

**CACTA Board Meeting**  
**April 30, 2020**

The **[CACTA Board] mission**...shall be to promote professional leadership 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.

The **CACTA Board vision** is to energize and communicate the passion and value of Career and Technical Education (CTE) throughout our communities.

**MEMBERS IN ATTENDANCE:**

Roll Call attached.

**CALL TO ORDER:**

CACTA Board Chair Tammy Ward called the meeting to order at 9:35 a.m.

**APPROVAL OF MINUTES:**

The agenda was reviewed and Stacy Miller made the motion to approve the agenda. Kristi Weaver seconded the motion. The motion passed unanimously.

**APPROVAL OF AGENDA:**

The February 7, 2020 meeting minutes were reviewed and Mimi Leonard made the motion to approve the minutes. Gil Thompson seconded the motion. The motion passed unanimously.

**WELCOME AND UPDATES: TAMMY WARD:**

New members are coming on board in July! All committee leads were encouraged to add at least one person from the CACTA membership.

- New Officers beginning July 2020:
  - Stacy Miller respectfully declined President Elect nomination and is willing to participate in other ways. She agreed to join the Secondary Liaison committee
    - Paula Herrmann will assume the role of President elect
  - Laurie Krizman as Secretary
  - Jessica Bright as Treasurer
- Three (3) new committee members beginning July 2020:
  - Dawn Bauer who will be working with Stacy Miller as Secondary Liaison for the Metro area (to complement Roxie's role as Secondary Liaison with a rural perspective)
  - Duane Roberson who will be joining Mimi Leonard on the Legislative Committee;
  - Julie Wright will join Gill Thompson on the Social/Exhibits committee.

**DIVISION DAY DISCUSSION:**

Debbie Nelson, CACTE Executive Director shared that the Executive Committee met and decided to change the 2020 CACTE CareerTech Summit to a virtual conference. **This information will be made public on May 7.** Arrangements are being made for the 126 individuals who have registered and paid for the conference – giving them the option to re-register for a virtual experience. Refunds will be issued as necessary. Registration costs: \$75 for member; \$125 for nonmember; \$225 for reg including membership (renewal or new).

Considerations are being made for the 57 individuals who signed up for credentialing (CTE in Colorado); and the 18 individuals that signed up for the work-based learning training. Sara Butler will reach out about the conference changes and accommodations will be made.

The CACTA bylaws state that the Board meets during Development Day. Because of the shift to a virtual conference, Tammy asked for Board member feedback on meeting topics. A number of ideas were discussed and the top suggestions included a Q&A, managing physical wellbeing/self-care in the new WebEx environment; something fun like a show n' tell or happy hour. Sarah Heath offered to identify state resources that address self-care and stress management, and a number of Board members will research options as well. Tammy will send out email to confirm the agenda and discussion topics.

Tentative virtual conference schedule:

|         |  |
|---------|--|
| July 20 | All day: virtual technology check for all attendees in morning - |
| July 21 | 9:00 am - 12:30 pm: sessions                                     |
| July 21 | Afternoon: Jacqui and Victoria appts                             |
| July 22 | 9:00 am - 12:30 pm: sessions                                     |
|         | Afternoon: Division Day Meeting and Networking                   |

## **DISCUSSION ON EFFECTS OF COVID 19 ON CTE PROGRAMS – CHRIS JUAREZ & DANA ANDERSON:**

Chris and Dana provided a summary of feedback they have received from secondary and post-secondary programming. Generally, everyone seems to be managing OK, however, there are some concerns as to whether schools are aware of the new requirements for program approval. Details on what is required can be found here: <http://coloradostateplan.com/secondary-pathways/>

Required documentation includes:

- Program Quality Action Plan
- Advisory Committee Program of Work
- CTSO Program of Work (secondary only)
- Syllabus (secondary only)
- Checklist for Educators

Sarah Heath explained how the new program approval site will have a soft launch soon, and when the site goes live for everyone, CTE Directors should be ready to enter data specific to 1) staff access to the site; 2) updating expired program information; 3) updating expired information for programs requesting Perkins funding. Sarah noted that the deadline for secondary/middle school program approval is April 1, 2021.

Sarah Heath further explained the relationship between the regional needs assessment and Perkins Grant funding. The new legislation requires that Perkins funds align with priorities identified during the regional

needs assessment process which were submitted for state approval. The purpose of this new direction is to encourage more strategic spending of federal monies with an emphasis on work-based learning opportunities.

Sarah Heath briefly explained current guidelines for course completion – particularly CTE programs that require lab/shop experience. CDHE and CDPHE have provided guidance to post-secondary in particular related to this issue. Additional resources are at <http://coloradostateplan.com/>.

Starting July 1, the STEM, Arts, Design & Information Technology program will be renamed to: **Engineering, Technology, and Media** in an effort to get away from 'STEM' because of the blurred lines between general education/transfer courses and CTE courses.

## **REVIEW/DISCUSS CONFERENCE FINANCES AND EVALUATIONS:**

Highlights from the CACTA conference in February: (evaluation summary attached)

- Over 170 registered, but had some no-shows due to weather
- The beach theme was fun and our student graphic designs were a big hit
- Highest ratings on the opening session/Sarah's state of the state
- President's Reception (auction raised over \$1200 again!)
- Vendors, Awards Luncheon were positively received/reviewed
- Breakout sessions got mixed reviews. Room for improvement
- Lack of postsecondary offerings still an issue – didn't get many post-secondary presenters

Conference budget:

Checking Account Balance:\$8244.78

Savings Account Balance: \$37,917.66

Kristi Weaver presented the conference budget and noted a that the conference made a profit, which she attributes to higher registration, a small increase to the registration fee, and no keynote speaker fees. There were new operational expenses such as renting AV from the hotel, but the additional expenses did not negatively impact the budget. Kristi noted the significant savings account balance and asked the Board if it wanted to spend it down. Ideas included professional development grants including certification expenses which cannot be funded with Perkins grant monies; policy training for the President and President elect; supporting expenses for the CACTA awardees at regional and national conference. The Board will continue conversation at a later date.

## **NEW BUSINESS: DOCUMENTING ROLES/RESPONSIBILITIES OF BOARD POSITIONS:**

Before she leaves her role as President, Tammy wants to update Board Executive Committee roles and responsibilities in the bylaws. The Board suggested reviewing ACTE policy manual. Also, the bylaws have been updated and ready for a vote during Division Day in July. Tammy will send out all draft documents to the Board prior to the July meeting.

## **ADJOURNMENT:**

Tammy adjourned the meeting at 11 am.

**ROLL CALL:**

| <b>Position</b>                 | <b>Name</b>     | <b>Attendance</b> |
|---------------------------------|-----------------|-------------------|
| 2019-2020 Past President*       | Sheri Bryant    | X                 |
| 2019-2020 President*            | Tammy Ward      | X                 |
| 2019-2020 President Elect*      | Stacy Miller    | X                 |
| 2019-2020 Secretary*            | Pam Packer      | X                 |
| 2019-2020 Treasurer*            | Kristi Weaver   | X                 |
| Audit/Budget                    | Kristi Weaver   | X                 |
| Awards/Archives                 | Mimi Leonard    | X                 |
| Awards/Archives                 | Sarah Heath     | X                 |
| Communications                  | Janet Renden    |                   |
| Constitution/Bylaws/Resolutions | Rebecca Morlan  |                   |
| Legislative                     | Mimi Leonard    | X                 |
| Membership/Nominations          | Janet Renden    |                   |
| Program of Work                 | Tammy Ward      | X                 |
| Social and Exhibits             | Gill Thompson   | X                 |
| AVS Liaison                     | Linda Van Doren |                   |
| CACTE Board Liaison             | Debbie Nelson   | X                 |
| CCCS Liaison                    | Sarah Heath     | X                 |
| Community College Liaison       | Victoria Bobo   | X                 |
| Secondary Liaison               | Roxie Aldaz     |                   |
| Web Liaison                     | Shelley Goerd   | X                 |
| Hotel Logistics Liaison         | Teina McConnell | X                 |








Appendix A



View and download post-event survey responses.

**2020 CACTA Mid-Winter Post-Conference Survey**

[Download This Data \(.CSV File\)](#) | [Print this Window](#)

|   |   |           |
|---|---|-----------|
| <b>Q:</b> Your Name (optional)  | Response Type: Text Field                               |           |
| <b>Q:</b> How many CACTA Mid-Winter Conferences have you attended?  | This was my first                                       | <b>28</b> |
|                               | 2-5   | <b>25</b> |
|   | 6-10  | <b>10</b> |
|   | More than 10  | <b>9</b>  |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> I found the online registration process:  | efficient and easy to use                               | <b>64</b> |
|                               | confusing and hard                                      | <b>1</b>  |
|   | did not use   | <b>7</b>  |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> I attended the Opening General Session Legislative Update with Tonette Salazar                      | Yes, it was valuable                                    | <b>61</b> |
|                             | Yes, but it was not beneficial or applicable to my work | <b>2</b>  |
|   | No  | <b>9</b>  |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> I attended Opening General Session keynote speaker, Joe Garcia                                      | Yes, it was great                                       | <b>50</b> |
|                             | Yes, but it was not beneficial                          | <b>13</b> |
|   | No  | <b>9</b>  |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> I attended the Opening General Session 'State-of-the-State' with Sarah Heath                        | Yes, it was valuable                                    | <b>66</b> |
|                             | Yes, but it was not beneficial or applicable to my work | <b>0</b>  |
|   | No  | <b>6</b>  |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> The Breakout Sessions were:   | Outstanding   | <b>24</b> |
|                             | Good  | <b>42</b> |
|   | Need improving; I do NOT recommend the following:       | <b>6</b>  |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> Please comment:   | Response Type: Text Area                                |           |
| <b>Q:</b> The breakout session most beneficial to me was:   | Response Type: Text Area                                |           |
| <b>Q:</b> I attended the President's Reception on Wednesday Evening:  | Yes, it was great                                       | <b>30</b> |
|                             | Yes, but it was not enjoyable                           | <b>1</b>  |
|   | No  | <b>37</b> |
|   | Response Type: Dropdown Menu                            |           |
| <b>Q:</b> Please comment on this year's reception and/or what you would like to see at next year's reception: | Response Type: Text Area                                |           |
| <b>Q:</b> I attended the Awards Luncheon on Thursday, Feb. 6  | Yes I attended and it was informative                   | <b>25</b> |

Pie Bar

**Q:** I visited the vendors:

Pie Bar

**Q:** Vendor Comments:

**Q:** What did you like most about the conference?

**Q:** What did you like least about the conference?

**Q:** I have a great idea for future professional development sessions and keynote speakers:

Yes 33

No 14

Response Type: Dropdown Menu

Yes, they were beneficial 35

Yes, but they didn't meet my expectations 4

No 30

Other 3

Response Type: Dropdown Menu

Response Type: Text Area

Response Type: Text Area

Response Type: Text Area

Response Type: Text Area

Close Window