisional authorization of the Sanford Sonography Program to operate from December 21, 2015 through June 30, 2017. A motion by Dr. Lind and seconded by Dr. Hagerott was made to approve initial provisional authorization of the Sanford Sonography Program to operate as recommended. The roll call vote was as follows:

Ms. Meehl - aye  
Ms. Moritz– aye  
Dr. Lind – aye  
Ms. Marshall - aye  
Mr. Richter - aye  
Mr. Marthaller – aye  
Dr. Hagerott- aye  
Ms. Giesen - aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**CONSOLIDATED ANNUAL REPORT (CAR)** – Mr. Mark Wagner thanked Ms. Paula Marschner and Mr. Kutzer for their help in compiling the information for the Consolidated Annual Report.

Mr. Wagner reviewed the report, stating that there was a slight increase in performance measures this year and that enrollment totals increased by 273 at the secondary level and increased by 159 at the postsecondary level. However, concentrators were down by 79.

Two updates on page 14 were reviewed. There are seven performance measures that exceeded the targets, not six as previously reported. Also, there is one performance measure, 5S1, that met the 90% agreed upon level of performance, not two as previously reported. No improvement plans are necessary.

Mr. Wagner also reported that at the secondary level, for measure 6S1, Nontraditional Participation, 14 schools/consortiums failed to meet the 90% adjusted performance this year and of those, five failed to meet the 90% adjusted performance for three consecutive years and will be required to submit an improvement plan.

For measure 6S2, Nontraditional Completion, nine schools/consortiums failed to meet the 90% adjusted performance and of those, one school has not met the performance for the past three years and will be required to submit an improvement plan.

At the postsecondary level, all met performance levels. However, on Page 17 the final results are currently being worked on and will be finalized this week.

Mr. Wagner recommended approval of the 2015 Consolidated Annual Report, and requested permission to make the necessary adjustments to the report once the data has been completed and verified.

Following a brief discussion, a motion by Ms. Meehl and seconded by Dr. Hagerott was made to approve the 2015 Consolidated Annual Report, and allow the necessary adjustments to be made as the information is completed. The roll call vote was as follows:

Ms. Moritz– aye  
Dr. Lind – aye  
Ms. Marshall - aye

Mr. Richter - aye  
Mr. Marthaller – aye  
Ms. Meehl – aye  
Dr. Hagerott - aye  
Ms. Giesen - aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**FUTURE MEETINGS** – The January board meeting is scheduled for Tuesday, January 19, 2016.

The February board meeting is tentatively scheduled for Tuesday, February 16, 2016.

**OTHER** – Dr. Hagerott requested that, at a future meeting, discussion be held on emerging job projections. Discussion was held on what is currently available and Dr. Lind stated that the Career Outlook has excellent information as well.

Dr. Lind also requested an update on the reauthorization of Perkins when it becomes available.

The meeting adjourned at 9:29 a.m.

Respectfully submitted,

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Dr. Brian Duchscherer  
SBCTE Chairperson