

**Central Texas Tech Prep Consortium
Quarterly Board Meeting
University of Mary Hardin-Baylor
Mayborn Center, Hall of Fame Room, 2nd Floor
Belton, Texas
February 17, 2010**

Minutes

Members Present:

Jody Askins, Wilsonart International
Alison Belliveau, Temple ISD
Karen Denney, Copperas Cove ISD
Scott Herald, Belton ISD
Kimberley Mason, Taylor ISD
Kenny McCarty, Johnson Bros Ford
Don Owens, University of Mary Hardin-Baylor
Crickett Rogers, Central Texas College
Anita Steele, Texas State Technical College
Debbie Thompson, Killeen ISD
Dana Watson, Central Texas College
Wanda Williams, Workforce Solutions of Central Texas

Members Absent:

Debbie Gommert, Workforce Solutions of Central Texas
Ken Higdon
Chris Holecek, ESC Region 12
Shirley Meadows, Scott & White
David Smith, Marble Falls ISD
Sarina Swindell, Texas A & M University - Central Texas
Danette Toone, Temple College
Carla Kay Wright, College of Cosmetology
Jim Yeonopolus, Killeen Chamber of Commerce

Staff Present:

Sherry Hollinger, Director
Misty Harrell, Outreach Coordinator
Carol Lance, Administrative Assistant

Call to Order:

Don Owens called the meeting to order at 12:18 PM.

Approval of Minutes:

The minutes were approved as printed.

Written Reports:

Sherry Hollinger reported that the consortium has currently spent 51% of our grant with half the year remaining. An updated budget report was given to members.

Reallocation Money:

Sherry stated that Tech Prep consortia which spend 95% or more of their grant funding are eligible to receive additional funding. The Central Texas Tech Prep Consortium spent 99% of our 2008-2009 grant and anticipate receiving \$7,142 in additional funding for this year. Sherry asked for suggestions on the best way to utilize the additional funds. Suggestions for spending the money can be emailed to Sherry.

Don Owens listed several ideas for the reallocation money, to include: professional development for teachers; travel reimbursement; scholarships for Texas Education Knowledge and Skills (TEKS) training, approximately \$100 - \$150, that would help with registration costs; additional Tech Prep materials; consortium's long distance charges; and substitute reimbursement. He recommended that partial funding be set aside for the Region IV ACTE conference in San Antonio. Sherry stated that the consortium has a little over \$500 currently set aside for training, but may need more to assist with the upcoming TEKS and Advanced Technical Credit (ATC) trainings. She reported that TEA has updated the TEKS for career and technical courses and is highly encouraging that each teacher receives training.

Sherry also noted that due to the new TEKS requirements all teachers eligible for ATC professional development will need to receive training. The deadline for 2010 – 2011 ATC training is September 17, 2010. The consortium has been asked to provide training in addition to teachers' summer conference due to the large number of teachers needing training. Sherry asked for input on the best time to hold ATC training. Sherry was concerned that training may be more difficult during the summer because teachers would be off contract and college faculty harder to reach. Karen Denney suggested hosting ATC professional development training in either May or early summer. Alison Belliveau and Scott Herald agreed with her suggestion.

Alison also noted that teachers are often asked to provide textbooks during articulation meetings. She wondered if the new TEKS would align well with the old textbooks. Scott stated that districts will not have new textbooks for another four years.

Fiscal Agent Agreement:

Sherry reported that during the August Quarterly Directors' Meeting the state encouraged all consortia to go ahead and create a Memorandum of Understanding (MOU) with their fiscal agent if they did not already have one. She stated that there is a committee of board members who have been working on the MOU, bylaws, and goals for the consortium. The "boundaries" section of the MOU has

been updated to reflect all nine and a half counties, and to be consistent with the same section of the bylaws.

Wanda Williams asked if the consortium participates in Temple College's audits. Sherry responded that we have in the past. Wanda suggested adding this to the MOU since the consortium answers to the Texas Higher Education Coordinating Board (THECB).

Sherry suggested revising the last sentence of the first paragraph of the MOU by adding the word "of" between the words "amount" and "5%". Karen recommended taking out "the amount" all together, in which the board agreed.

Wanda also asked if the consortium follows Temple College personnel policies. Jody stated that there is a section in the MOU that covers human resource services. Sherry confirmed that we follow Temple College policies, but will get Danette's opinion to see if there should be more detail written in the MOU.

Don recommended tabling the decision for the day. Once further information has been obtained, Sherry suggested sending the vote out to all board members via email.

Bylaws Revision:

Sherry stated that the bylaws have not been updated since 2002 and needed to be revised. Alison noted that the original bylaws were lengthy and too vague. She said that the committee worked on making them more specific. Sherry also commented that the goals had been trimmed down.

Don mentioned that there still had not been a decision made on whether to call the board an "Advisory Board" or "Governing Board," because a consistent definition of a Governing Board had not been found. Anita Steele noted that the Heart of Texas Tech Prep Consortium changed their bylaws recently to reflect a Governing Board. Don recommended listing both names in the bylaws until the next board meeting. Scott thought there might be a problem if the board changed it to reflect Governing Board, because as the document currently reads under Article V, officers must be a member of the Advisory Board for at least one year prior to election. Karen also suggested leaving both names for now and voting on it at the next board meeting. Sherry stated that there would be a second reading at the next board meeting. Sherry asked for concerns to be emailed to her.

Other Business/Reports/Discussions:

Wanda reported that the subgrant committee met last November. The consortium set aside \$50,000 for subgrants, and received over 30 applications this year totaling \$102,000. Some of the topics submitted for approval included funding for Health Science and Agriculture programs, travel requests/reimbursements, software, and newer textbooks. Wanda stated that out of the 30 applications, 27 were awarded either full or partial funding, one did not receive funding at all, and there were two alternates. She noted that this was the first year Killeen ISD had submitted a subgrant. The consortium is currently in the process of awarding

funding to one of the alternates because some of the initially approved subgrants were for non-allowable costs.

Karen commented that the committee may see an increase in subgrant applications submitted next year due to the new TEKS. She stated that school districts may need additional funding to help cover the cost of supplemental textbooks.

Sherry stated that most of the subgrants are due in April, although a few of them are not due until the end of July. She would like to continue to offer \$50,000 for subgrants, and is hoping to know the amount of next year's budget by April.

Sherry thanked the subgrant committee for all of their time and effort.

Sherry informed the board of the New, Emerging, and Evolving Careers workshop to be held on April 13th from 8:00 am – 12:00 pm at the ESC Region 12 in Nolanville. The workshop will feature information on the workforce, institutions of higher education, and career and technology updates. Interested individuals should register through ESC Region 12.

Wanda noted that the National Career Pathways Network (NCPN) conference comes to Texas every five years. She asked everyone to consider attending since it will be in Dallas in the fall.

Don stated that the University of Mary Hardin-Baylor is hosting a Criminal Justice Career Day from 9:30 am – 2:00 pm on April 6th. There will be individuals present to speak to high school and college students on law enforcement. Sherry stated that she will include this information in Tech Prep Tuesday.

Sherry requested that our next board meeting be prior to May 15th in order to include the board's recommendations in her grant application. She stated that she is currently finalizing future meeting arrangements.

Adjournment:

The meeting was adjourned at 1:05 PM.

Respectfully submitted,

Sherry Hollinger