

**Advance CTE Board of Directors' Meeting
MINUTES**

Omni Shoreham Hotel

Washington, DC

May 1, 2017, 9 a.m. – 12:30 p.m.

Attendees: Charisse Childers, Philip Cleveland, Vanessa Cooley, Rod Duckworth, Jo Anne Honeycutt, Bernadette Howard, Rich Katt, Pradeep Kotamraju, Thalea Longhurst, Jean Massey, Shelia Ruhland

Absent: Lee Burket, Marie Barry, Eleni Papadakis

Staff Attending: Austin Estes, Katie Fitzgerald, Kimberly Green, Kate Creamer, Ashleigh McFadden, Andrea Zimmermann, Kathryn Zekus

Review and Approval of the consent agenda: Honeycutt presented the consent agenda and asked if any items should be removed for discussion. No items were identified.

Green gave an update on Barry's family situation and proposed offering her a donation of hotel points from Board members. Green will share her home address with the Board.

Approval of March 29, 2017 Minutes: Kotamraju introduced the minutes of the March 29, 2017 Board meeting and asked for a motion to approve them.

**MOTION: To approve the minutes of the March 29, 2017 Board meeting
Cooley; Ruhland
MOTION ADOPTED**

Approval of Advance CTE financial reports: Kotamraju introduced the Advance CTE financial reports and asked for a motion to approve them.

**MOTION: To approve Advance CTE financial reports
Katt; Howard
MOTION ADOPTED**

Honeycutt remarked on the phenomenal job being done with the resources we have.

Presentation of new budgeting approach: Green presented on the organization's new budgeting approach. She also provided clarification that coding within the new project codes could still allow the organization to examine travel expenses and other costs across the board. There was no other discussion on the approach.

Discussion of Finance and Audit Committee positions: Green described the three Finance and Audit Committee positions that needed appointment for the two-year term beginning July 1. Everyone agreed that Sheila Ruhland and Mike Mulvihill would continue in their current positions for another term, and that the replacement for Tim Hodges' position would be discussed during The Center to Advance CTE board meeting.

Discussion of potential Advance CTE office move: Green presented the two options regarding the Advance CTE office space lease. Ruhland asked for clarification that the extra cost of moving to a new space is spread out over the ten years of the lease, which Green confirmed. Honeycutt commented that if the Board wants the organization to continue to grow in influence and seek new initiatives, there must be a space for staff to work. She added that the option for subleasing the new space mitigates the risk of the extra cost. Green responded that she will pursue negotiations for a larger office space, and will follow up with more information once it is available.

Approval of recommended slate of officers: Duckworth presented the update from the Nominations Committee and asked for a motion on the recommended slate of officers.

**MOTION: To Approve the Nominations committee recommended slate of officers
Cooley; Kotamraju
MOTION ADOPTED**

Approval of personnel policy revisions: Green presented the latest revisions to the personnel policy. There were no legal or substantive changes, only recommendations some clarifications around benefits transition, performance evaluations criteria and timeline, and approved pay and leave.

Childers asked when and how the first and second employee reviews take place. Green responded that the second review is written, and the first is not, and will update the language to clarify that.

**MOTION: To approve the personnel policy revisions.
Duckworth; Childers
MOTION ADOPTED**

Presentation and discussion of member services survey: Zimmermann shared the results of the member services survey. Kotamraju noted the difference in responses on the question about Advance CTE representing member interests between State Directors and Associate members. Duckworth mentioned that he would be interested to see the survey in a year or two to see how all of the new initiatives and member benefits will affect these numbers. Duckworth and Ruhland remarked that the organization has moved in the direction of providing more benefits for members beyond State Directors, and the value to Associate members is growing.

Zimmermann shared the early analysis of how states are taking advantage of the expanded state membership option. There was a small discussion around the definition of the word “counterpart” in this context. Then there was another discussion around the states who have not yet decided to participate, whether they are still waiting to decide or not.

Kotamraju asked how to increase engagement from new state members, particularly those who are newer to the content and do not have funding to participate in Advance CTE meetings. Katt responded that from his perspective, it is more important to encourage information-sharing at the local level and allow local leaders to feel like they are a part of the state leadership structure.

Honeycutt shared that she chose her state members by deciding who needed a better understanding of CTE in order to work with her more productively.

Childers and Katt both mentioned how virtual and on-demand resources would be more helpful for their state members and state teams than in-person events.

Zimmermann asked if State Directors would want their state membership to be involved in role-alike professional learning communities. Kotamraju responded that this would be helpful in the data sphere, particularly related to accountability. Katt added that a PLC related to work-based learning would also be interesting. Childers stated that if members need information from other states, they need it in real time, and likely would not want to wait for a regularly scheduled monthly call.

Zimmermann asked if staff should consider changing the structure and/or process of the member (“Star of Education”) awards, given the new membership structure. Honeycutt responded that she was in favor of opening up the nominations criteria for the State Director awards so that other members could nominate State Directors. A discussion followed about the current nomination process and what changes could be made to the approval process. Katt suggested re-thinking the rubric and qualifications for the award before diving into the nominations process. Honeycutt proposed that a smaller group of Board members meet at a later date to discuss these questions and come back with a recommendation. Childers, Longhurst and Howard all volunteered to participate.

Zimmermann presented questions about input into a potential leadership program, including the content and to whom it should be made available. Massey responded that she believed a session on handling political and external forces would be useful. Honeycutt mentioned that she would send the blueprint for North Carolina’s local director induction program to Zimmermann. Cooley suggested a session on the intersections of major federal legislation related to CTE. A discussion followed about the possibility of enrolling aspiring State Directors in a leadership program, with sign-off from current State Directors. None in the discussion disagreed with that proposal. Kotamraju, Honeycutt and Katt volunteered to serve in a “kitchen cabinet” to advise staff as leadership program plans take shape.

Affirmation of current dues policy: Green introduced the conversation around the state dues policy. Vanessa raised the concern of small states when it comes to Perkins allocations, wondering if “hold harmless” was reflected in this policy. Green responded that whatever percentage a state had of Perkins allocation in 1994 is the percentage of state dues that the state owes. The hold harmless policy did not kick in for many states until years after 1994. Duckworth suggested checking with Michael Brustein on the question of spending federal dollars on membership. Green responded that Advance CTE has already sought an opinion on this when staff put together information on the state membership changes. Massey noted her belief that things are too unstable with membership changes and political climates right now to try to change the dues policy.

Motion: To affirm the current dues policy
Massey; Howard

MOTION ADOPTED

Discussion on Perkins reauthorization: Honeycutt welcomed Kathryn Zekus to the meeting and to the Advance CTE staff. Zekus presented an update on Perkins reauthorization

Kotamraju asked if the next Perkins bill would be the same bill as was introduced last year. Zekus responded that they would be working with the House bill as a baseline but with some tinkering on accountability. Cooley asked where Perkins is in the queue of federal legislation that needs to be passed, as she had concerns about implementation of a new bill and how this would affect accountability and other items related to the State Director role. Cooley then asked about the one-stop contributions under WIOA and how that affects Perkins.

The discussion on the governance input session during the business meeting was rescheduled to happen during the lunch break.

Discussion with CTSO liaisons: Honeycutt welcomed the CTSO liaisons, and they each introduced themselves:

1. Sandy Spavone, FCCLA
2. Kelly Horton, SkillsUSA
3. Jean Buckley, FBLA-PBL
4. Rosanne White, TSA
5. Leif Ackerman, HOSA
6. Riley Pagett, National FFA
7. Michael Connet, ACTE

Honeycutt asked what the goal is of the collaboration with State Directors and CTSOs. The group then discussed how the shared vision of CTSOs aligns and interacts with *Putting Learner Success First*. The discussion also included the shared challenges of these groups in coordinating efforts and prioritizing high-quality programs in high-wage, high-skill fields.

The CTSO liaisons mentioned their contact with parents, teachers and students as strengths that could be leveraged for the State Directors in communicating about the value of CTE. This includes encouraging and preparing students who have participated in CTSOs to promote their experiences and discuss the specific skills and competencies they gained to prepare them for future careers. The idea to have a common, multi-year communications plan across the NCC-CTSO was shared and of interest.

The Board then went to lunch, to continue the conversation on governance.

Upcoming Meetings

Advance CTE Board Conference Call

June 22, 2017

Topic: Approve FY18 Budget

1 - 2 p.m. ET

**Advance CTE Board Conference Call
Thursday, August 24, 2017**

Topic: Bylaws review re: governance
4 – 5 p.m. ET

2017 Fall Meeting

BWI Marriott Hotel

Meeting: October 16 – 18, 2017

Board Meeting: October 16, 2017

2018 Spring Meeting

Omni Shoreham Hotel

Meeting: April 4 – 6, 2018

Washington, DC

Meeting: April 3, 2018