



Colorado Association for Career and Technical Administrators

CACTA Board Meeting Agenda

October 11, 2023

10:00am-1:00pm

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.

Call to Order: Duane Roberson at 10:10 am

Attendance: Kristi Weaver, Duane Roberson, Debbie Nelson, Jess McAlliser, Ron Hruby, Kate Wagner, Nikki Carter, Mary Krisko, Alyssa Horlick, Sarah Heath, Linda Van Doren, Vicki Aycock, Gill Thompson,

[Approval of Minutes – April 26, 2023](#) - Motion to approve by Jessica, Seconded by Nikki - motion carries

Welcome: Duane Roberson

Secretary Report – Jessica McAllister - nothing to

Treasurer Report – Nikki Carter

\$2,704.62 checking

\$925.87 savings

Official transition for CACTA under the CACTE umbrella is complete. Nikki, Duane and Debbie have access to the accounts.

Reports of Standing Committees:

- **Awards** – Ron Hruby

[Awards](#) criteria:

- Changes include:
 - Removing the limit (was formerly a one-time) - can now be unlimited
 - Emerging leader is 5 years (aligns with CTE)
 - DEI is now INCLUSION, ACCESS, EQUITY & DIVERSITY
- Committee will be meeting this month for information to come out in November:
 - Will be sent to CACTA and CACTE membership
 - Nomination process will be aligned with CACTE

- **Bylaws** – Kate Wagner

We are voting to adopt the Policies and Procedures Manual (PPM). There is also an item for discussion after our vote regarding our CACTA Committees. There are committees listed in our bylaws that also have a section in the PPM. Are all committees meeting regularly? If not, should we consider removing any committees from the bylaws? This would require a vote of the membership.

- **Communications & Membership** – Janet Renden
No report
- **Conference Exhibits** – Gill Thompson
 - Save the Date was sent yesterday
 - RSVP book will be sent to exhibitors soon
 - Contact Gill with any recommendations for potential exhibitors (beyond what is on the [Contact Log](#))
- **Finance** - Nikki Carter
- **Legislative** – Duane Roberson
 - [Legislative priorities](#) have been finalized
 - Jordan Whittington is the chair of the committee
 - Following the 1241 taskforce
 - No representation from CTE
- [Program of Work](#) – Duane Roberson
Will investigate current status after transition from Nikki Carter

Liaison Reports:

- **ATC Liaison** – Linda Van Doren
 - Emily Griffith is awaiting dollars for Career Advanced Colorado (supports Construction Trades)
 - Completed articulation agreement with MSU Denver
 - Is willing to relinquish role as other duties have intensified
- **CACTE Board Liaison** – Debbie Nelson
ADVOCACY & AWARENESS
 - Legislative Committee has the 2024 CACTE Legislative Priorities available on the CACTE website (ADVOCATE, latest legislative session, 2024 Priorities)
 - PLEASE use these if you are interacting with legislators -Outreach Committee is working on ideas for a calendar of year-round outreach activities
 MEMBER VALUE & ENGAGEMENT
 - Encourage your new (and veteran) CTE teachers, administrators and counselors to be ACTE/CACTE members by allowing dues payment from CTE funds - sticking together matters!
 - Membership can be a teacher retention tool, providing a community of others teaching the same thing, even if they are the only one in your district, they aren't alone!
 - At the very least, please consider supporting those involved in Division and CACTE leadership positions by paying their dues and Summit expenses.
 2024 CACTE CAREERTECH SUMMIT
 - In Grand Junction, July 21-25, 2024
 - Schedule will be similar to the 2023 Summit, only with more breakout sessions on Tuesday
 - According to evaluations, district-level financial support of people attending matters!!!!
 CACTE EXCELLENCE AWARDS
LEARN
 - Start thinking about nominees for the 2024 awards cycle - see info and awards guidelines here COLORADO CTE LEARN
 - Online professional development - some w a fee, some free
 - CACTE members get a discount - email cacte@cacte.org for the discount code
 - Super cool FREE section available to use with students - CareerPrepped
 - Organization subscription is FREE and tailored to your needs!
 INCLUSION, ACCESS, EQUITY & DIVERSITY

- CACTE IAED Committee is in process of forming - if you have interest, or know someone who does, please contact Sean Norman, committee chair (sean.norman@d49.org) and/or Debbie Nelson (cacte@cacte.org)

MISCELLANEOUS TOPICS

- Feedback is always welcome on e-newsletters, website, other CACTE activities - we are striving to make the association responsive to members!

FUTURE CACTE CAREERTECH SUMMITS 2025

- 2025 Loveland Embassy Suites, July 20-24
- 2026 maybe Pueblo? maybe July 19-23?
- 2027 Embassy Suites Loveland, maybe July 18-22?

- **CCCS Liaison** – Sarah Heath

Taskforces:

- 1215 Reviews Post-secondary Programming (CE, ASCENT, TREP, CDIP, WBL)
 - Funding all tiers in CDIP?
 - WBL and equity (towards non-CTE experiences) - to exist in the apprenticeship tier
- 1241 Reviews Accountability and [SPF calculations](#)
 - Reviewing the weights
 - Recommendations are presented to and approved by CDE board
 - Opportunity for advocacy to members of the state school board
 - Unintended consequences include running SAT prep courses over CTE courses
 - (SAT carries heavier weight than matriculation)
 - Last meeting's recording can be found online
 - Considerations:
 - Add to website
 - Create breakout rooms at CACTA to discuss
- CLNA:
 - Road shows are underway
 - Will inform state plan
 - Seeking opportunities for feedback at CACTA
- Office of Future of Work:
 - Registered Youth Apprenticeship bill is seeking to connect with Registered Apprenticeship to gather sponsors together in a state advisory opportunity to align competencies between the experiences.
- Chase ??? may be reaching out to CTE Directors/CTSO's to:
 - Showcase programs (via RoadTrip Nation)
 - Gather data (qualitative and quantitative)
- October Count process are up for review
 - Public comment link will be forthcoming (e.g "certificated" instructor v. "authorized" instructor)

- **Community College Liaison** – Vicki Aycock

Community College of Aurora

- CCA is working on a P-Tech program in construction in partnership with Arapahoe Public Schools.
- Colorado Mountain College
 - CMC is partnering with Front Range Community College (FRCC) on a surgical technology program to sponsor a cohort of students with a local partnership. CMC also has the Commission on Dental Accreditation (CODA) visiting for its dental hygiene program in September, and CMC is breaking ground on a new dental clinic. The college has new roadway electrical and mechanical maintenance programs in

partnership with Alterra. This is an intensive onsite program for 4-5 weeks with cohorts. They also have some other organizations looking to provide facilities and training instructors to get up to speed.

- CMC noted that this program is a learn-on-the-job profession, so the partnerships acknowledge the benefit of an intensive CTE program to get into the workforce.

Arapahoe Community College

- ACC is undertaking a comprehensive program review process with Gray Associates this Fall semester; this is a data-informed review of program health and market opportunities. The college recently brought its Child Development Center (CDC) under instruction and is now working on building out experiential learning opportunities for Early Childhood Education (ECE) students and across the college as well (NUR, LEA, etc. through practicums, co-ops, service learning, etc.); ACC hopes the integration will prove meaningful for students. ACC has also recently become an Achieving the Dream (ATD) college and will be undertaking data reviews to inform process improvements and how to address equity gaps this year. ACC is also part of the REACH Deeper Collaborative and is creating micro credentials in computer technology and business, focusing on marketing and outreach to adult learners.

- Regular Postsecondary Meetings Occur:

- Generally, the second Friday of each month from 10-11am using this Zoom link:

- <https://arapahoe-edu.zoom.us/j/4423193795>

- Anyone who would like to join is welcome! Please contact Vicki Aycock

(vicki.aycock@arapahoe.edu) if you'd like to be included on the regular Outlook invitation.

- **Secondary Liaison (rural)** – Alyssa Horlick

- Rural CTE partners are generally feeling overwhelmed.
- High turnover rate in CTE & education as a whole due to low teacher pay and lack of affordable housing in Colorado.
- Struggles with finding qualified CTE instructors and dealing with decreases in funding. As well as the demands of CTE teachers in rural school districts, having to build & run a program and wear multiple hats.
- Substitute shortages across districts bring challenges to attending in-person CTE meetings.
- Interest in having time and space at CACTA winter conference for Colorado regions to meet together to share information & resources.

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

- Met on September 21 to discuss:
 - CNLA
 - Renewal process
- Regular meetings occur in the Pikes Peak Region and includes Canon City and Pueblo
 - CNLA process is complete

- **Web Liaison** – Chris Duran

- Jess McAllister now has access
- Need to pay the bill

- **Hotel Logistics Liaison** – Mary Krisko

- Determining menus and final count
- Vendors will be in Riverbirch B (\$120.00 per table)
- Mary to place details in Drive
- CACTE will loan CACTA the monies to pay for the hotel as she is away on vacation

Unfinished Business:

- Vote on [Policies and Procedures Manual](#) (PPM) - Motion made by Kate, seconded by Jess - all in favor - motion carries
- Committees in Bylaws, PPM and practice
 - Acceptable that committees (Finance and Program of Work) are out of alignment within the PPM and the Bylaws
 - Recommendation for an annual financial review as a best practice
 - Idea to review books as part of annual summit
 - Program of Work is maintained by President and President Elect

New Business:

- **CACTA 2024 Conference Update and Discussion**
 - Theme Vote: CTE: Thinking globally, meeting needs locally
 - [Task Tracker](#) and assigning tasks for Board members and volunteers
 - Schedule - Pre Conference session on 2/6
 - Program sequencing
 - Tonette to open on Wednesday morning
 - Keynote Speaker
 - Dr. Roger Cleveland - Eastern Kentucky University (approx. \$3,500.00 + travel expenses)
 - Mitch Routon - Colorado Springs - ARC
 - Alex Swartzel - Jobs for the Future - [sample presentation](#)
 - Mark Perna
 - Jandel Allen-Davis - CEO Craig Hospital
 - Lee Burliner - Talent Pipeline Report (possible breakout session)
 - *Teacher pipeline topic*
 - Kathleen Duran - 1241 Taskforce
 - Dr. Wendy Birhanzel - Harrison School District Superintendent - Chair of 1241 - **Priority #1**
 - Duane to reach out to Nick as an FYI
 - Duane to contact Dr. Birhanzel
 - Consider Bill Summer (possible breakout session)
 - [Marie Zimmenhoff](#)
 - Program Directors
 - Considerations
 - *On an as-needed basis*
 - *Dana to review expectations of Program Renewal (to the whole group?)*
 - Breakouts – pending submissions (call for presentations to be sent soon)
 - *Encourage members to consider nominations and forward on to network*
 - Vendors, Exhibits
 - *Two requests from vendors to be presenters.*
 - Considerations:
 - *Wait for nominations*
 - *Host round tables (15 minutes)*
 - *Incentivize vendors to bring a “customer”*
 - *Will re-evaluate in executive committee meeting - invite Gill*
 - Tonette/Legislative update
 - *Wednesday morning (likely)*

- [CACTA Pricing Structure](#)
 - Reserve Account Creation and Maintenance
 - *Recommendation to have a written budget (use CACTE as an example)*
 - *Debbie to send to Nikki*
 - *Task to the Finance Committee*
- Revisit Registration Software
 - RSVP Book v. Eventbrite
 - *RSVP Book!*

Other Business:

- Call for CACTA Silent Auction Contributions - *Kristi to solicit (as President-Elect)*
 - CTSO/SBE items
 - Drawings
 - Other
- Website updates
 - Program Spotlight has not been updated since 2021
 - *Next steps for Program Spotlight*
 - Admin spotlight recently updated:
 - *Currently Kolleen Johnson and Jessica Bright*
 - *How do we determine who is up next?*
 - *Considerations:*
 - *To have a QR code at CACTA*
 - *Align with CACTE Administrator of the Year*
 - *Utilize rural, metro, ATC and Community College support*
 - *To be overseen by Awards Committee*
- CDE Chart of Accounts Feedback Pursuit
 - *Kristi to expand the conversation to other CTE Directors and **include Jacqui G.***
- Revisit Task Force Meetings?
 - *Consideration to be organized organically.*

Upcoming Important Dates:

- CACTA Mid -Winter Conference, February 6-9, 2024
- CACTA Business Meeting, Friday, February 9, 2024 (Elections for 2024-2025 Exec Board)
- CACTA Board Meeting, April, 2024 (Date to be determined)
- CACTE Summit, July 21-25, 2024, Grand Junction, CO
- CACTA Business Meeting, July 24, 2024

Adjournment: Duane Roberson at 1:33 pm