



**Colorado Association of Career and Technical Administrators  
CACTA Business Meeting Agenda**

April 21, 2022  
9:00am-12:00pm

**CACTA Mission and Vision:**

*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.*

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

**Attendance:** In-Person: Paula Herrmann, Nikki Carter, Kate Wagner, Jessica Bright, Julie Simms, Debbie Nelson, Gill Thompson, Duane Roberson, Jess McAllister, Shelley Brunjak-Goerd; On Phone: Tammy Ward, Janet Renden

**Call to Order:** Called to order at 9:12am by Paula Herrmann.

**Approval of Minutes:** October 14, 2022

**Welcome:**

Debbie Nelson - Exec Director of CACTE; Julie Simms - Curriculum Coordinator for Innovation Programs working on Faculty Induction program; Jessica Bright - now with Cherry Creek CTE moving to Buena Vista; Kate Wagner - DPS Curriculum Specialist for CTE, taking over Bylaws beginning 22/23; Nikki Carter CTE Director at Widefield School District, enjoying have a board from across Colorado; Paula Herrmann Asst Principal at Warren Tech Central; Jess McAllister with Lewis Palmer School District, stepping into the role of Secretary beginning 22/23; Duane Roberson CTE Director for District 11; Gill Thompson with CTE Coordinator with APS, stepping down as Exhibits lead moving forward

**Secretary Report** – Laurie Krizman; Laurie is not at meeting today and Jessica Bright is acting Secretary; Jessica Bright moved to approve minutes, Julie Simms seconded; no discussion; all those in favor - 9 approved; 0 opposed; minutes have been approved.

CACTA Google Drive shared drive - Jessica Bright will transition to CACTE shared site, everyone on Executive Committee has access

**Treasurer Report** – Jessica Bright

Current balance of checking is \$6,936.57 and savings is \$4,424.55. All transactions are complete from the 2022 CACTA Mid-Winter Conference. We had 32 new ACTE/CACTE/CACTA memberships and 26 renewals included in registration.

Conference breakdown: Total Expenses: \$62,433.38, Total Income: \$58,594.88, loss of \$3,838.50. Finalizing exact report to show where money was spent. The Embassy Suites saw a 13% increase in costs.

## Reports of Standing Committees:

- **Audit/Budget** – Jessica Bright – see Treasurer Report. Tax spreadsheet will be due mid-September.

- **Awards/Archives** – Tammy Ward

The Awards Committee was thrilled to honor our deserving winners at CACTA in February:

Administrator of the Year: Mary Krisko

Equity Champion: Chris Duran

Emerging Leader: Tessa Gargano

CTE Champion: Nikki Lester

Retiree: Laurie Krizman

The committee will be submitting Mary's name for consideration for the CACTE Excellence Awards, as the category of Administrator of the Year is eligible.

- **Communications** – Janet Renden

Putting a link on the CACTA website for people to update the information on the ListServ. Janet would check the link once a week to update the list. Need to create a Google Form to update information. Jessica Bright will create a form and work with Chris Duran on getting it posted on the website. Include a link for ACTE to update membership.

- **Constitution/Bylaws/Resolutions** – Rebecca Morlan

No report provided.

- **Legislative** – Janet Renden/Duane Roberson

No report provided, however, Duane provided a summary. It has been a very active session for workforce development, hardly anything is CTE specific. Everything is CTE complementary, with early childhood education, increasing opportunities for workforce development, but we are likely to see most of that benefit going to post secondary or workforce centers around the state. Equal heavy lifting for rural support, instead of urban. Last conversation with Tonette was becoming more proactive as an organization, and trying to get K-12 issues in the minds of legislators in prior to session, not just broad development, but a narrow focus of programs. We would like to see teacher retention and recruitment for districts to support CTE endorsement as a license to hire teachers.

Debbie Nelson: helping kids to understand earlier how to fund post secondary activities no matter the activity. CACTE Legislative Committee had a direct impact on the wording of the bill, to have specific financial education, and a lot of the money for the above mentioned items are one-time funding.

Duane: Legislators don't know what to write unless we tell them.

Duane said if you get money, take picture and advertise it; use social media and use #coleg to post about how districts are using the money. Use that hashtag in order to get attention from legislators, as well as #CareerTechEd. Mentioned having a round table or breakout regarding how to drum up legislative support at CACTE or CACTA.

- **Membership/Nominations** – Janet Renden  
Working on a statewide membership campaign with CACTE.
- **Program of Work** – Paula Herrmann  
Big program of work focus was on the Mid-Winter Conference. Another area of focus was to get the website going, getting the right information and to manage communication. Paula cannot make the changes, but would like to continue to streamline updates. Trying to get nominations for Admin and Program Spotlights, to ensure things are updated quickly. Focusing on CACTA Division Spotlight for CACTE conference.
- **Social and Exhibits** – Gill Thompson/Julie Simms  
Gill: CACTA was a success and nothing new to report. Feedback from the vendors - they thought the room worked well with the big blocks of time and felt there was a good flow of traffic. The location of the room was successful since it was close to the main room with snacks inside.

#### **Liaison Reports:**

- **ATC Liaison** – Linda Van Doren  
No report provided; Linda is out for a funeral.
- **CACTE Board Liaison** – Debbie Nelson  
2022 CACTE CAREERTECH SUMMIT
  - Planning for an in-person Summit, July 17-21, at Beaver Run Resort in Breckenridge
  - CACTE is defining hybrid as:
    - recordings of General Sessions
    - recordings of selected Breakout Sessions available after in-person Summit ends
    - as many Breakout Sessions handouts/presentations in Whova mobile app as possible
  - According to evaluations, district-level financial support of people attending matters!!!!
  - PLEASE plan to attend yourself and please encourage your teachers and counselors' attendance with monetary support, especially those in leadership position
  - Registration is open – early bird member prices through May 15; can register through July 11
  - Lodging rates range from hotel room at \$172 to a 2 BR suite at \$287 per night – MUST bring paper copy of tax exempt certificate when check in

Duane mentioned reaching out to Victoria Crownover to see what people included CACTE in Perkins so we can reach out to them directly.

Conversation regarding how to write this into Perkins. Duane shared that this year's budget included registration as well as an event that takes place next fiscal year that is offering a discount. As long as there's an early bird registration. Hotel will be covered in the next school year. Plan to bridge the program request.

Idea: On the Job Must Knows - Duane and Nikki about things that new CTE directors would like to learn. Like Perkins, or other best practices.

#### LEGISLATIVE ISSUES

- 2022 CACTE Legislative Priorities document is complete and on the website for use!
  - 3 overarching priorities: Economic Recovery & Workforce Development, CTE Teacher/Instructor Emergency, Education Funding: K-12 & Higher Education
  - Please use as you interact with legislators!
- Legislative Committee continues to monitor bills and other happenings, providing Tonette/Dylan with feedback from the CTE/CACTE perspective
- CACTE appreciates the \$8,000 contribution CACTA makes to Tonette's \$28,000 compensation – yes, I know it's a lot, but what we pay her is still less than the “going rate”

#### COUNSELING/CAREER DEVELOPMENT DIVISION COLORADO YOUTH CAREER FAIR

- CCD Division is major planner of this event, occurring this week, including TONIGHT HERE at CCIC in person, also virtually, from 4:00-7:00 pm
- Different career pathways have been featured each evening
- Check out the website for details and later, recordings!

#### CACTE EXCELLENCE AWARDS

- PLEASE nominate folks for all awards - portal is open on CACTE website – remember to complete Mary Krisko's application in the portal for Administrator of the Year
- Think about your counselors and nominate a deserving person for Counseling & Career Development Professional Award!
- Ideas for deserving folks for 2022 CACTE Hall of Fame nominations? Shoot an email to [cacte@cacte.org](mailto:cacte@cacte.org) with ideas

#### COLORADO CTE LEARN

- Awesome member benefit with ACTE
- Online professional development - some w a fee, some free
- Focus on effective and proven teaching/leading strategies with CTE in mind!
- Super cool FREE section available to use with students - CareerPrepped
- Organization subscription is FREE and tailored to your needs!
- Check it out!

#### MISCELLANEOUS TOPICS

- Encourage your new (and veteran) CTE teachers, administrators and counselors to be ACTE/CACTE members by allowing dues payment from CTE funds - it is ESPECIALLY in tough times that sticking together matters most. At the very least, please consider supporting those involved in Division and CACTE leadership positions by paying their dues.
- CACTE website redesign is underway, by a team of St Vrain Innovation Center students
- Feedback is always welcome on e-newsletters, website, other CACTE activities - we are striving to make the association responsive to members!

Julie Simms: We don't have a postsecondary division in CACTE in Colorado. Julie has written a proposal to create a new postsecondary division in Colorado; right now those members are included in CACTA. They have heard feedback that there is very little available for them at CACTE; Julie is working with a team to build that in Colorado. There is a mini-grant available to help fund a post-secondary division in Colorado.

Tammy Ward: We might just have a sub-division, but boost information for them. Asked a question about making it a subdivision with their own conference.

Julie Simms: A proposed new division has to sit under an established division for one year. Really want to create a division for post-secondary educators. National ACTE has a postsecondary division but they are dumped into CACTA in Colorado because this is the best fit. New division may allow us to expand membership with industry partners.

#### FUTURE CACTE CAREERTECH SUMMITS

- Mark your calendars!
  - 2023 Loveland Embassy Suites, July 16-20
  - 2024 – most likely Grand Junction, July 21-25 (?)
  - 2025 Loveland Embassy Suites, July 20-24
  - 2026 – maybe Pueblo?
- **CCCS Liaison** – Sarah Heath
    - I am sorry to miss the meeting on Thursday...we have our leadership academy I get to lead that day for CCCS.
    - In case it is helpful for Thursday, I wanted to let y'all know what I will be focusing on for state of the state and my time with all of y'all at CACTE. Advance CTE will be reviewing these to two professional development series that our state has been selected to participate in.
    - This is to support and connect to the suggestions at CACTA in Feb for data PD: <https://careertech.org/opportunity-gap>
    - This is to support conversations and delivery of root cause analysis of data: <https://careertech.org/resource/brave-dialogues>
    - We will also be focusing on some recruitment strategies since we are lacking in our non-trad metric: <https://careertech.org/recruitmentstrategies>
    - On Thursday, our participants will be presenting on Zoom so if you need me, please feel free to text 720-717-2925.

Elaboration with Debbie Nelson: Colorado has a DEI (Diversity, Equities and Inclusions) grant from Advance CTE to help bridge CACTE and CCCS working together; two breakout sessions at CACTE.

- **Community College Liaison** – Victoria Bobo
  - Updates from Community College of Aurora (CCA)
    - CCA has a new building in CentreTech Campus for the Center for STEM, Power Mechanics and Applied Technologies and to house the BuildStrong Academy of Colorado to be open in spring of 2024.
    - Facilities for critical programs in high-growth and high-demand career fields
    - Meeting acute industry workforce needs in service area

- CCA’s partnership between its Concurrent Enrollment Office and FutureForward @ Washington Square (technical school in Adams 12 school district) to offer courses in these CTE programs:
      - Diesel Power Mechanics AAS
      - Fire Science (two certificates and one AAS)
      - Criminal Justice AAS
  - o Updates from Arapahoe Community College (ACC)
    - ACC’s new Ophthalmic Technician AAS program will be launching this Fall semester. The AAS degree program introduces students to the anatomy of the eye – and diseases affecting the eye – while building the skillset needed to assist ophthalmologists. Students will receive instruction in core medical and eye care principles while gaining valuable industry knowledge.
    - The ACC Secure Software Development (SSD) program received a significant donation of security testing software from Parasoft. The Parasoft Jtest solution, which will be licensed as a 12-month (2022 calendar year) subscription at a heavily discounted rate, will benefit students enrolled in ACC’s SSD courses and will benefit those enrolled in Introduction to Secure Coding in the future. The in-kind gift is valued at over \$80,000.
    - ACC is planning a remodel of its Annex building with a redesign of its space for CTE health programs in particular. ACC hired Anderson Mason Dale Architects (AMD) for the planning and design of the Annex renovation project. AMD brings an extensive knowledge of higher education campus projects, including allied health programs and simulation centers. Planning meetings began this month.
  - o Updates from Colorado Mountain College (CMC)
    - CMC is exploring new certifications. Their dental hygiene program is getting finalized, and they are having conversations regarding expanding auto trades and starting an HVAC program.

- **Secondary Liaison (rural)** – Roxie Aldaz

No report provided.

- **Secondary Liaison (metro)** – Shelley Brunjak-Goerd

Would like to continue conversation with what we define as “rural” and “metro” so Shelley can build a list of who those people are. Shelley would like to connect to Rural representative to connect and build how they can improve this process.

Gill - There is a map of Colorado School Districts, so we could define them. Department of Education defines rural and we will use this list. Found list of rural and Jessica will print for everyone.

- **Web Liaison** – Chris Duran

Since our last meeting in February, Chris worked with Jessica and Paula to get additional items added. Created a form for people to submit Program Spotlight how we can identify which quadrant of the state should be highlighted.

Janet thanked the group for offering a call-in option for the group.

- **Hotel Logistics Liaison** – Teina McConnell

No report provided. Jessica Bright reached out to Teina for files as we transition to Mary Krisko.

## Unfinished Business:

- **Taskforce conversation** - is there still a need for a taskforce, and what does that look like? Paula would like to propose that we either move forward with having a Task Force, or move to get rid of it.

Debbie Nelson provided some historical information. When Debbie was in Jeffco CTE office, the taskforce meetings were super helpful in the beginning in terms of learning the administrative side of CTE, with sharing ideas, with usually a topic and a speaker. Other divisions, FCS and ETMA are doing quarterly meetings with each content set up for topics to share ideas.

From Paula's perspective, it was difficult facilitating this while planning the conference. Paula mentioned having the President Elect as the organizer of these items, and they can plan quarterly events like professional development and to build relationships.

Janet Renden mentioned making this about professional development and connections so we can get together prior to conferences. Asked the questions about what is the value of our organization, and how we can make this bigger.

Paula suggests we branch this out from President and renaming it. Shelley mentioned a connection between President-Elect and Rural/Metro liaisons, and reach out to state office to get what state has updates on. Paula recommends doing something in the fall and then spring after CACTA and CACTE. Janet mentioned bringing in Secondary and Postsecondary.

Gill mentioned bringing together all liaisons to coordinate a combination of professional development and task force. Debbie said the CACTE Zoom would be available to use if we don't have access to a platform.

Julie Simms makes a motion to realign the existing taskforce to meet the needs of secondary and postsecondary administrators' professional development and best practices throughout the state. Nikki Carter seconds. Discussion: Shelley to clarify that the President Elect will facilitate, working with the liaisons on the committee to build this.

All those in favor - 10, opposed - 0. Motion passes and Paula Herrmann moved to approve.

## New Business:

- **CACTA 2022 Debriefing**
  - **Feedback**

Jessica Bright provided feedback collected on the post-event survey. Report will be attached to the minutes post meeting. Overall, very positive feedback and people liked the structure of the meeting.
  - **Notes for next year**

No additional notes shared by attendees at this meeting.
- **CACTE CareerTech Summit Division Day**
  - **7/20 (1:00--5:00)**
    - Debbie shared that we have a room for division day. Other divisions are going on tours, but that is industry-specific. Debbie has a form that presidents will complete regarding needs for the meeting. Some people have a guest speaker like Perkins, others have roundtable conversations. Janet provided insight as to having takeaways for CACTE attendees for teachers so they can immediately use

this in the classroom (tools so they can be better teachers). Keeping with that theme- something about coaching, mentoring and support to provide your staff.

- Nikki mentioned that some presentation proposals included something about leadership.
- Paula asked if we were going to stick together in one room; Debbie said you cannot start before 1pm, then Division time will be 1-5, you can stop before or after. Divisions are encouraged to have a social. Nikki would like to pull information from Region V.
- Brainstorming for CACTE Division Day:
  - Planting the Seeds:
    - Start with overarching theme of where you are as a coach and mentor? Measure yourself using the ACTE High Quality Framework
    - What type of strategies do we use as administrators to recruit and retain our own teams.
    - **Define Your Purpose**
  - Umbrella: Recruitment & Retention
    - Coaching & Mentoring
      - New Teachers, Veteran Leaders, How to Build a Cohesive Team, how do we coach people above CTE
    - Grow Your Own
    - CTE Teachers on the path to be a CTE Administrator
  - Who creates leadership opportunities for veteran teachers? How are we motivating our own teachers? How are you getting the teachers the recognition they deserve? What do new teachers need vs. what do veteran teachers need?
    - Consistency
- Next Steps for CACTE Division Day:
  - Meeting scheduled for May 2, 2022 at 1pm to follow up conversation on CACTE Division Day
- **Program Spotlight & Admin Spotlight** - need for the website
- **New Executive Committee Members - effective July 1, 2022**
  - **Duane Roberson - President-Elect** (CTE Director, Colorado Springs D11)
  - **Jessica McAllister - Secretary** (CTE Coordinator, Lewis Palmer D38)
- **New Committee Leaders** – to be appointed in April, 2022, specific date TBD.
  - **Legislative** - Duane is happy to continue role.
  - **Social and Exhibits** - Julie Simms will manage
  - **Hotel Logistics Liaison** – Mary Krisko, (CTE Director, Peyton )
  - **Constitutions and Bylaws** - Kate Wagner, (CTE curriculum specialist, DPS)

**Adjournment:** Paula Herrmann adjourned the meeting at 12:53pm.