

Joint Advance CTE/The Center to Advance CTE Board of Directors' Meeting
MINUTES
February 25, 2022
Zoom call

BOARD ATTENDEES: Marcie Mack, Sarah Heath, Laura Scheibe, Thalea Longhurst, Victoria Crownover, Katie Graham, Tiara Booker-Dwyer, Luke Rhine, David Horseman, Colleen McCabe, Cathie Raymond, Michelle Aldrich, Nicole Smith, Alex Harris, Wendi Safstrom

NOT PRESENT: Donna Lewelling

STAFF: Kimberly Green, Kate Kreamer, Krissy Haynes, Tunisha Hobson, Steve McFarland, Candace Williams, Haley Wing, Steve Voytek, Tanya Powers

Welcome and Introductions of New Advance CTE Staff: Mack called the meeting to order at 2:03 p.m. ET, welcoming everyone to the meeting. New Advance CTE staff introduced themselves sharing the main projects they work on. Candace Williams, Senior Research Associate works on the Postsecondary Data Initiative, State CTE Funding, and a *New Skills ready network* shared solutions workgroup on Credit for Prior Learning. Haley Wing, Senior Policy Associate, works on the *New Skills ready network*, CTE Without Borders, and the Equity Index projects. Allie Pearce, Graduate Fellow, works on various projects focused on stimulus funding and equity. Steve Voytek, Policy Advisor, works on federal policy and advocacy. Steve McFarland, Director of Communications and Membership, will be leading our membership and communications strategies.

Graham asked for approval of minutes from January 26, 2022, as presented.

MOTION: To approve the Joint Advance CTE/The Center to Advance CTE minutes from January 26, 2022, as presented.
Heath; Raymond
MOTION APPROVED.

Board Vacancies: Mack announced her resignation. Based on the discussion from the Board Officers, a proposal was presented to the Board recommending that Scheibe serve out the term for the President position through June 30, 2022.

MOTION: To appoint Laura Scheibe to serve as the Vice President and President, filling the balance of the vacated term.
Heath; McCabe.
MOTION APPROVED.

Board Appointments (At-Large State Director): Mack noted Tiara Booker-Dwyer announced her resignation. Based on discussion and input from the Executive Committee, a proposal to the Board was presented to appoint Michelle Aldrich with the Wyoming Department of Education to serve out the term for the At-Large State Director position, which ends on June 30, 2023.

MOTION: To appoint Michelle Aldrich to serve as the At-Large State Director Board Representative until June 30, 2023, filling the balance of the vacated term. Graham; Scheibe.
MOTION APPROVED.

Review & Approval of Associate Member Board Policy: Kreamer shared that in 2017, The Board of Directors and Advance CTE membership voted to approve a new Board governance structure, which added a second associate member representative to the Board. The Advance CTE Board of Directors now includes a State Associate Member Representative and an Associate Member Representative to better reflect the variety of state leaders who comprise Advance CTE’s membership. As part of that change, Advance CTE updated the nominations and elections for the officers, regional representations, and At-Large State Director Representatives, as approved by the Board of Directors, but did not update the process for nominating and electing the two associate member representatives. Kreamer noted that during the last election of the Associate Member Representative, which is open to both associate state and associate non-state members, several nominations from several non-state associate members who are retired and/or serve in consulting roles, representing a conflict of interest were received. Advance CTE staff made individual outreach asking those individuals to remove themselves from the running based on concerns but believe a more formal approach going forward was needed. Kreamer proposed updating the “Process for Selecting Associate Board Members” policy to clarify that the “associate member representative” must be someone currently employed by a state agency or local educational institution.

Mack asked for approval of the proposed update and clarification of the Process for Selecting Associate Board Members, as presented.

MOTION: To approve the proposed updates to the Associate Member Board Policy, as presented. Raymond; Longhurst.
MOTION APPROVED.

Review & Approval of the ACTE Board Liaison Policy: Haynes shared that the ACTE Board Liaison Policy was created in September 1998 and currently states that the Immediate Past President of Advance CTE serve as the liaison to ACTE. On October 16, 2017, the Board approved moving the responsibility to the Vice President. This was updated in the Commitments & Responsibilities of Executive Committee Members Policy but was not updated in the ACTE Board Liaison Policy. The proposed change would update the ACTE liaison to be the Vice President, bringing it in line with the Board approved change from October 2017.

Mack asked for approval of the revision to the ACTE Board Liaison Policy, as presented.

**MOTION: To approve the revision to the ACTE Board Liaison Policy, as presented.
Heath; Aldrich.
MOTION APPROVED.**

Review & Approval of the updates to the Financial Policy: Haynes shared that the process for sending and collecting State Membership and Associate Member dues had changed over the past several years. The proposed changes update the Financial Policy to be in line with the current process. For State Membership dues, the State CTE Directors receive a dues intent form in March each year. The form asks them to indicate their intent to renew, the state by which they will pay dues and the source of payment. States are given the option to pay dues by July 1, September 15 or October 15. Previously all dues were required by July 1. Due to the expanded date range to receive dues, reminders no longer occur only on July 15 and August 15. They are now sent 15, 45 and 60 days past the due date. For Associate Membership Dues, Associate Members are not sent a dues intent form, but are instead sent a renewal invoice in May of each year. Associate Members that have not paid by July 15 receive an email request asking them the status of their payment as well as their intent to renew. Associate Members that have not paid and have not responded to email requests, now have their renewal canceled on August 1. It was also proposed to change the name of the policy to Membership Dues Renewal to clearly identify the policy.

Mack asked for approval of the revisions to the Financial Policy, as presented.

**MOTION: To approve the revisions to the Financial Policy, as presented.
Crownover; Raymond.
MOTION APPROVED.**

Review & Approve the Sunset Board Policies: Haynes stated that the organization was working on improving its internal operations processes. As part of the improvement, the Board Policy Manual will be reviewed annually to ensure that all the policies are maintained and up to date. The first review of the Board Policy Manual was completed in January 2022. During the review, there were several policies identified that were no longer applicable or in use. Haynes proposed sunsetting the following policies:

Advance CTE Board Policy Manual:

- Board Election Policy (1998) – this policy is included in the Nomination and Election Process (2017)
- Board member Vacancy Policy (1998) – this policy was changed and is now included in the bylaws that were approved in 2017
- Putting Learner Success First (2016) – this has been replaced with the new CTE Without Limits vision

The Center to Advance CTE Board Policy Manual: The below policies are all policies that were implemented with the Career Clusters® rollout. These programs and policies are no longer in use.

- CCTC Declaration of Support (2011)

- CCTC Planning Engagement (2010)
- Cluster Leader Conflict of Interest Policy (2008)
- Cluster Leader Policy Changes (2007)
- Cluster Leader Policy Statement (2008)
- Cluster Leader Policy Guiding the Revision Changes (2008)
- Knowledge & Skills - State Use Policy (2006)
- Liaisons to NCTEF Board of Directors (2008)
- NAC Guidelines for National Advisory Committee Membership (2009)
- Partnerships & Future Projects (2008)
- Registration of Knowledge & Skills Statements (2008)
- (Career Clusters) Task Force Committee Policy & Mission Statement (2009)

Mack asked for approval of the Sunset of Board Policies proposal, as presented.

**MOTION: To approve the proposed Sunset of Board Policies, as presented.
Scheibe; Raymond.
MOTION APPROVED.**

Center to Advance CTE FY22 Budget Modification: Kreamer shared that The Center to Advance CTE was requesting a budget modification of an additional \$474,570 to accommodate several new grants and contracts that have been secured since fall 2021. These included new grants from the Walton Family Foundation, Joyce Foundation and Annie E. Casey Foundation and subgrants from JFF (to support phase 1 of “Systems2Stimulus,” a multi-funder, multiparter initiative) and College in High School Alliance (CHSA) through the Bill & Melinda Gates Foundation. Kreamer noted that the Annie E. Casey grant was also in support of the Systems2Stimulus initiative, but for phase 2, which will launch in April 2022. The organization received that grant on behalf of the initiative’s partners.

Mack asked for approval of the proposed Center to Advance CTE FY22 Budget Modification, as presented.

**MOTION: To approve the proposed Center to Advance CTE FY22 Budget Modification, as presented.
McCabe; Aldrich.
MOTION APPROVED.**

Advance CTE State Leaders Retreat Update: Haynes provided an update to the Advance CTE State Leaders Retreat. She noted that registration would launch on Wednesday, March 2, 2022. Haynes shared that initial registration rates were determined by the estimated costs of the hotel contract and pricing. However, the redesign of the agenda for the Spring State Leaders Retreat included more meals than originally planned for, hotel pricing had increased for food and beverage and additional audio visual and meeting room rental fees will be incurred due to the additional space required to have a safe and socially distanced in-person meeting. Haynes shared that the actual cost per attendee for just the in-person event was \$1,105. In addition, there was an extra cost of the virtual event, which was \$125 per attendee. Therefore, the combined registration

for the two events would be \$1,230. These rates were determined based on the estimated direct costs of the meetings and do not include covering any indirect costs, salaries, or benefits. However, Advance CTE recommended to subsidize the State Director and one member registration for the combined events, holding the registration at \$650. This would be accomplished by redirecting funds previously approved for the Excellence in Action awards (which has been postponed due to staff capacity), which will be covered by the interest income and other income received. The total amount subsidized per member registration is \$580 for a total estimated cost of \$46,400. Haynes noted that Green approved the modification, but the organization wanted the Board to be aware that the modification was made, and it was an important member benefit.

WIOA Recommendations: Voytek explained that since 2020 the Workforce Innovation and Opportunity Act (WIOA) has been due for reauthorization. WIOA was last updated in 2014 to better support workforce development activities, fund job training programs for eligible individuals, and to align the nation's workforce development investments more closely. Voytek shared that Advance CTE was aware of and anticipated initial Congressional efforts to reauthorize this law in the early part of 2022 but does not believe this will culminate in a full reauthorization prior to the end of the 117th Congress. Reauthorization will be informed by the current realities facing our nation's workforce and the urgent need to attend to equity, specifically racial equity, as we upskill and reskill millions of Americans in the post-pandemic economy. To achieve these and other organizational federal policy objectives, Advance CTE has undertaken a revision of its existing WIOA recommendations in recent months to ensure the organization's key messages resonate with Congress. Voytek shared an overview of the major changes:

- **One-stop Infrastructure Requirements:** Clarifying the organization's position on the one-stop infrastructure funding requirement. This includes calling for the elimination of compulsory one-stop partner contributions to the costs of physical infrastructure, the creation of new dedicated funding for this purpose, and, in exchange, stronger coordination and alignment requirements for one-stop partner programs. Language has also been included to support, with the appropriate guardrails, allowing for the virtualization of one-stop centers in limited circumstances.
- **Comprehensive Local Needs Assessment for Youth Funding:** Recommending the use of a comprehensive local needs assessment, modeled off of Perkins V's language, to drive state and local decision-making for determining the split of youth funding for out-of-school and in school-youth.
- **Dedicated Resources for Career Pathways:** Calling for dedicated funding for state and local implementation of career pathways and related systems. Advance CTE further recommends language that would require these resources to complement CTE program of study implementation to avoid duplication of efforts and to increase alignment across systems.

Aldrich thanked Voytek for his work. She shared that she sits on the Workforce Development Council that oversees the WIOA funds for Wyoming. Aldrich said that the lack of guidelines can be difficult, and she thinks that any input and/or guidance provided is important and appreciated. Rhine agreed with the direction in the split of youth funding but recommended giving states

greater flexibility in determining the split between in-school and out-of-school funding versus CLNA. Rhine also suggested states having strong systems in place for combined state plans. Horseman agreed with Rhine regarding the flexibility with split funding. Raymond shared that ensuring locals have workforce boards on their CLNA committees will help. She said there was a disconnect between the two. She said she wasn't sure that she would go for a combined plan but would like to work together better. Aldrich would like to see flexibility in the ability to combine plans. Raymond, Mack, McCabe, and Longhurst agreed, the combined plan may not work for each state. Everyone agreed that there was a need for clearer guidance from the government on how combined state plans should work.

Green recommended to take the feedback received and revise the proposed WIOA recommendations. Then revisions would be sent to the Board for an electronic vote.

Organizational Updates: Mack asked the Board to go into Executive Session to discuss organization updates.

**MOTION: To go into Executive Session.
Heath; Raymond.
MOTION APPROVED.**

**MOTION: To end the Executive Session.
Horseman; Scheibe.
MOTION APPROVED.**

Mack adjourned the meeting at 3:15 p.m. ET.

An electronic vote is being recorded on March 18, 2022.

**MOTION 1: To approve the proposed FY23 proposed slate of candidates, including the modified succession of officers, as presented.
By a vote of 11 in favor, the motion was approved.**

**MOTION 2: To approve the proposed revisions to the WIOA Recommendations, as presented.
By a vote of 10 in favor and 1 opposed, the motion was approved.**