



**Colorado Association of Career and Technical
Administrators**

CACTA Board Meeting MINUTES

October 8, 2020

9:30 am-11:30 am

CACTA Mission:

The mission of CACTA is to promote professional leadership and development of members to ensure Career and Technical Education within the education systems of Colorado will meet the continually changing education and training needs of students and business/industry.

In Attendance: Paula Herrmann, Tammy Ward, Nikki Carter, Laurie Krizman, Jessica Bright, Debbie Nelson, Janet Renden, Rebecca Morlan, Mimi Leonard, Duane Roberson, Linda VanDoren, Victoria Bobo, Stacy Miller, Gill Thompson, Julie Wright

Call to Order: CACTA Board President Paula Herrmann called the Zoom Meeting to order at 9:35am

Approval of Minutes: April 30, 2020 minutes obtained motion, second and approved

Approval of Agenda: October 8, 2020 agenda obtained motion, second and approved

Welcome: Paula Herrmann

- Success and challenges were shared by several board members in relation to the Covid virus pandemic, how and what they are doing.

Committee and Liaison Reports:

- **Secretary** – Laurie Krizman - no report
- **Treasurer** – Jessica Bright
This report is for both Treasurer and Audit/Budget Committees
 - Tax documents were completed and to Debbie Nelson on time
 - Obtained a new debit card
 - Will work to get Paula or Nikki on bank accounts
 - Checking and savings accounts are balanced and up-to-date
 - Checking account balance is \$8,588.78
 - Savings account balance is \$37,918.60
- **Audit/Budget** – Jessica Bright – see Treasurer report
- **Awards/Archives** – Tammy Ward
 - On the save-the-date for the conference, I will have Paula ask that the membership to be thinking of nominations for Admin of the Year, Emerging Leader, Friend of CACTA and also provide info on Retirees. The actual Call for Nominations will go out by the end of the year with reminder email to follow in January. Nominations will close mid-January

- **Communications** – Janet Renden
 - This report is for both Communications and Membership/Nominations Committee. Listserv is continuously updated based on current membership lists and info as well as emails folks send to me directly asking for me to change/update their email address. If others are creating separate listservs we should talk about how we will communicate to that we have consistent info. Latest Membership list has us at 144 members. Let me know when and how the Board would like for me to handle nominations this year

- **Constitution/Bylaws/Resolutions** – Rebecca Morlan - No report

- **Legislative** – Mimi Leonard/Janet Renden/Duane Roberson
 - Highlights/information: state budget forecast a bit better than anticipated, still dire for FY21-22, probable cuts in \$2-2.5B range; categorical amount can't be cut, but amounts for items within the group can shift (CTA); lengthy ballot this year, several items may impact budget.
 - House – all 65 up for re-election, Senate – 17 out of the 35 up for election. There is a need to constantly keep then knowledgeable about CTE.
 - Need to encourage the Day at the Capital, but also encourage more outreach at all levels and year round.
 - Advocacy Committee – Mimi is trying to start this although there is not much interest at this point. She will be including information in the CACTE newsletter.
 - Developing an understanding of the impact of CDIP on CTE programming and the relevance of emphasizing legislative support.

- **Membership/Nominations** – Janet Renden – See Communications report

- **Program of Work** – Paula Herrmann
 - Member recruitment and engagement – Through outreach, networking, and networking opportunities, marketing, and providing leadership support.
 - Increase new membership
 - Professional development experiences
 - Defining roles and responsibilities – Having existing board members refine current role descriptions, for a more comprehensive explanation of what each position entails.
 - Board members review and suggest additions or modifications based on their knowledge of the position.
 - Leadership and professional development - Creating offerings, targeted outreach, non-conference and conference opportunities.
 - Focus areas developed through needs assessments
 - Surveys
 - Current trends, state requirements and legislation

- **Social and Exhibits** – Gill Thompson/Julie Wright

- We will start reaching out to Vendors at end of this month. I will reach out to Debbie to see what they did with Vendors for CACTE and modifications they made. I'm excited to have help from Julie Wright (new this year).
- **ATC Liaison** – Linda Van Doren
 - Since the March 2020 closing date of APS/PTC we have been working in many different lanes; safe at home, remote, safer at home, hybrid, cohort, etc.

Pickens began to come back to life at the end of May. We received a Directive from the Governor as an Institute of Higher Education to resume all programs with labs, shops, clinicals in health and transportation to continue to produce essential workers. We were granted a waiver from the Colorado Department of Higher Education to bring back students at a 9:1 hybrid cohort model to complete skills check offs to ensure that students were prepared to take state boards and industry tests to receive industry based certificates and enter the workforce. We then received a thumbs up from Superintendent Munn and Tri County Health. We ran summer school the month of June and were able to complete all requirements for our 2020 graduating class. We held an outdoor, socially distanced graduation ceremony on July 17, 2020 to graduate 1000+ graduates.

We then began our planning for the 2021 school year. Due to our successful summer school we proposed to start the school year in a 9:1 ratio hybrid cohort model. While Pickens Technical College is currently preparing for Q2, many of the data points we are looking at are:

- We have had a successful first quarter hybrid cohort F2F, 9-1 ratio, socially distanced with over 600 students in attendance working towards their IBCs/Certificates.
- We also had a successful summer school with over 200 students in attendance completing their IBCs/Certificates.
- We have not had a positive case during the June session or the first quarter while serving our students.
- We attribute our success to limiting the amount of non-instructional and instructional staff on campus at any given time.
- We have very little traffic in our one directional hallways and have added port-a-potties outside of shops to limit cohort cross over.
- Our programs have accessed their outside doors and students follow strict safety protocols, many that mirror the new workplace protocols that they will be joining upon completion.
- Our staff have demonstrated that they know how to keep our school safe and still provide student services and instruction.

Proposal for Q2: Approved by Superintendent Munn

- Continue with 50% of non-instructional staff in the building daily on the current rotation. This is a proven practice that is working in schools that adhere to this protocol.
- Phase 2 of our hybrid cohort model will allow us to move some cohorts to a 1:15 ratio to ensure all programs have 2 or less cohorts.
- This will increase the number of shop/lab/clinical skills days per week and the flexibility to bring students on campus only when the training objectives dictate.
- Fridays will continue to be asynchronous with instructors continuing to work virtually.

- We will also be adding Cosmo, Esti, Barber, Nails. Photography, Electronics and Culinary into the rotation for Q2 to begin the practical portion of these programs.
- I would like to allow the remainder of our current model to stay the same as Q1. This will begin October 12, 2020!

New position: Director of Customized Training, Short Term Credentials and Apprenticeships, Daniel Sandoval. He is making great connections, setting up partnerships and getting embedded in the work based learning, upskilling and reskilling conversations to ensure that Pickens is contributing to the Colorado Comeback and economic recovery.

Technical College of Rockies (TCR) brought students back in mid-April, under strict safety precautions, to finish their Spring hands-on skills instruction. Students were on campus under those restrictions through the end of June.

·In August we started with face-to-face instruction for all of our programs. We are fortunate to have full enrollment and a wait list for many of our programs. Our first cohort of HVAC students started this fall, and that program is going well. We have had an increasing demand for our EMS programs, and have added additional cohorts of our EMT program. We plan on adding a Fire Science program next fall as well.

·Great things are going on at TCR. Make sure to stop by and visit if you make it to the Western Slope!

Emily Griffith brought a handful of programs back to in-person learning in April and we were able to graduate over 500 students last year. We resumed classes this August, and all programs continue to operate in a hybrid or fully remote fashion. Our faculty were the designers of our return to campus plan.

·New programs launched this fall: Google IT Help Desk, Cybersecurity, and a Web Development program. In addition, we've revamped our Multimedia & Video Production program to more closely align with our industry partners.

·Our LPN program recently had a virtual ACEN reaccreditation visit. We are getting ready for our COE reaccreditation visit next year.

·We have waitlists for many of our programs which is exacerbated by the fact that we're running in-person classes in smaller, distanced cohorts. A

·Emily Griffith was awarded the CTE Innovations grant to support strong faculty recruitment, retention & development.

·We are currently in training as part of our institution's reorganization that focuses on Career Navigation, Career Coaching, and Success Coordinators to support strong student outcomes and employment.

- **CACTE Board Liaison – Debbie Nelson**
 - 2020 CACTE CareerTech Summit
 - 305 people registered for the Virtual Summit
 - Thanks for your support of people attending
 - Evaluation results showed:
 - Many really liked the virtual format and want that component moving forward
 - Lots of lessons learned about virtual format

- Supportive of doing virtual rather than nothing.
- Future CACTE CareerTech Summits
 - 2021 Loveland Embassy Suites, July 18-22 – contract is signed but format unknown at this point. Moving forward as if will be in-person; researching possibilities for a synchronous live stream of at least some parts.
 - 2022 Beaver Run Resort, Breckenridge, July 17-21 – contract signed
 - 2023 Loveland Embassy Suites, July 16-20 – contract signed
 - 2024 – maybe Grand Junction
 - 2025 Loveland Embassy Suites, July 20-24 – contract signed
- Virtual VISION
 - Register by October 23 for best rates
 - Region V Business meeting is R 11/19/2020 at 4:00 pm MT
- Colorado CTE LEARN
 - Awesome member benefit with ACTE
 - Online professional development - some with a fee, some free.
 - Focus on effective and proven teaching/leading strategies with CTE in mind.
 - FREE section available to use with students - CareerPrepped
<https://co.ctelearn.org/careerprepped/acte-network/>
 -organization subscription is FREE and tailored to your needs!
<https://co.ctelearn.org> - check it out.
- Legislative Issues
 - Tonette says it's going be a dire budget year for state.
 - Working towards year-round advocacy. One event per year at Capitol isn't enough anymore. Mimi Leonard is chair of new CACTE Advocacy committee - encourage your folks to get involved.
 - Encourage members to invite legislators to events "at home" in fall, especially after the election.
 - Many will be new and need orientation to what 21st century CTE is all about
 - Host "Showcase" for legislators
 - Attend town halls
 - Host legislator "Town Hall"
 - Tentative date for 2021 CTE Showcase at the Capitol – February 3
- CACTE Excellence Awards
 - Nominate folks for all awards - portal opens March 17.
- Miscellaneous Topics
 - Divisions may use CACTE Zoom account for virtual conferences - CACTE will pay upfront costs to bump up Zoom account. Division can repay after conference (for reference, it cost CACTE \$251 for summer Zoom).
 - One of your own, Janet Renden, is the new CACTE president-elect!
 - Encourage your new (and veteran) CTE teachers, administrators and counselors to be ACTE/CACTE members by allowing dues payment from CTE funds. Please consider supporting those involved in Division and CACTE leadership positions by paying their dues.

- Feedback is always welcome on e-newsletters, website, other CACTE activities - we are striving to make the association responsive to members.
- **CCCS Liaison** – Sarah Heath – no report
- **Community College Liaison** – Victoria Bobo
 - Red Rocks Community College reported that they are currently undergoing Title IV recertification, which is a significant project.
 - Community College of Denver:
 - They are updating their Open Educational Resources (OER) in Criminal Justice and Business programs. They developed an entire book online through OER. They are using some Perkins and some CARES Act funding for this work.
 - They used CARES Act funding to establish hyflex courses.
 - They have 30 students enrolled at the start of their IPM program.
 - In Fall, they launched their Vet Tech apprenticeship program and were awarded an Innovations in CTE grant for this program. They started with 10 students; employers wanted more, so they are hoping to increase the marketing of the program.
 - They have a newly designed Medical Assisting program. It was a 45 credit certificate and has been redesigned as a 33 credit certificate to meet employer needs. This was launched in the fall.
 - They signed a new Transfer agreement with Metropolitan State University for articulation to their Masters in Health Exercise Science. They hope to launch this in the fall of 2021.
 - Pikes Peak Community College:
 - Opened its Center for Health Education and Simulation at the north end of Colorado Springs.
 - They invested in manikins for their Nursing program. They developed an RN to BSN program that now has 80 students.
 - They are developing a Physical Therapy Assistant program and getting ready for that program's initial accreditation visit.
 - They also have a surgical technician program and are investing in equipment for that program to be able to do simulation. They are trying to provide interdisciplinary equipment so that they can simulate a hospital environment for multiple programs to use.
 - They are piloting hyflex courses this term and so far it's going well. They may expand those offerings in the spring.
 - Arapahoe Community College is developing a new BAS in Health Information Management. They hope to launch this in conjunction with Pueblo Community College in fall 2021. They are also exploring a new Ophthalmic Technician program.
 - Front Range Community College:
 - Since 2016, FRCC has introduced 14 new programs: Bachelor of Applied Science in Geospatial Science, Bachelor of Science in Nursing, Recording Arts Technology, Surgical Technology, Patient Care Technician, Medical Assisting, Public Safety Dispatch, Peace Officer Standards and Training (POST), Construction (in partnership with local school

districts), Optics, Automation and Engineering Technology, Electronics Engineering Technology, Highway Maintenance Management, and Sterile Processing Technology.

- FRCC will also participate in the new Statewide Transfer Articulation Agreement (STAA) in Computer Science (AS Degree) once finalized by CCCS and CDHE.

- **Secondary Liaison (rural)** – Roxie Aldaz – no report
- **Secondary Liaison (metro)** – Stacy Miller/Dawn Bauer
 - RISE Grant
- **Web Liaison** – Chris Duran – no report
- **Hotel Logistics Liaison** – Teina McConnell -
 - We are under contract with Embassy Suites Loveland for the 2021 Mid-Winter Conference. There is a clause in our contract that will allow us to adjust if Covid makes us need to change our plans.

New Business:

- Updating role descriptions – Paula Herrmann will send out individual emails to each person to discuss what their role entails
- [Survey results](#) – see end of document mid-winter conference survey results

Mid-Winter Conference discussion - Brainstorm Format, Deadlines, Themes

- There was a lot of discussion about the upcoming CACTA conference (February 2021) in relation to the continually changing Covid guidelines and restrictions everyone is facing from the government, school districts, budget cuts and business issues. The survey was reviewed and discussed.
- The final decision was made by the Board to NOT have an in-person CACTA in February
- Next steps:
 - Prior to announcing decision, hotel will be contacted about cancellation and see what that entails- refund? penalty? no issues?
 - Do an all call for state sector Summit meetings to glean information from them about what they think would work. Virtual or smaller in-person?
 - Set regional breakout times, what does that look like?
 - The Board will reconvene to work on a new plan

Other Business:

Adjournment: Board President Paula Herrmann adjourned the meeting at 11:23am

CACTA Conference survey 2020 condensed results

1. **CACTA conference in person/virtual or both?**
 - 30% / 30% / 28%
 - 12% unsure

2. **Would rather see CACTA cancelled if in person was limited and conference can't look the same?**
 - 7.5% strongly agree
 - 17.50% agree
 - 25% neutral
 - 32.5% disagree
 - 17.5% strongly disagree

3. **Some topics of interest to be addressed at 2021 conference**
 - Program approvals
 - Program of study credentials
 - Best practices for online
 - Learning in CTE and planning virtual advisory meetings
 - Equity best practices aligning WBL/ with CTE
 - Innovative ways to teach online for CTE
 - Leveraging post-secondary partnerships online
 - How will student tracking look this year
 - General updates and website updates and information
 - Perkins best practices
 - o Grant writing
 - o Innovation grants
 - o Sharing out of what individual Districts do
 - Instructional leadership
 - o Supporting teachers in the classroom
 - Leadership development
 - Project management training
 - New CTA and reporting
 - Industry updates
 - Program director updates

4. **Proposals**
 - 7.5% open call for proposals
 - 22.5% conference committee chooses sessions
 - 70% combination of both

5. **Other suggestions or input**
 - If virtual make it short, with frequent breaks
 - Add a visit to a Colorado school or District
 - Open forum with all things happening in CTE
 - Blended model will provide for more participation
 - A breakout or brainstorm with like Districts