

Advance CTE Board Meeting Agenda

Via Zoom

[Click here to join](#)

January 26, 2022

3- 3:30 p.m. EST

| | | |
|------------------|---|--------------------------------------|
| 3 – 3:01 p.m. | Welcome | Marcie Mack <i>Pages 1-3</i> |
| 3:02 – 3:03 p.m. | Review and Approval of September 28, 2021 Minutes* | Marcie Mack <i>Pages 4-9</i> |
| 3:04 – 3:14 p.m. | Review and Approval of FY23 state dues* | Kimberly Green <i>Pages 10-12</i> |
| 3:15 – 3:19 p.m. | Appointment to fill Board vacancies and Finance/Audit Committee* | Marcie Mack |
| 3:20 – 3:30 p.m. | Discussion: Spring Meeting 2022 Board Discussion Questions: <ul style="list-style-type: none">• What are your reactions to the stated Spring State Leadership Retreat objectives?• What is your top priority for the Spring State Leadership Retreat? A must have topic or activity?• What is one fun, networking activity you'd recommend? | Kimberly Green <i>Pages 13-19</i> |

* Denotes items that require a Board vote

**ADVANCE CTE
BOARD OF DIRECTORS
FY 22**

President

Dr. Marcie Mack
State CTE Director
Oklahoma Department of Career and
Technology Education
1500 W. 7th Avenue
Stillwater, OK 74074
Marcie.mack@careertech.ok.gov

Vice President

Laura Scheibe
State CTE Director
South Dakota Department of Education
Division of Career & Technical Education
800 Governors Drive
Pierre, SD 57501
laura.scheibe@state.sd.us

Secretary-Treasurer

Vacant

Past President

Sarah Heath
State CTE Director
Colorado Community College System
9101 E. Lowry Blvd
Denver, CO 80230
sarah.heath@cccs.edu

Region A

Luke Rhine
State CTE Director
Delaware Department of Education
Delaware CTE and STEM Office
401 Federal Street
Dover, DE 19901
luke.rhine@doe.k12.de.us
Term expires: June 30, 2022

Region B

David Horseman
State CTE Director
Kentucky Office of Career & Technical
Education
300 Sower Blvd, 5th Floor SW
Frankfort, KY 40601
david.horseman@education.ky.gov
Term expires: June 30, 2023

Region C

Colleen McCabe
State CTE Director
Wisconsin Technical College System
4622 University Avenue
Madison, WI 53705
colleen.mccabe@wtcsystem.edu
Term expires: June 30, 2022

Region D

Thalea Longhurst
State CTE Director
Utah State Board of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114
thalea.longhurst@schools.utah.gov
Term expires: June 30, 2024

**ADVANCE CTE
BOARD OF DIRECTORS
FY 22**

Region E

Cathie Raymond
State CTE Director
Arizona Department of Education
1535 West Jefferson, Bin 42
Phoenix, AZ 85007
cathie.raymond@azed.gov
Term expires: June 30, 2023

At-Large State Director

Katie Graham
State CTE Director
Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509
katie.graham@nebraska.gov
Term expires: June 30, 2022

At-Large State Director

Tiara Booker-Dwyer
Assistant State Superintendent, CTE
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201
tiara.booker-dwyer@maryland.gov
Term expires: June 30, 2024

State Associate Representative

Victoria Crownover
Perkins Plan Manager
Colorado Community College System
9101 E. Lowry Blvd
Denver, CO 80230
victoria.crownover@cccs.edu
Term expires: June 30, 2022

Associate Member Representative

Donna Lewelling
Deputy Director, Office of Community
Colleges and Workforce Development
Oregon Higher Education Coordinating
Commission
3225 25th Street SE
Salem, Oregon 97302
Donna.j.lewelling@hecc.oregon.gov
Term expires: June 30, 2023

Advance CTE Board of Directors' Meeting
MINUTES
September 28, 2021
Zoom call

BOARD ATTENDEES: Marcie Mack, Sarah Heath, Laura Scheibe, Thalea Longhurst, Donna Lewelling, Victoria Crownover, Katie Graham, Tiara Booker-Dwyer

NOT PRESENT: Cathie Raymond, Luke Rhine, Angel Malone

STAFF: Kimberly Green, Kate Kreamer, Tanya Powers, Krissy Haynes, Kevin Johnson, Nithya Govindasamy, Austin Estes, Sara Gassman

Welcome: Mack called the meeting to order at 2:05pm ET, welcoming everyone to the Advance CTE Board of Directors' Meeting. Mack welcomed and introduced two new Advance CTE staff members: Dr. Kevin Johnson, *Senior Advisor* and Nithya Govindasamy, *Senior Advisor*. Johnson shared that he will be working on the ECMC Fellowship program and the opportunity gap analysis workshops. He stated that he looked forward to supporting all state CTE directors. Govindasamy shared that she will be focused on equity and stimulus projects as well as *New Skills*. She stated she felt Career Technical Education was the future and was excited to work with and support all State Directors in helping ensure students are aware of all opportunities that are available to them.

Mack shared that Dr. Tunisha Hobson will be joining Advance CTE in October as the State Policy Manager.

Mack asked for approval of minutes from August 5, 2021.

**MOTION: To approve Advance CTE minutes from August 5, 2021, as presented.
Scheibe; Heath.
MOTION APPROVED.**

Mack asked for approval of the consent agenda.

**MOTION: To approve Advance CTE consent agenda, as presented.
Graham; Longhurst.
MOTION APPROVED.**

FY21 & FY22 Financial Summary: Haynes provided a summary of the fiscal year 2021 and fiscal year 2022 financials. The total income was \$955,054.74, which was 25 percent above budget. Advance CTE ended the year above budget due to exceeding membership, Spring Meeting and investment targets.

Haynes shared that the total expenses were \$534,789.74. This was 30 percent below budget due to no in-person meetings or travel. The net income was \$420,265 and was deposited into the Advance CTE reserves.

For fiscal year 2022, financials were reconciled through July 31, 2021 (8 percent of fiscal year). Haynes stated that everything is currently on track. The total income is \$415,056.67, which is 46 percent of the budgeted income. Haynes said this was mostly membership dues. The total expenses were \$40,070.27, which was 4.5 percent of the budgeted expenses.

FY22 Advance CTE Budget Modification: Haynes discussed the proposed budget modification for Advance CTE. Haynes shared that at the end of fiscal year 2021, Advance CTE received a \$25,000 contract from Wonder: Strategies for Good to lead a shared solutions working group on social capital. The work on the contract is happening in fiscal year 2022. The budget modification would carry forward the \$25,000 income. The estimated expenses for the project are \$2,500. The proposed modification increases the *Other Income* line by \$25,000 and the *Member Services* expenses line by \$2,500 resulting in a net income of \$23,260 for this fiscal year.

Mack asked for approval of the FY22 budget modification.

**MOTION: To approve FY22 Advance CTE budget modification, as presented.
Lewelling; Scheibe.
MOTION APPROVED.**

Board Appointments (Region C and Region B): Mack shared that there are two Board vacancies. Jeralyn Jargo, who represented Region C, retired. Advance CTE proposed that Colleen McCabe from Wisconsin serve as the Region C Board representative for the remaining balance of Jargo's term, which ends on June 30, 2022. Angela Kremers, who represented Region B, has moved to another role. Advance CTE proposed that David Horseman from Kentucky serve as the Region B Board representative until June 30, 2023, filling the balance of the vacated term.

**MOTION: Colleen McCabe to represent Region C until June 30, 2022, filling the balance of the vacated term.
Heath; Longhurst.
MOTION APPROVED.**

**MOTION: David Horseman to represent Region B until June 30, 2023, filling the balance of the vacated term.
Heath; Scheibe.
MOTION APPROVED.**

Personnel Policy Updates/Revisions: Haynes explained that revisions to the Personnel Policies were made to ensure they were up to date and accurate. They were largely minor changes and had not been sent to the attorney to review but the full set off policies would be sent in November when the updated *Telework Policy* is presented.

Haynes stated that the *Expense Reimbursement* policy was updated to state that employees must submit their reimbursement requests by the 7th day of each month. Previously, it was within 30 days. The revision allows for better management of the reimbursement process and ensures expenses are captured with the month-end closeout each month. The *Internet Postings/Social Media* policy was also updated to include a more comprehensive listing of social media and internet posting formats, including the addition of podcasts, blogs, Twitter, Instagram, and Tik Tok. In the *Outside Employment and Other External Activities* section, Haynes explained the term “outside employment” was clarified by including part-time and/or contract work. For the *Additional Leave* section, all employees will have paid leave between Christmas and New Year’s Day. Previously, probationary employees had to take unpaid leave during that period of time. Juneteenth was added to the organization's list of observed *holidays*. Haynes shared that earlier this year Juneteenth became a federal holiday. Advance CTE recognizes all federal holidays. Last, the *Health Insurance* section was revised to eliminate a paragraph regarding the premium payments for remote employees. Haynes stated that the organization was forced off of the grandfathered healthcare plan in April 2021, so now all employees will have a fully covered ACA PPO plan.

**MOTION: To approve Advance CTE Personnel Policy revisions, as presented.
Heath; Crownover.
MOTION APPROVED.**

Advancing Career Technical Education Leadership Award Winner Selection: Gassman summarized the criteria for the leadership awards. There were two categories that State Directors could have nominated themselves, other State Directors, or their staff for. The *State CTE Distinguished Leadership Award* recognizes and honors current and former state CTE leaders who have a distinguished history of service and have demonstrated the highest level of commitment to advancing a vision for high-quality CTE at the state and national levels. The *State CTE Leadership Rising Star Award* recognizes new state CTE leaders (less than five years) who are actively engaged with and dedicated to advancing a vision for CTE that is committed to quality, equity and access within their state. Gassman shared that the four nominations that were received were all for the *Rising Star Award*. There were three categories in the criteria for selection. Each nominee answered questions within those three categories. The four nominees were:

- Michelle Aldrich, State CTE Director, Wyoming
- Elizabeth Bennett, State CTE Director, Massachusetts
- Tiara Booker-Dwyer, State CTE Director, Maryland
- Clay Long, State CTE Director, Idaho

Heath asked if the Board could vote for more than one candidate. Gassman explained that the poll would only allow for one vote but there was an option to award two winners because there were not any nominations received for the *Distinguished Leadership* category. First, the Board

participated in the poll vote. Mack asked if the Board wanted to consider two winners. Graham recommended awarding two winners with the *Rising Star* award.

MOTION: To select two Rising Star Award winners; Tiara Booker-Dwyer, Maryland and Michelle Aldrich, Wyoming Graham; Lewelling.
MOTION APPROVED.

Heath stated that she was not clear on who qualified based on years of tenure. Green noted that in the future, Advance CTE could include those details in the nomination communication. Lewelling agreed that the additional information would be very helpful. Crownover asked if conversation should be had to recognize, honor, and award those in other membership categories that are not State Directors but have the tenure and leadership. Gassman shared the description criteria for the Distinguished Leadership Award in the chat and noted that based on the description, it would include other membership categories, specifically associate state members. Kreamer said that the Rising Star award is also inclusive of associate state members.

Organizational Position on Free Community College: Green said that the organization has followed the work around President Biden’s variety of packages that are part of the *Build Back Better* campaign, specifically the *American Family’s* plan that calls for free community college. Green shared that the provision has been moving through Congress as part of the *Reconciliation* bill. The organization’s current Higher Education Act (HEA) recommendations, which are approved by the Board, do not include a position on a free community college program at the federal level. Green shared that the reconciliation bill calls for a new definition of community college. Area technical centers are not included in the provisions as institutions allowed to participate in the free community college program. Green noted that Advance CTE is working with ACTE to determine if the exclusion was intentional or unintentional. Green presented several discussion questions to the Board to initiate a conversation to help determine if the organization wants to take a position on the free community college program and add it to the current HEA recommendations.

1. Does your state have a free community college program in place, if so, can you share details? What makes it successful? What would you change?

Lewelling shared that Oregon has Oregon’s Promise for high school students that meet specific criteria. If the student meets the criteria, it gives the student two years free at an Oregon public community college and does not include area technical centers or public four-year universities. Lewelling said she felt like it competed with the Oregon Opportunity Grant, which is a state needs program and is significantly underfunded. The opportunity grant program captures adult learners whereas the Oregon Promise program focuses on high school students. Lewelling stated it leaves a potential gap in funding for the adult learners.

Booker-Dwyer shared that Maryland has the PTECH high schools that allow students to obtain their associates degree. Through new legislation aligned with the *Blueprint for Maryland’s Future*, dual enrollment opportunities allows for students to earn sixty credits towards a bachelor’s degree and an opportunity for students to earn an associates degree at no-cost to the

student. Heath shared that Colorado has a program similar to Oregon's that primarily focuses on high-school students that meet specific criteria and does not capture adult learners. Heath noted that Tennessee may be a good resource for data because it has a free community college program in place. Mack said Oklahoma has Oklahoma Promise and is much like the program Oregon has, however it does include area technical centers. Mack stated that her concern with the provision is that it does not currently include area technical centers. Scheibe said that South Dakota has a program specific to the state's four public technical colleges called Build Dakota. The program is application based, open to learners of any age and offers full-tuition scholarships. Crownover and Kreamer noted in the chat that Tennessee's program called Tennessee Promise does include the colleges of applied technology.

2. How should a federal free community college program interact with or enhance your state's free community college program? How would the federal program interact with existing state programs?

Lewelling said the federal program would alleviate the financial burden from the state. Lewelling stated she was in favor of taking a position because it directly affects the students and aligns with the equity goals but she wants to ensure adult learners are captured. Longhurst said in Utah discussions about free technical colleges have received pushback from legislators because they want to target specific programs that align with high-demand jobs. Booker-Dwyer shared that federal support would help expand access in Maryland. Green asked Graham what her thoughts were on a federal program especially since Nebraska doesn't have any state programs. Graham shared that she is always in favor of supporting efforts that focus on the students.

Green shared that currently resources do not pay for dual enrollment programs or non-degree programs.

3. How should a free community college program interact with or support concurrent/dual enrollment?

Booker-Dwyer stated that although the federal program is limited, it was still beneficial. If the organization was to take a stance, Booker-Dwyer suggested including options for K-12 students. Green asked Board members to respond in the chat if they felt the organization should add a position to the HEA recommendations in support of free community college. In the chat, Booker-Dwyer said yes to supporting free community college. Longhurst responded that she was undecided and would want to have further discussions with higher education partners. Scheibe was not in favor of taking a position and suggested that the organization remained neutral. Mack shared if a position was taken, adjustments would need to be made. Heath agreed with Graham and expressed concern about too many divergences from the "double the investment" messaging about where the financial investment should go. Heath suggested that in future conversations, the organization could focus on the messaging of it's alignment across a CTE program of study to include courses that connect to a certificate or degree. Graham agreed with Heath. Crownover liked supporting free community college but also suggested that the organization remained neutral. Graham said it's important to be representative of all members. Scheibe and Mack both agreed that free community college is a great idea, however the program would need further discussion and specific modifications to be representative of all members and fear that the

conversations would result in a political stance. Booker-Dwyer felt the federal program aligned with *CTE Without Limits*. She also noted that studies show that the cost of a college education is often a barrier for students and can impact their decision to pursue a degree.

Green provided a summary of the discussion stating there were not enough votes to take a fully proactive position, however, the discussion helped provide information that will help the organization ensure that any recommendations that move forward, is advantageous for CTE and aligned with *CTE Without Limits*.

Mack adjourned the meeting at 3:03 p.m. ET.

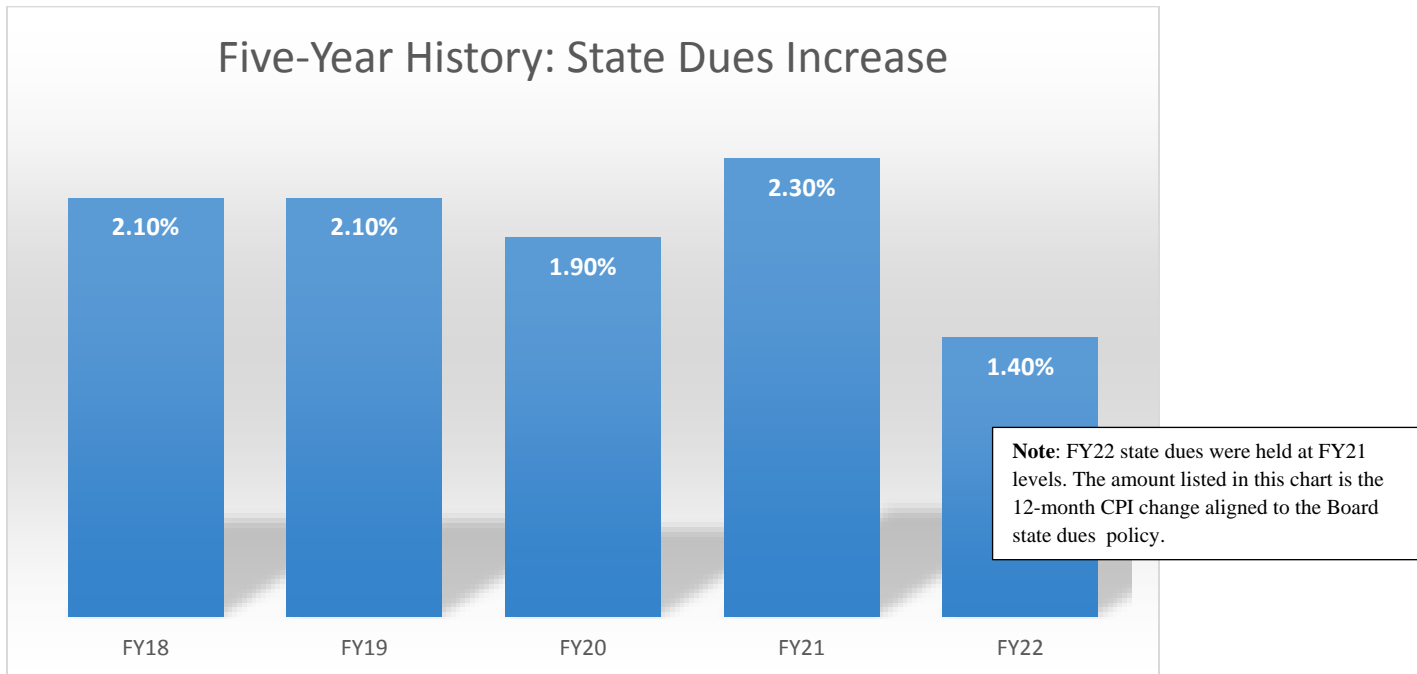
Proposed FY23 Advance CTE State Dues
Submitted by Kimberly Green, Executive Director

In 1994, the Board and membership approved a policy to annually increase the state dues by the consumer price index (CPI). Since 1994, the staff has analyzed the annual percentage gain of the CPI from December to December. This percentage gain is the amount that is brought to the Board for confirmation as the percentage the dues should increase the following fiscal year.

As a reminder, the Board did not increase state dues for FY22 due to the economic downturn and the health of the organization, therefore dues were held at FY21 levels. The FY23 proposed increase uses the FY21 levels as the baseline.

The December 2020 to December 2021 CPI increase is 7%. As you know, inflation is at a record high – the highest levels since 1982. Prices in the DC region have definitely risen on consumer staples, gas, utilities, etc. This represents an increase of \$41,310 over FY20, bringing the total proposed invoiced state dues to \$631,452. This translates into a minimum of increase of \$53 and a maximum increase of \$1,255 in dues for each state/territory. The spreadsheet provides a state-by-state breakdown.

For context, here is a historical reference of the increases for the prior five fiscal years.



Action: Vote to approve the FY23 state dues amounts.

| State Name | Approved FY22 Dues: No increase from FY21 dues | Increase of 7% Per Board Policy | Proposed FY23 dues |
|----------------------|---|--|---------------------------|
| Alabama | \$13,438 | \$941 | \$14,378 |
| Alaska | \$5,193 | \$363 | \$5,556 |
| Arizona | \$11,288 | \$790 | \$12,078 |
| Arkansas | \$10,441 | \$731 | \$11,172 |
| California | \$17,924 | \$1,255 | \$19,179 |
| Colorado | \$10,688 | \$748 | \$11,436 |
| Connecticut | \$9,950 | \$697 | \$10,647 |
| Delaware | \$5,654 | \$396 | \$6,049 |
| District of Columbia | \$5,654 | \$396 | \$6,049 |
| Florida | \$16,430 | \$1,150 | \$17,580 |
| Georgia | \$15,690 | \$1,098 | \$16,789 |
| Hawaii | \$5,654 | \$396 | \$6,049 |
| Idaho | \$5,654 | \$396 | \$6,049 |
| Illinois | \$16,696 | \$1,169 | \$17,865 |
| Indiana | \$15,445 | \$1,081 | \$16,526 |
| Iowa | \$10,935 | \$765 | \$11,701 |
| Kansas | \$9,684 | \$678 | \$10,362 |
| Kentucky | \$13,314 | \$932 | \$14,246 |
| Louisiana | \$14,441 | \$1,011 | \$15,452 |
| Maine | \$8,433 | \$590 | \$9,023 |
| Maryland | \$11,936 | \$836 | \$12,772 |
| Massachusetts | \$14,194 | \$994 | \$15,187 |
| Michigan | \$16,187 | \$1,133 | \$17,320 |
| Minnesota | \$12,693 | \$889 | \$13,582 |
| Mississippi | \$11,179 | \$783 | \$11,962 |
| Missouri | \$13,930 | \$975 | \$14,905 |
| Montana | \$5,657 | \$396 | \$6,053 |
| Nebraska | \$8,699 | \$609 | \$9,308 |
| Nevada | \$5,654 | \$396 | \$6,049 |
| New Hampshire | \$5,654 | \$396 | \$6,049 |
| New Jersey | \$15,325 | \$1,073 | \$16,398 |
| New Mexico | \$8,945 | \$626 | \$9,572 |
| New York | \$17,433 | \$1,220 | \$18,654 |
| North Carolina | \$15,938 | \$1,116 | \$17,054 |
| North Dakota | \$5,654 | \$396 | \$6,049 |
| Ohio | \$16,941 | \$1,186 | \$18,127 |
| Oklahoma | \$11,288 | \$790 | \$12,078 |
| Oregon | \$10,198 | \$714 | \$10,912 |
| Pennsylvania | \$17,189 | \$1,203 | \$18,392 |
| Rhode Island | \$5,654 | \$396 | \$6,049 |
| South Carolina | \$12,434 | \$870 | \$13,305 |
| South Dakota | \$5,654 | \$396 | \$6,049 |
| Tennessee | \$14,688 | \$1,028 | \$15,716 |
| Texas | \$17,681 | \$1,238 | \$18,919 |
| Utah | \$9,192 | \$643 | \$9,835 |
| Vermont | \$5,657 | \$396 | \$6,053 |

| | | | |
|----------------|------------------|-----------------|------------------|
| Virginia | \$14,934 | \$1,045 | \$15,980 |
| Washington | \$12,185 | \$853 | \$13,038 |
| West Virginia | \$9,440 | \$661 | \$10,101 |
| Wisconsin | \$13,681 | \$958 | \$14,639 |
| Wyoming | \$5,654 | \$396 | \$6,049 |
| Guam | \$760 | \$53 | \$814 |
| Palau | \$760 | \$53 | \$814 |
| Puerto Rico | \$12,947 | \$906 | \$13,853 |
| Virgin Islands | \$760 | \$53 | \$814 |
| American Samoa | \$760 | \$53 | \$813 |
| TOTAL: | \$590,142 | \$41,310 | \$631,452 |

Reference for CPI Rate: http://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_12mths

Advance CTE 2022 Spring State Leadership Retreat
*Report prepared by Kimberly Green, Executive Director, with support from Sara Gassman,
Senior Associate for Member Engagement and Leadership Development*

Forty-four states responded to the Advance CTE survey to inform our Spring 2022 convening, sharing information on state travel restriction status and their personal likeliness to attend and preferences for in-person meeting safety precautions. Based on this input, detailed in Appendix A, Advance CTE looks forward to convening state Career Technical Education (CTE) leaders in person in the spring of 2022. (*¹)

In order to deliver a high-quality and inclusive event, mitigate financial risk given the ongoing coronavirus pandemic, and attend to identified safety considerations, Advance CTE staff has been reaching out to their peer network to learn how other national organizations are convening. Instead of a regular Spring Meeting, we are proposing an invite-only Spring State Leadership Retreat.

Advance CTE 2022 Spring State Leadership Retreat At-a-Glance

Date: Estimated at mid-May (expected; dependent on hotel availability)

Location: Washington, D.C. region

- Aiming for the BWI Marriott is top preference due to the fact that we'd have the whole hotel and can create more of a retreat-like setting and the meeting space has been fully renovated

Meeting Structure: Events will take place over three days, two nights. This is the regular meeting pattern, with the potential addition of a dinner on day two.

- Reception/Dinner
- Full Day
- Half Day

Meeting objectives:

- Allow State CTE Directors and their leadership counterparts to reconnect with their colleagues from across the country.
- Create spaces for states to learn with, from and alongside one another (draw upon our members' network of expertise).
- Focus on leadership and leadership skills, with less "sit and get" sessions from external experts
 - This reflects the member input gathered in answer to the question, "What are you most looking forward to at an Advance CTE in-person meeting?" and the recognition that many State Directors will be meeting in person for the first time (approximately 40% of State Directors started in their roles in the past two years). There will be a lot of catching up to do!

¹ Note: one state responded twice; a total of 45 responses from 44 states are reflected throughout the input outlined below.

Audience: State CTE Directors and one additional participant per state

Approximate Maximum Event Size: 130 (includes Advance CTE staff and limited speakers)

Sponsors/vendors in attendance: No

Expected Registration Fee: TBD based on hotel meeting room, A/V and food/beverage costs

COVID-19 Safety Precautions and Requirements

- **Vaccination:** Proof of full vaccination upon registration for the meeting.
 - If an attendee has a medical and/or religious exemption from receiving the vaccine, they must take a PCR test within 72 hours of the event start and provide a negative result upon arrival at the event. The documentation must include the type of test, the healthcare entity that issued the test, the test date, and the name of the person being tested. At-home self-tests will not be accepted.
- **Masks:** Advance CTE will follow the local jurisdiction’s requirements and/or CDC guidelines, whichever is more stringent, regarding face masks being required to be worn during the event.
- **Distancing:** Meeting events will take place in large rooms to allow for and to encourage social distancing.

The staff have devised a set of three considerations that they will use to guide the decision to hold/cancel the planned in-person retreat:

- **The state’s public health status:** We’ll look at COVID transmission rates, COVID death rates and if the governor or county executive has issued a public health state of emergency for the state or region.
- **Access to the region’s health care system:** We’ll look at access to availability of the region’s health care system, including looking at access to testing and hospitalization rates, including looking at whether hospitals are under a public health state of emergency proviso (which might limit care for non-COVID illnesses or injuries).
- **National public health status:** We’ll look at the state of the nation’s public health/public health system and if there are major surges in transmission and/or deaths and consider if the majority of our members are able to travel without limitation.

Risks: As we approached the development of this alternate Spring Meeting proposal – an invite-only retreat rather than an open Spring Meeting, below are some of the risks and our mitigation strategies for those risks.

| Risk | Mitigation strategy | Other Rationale (if applicable) |
|---|--|--|
| Uncertainty about travel, ongoing and unpredictable nature of pandemic | Limit attendance to two people per state | We believe that focusing this first in-person meeting in two years on states and building their network with their peers is a valued member asset. |

| | | |
|---|--|--|
| | | Limiting attendance will help ensure that Advance CTE plans a right-size meeting agenda, even if individual ability to travel changes between the time of registration and the event. |
| Financial obligations for hotel contracts | Limit attendance to two people per state and ensure hotel contract allows for “out clauses” as much as possible | Our organization is in a very healthy fiscal position and does not rely on the registration and sponsorship revenue to ensure member services can continue at the current level. |
| Protecting the time for states to get to know one another (and not be overwhelmed by vendors) | Limit attendance to two people per state and do not invite sponsors (consider this a closed meeting) | <p>This may have financial implications requiring us to draw down from reserves and it may have an impact on future sponsorships, including relationships with sponsors. These are risks/costs we have considered; we believe this proposal prioritizes our members first and is an appropriate potential use of our reserve funds.</p> <p>State Directors overwhelmingly indicated that reconnecting with other State Directors is what they are most looking forward to at an in-person meeting.</p> |
| Non-state members (or state members beyond the two) do not receive the member benefit of an in-person Spring Meeting | Host a one-day, highly interactive and Zoom-based virtual convening - focused heavily on Advance CTE’s content expertise - in June 2022 to ensure that all Advance CTE members have the chance to connect with one another and the organization, delivering on a promised and valuable member benefit. | <p>This will allow us to meet the needs of all of our members, fulfill grant obligations and demonstrate to the public our content reach and impact.</p> <p>After two virtual meetings and a regular calendar of virtual professional learning sessions, members trust Advance CTE to deliver engaging and relevant content in virtual settings.</p> |

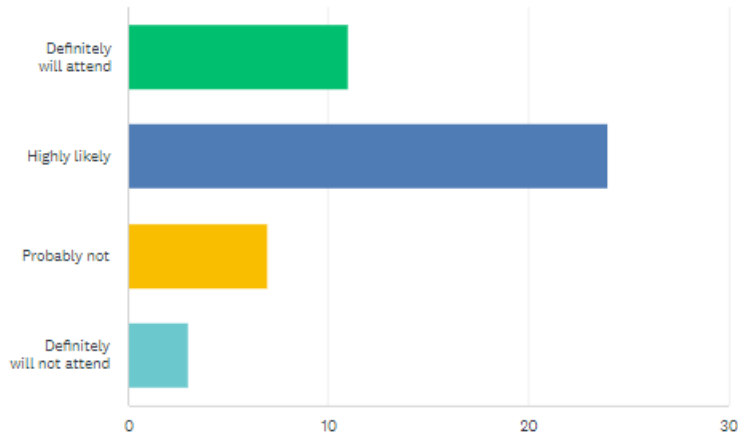
| | | |
|---|--|--|
| <p>Inability of all Advance CTE members to participate in Business Meeting</p> | <p>Will host this virtually in April 2022.</p> | <p>Advance CTE has hosted three virtual business meetings, netting continued and high participation rates. Hosting a virtual Business Meeting in April will allow the organization the needed transition time for Board members and officers. This will also ensure that members nominated for officer positions have a full audience to share their candidate statements ahead of the voting period for FY23 Board elections.</p> |
|---|--|--|

Board Discussion Questions:

- What are your reactions to the stated Spring State Leadership Retreat objectives?
- What is your top priority for the Spring State Leadership Retreat? A must have topic or activity?
- What is one fun, networking activity you’d recommend?

Appendix A: Overview of Member Input

78% of State Directors reported that they were “Highly Likely” or “Definitely will” attend an Advance CTE in-person meeting. Note that State Directors who selected “Probably not” or “Definitely will not” may still opt to register representatives from their state even if they personally do not register to attend an in-person event. The distribution of answers to this question (*How likely are you to attend an in-person Spring Meeting?*) is shown in the chart below.

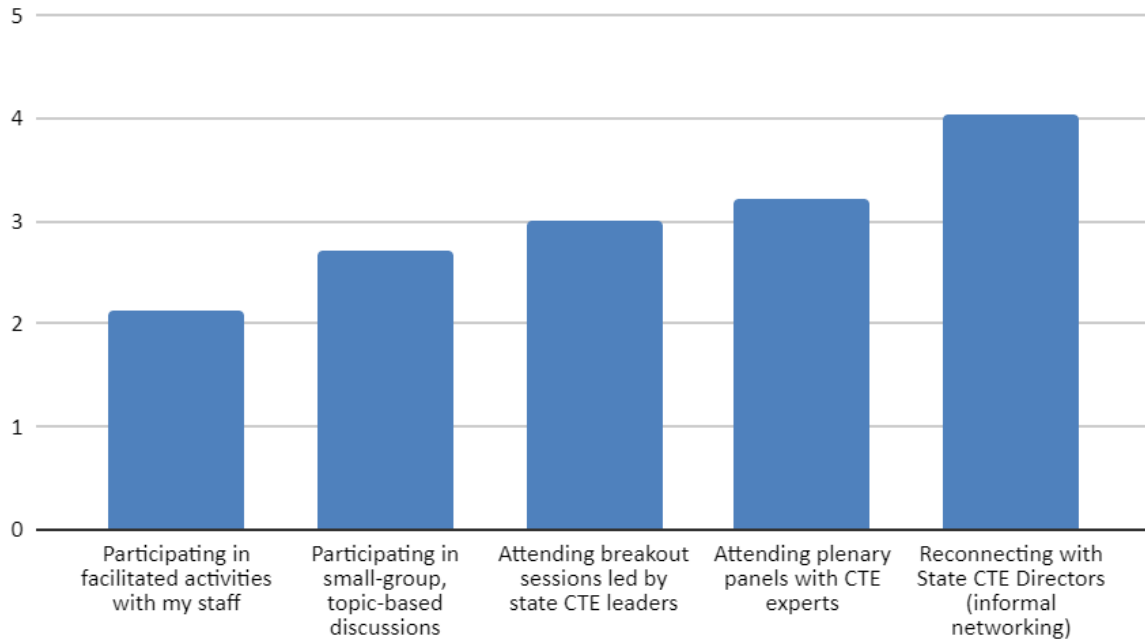


| ANSWER CHOICES | RESPONSES |
|------------------------------|-----------|
| ▼ Definitely will attend | 24.44% 11 |
| ▼ Highly likely | 53.33% 24 |
| ▼ Probably not | 15.56% 7 |
| ▼ Definitely will not attend | 6.67% 3 |
| TOTAL | 45 |

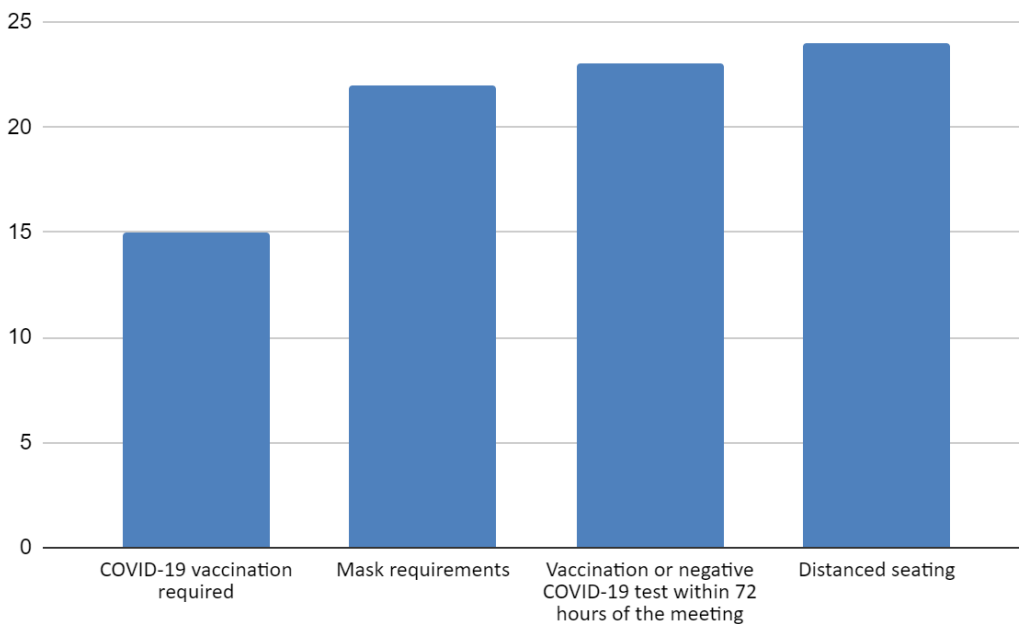
In the table below, likeliness to attend an in-person event is displayed on a four-point scale as an average score for the states in each Advance CTE region. The average number of people a state reported they would bring to an in-person event is included for each region as well. From this information, Advance CTE is proposing that each state can register two people for the event.

| Regional: Response Rate, Average Likeliness Score, Average Number Expected to Attend | | | |
|---|---------------------------|--|--|
| Region | Percent Responding | Average Likeliness to Attend Score (4=Definitely will attend) | Average Number of People Expected to Attend (per State) |
| A | 83% | 2.3 | 1.9 |
| B | 82% | 3.1 | 3.2 |
| C | 100% | 3.2 | 2.9 |
| D | 100% | 3.3 | 2.9 |
| E | 75% | 2.8 | 2 |

Advance CTE asked, “If you are interested in attending an in-person meeting, what are you most looking forward to?” and the ranked responses are included in the chart below. This information will be used to influence agenda structure and session design.



Finally, Advance CTE asked for the COVID-19 safety precautions that members would prefer to be in place at an in-person event (in addition to CDC and/or state/local guidelines). Members could select multiple of the four options displayed in the chart below. Upon the launch of event registration, Advance CTE will publish the safety precautions that will be in place in order to help members gain approval to attend the event.



More specifically, Advance CTE asked, “If full vaccination is required to attend the meeting, would that impede the ability of you and/or your staff to attend?” Thirty-eight of the 44 states

(86%) responded “no” - that a vaccination requirement would not affect their/their staff’s ability to attend. Three states replied “yes” - that a vaccination requirement would affect their/their staff’s ability to attend. Additional comments indicated that State Directors may not be allowed to ask their staff’s vaccination status, but that Advance CTE could confidentially collect that information. Advance CTE will seek advice from their legal team to ensure confidential and secure collection of this information.