



**Colorado Association of Career and Technical  
Administrators  
CACTA Board Meeting Agenda  
July 21, 2021  
3:15pm – 4:30pm**

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

**Attendance:** P. Hermann, T. Ward, N. Carter, J. Bright, L. Krizman, R. Morlan, D. Roberson, G. Thompson, J. Wright, S. Heath, V. Bobo, S. Miller and Guests

**Call to Order:** 3:03pm by Paula Herrmann

**Approval of Minutes** – April 22, 2021 1<sup>st</sup> - T. Ward, 2<sup>nd</sup> – J. Wright Approved

**Welcome: Paula Herrmann**

- **Shout out** – sharing what is happening

**Secretary Report** – Laurie Krizman – new website with more information to follow

**Treasurer Report** – Jessica Bright – Checking: \$1,090.87      Savings: \$37,922.37  
Getting ready for the CACTA Mid-Winter Conference in person in February 2022.

**Reports of Standing Committees:**

- **Audit/Budget** – Jessica Bright – nothing to report on audit
- **Awards/Archives** – Chris Duran/Tammy Ward  
Chris Duran and Tammy Ward met last month to discuss CACTA Awards:  
We would like to potentially rename Friend of CACTA to be more specific, since we received several nominations that were not from Workforce (which is what the intention is, unless I'm mistaken). Maybe something like "CTE Industry Champion," but we want your feedback. There was discussion that it was supposed to be a non-educator (external to membership) ...such as a vendor or business. We will send out more information when we request nominations.

Also, Chris and I would like to add a category like "Equity Champion" to honor someone who is doing great work to ensure equitable access and support. Discussion: It can be a person or district, Internal or external.

Lastly, we agreed that the Executive Board should do the initial scoring for all awards (using the CACTE rubric, but only require two letters for Admin of the Year, all others only require one letter) and Chris will be a non-voting member but could be a deciding vote if there is a tie. We want to align our applications to that of CACTE and ACTE.

[https://www.acteonline.org/wp-content/uploads/2018/09/ACTE-Administrator-of-the-Year-Guidelines\\_updated-March-2017.pdf](https://www.acteonline.org/wp-content/uploads/2018/09/ACTE-Administrator-of-the-Year-Guidelines_updated-March-2017.pdf)

\*Admin of the Year   \*Emerging Leader   \*Friend of CACTA   \*Retirees   \*Equity Champion

- **Communications** – Janet Renden - no report
- **Constitution/Bylaws/Resolutions** – Rebecca Morlan – nothing new
- **Legislative** – Mimi Leonard/Janet Renden/Duane Roberson – no update since voting has started.
- **Membership/Nominations** – Janet Renden – no report
- **Program of Work** – Paula Herrmann
  - In order to increase member recruitment, retention and involvement, we will emphasize the use of the new website for updated information.
    - Offer some opportunities throughout the year to connect with people and share ideas
    - Administrator spotlight once a quarter
  - CACTA conference will be in person, 2/8-2/11, at the Embassy Suites in Loveland
  - Working on a “re-commitment” of the board as we are emerging from COVID restriction
    - Understanding their roles
    - Professional responsibilities in participation in meetings, and responding to communications
    - Google form
- **Social and Exhibits** – Gill Thompson/Julie Wright – nothing at this time, but planning for CACTA in February. This committee is supposed to fund-raise for the events, donations and conference giveaways.

#### **Liaison Reports:**

- **ATC Liaison** – Linda Van Doren

Here are the ATC updates (alpha order):

#### **Emily Griffith TC:**

Preparing for October Council on Occupational Education (COE) accreditation visit  
 Launching a new Patient Care Technician program in the fall  
 Launching Basic Life Support certifications for all of our health sciences programs - all teachers got certified this year  
 Wrapping up a Perkins Innovation Grant on CTE Teacher Excellence and continuing the work of strong onboarding, induction & professional development activities  
 Continuing the work of moving our instruction and assessment to competency-based/aligned – allowing for more hybrid, online & a-synchronous program and class offerings  
 Received an AELA grant from CDE, allowing us to continue to offer supplemental academic supports to all adult learners in our CTE programs  
 Continuing to work with our ATC partners to align and strengthen our voice as leaders in CTE programming and outcomes.

#### **Pickens:**

Pickens received our 4 Year Council of Occupational Education ReAffirmation Accreditation this spring.  
 We are planning for our full F2F return in August for all programs and students  
 We are working to ensure that we don't lose lessons learned during the pandemic (hybrid,virtual,cohorts) to continue best practices developed  
 We are under construction for a state of the art Horticulture building remodel/expansion with grand opening in October  
 Continuing to work on virtual stackable credential programing through Ed2Go  
 Partnering with Stride Community Health for new dental assisting apprenticeship opportunity

Applying for a COSI back to work grant to support our students and community with the Colorado comeback

Working with National Jewish Hospital for CNA/MA apprenticeships

**Technical College of the Rockies:**

Preparing for COE accreditation visit in December.

Launching a new Fire Academy, Advanced EMT, and Electrician classes this Fall.

Working on a partnership with Habitat for Humanity to offer some short-term, stackable, Construction credentials.

Remolded two buildings to add capacity and have space for our new courses.

Received a Perkins Innovation Grant to provide mentors/preceptors for our CNA students.

Looking forward to continue our Face to Face instruction.

- **CACTE Board Liaison** – Debbie Nelson

Activities since last Board meeting:

- 2021 CACTE CareerTech Summit
  - Uploaded all information to Whova, our online platform - attendees, speakers, exhibitors, necessary documents; made changes as needed/requested
  - Prepared Summit information for website and social media; encouraged reg via social media
  - Worked with MarcoPromotions about swag boxes; mail 17 boxes to those registering after snail mail deadline
  - Encouraged Division leaders to connect w members about attending Summit
  - Deposited registration checks as they arrived; marked registration site “paid”
  - Obtained awards, prepared awards presentation slide show, wrote outline for presentation and contacted nominators to present awards
  - Prepared and sent Summit News Flashes as needed
  - Answered a bajillion Summit questions
  - Took care of a bajillion little details.....
- Finalized/signed new 3 year contract with Tonette Salazar and Strategies 360 (7/1/2021-6/30/2024)
- Worked with divisions and others on specifics of nominating people for CACTE Excellence Awards
- Participated in biweekly NEDA “We” meetings– sharing about issues, ideas, solutions, common to us all
- Supported Legislative Committee with agendas, meeting notes and emails
- Supported Awards Committee with agenda and emails
- Worked with Assistants on various projects, mostly related to Summit
- Met with President in preparation for EC meeting, Annual Business Meeting and Board meetings
- Prepared and sent documents for Board meeting
- Prepared and sent documents for EC meeting
- Prepared and sent June Connecting with CACTE e-newsletter
- Reconciled QuickBooks monthly
- Posted on Facebook and Twitter about CACTE happenings/celebrations
- Updated CACTE website with current information frequently
- Connected with CACTE and Division officers about various issues related to their duties
- Answered emails, texts and phone calls from members and others

- **CCCS Liaison** – Sarah Heath – Appreciate CACTE partnership. There are brainstorming a lot of Teacher leader incubation programs,

**Community College Liaison** – Victoria Bobo

Updates from Arapahoe Community College

- ACC’s new president, Dr. Stephanie Fujii, started the week of July 12<sup>th</sup>
- Denver Health and the Cherry Creek Eye Center have donated equipment to support the launch of a new Ophthalmic Technician program at ACC, scheduled to launch January 2022.
- The college received a National Science Foundation grant of \$300,000 to support our work closing gender gaps for our Mechatronics program.
- ACC has been approved to begin the process of remodeling its Annex building into a Health Simulation Center. Construction will begin in January.
- ACC is co-leading an effort with CCD to create seamless health career pathways in partnership with Davita, Centura, and Health One along with seven urban and rural school districts across Colorado. ACC was named one of 27 finalists out of 135 applications and will be working on Phase 2 of the challenge this summer.

Updates from Community College of Aurora

- CCA’s new president, Dr. Mordecai Brownlee, started the week of July 12<sup>th</sup>
- CCA has received funding for a new diesel building – more details to be shared on this in the future!
- CCA notes that a lot of CTE programs didn’t get the chance to fully launch with their new technologies and equipment due to COVID-19, so departments are excited to begin using their Perkins purchased items in the fall.

- **Secondary Liaison (rural)** – Roxie Aldaz
- **Secondary Liaison (metro)** – Stacy Miller/Dawn Bauer - no update and we need someone to fill this position
- **Web Liaison** – Chris Duran – he is working on the new CACTA website and then closing the old site. New site address is <https://www.cacta-co.com/>
- **Hotel Logistics Liaison** – Teina McConnell – because we cancelled CACTA this year, we added another year to the end of the contract, so we have still have 4 years on our contract.

**Unfinished Business:**

- **New website discussion**
  - Feedback – looking for ideas/submissions of pictures (maybe a contest!)
  - Leadership and professional development
  - Facilitator volunteers, ideas

**New Business:**

- Because we have been in hibernation mode this past year, we need the Board members to recommit using the Google form that was emailed to Board members.
- We are looking for several positions to be filled. We are looking for nominations, or you can nominate yourself.
  - Dawn Bauer and Dawm Bauer are longer on the Board. The description for the Secondary (Metro) liaison position was explained. Shelley Goerdts volunteered. Paula Herrmann nominated, L. Krizman 2<sup>nd</sup>, all approved.
- J. Bright asked that everyone complete the commitment form that was sent out this week.

- **2022 CACTA conference**
  - Loveland, Embassy Suites
  - 2/8-2/11, 2022
  - Please contact the Board if you have any needs, ideas that you have

**Other Business:**

- **Next meeting**

Paula Herrmann will host at Warren Tech Central, 13300 West 2<sup>nd</sup> Place, Lakewood, Co, 80228  
(please do your best to attend in person)

- 10/7 – 9:30am
- More information to follow (agenda, and anything else we missed)

**Adjournment:** P.Herrmann 4:10pm