CACTA Business Meeting Minutes  
CACTE Summer Conference 2017  
Embassy Suites - River Birch A  
July 19, 2017

**Attendance:** Stanton Gartin, NJC; Janet Renden, Adams 12; Mike Klouser, TCR; Sheri Bryant, DCSD; Kristin Weaver, Englewood; Mimi Leonard, LPS; Jay Moore, CCSD; Bridget Junkula, Jeffco; Woody Longmire, HSD2; Tony Bowling, DMTC; Rebecca Ketchum, Jeffco; Sarah Heath, CCCS; Kaylee Fabela, CCCS; Victoria Crownover, CCCS; Delia Lechtenberg, PCC; Tammy Ward, CCA; Marna Messer, Jeffco; Natalie Ihli, D20; Diana Forsythe, D20; Ginny Reece, Career Wise; Jennie Schilling, Greeley-Evans; Mary Stecklein, Weld RE8-Fort Lupton; Julie McWilson, Pueblo City Schools;

**Call to Order:** Mimi Leonard made motion to call the meeting to order. Sarah Heath seconded.

**Approval of Minutes:** Stanton Gartin moved to approve the minutes and Woody Longmire.

**Induction of Officers:** Debbie Nelson inducted the following people to the 2017-18 Board positions:  
  - Mike Klouser-President  
  - Sheri Bryant-President Elect  
  - Janet Renden-Past President  
  - Kristin Weaver-Secretary  
  - Woody Longmire-Treasurer  

**Secretary Report:** Kristin Weaver  
Minor revisions were made to the July 2016 Business meeting minutes after review during the Business meeting at the Mid-winter Conference. Those revised minutes are posted on the CACTA website. Janet Renden shared the February Business Meeting minutes with you via email this morning.

**Treasury Report:** Ed Rice  
Checking balance-$862.82  
Savings balance-$31,390.28  
We have two outstanding checks that are being settled currently. These include an $855 check and another small check to pay for awards plaques for this conference.

**Reports of Standing Committees**

- **Audit/Budget:** Ed Rice  
  Stanton suggested a portion of the savings account money be moved to a CD. Ed explained that the bank in Cortez, that currently houses the account, does not charge any fees.  
    - Sarah Heath made motion to have the executive committee investigate this issue further including finding a place to move money out savings account into a different type of account. Stanton seconded the motion.  
    - All “Ayes” and no “Nays”

- **Awards/Archives/Nominations:** Mimi Leonard  
  - At the upcoming CACTA mid-Winter conference we recognize retirees and friends to CACTA.

- **Communication Committee:** Janet Renden  
  The listserv has been updated to include CACTE conference registrants in the CACTA division.

- **Constitution/Bylaws and Resolutions:** Rebecca Morlan was not present. Nothing new to report at this time.

- **Legislative:** Mimi Leonard
o Heard from Steve DeWitt this morning about the current state at the Federal level. We have had a lot of federal and state level support the last few years. We are rescheduling Stacey Lestina’s Legislative Update in the way of a WebEx.
o New Legislative
o We need to gather priorities to share with Legislators for next legislative session starting in January 2018. If you have issues, please share those with Mimi.

- Membership: Steve Moos
  174 Admin ACTE members as of May 2017

- Program of Work: Janet Renden
  We revised our Program of Work in action but did not update the written version. Mike plans to do this over the next year. Our main goal is to bring administrators together from across the state and, eventually, the nation. We try to provide as many opportunities during Task Force meetings and conferences as possible to build a network of collaboration. Unofficially we made some shifts in the roles of President Elect, President, and Past President to better support the planning of conferences.
  We now have the President planning the CACTA Mid-winter Conference instead of the President Elect, as in years past.

- Social/Exhibits: Sheri Bryant
  We are looking to have someone to step into this role since she is moving into President Elect. Between July and December, it is this committee chair’s role to contact vendors and gather raffle prizes all for the CA. Gill Thompson, from Pickens Tech, has volunteer to step into this role.

Liaison Reports

- Hotel: Teina McConnell
  We have a signed a contract in March 2017 with Embassy Suites to be the hosting site for the next 3 Mid-winter Conferences.

- Area Technical Colleges (ATC): Eric Ward
  o Technical College of the Rockies
    New Name - Delta Montrose Technical College is now "TECHNICAL COLLEGE OF THE ROCKIES" or TCR. Rebranding is underway and the new look will be rolled out in August
    Mike Klouser is now the new Director for TCR
    TCR is currently:
    * Expanding medical programs into the PIC medical center in Montrose, Colorado to include: Medical Assisting, CNA and are in the early stages of developing a dental assisting program.
    * Expanding Cosmo and CAD programs in the Gunnison School District
    * Early stages certifying the automotive program to NATEF standards.
    * The school is discussing options to use a parcel of approximately 10 acres of irrigated land owned by the school as an "agri-lab" for the 3 existing secondary agriculture programs. The intent is to further move the programs to a more experiential education model. Giving students real life experience in the ag business.
      Job openings
      * Looking for a barber instructor to begin this fall
    o Pickens Technical College
      - starting a fourth cohort in automotive - local employers and program demand
      - starting small business management and entrepreneurship courses this fall
      - horticulture program is moving aquaponics, hydroponics and farm to table
      - new assistant director - Allen Golden - comes from the western slope
- Skills USA - took 19 students to the national conference
- HOSA - took 7 students to the national conference
- Tom Laing - post secondary advisor of the year
- 3rd nursing cohort starting this fall
- www.bestcolleges.com ranked Pickens Technical College as the number 1 community
college - ranking attributed to high completion and placement rates and low cost of tuition.

- CCCS: Sarah Heath
  o Excited to have new people at the conference from the Department of Corrections. We are
    happy to have their strong presence at the conference, 86 people to be exact.
  o Desktop Monitoring List is being passed around. Hope to have a Best Practices for Desktop
    Monitoring session at CACTA Mid-winter Conference.
  o Changes to Program Approval
    • 2 new text/check boxes
      - Textbox: Can type in what opportunities you offer related to Work-based
        Learning.
      - Checkbox: if you are offering an actual license or a full program that
        prepares students to take a licensing exam
      - Under the drop down where you select Concurrent Enrollment (CE) or
        Articulation tied to courses, there is a new new option to select called
        “Service Area Partnership”. This aligns to the spirit of the legislation and
        provides a better option where there is not the possibility of CE or
        articulation in a service area.
    • New form for Middle School Program Approval on CCCS website.
  o ACE Program Re-design
    • There has been a workgroup working on the re-design for the last year and a half.
    • Old program CIPs will be closed over the next two years. Any new programs will be
      put on a one year conditional status.
    • Talk to Lauren Jones about the ACE program re-design and talk to Mike Womochil
      about program approval process for ACE.

- Secondary Education: Roxie Aldaz
  o Please encourage all secondary educators and administrators to share issues with her and
    she will bring them to the Board meetings.
  o HB 1289--Mary Anne Hunter from CDE is the official point of contact. The official list of
    approved programs for reimbursement is overseen from CDE and CCCS.
  o Concurrent Enrollment--there is difficulty getting secondary instructors approved to teach
    CE. It is difficult due to the accreditation requirement (HLC) for postsecondary institutions.
    Sarah Heath recommended reaching out to CDHE for options to get instructors the 18 hours
    needed for CE instructor approval. Rural secondary teachers that took advantage of the
    tuition reimbursement option through CCCS, the funding came back to the teachers through
    Direct Pay and not through the community college itself. Service Area Partnership does not
    take the place of the HLC requirements for hiring qualified staff. CTE Administrators need to
    be informed and ensure that secondary administrators are CLEAR that this is not a
    post-secondary issue--your college WANTS to work with you. PRIOR to hiring for CE
    instructors, check the transcripts as graduate credits need to be in the area of concentration.
    The HLC requirement is masters in content area OR a masters in general area + 18 hours in
    the area of concentration. In terms of issuing a CTE postsecondary credential, HLC looks
    towards the state guidelines for approval. Sarah Heath suggested we have an intentional
    strand regarding CE instructor approval and HLC guidelines at CACTA Mid-winter
    Conference.
• There is a shortage of CTE teachers in CO. Sarah Heath shared that US Dept of Education is providing grant opportunities to recruit students into teaching and CO is applying for the grants.
  o Much appreciation to Jacqui and Victoria for their Perkins and CTA training across the state.

  • Community College: Tammy Ward
    o Trying to be responsible to the industries, so they are attending a lot of sector partnership meetings.
    o Looking more into competency-based education and badging to reduce the time it takes to get students into industry.
    o Tammy is going to ask for more information from the 13 community colleges. Sarah Heath suggested that she advocate for getting more of the 13 community colleges to attend the Board meetings.
    o Normed pre-requisites--This will be a topic for discussion at the 2:2 meeting in September.
    o Dr. Tammone will be stepping down the last week in July
    o Suggestion to have an email listserv for all the CTE Directors at the postsecondary institutions.

• CSU: Dawn Mallette
  There are forms available for college credit for the conference at the registration desk.

• CACTA Task Force: Michael Klouser
  o We have proposed Task Force topics in the discussions prior to this portion of the agenda. We will take these ideas under consideration when planning for our 2017-18 meetings.
  o Meeting dates are coming soon.
  o Recommends attending the National Policy Seminar and Region V Leadership Conference in CO Springs.

• CACTE Board: Debbie Nelson
  o The 2018 CACTE Summer Conference is in Breckenridge, CO.

• Web Liaison: Judy Morr was not present.
  o She has shared that she is more than willing to “hand over the reigns” to another CACTA member. Please let Mike Klouser or Sheri Bryant know if you are interested in this position.

**New Business:**

• 2017/18 Program of Work: Michael Klouser has begun the following work:
  o Review edit and/or approve Mission and Vision
  o Review edit and/or approve By-Laws
  o Develop and institute a comprehensive communication plan:
  o Develop and institute a comprehensive membership marketing/recruitment plan (CACTA Bylaws Article III)
  o Enhance standing Committee participation (CACTA Bylaws Article VIII)
  o Plan for CACTA Mid-winter conference
  o Continue efforts to improve Task Force efficiency

• Vision: The CACTA Task Force exists to ensure a strong voice for CTE in all forums and levels of education in Colorado.
• Mission: The CACTA Task Force provides a forum for communication and networking regarding key issues and best practices for secondary and postsecondary CTE in Colorado.
Other

- Pickens will be the host for the 2017-18 Board and Task Force meetings. Dates will be coming soon.
- Tony Bowling moved to approve the mission and vision listed above. Laurie Krizman seconded the motion.

**Adjournment:** Tony Bowling moved to adjourn the meeting. Sheri Bryant seconded the motion.