

The Center to Advance CTE Board of Directors' Meeting
MINUTES

June 29, 2021 / 4:00-4:30 p.m. EDT

Zoom call

ATTENDEES: Sarah Heath, Laura Scheibe, Alex Harris, Nicole Smith, Wendi Safstrom

NOT PRESENT: Marcie Mack, Bernadette Howard

STAFF: Kimberly Green, Kate Kreamer, Katie Fitzgerald, Krissy Haynes, Tanya Powers

Welcome: Heath called the meeting to order at 4:03 p.m. ET, welcoming everyone to The Center to Advance CTE Board Meeting.

Heath asked for approval of minutes from March 10, 2021.

MOTION: To approve The Center to Advance CTE minutes from March 10, 2021, as presented.

Harris; Scheibe.

MOTION APPROVED.

Review and Approval of Proposed FY22 Budget: Green shared the “organizational split” – which is used to distribute shared expenses such as rent, phones, technology platforms, etc. across Advance CTE and The Center to Advance CTE is based on estimated staff time across projects and initiatives. This split remains the same as FY21, 75% (The Center) to 25% (Advance CTE) in FY22. This means that approximately 75% of staff time will be supported by The Center. Advance CTE’s staff will continue to work remotely through September 30, 2021 with a voluntary option to come into the office beginning July 1, 2021. The FY22 budget assumes no travel through September 30, 2021, as well as no in-person convenings through the end of the calendar year with a plan to return to normal business operations in the 2nd half of FY22.

Green shared the budget also includes three new positions. A State Policy Manager position that will oversee the New Skills Project, a Senior Advisor for Equity that will manage the ECOMC Fellows grant and focus on external equity work, and a Director of Operations that will focus on internal systems, internal organizational culture, and knowledge management. The expenses for these three positions are shared between both organizations. Advance CTE will have 15 full-time staff members with the three new positions. As an organization, new federal laws start to apply, notably the Americans with Disabilities Act. Green noted that Advance CTE does not anticipate this having any impact on operations.

Review and Approval of Proposed FY22 Budget: Kreamer shared that the budget presented is a balanced budget. This is a 20 percent increase over FY21. Kreamer noted that a number of contracts and grants will no longer be in the budget as the grants ended in FY21 as expected, including Gates 2, Lumina, Strada, and a sub-contract with ACTE that supported regional work in IOWA.

In terms of what is new for FY22, there is a stand alone line item for Career Clusters. In the past, Career Clusters was absorbed into Gates 2 and G&A. The expenses associated with modernization of The National Career Clusters Framework^(R) and FY22 plans exceed what can be covered by the Gates 3 grant. Gates 3 came online June 1, 2021 and will run through November 2022. Gates 3 will support CTE Without Limits, any technical and ongoing support provided, as well as the Career Cluster modernization effort. Although CHSA grants were approved through budget modifications last fiscal year, they were officially built into the proposed FY22 budget.

Kreamer pointed out there is an overage of income for PAYA. Staff is currently working on spend down plans and having discussions with New America about options to keep unspent income and place into the organization's reserves. Kreamer also noted that there are discussions of a potential project that will extend the current contract that expires in September 2022. In terms of other income gain for FY21, the Center far exceeded estimates as Summit sponsorships were captured. There is no "other income" anticipated for FY22. The interest/dividend income estimates were very conservative for FY21 due to uncertainties around COVID-19, however they far exceeded expectations. For FY22, the team budgeted less conservatively based on the FY21 actuals.

The NSFY Innovation Grant and Joyce 2.0 grant were both slated to end FY21. No-cost extensions through the calendar year were received. Budget estimates for Development and Board have increased and are back to pre-Covid levels. The increase for Board expenses covers support from Delivery Associates. Kreamer noted that Delivery Associates will be building out measures and a dashboard that is aligned to the theory of action and the Strategic Plan. Finally, the proposed budget estimates for The Center project-based staff time are double from FY21 estimates. Kreamer stated there are no intentions of spending the full amount. It is being used as a placeholder to partially fund positions that will be supported by future grants.

Smith asked why the organization chose to not reconvene in-person meetings until the second half of FY22. Kreamer explained the decision was made with the information available in April when the budget planning process began. Kreamer noted that there are still many companies and organizations with travel restrictions until the end of the calendar year.

Heath asked for a motion to approve The Center to Advance CTE FY22 Proposed Budget.

**MOTION: To approve the Center to Advance CTE FY22 Proposed Budget, as presented.
Scheibe; Harris
MOTION APPROVED.**

Re-Election of Public Board Member: Dr. Nicole Smith: Heath explained that Dr. Nicole Smith's term expires at the end of FY21. Dr. Smith put herself forward to serve another term.

Heath asked for a motion to re-appoint Dr. Nicole Smith as a Public Board member for another term.

MOTION: To elect Dr. Nicole Smith to serve a second three-year term from July 1, 2021 through June 30, 2024 as a public member of The Center to Advance CTE's Board of Directors.

Scheibe; Harris.

MOTION APPROVED.

Heath adjourned the meeting at 4:20 p.m. ET.