

# **Governing Board & Advisory Council Annual Meeting Minutes**

## **Wednesday, August 17, 2022 - 5:00 – 7:00 pm – Teams Meetings**

**Attendance:** Denise Jonas, Penny Johnson, Ryan Pierce, Morgan Forness, Patti Stedman, Brenda Janke (SEEC)

**Absent:** Katie Christinsen, Todd Sears, Cory Steiner, Robert Grosz, Vincent Williams

**Recorder:** Mary Foss

**Call to order** – Chair – Patti Stedman (Chair for this meeting)

### **Introductions**

### **Review of agenda**

- **Motion to approve agenda- Penny Johnson, seconded by Patti Stedman. Motion carried.**

### **Review of (By-Laws) and Intent of the Governing Board**

### **Reading and approval of the minutes of the last meeting**

- Governing Board - April 27, 2022 (approval of minutes)
  - **Motion to approve- Penny Johnson, seconded by Patti Stedman. Motion carried**
- Governing Board – May 11, 2022 (approval of e-vote minutes)
  - **Motion to approve- Penny Johnson, seconded by Patti Stedman. Motion carried**
- Governing Board – June 20, 2022 (approval of special session minutes)
  - **Motion to approve- Penny Johnson, seconded by Patti Stedman. Motion carried**

### **Budget & Financial report**

- CCCTEC financial report as of June 30, 2022
- Summary Reports: By Location, By Program
  - Local Cost Share 2021-2022
- 22-23 Estimated Budget – by Location, by Program
- C3TEC Board Stipend and Travel Reimbursement
  - (Board expenses will be processed through SEEC)
- Base Assessment Fee from \$2,530 to \$3,000 per high school (Approval Requested)
  - **Motion: Penny Johnson motions to increase the base assessment fee from \$2,530 to \$3,000 per high school, with an upfront payment for operations to be adjusted back to school districts in the final assessment, seconded by Patti Stedman. Motion carried.**

### **Program Updates**

- Click for [Enrollment & Schedule](#)
- Click for [Course Sharing Handbook](#)

## **Unfinished business**

- FIBT Credit Card (Board Memo – Approval Requested)
  - Motion: Penny Johnson motions to approve C3TEC credit cards and limits for Denise Jonas, Mary Foss, and Idette Graham for the amounts listed, seconded by Patti Stedman. Motion carried.
- Capital Grants Project Update

## **New business**

- DRAFT – C3TEC - JPA Agreement with local districts (Approval Requested)
  - Motion: Penny motions to approve the Joint Powers Agreement to establish a formal partnership between C3TEC and its member school districts, which will be approved by each local school district, seconded by Patti Stedman. Motion carried.
- District Service Agreements – (DRAFTS)
- JPA Agreement with NDSCS Alumni Foundation for CIC (Approval Requested)
  - Motion: Penny Johnson motions to approve the C3TEC Director to continue conversation with the NDSCS Alumni Foundation and legal counsel to establish a JPA or Service Agreement between C3TEC and NDSCS Alumni Foundation for the CIC, seconded by Patti Stedman. Motion carried.

## **Adjournment**

- Meeting adjourned at 6:32 pm