



Colorado Association of Career and Technical Administrators

CACTA Board Meeting Agenda

October 12, 2022

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.

Attendance: Nikki Carter, Paula Hermann, Duane Roberson, Jessica McAllister, Jessica Bright, Ron Hruby, Kate Wagner (online), Woody Longmire, Gil Thompson (online), Victoria Crownover, Debbie Nelson, Shelley Goerd (online), Mary Krisko

Call to Order: 10:06 am.

[Approval of Minutes – July 20, 2022](#), motion to approve - Woody Longmire, seconded Duane Roberson motion passes unanimously, minutes approved

Welcome: Nikki Carter

Secretary Report – Jessica McAllister

Thanks to everyone for their support as we transition to new roles. We appreciate all of the patience and grace as we have been figuring out how best to collaborate. We realize that there are some redundancies and gaps and are working to improve. One of the balls that was dropped was the last-minute collection of committee reports - moving forward, we will provide the link further in advance so folks have more time to complete. If there are any other suggestions, please let us know.

Treasurer Report – Jessica Bright

Checking balance is 468.35

Savings balance is 3,425.06

Reports of Standing Committees:

- **Audit/Budget** – Jessica Bright
 - Completed tax document on time and current on the first attempt.
- **Awards/Archives** – Chris Duran/Ron Hruby
 - Nothing to report
 - Nikki to follow up with Chris
- **Communications/Membership** – Janet Renden
 - Absent
- **Constitution/Bylaws/Resolutions** – Kate Wagner
 - Here are proposed language and formatting changes to our CACTA bylaws in order to align with the CACTE bylaws:

<https://docs.google.com/document/d/11PZeQpJRzzPdFDrYcvBGykQmBVorkYFr/edit?usp=sharing&oid=117150159718431224818&rtpof=true&sd=true>

- Exists in CACTA shared drive>Constitution/Bylaws/Resolution
- This document allows users to comment.
 - At first glance:
 - Replace logo
 - Insert page breaks
 - Can these changes be presented to CACTA members for a vote?
 - Article 12 states need to be approved by the board and sent to members 45 days prior to next meeting
 - Suggestion for the board to review and vote prior to the next board meeting.
 - Board to review by October 21, 2022 and host a digital vote via email.
 - Jess M. to send link to vote on bylaws
 - Should CACTA have a Policies and Procedures Manual (PPM), similar to ACTE's Administrative Division PPM?
Link to example:
<https://www.acteonline.org/wp-content/uploads/2018/02/2017%20approved%20ACTEAdminDivPolicies.pdf>
 - Once Bylaws are approved, PPM will be created by Kate(with Debbie's guidance) and submitted to the board - likely in November.
- **Legislative** – Duane Roberson/Woody Longmire
 - Cannot take a position on a ballot because we are a 501c.3
 - Unlikely to be additional funds for CTE or discretionary funding (i.e CDIP)
 - Allocations are decreasing
 - Priorities with matching scenarios
 - Legislative priorities are about advocating for CTE
 - Teacher recruitment
 - Alignment with state agencies
 - Raise awareness to CTE programming in general
 - Thoughts can be sent to Duane or Woody or Kimberly Baldwin
 - Request for perspective as to how other states support CTE - possibly at CACTA?
 - Colorado is the only state CTA
 - Other states cover CTE students at 1.5 PPR
 - Advance CTE conducts a state level review (does not include fiscal reporting)
 - Debbie to speak to other CTE state leaders about this prospect
 - Will report her findings
 - CTA calculation that is prorated by how many districts participate
 - Incentivizes high cost, small class sizes
 - Well protected
 - Rebate program
- **Program of Work** – Nikki Carter
 - [CACTA Program of Work](#)
 - Discussed at last CACTE Board meeting in September, it is most beneficial for CACTA Program of Work to align with CACTE to include; Member Value, Advocacy and Awareness, IAED. CACTE has created documents to share with each division to help streamline efforts and provide opportunities for CACTA to update action steps and strategies as a division we are working towards.
 - Advocacy & Awareness
 - How do we continue to promote:
 - Continue to use CACTA as a communication tool
 - Admin spotlight
 - Program spotlight
 - Moving forward:
 - Add links to ACTE site?

- Member Value & Engagement
 - Expansion of leadership opportunities
 - Professional development
 - Inclusion, Access, Equity, Diversity
 - Brave Dialogue session at CACTA will be led by ACTE rep (who led the gap analysis session)
- **Social and Exhibits** – Gill Thompson
- New contact exhibitor log
 - Once complete, Gil will send a “save the date”
 - Any new vendor reps should be sent to Gil to add to the vendor sheet
 - Gil to add a tab for the 2022-2023 vendor to track tasks

Liaison Reports:

- **ATC Liaison** – Linda Van Doren - absent
 - Scoping out Post-secondary Adult and Career Education - PACE
- **CACTE Board Liaison** – Debbie Nelson
 - 2022 CACTE CAREERTECH SUMMIT
 - Thanks for financially supporting your people to attend - it makes a huge difference!
 - 403 attendees registered, plus speakers and exhibitors
 - Evaluations were overall positive - the people in attendance really enjoyed being back together and they loved the roundtables
 - Lessons learned:
 - Emphasize the details in the app
 - Longer passing periods
 - 2023 CACTE CAREERTECH SUMMIT
 - July 16-20, 2023 at Embassy Suites, Loveland
 - Trying something new with Monday schedule - only Credentialing Session for PD; and lots of governance: 9-11 am CACTE Committee Meetings, 11:15-2:15 2023-24 NEW Board Orientation/Lunch, 3-5 pm 2022-23 Board Meeting, 5:30ish 22-23 Board Dinner
 - Conference Planning Committee will focus on content - keynote speaker, breakouts, roundtables - if you know someone who would be interested in serving on this committee, please let President Jen Staley know ASAP - jen.staley@cccs.edu
 - Room rates are \$153 for single or double; \$168 triple; \$183 quad
 - NEW WEBSITE
 - Up and running as of October 11! same address - www.cacte.org
 - Huge thank you to the team (including Beth Sarone) from the Innovation Center at St Vrain!
 - Please take a look, share feedback and especially let me know of problems that need correcting!
 - LEGISLATIVE ISSUES
 - Legislative Committee is working on the 2023 CACTE Legislative Priorities document.
 - CACTE appreciates the \$8,000 contribution CACTA makes to Tonette’s \$31,000 compensation – yes, I know it’s a lot, but what we pay her is still less than the “going rate” and we get both Tonette and Dylan for that money
 - 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!
 - 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.

- Could data be collected to further demonstrate the correlation between ACTE membership and retention? Discussion about how to gather existing data sources, such as from HR offices to understand turnover in CTE, PERA data?
- Request data for a legislative update?
 - Concern with funding project.
- CTE Directors to self report as part of ongoing board discussions
- 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
 - Mark your calendars!
 - 2023 Loveland Embassy Suites, July 16-20
 - 2024 – maybe Grand Junction, July 21-25 (?)
 - 2025 Loveland Embassy Suites, July 20-24
 - 2026 – maybe Pueblo?
- VISION ATTENDEES
 - Wednesday, November 30 - CACTE table 7:00 - 9:00 pm
 - 1 seat exists
 - No cost
 - Dress-up Attire
 - Contact Debbie if interested
 - Saturday, December 3 - State Leadership Breakfast table 8:00 - 9:00 am
 - 2 seats at the table
 - No cost
 - Contact Debbie if interested
- **CCCS Liaison** – Sarah Heath - report from Victoria Crownover
 - Staffing structure changes at CCCS
 - 2 assistant state directors
 - Accountability (compliance, money, data) - Victoria Crownover
 - Vacancy:
 - Developer
 - Data specialist
 - NEW CTE Gateway Specialist
 - Adam - starts Monday
 - Will be announced soon
 - Will also help with grants and data collection
 - Sarah Butler will be going on FMLA
 - Program Quality and Strategic Initiatives - Dana Anderson
 - Program Director openings:
 - Will Business, Marketing, Entrepreneurship and Finance
 - EMTA (Engineering, Technology and Media Arts)
 - Ask Dana Anderson any questions in the meantime
 - Concurrent Enrollment Director
 - Will be announced soon
 - Interviews
 - Invested in Opportunity Gap analysis
 - Partnership with CACTA and CACTE for further discussion and PR
 - Pilot cohort
 - Primarily post-secondary

- Ability to disaggregate reports from CTE Gateway to discover gaps and begin conversations
 - Will be updating statewide strategic plan soon
 - Colorado CTE 101 will be reimaged by Jordan Whittington
 - Send any recommendations for consideration
 - Program approvals/revisions are being accepted
 - Victoria to seek statewide program name change update
 - Developer and Sarah Butler to make updates on Colorado State Plan
 - Will be updated on matrices as well
 - Program competencies are being updated by program directors on a rotational basis
 - ETMA has several and will need to prioritize
 - Send any requests to CCCS team so changes can be considered
 - Clarification:
 - On program of study alignment
 - All approved programs report shows all programs across the state
 - Must be a user in the Gateway to access
 - Request to open access to all to allow for research and collaboration
 - Print version for Perkins
- **Community College Liaison – Victoria Aycock**
 - Colorado Mountain College (CMC)
 - This year, the CMC Fire Science program is expanding regional training for all fire fighters in the Roaring Fork Valley, CMC students, and secondary students thanks to an innovation grant through Perkins Reserve. This grant will greatly increase the number of participants in introductory training through advanced fire fighting certifications, and specialized professional development that hasn't been previously available in this area. CMC is actively pursuing partnerships and collaboration in construction, HVAC, and other building trades to expand educational opportunities to meet workforce needs. Jim Jones has been named the new Program Director of Trades and STEM to lead the charge for CMC. Jim has been with CMC for the last 5 years as the Program Chair and Assistant Professor of the Automotive Service Technology Program.
 - Front Range Community College (FRCC) and Pikes Peak State College (PPSC)
 - Both colleges are starting a Dental Hygiene program in the Fall of 2023.
- **Secondary Liaison (rural) – Alyssa Horlick - absent**
- **Secondary Liaison (metro) – Shelley Goerdt**
 - No report
- **Web Liaison – Chris Duran - absent**
- **Hotel Logistics Liaison – Jessica Bright/Mary Krisko**
 - Mary and Jessica to review the tasks associated with them on the task tracker.

Unfinished Business:

- Process for maintaining Admin and Program Spotlight moving forward
 - [Nomination form for Admin Spotlight](#)
 - Exists on the CACTA website
 - Consideration to look at award winners for admin spotlight
 - Consideration to use Perkins Innovations in CTE Grant award winners
 - Exists on CACTA Website
- CACTA Website Changes:
 - Vicki Aycock needs to be updated on the website (including the email address) - Jess M. to send

- Remove Roxie - Jess M. to send

New Business:

- **CACTA 2023 Update and discussion**

- Theme “Destination..Purpose. The Road to Intention”
 - Swag to include CACTA socks
- Task Tracker and assigning tasks for Board members and volunteers
- Programs will be printed on Jan 27, 2022
 - Additions to programs should be PDF
- Schedule -Preconference session on 2/7
 - Keynote Speaker - in progress
 - Steven Mackey?
 - Program Directors - round tables
 - Breakouts – pending submissions
 - Proposed St. Vrain Improvement Plans
 - ICAP alignment
 - Deniece Cook
 - Panel?
 - Otero College - Universal Design for Learning
 - Changes in physical space and/or delivery
 - Rayna?
 - Applicable to secondary and post-secondary
 - Group projects for Perkins
 - Concurrent Enrollment
 - Middle School Competencies (Shelley Goerd)
 - Vendors, Exhibits
 - A goal of 10
 - A number is not in the contract
 - Gil needs:
 - Registration link to send to exhibitors
 - Same options:
 - Purchase ½ page or whole page add
 - Sponsor snacks/food
 - Flyers in conference bags
 - Not doing bags; no flyers needed
 - Remove from exhibitor expectations
 - Exhibitors can be in hallways or the room
 - Preference to the room IF the following can be secured
 - With 2 entrances
 - Once entrance from main room
 - Can be locked at night
 - Should have snacks and coffee
 - Legislative Updates
 - Wednesday, February 8th - between 9:00 - 11:00 am
 - Dylan and Tonette to decide who will present
 - Debbie will reach out
 - Debbie will send bios and pictures for program and slides
 - List both
 - Office hours for Jacqui Re: CTA (not Victoria)
 - WebEx/Zoom/Option for those who cannot attend?
 - Recommendation to not have virtual link OR record the sessions

- Request to have a room with round tables for Gap Analysis group on the last day
 - Made by Victoria Crownover
 - 2-hours
 - To be released at lunch time
- **CACTE Summit 2023 and 2024 Information and feedback**

[CACTE Summit 2023 and 2024](#)

- To address equity and access for those who cannot make it
- Process ideas and send email to Nikki with questions, suggestions, concerns
- Consider logistics
 - Would travel be necessary?
 - Would districts cover the cost?
- Jess to gather input via email.

Other Business:

- **Website updates**
 - Admin spotlight recently updated:
 - Currently Kolleen Johnson of Manitou Springs School District
 - Next up: Jessica Bright

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 - Next up: Jessica Bright
- CACTA pullover
 - \$35.00 Jessica Bright

Upcoming Important Dates:

- CACTA Mid -Winter Conference, February 7-10, 2023
 - Board Meeting Tuesday, February 7th (lunchtime)
- CACTA Business Meeting, Friday, February 10, 2023 (Elections for 2023-2024 Exec Board)
- CACTA Board Meeting, April, 2023 (Date to be determined)
- CACTE Summit, July 16-20, 2023, Loveland, CO
- CACTA Business Meeting, July, 2023

Adjournment: 1:12 pm by Nikki Carter