

Advance CTE Board of Directors' Meeting
MINUTES
Wardman Marriott Hotel
Washington, DC
May 22, 2016
8 a.m. to 11:30 a.m.

Attendees: Lee Burket, Vanessa Cooley, Kathleen Cullen, Rod Duckworth, Jo Anne Honeycutt, Bernadette Howard, Rich Katt, Pradeep Kotamraju, Jean Massey, Eleni Papadakis, Mike Raponi
Sheila Ruhland

Absent: Eric Spencer, Marie Barry

Staff attending: Kate Blosveren Kreamer, Austin Estes, Kimberly Green, Karen Hornberger, Ashleigh McFadden, Steve Voytek, Andrea Zimmermann

Welcome and Overview of Agenda: Duckworth welcomed the Advance CTE Board and staff to the Spring Board of Directors' Meeting. Duckworth recognized the promotions of Kate Blosveren Kreamer to Deputy Executive Director and Andrea Zimmermann to Senior Associate, Member Engagement & Leadership Development.

Review and Approval of Advance CTE Board Minutes: Kotamraju presented the minutes from the April 14, 2016, Advance CTE Board of Directors' Meeting. No corrections were made.

MOTION: To approve the April 16, 2016, Advance CTE Board Minutes.
Kutzer; Katt.
MOTION ADOPTED.

Approval of Consent Agenda: Duckworth presented the consent agenda and asked if any items should be removed for discussion. No items were identified. Raponi inquired about where the Career Clusters Products sales revenue was reported. Green clarified that it may be found in the Center to Advance CTE financial report.

MOTION: To approve the consent agenda.
Burket; Cooley.
MOTION ADOPTED.

Advance CTE Financial Reports: Kotamraju presented an overview of the Advance CTE financial reports. He shared that with three-quarters of the fiscal year completed, revenues are currently exceeding expectations, with 83 percent of the revenue received and expenses currently at 66 percent. Over all Advance CTE is doing well and wanted to note that the investments have stabilized compared to the first quarter of the fiscal year. For FY 2017 dues, Hornberger reported that 20 states have already paid or submitted their intent forms. Thus far, eight states have chosen to participate in the extended state team pilot. No action was required for the Center to Advance CTE's financial reports; they were shared as a resource.

Hornberger reported that the association is continuing to follow the Merrill Lynch investment advisor's recommendation regarding the organization's investment portfolio. Additionally, Hornberger reported that the lost inventory from Vivayic has been reconciled.

**MOTION: To approve the Advance CTE financial reports.
Papadakis; Honeycutt.
MOTION ADOPTED.**

Finance/Audit Committee Update/FY17 Appointments: The Finance/Audit Committee charter calls for a rotation of committee members each year. Hornberger reported that the terms for Bernadette Howard, of the association, and Tim Hodges, of the foundation, are expiring on June 30, 2016. Appointments are required to fill these positions for terms running July 1, 2016 to June 30, 2018. Hodges is only eligible for a partial term, should he be re-appointed.

Burket volunteered to fill Howard's position. Hodges was re-appointed to a partial term with the directive that another appointment will be made in the future for the remainder.

Additionally, Hornberger noted that staff have been notified that the firm that currently handles the organization's accounting will no longer work with nonprofit clients. However, the accountant who handles the organization's accounts is moving to a different firm, which happens to be the same firm that handles the organization's auditing. Staff will continue to monitor the situation and work with the Advance CTE Finance/Audit Committee if changes or decisions must be made.

**MOTION: To approve the Finance/Audit Committee FY17 appointments.
Raponi; Kotamraju.
MOTION ADOPTED.**

Nominations Committee Update/FY17 Officers: On behalf of Marie Barry, the Nominations Committee Chair, Hornberger shared the Nominations Committee's recommended slate of officers for FY17, the candidates for FY 17 Secretary/Treasurer as well as the results of the regional elections.

The slate of officers will be:

- Past President: Rod Duckworth of Florida
- President: Jo Anne Honeycutt of North Carolina
- Vice President: Pradeep Kotamraju of Iowa

Also, the committee nominated two candidates for Secretary/Treasurer: Philip Cleveland of Alabama and Bernadette Howard of Hawaii. The voting will take place at the Advance CTE Business Meeting on Monday, May 23, 2016.

The results of the regional elections are:

- Philip Cleveland of Alabama – Region IV (If Cleveland is elected as Secretary/Treasurer, Jean Massey has agreed to continue serving in this position.)
- Kathleen Cullen of Wisconsin – re-elected for Region V

- Thalea Longhurst of Utah – Region VIII

**MOTION: To accept the slate of officers for FY17.
Cooley; Massey.
MOTION ADOPTED.**

Personnel Policy Revisions: The organization’s legal counsel reviews the personnel policies annually to ensure they are compliant with all applicable laws. A Montgomery County ordinance is going into effect later this year that expands the list authorized situations when staff can take sick leave. The proposed revisions reflect this change, as well as clarifying language – consistent with recent Executive leadership decisions – to clarify the bereavement policy.

Katt asked how the organization may be affected by the new federal overtime regulations from the U.S. Department of Labor. Green said the personnel policies already adequately address this issue and that currently no employee’s salary is below the minimum threshold. As the organization seeks to fill the vacant administration assistant position, leadership is keeping the new regulations in mind and considering how to re-allocate responsibilities among staff to either elevate that position’s salary to the minimum threshold or ensure that the one non-exempt employee feels welcomed into the organizational culture.

**MOTION: To approve proposed revisions to the Advance CTE/The Center to Advance CTE Personnel Policies.
Raponi; Kutzer.
MOTION ADOPTED.**

Perkins Reauthorization Update: Duckworth asked for the Board to go into Executive Session at 8:45 a.m.

**MOTION: To go into executive session at 8:45 a.m.
Katt; Honeycutt.
MOTION ADOPTED.**

**MOTION: To close executive session at 9:50 a.m.
Katt; Kotamraju.
MOTION ADOPTED.**

New Preamble for Perkins Recommendations: In response to Board action in February, staff drafted an updated preamble for the organization’s Carl D. Perkins Career and Technical Education Act reauthorization recommendations to reflect the current policy environment, particularly as it relates to the relationship between CTE and workforce development.

Papadakis applauded the new language and thought it captured the Board’s February discussion well.

MOTION: To approve the updated preamble for Perkins Reauthorization recommendations.

Papadakis; Massey.

MOTION ADOPTED.

State Policy Strategy Update and Discussion: Duckworth introduced two new staff members, Ashleigh McFadden and Austin Estes, whose biographies and position descriptions were provided in the Board Book. Positions were created in response to the roles and responsibilities The Center to Advance CTE assumed under the New Skills for Youth (NSFY) grant from JP Morgan Chase. Both positions are fully funded by the grant.

McFadden provided an update on the NSFY grant. Currently, 25 states have received Phase 1 funding as they work to move forward on the six key objectives of the initiative. Later this year, ten of those states will be funded for Phase II funding. The Center to Advance CTE is providing technical assistance to states as well as developing case studies, creating tools and topical research briefs to support this work.

One of the first tools to be created is a virtual resource center that will be housed on Advance CTE's website, www.careertech.org. There will be two versions of this center – one that is publicly available and one that is for Advance CTE members only. McFadden provided mock-ups of each resource center to board members. The public database, the Learning that Works Resource Center, will provide a curated list of policies across 12 categories and aligned with the *Putting Learner Success* principles. The intent is to provide high quality, relevant information on the CTE policy landscape.

Honeycutt said she liked the graphic elements and design of the resource center, but questioned the difference between the two centers. Kreamer explained that the second resource center – created as a members-only clearinghouse – will include the same information as the public-facing center, as well as information and documents that are not publicly available or did not meet the criteria for the public center.

Members asked for clarity about some of the categories, and recommended some language tweaks, which staff agreed to change. Definitions and sub-topics for each category can be seen as users mouse over each category. Topics will be tagged with multiple categories, meaning that a policy or resource can show up in more than one category, depending on the search terms.

Papadakis recommended that members-only items be listed in the public directory, and these can act as marketing tools, in a way, for non-members.

Raponi raised a question about how the resource center is being financed and if there is any potential barriers to restricting access to certain resources if those resource were paid for with public dollars (e.g. state dues paid for with Perkins or state revenues). Green agreed to research other state organizations' practices and report back to the board about how this is handled.

Duckworth asked for clarification regarding the CTE: Learning that works for America campaign and how it connects to the other brands of the organization – Advance CTE, Career

Clusters, etc. Green explained that the Learning that works for America campaign is a marketing campaign that was developed as a follow up to the last vision document. It is a sub-brand of Advance CTE. Its assets will be refreshed this year, along with guidance about how and when the Learning that works for America logo will be used by the organization.

Governance Taskforce Discussion: During the February Board Retreat, board members began a discussion regarding Advance CTE governance. In May, a subset of the board met to brainstorm common principles and recommendations to revise the regional structure for the Advance CTE Board of Directors. Kreamer presented the three options to the board for input. The common principles included an acknowledgement that while the current structure is not working, State CTE Directors should maintain a majority on the board while also achieving better diversity of member voices through at-large positions. Additionally, regardless of the approach taken, a thoughtful phase-in will be required.

After a discussion of the various options presented and possible unintended consequences, members also discussed the criteria for the at-large positions. Members agreed that the board needs a stronger postsecondary voice.

MOTION: To direct staff to continue to develop out an Advance CTE Board governance structure built upon the proposed model that realigns the regions geographically.

Katt; Howard.

MOTION ADOPTED.

Liaison Discussion: Kotamraju shared his report out of ACTE as their liaison to the Board.

Green shared that over the past few years, the association received requests to have Advance CTE Board members serve as liaisons to Career Technical Student Organization (CTSO) Boards. She noted we have four CTSO liaisons. There are limited guidelines around the liaison role. At the request of some who serve as liaisons, it was suggested that we have a Board discussion about the purpose and value of these liaisons.

Kotamraju shared that he had the same question – What is the role of the liaison? Is there something more than just going to the meeting? Howard agreed that she feels that as a liaison she shows up to HOSA Board meetings but does little beyond that.

Kutzer shared that he has served as a liaison to the SkillsUSA and DECA boards. He acknowledged that the CTSOs have a tremendous value to CTE programs and strong business and industry connections. That said, Kutzer would also appreciate any guidelines to know what is the role/ responsibility of the liaison.

Cullen seconded Kutzer's statements. She shared that State Directors bring an education perspective to the CTSO table, as oftentimes at the SkillsUSA Board the conversation is focused on training rather than education and training. Cullen shared that the SkillsUSA is struggling with the role of liaisons as well

Massey shared that being on the FFA liaison is very different than what was previously described and that FFA is also in discussion as to whether they want to continue with Board liaisons.

Kreamer attends the quarterly meetings with all the CTSO Executive Directors. These meetings don't usually dive into deep issues and is probably not the forum to bring this discussion to. Green stated that staff would follow up with the organizations Advance CTE has liaisons with to have an open conversation that will result in a set of recommendations.

Duckworth adjourned the meeting at 1:08 p.m. ET and transitioned to the joint Board meeting.