

**Central Texas Tech Prep Consortium
Quarterly Board Meeting
Killeen Work Force Center, Killeen, Texas
October 22, 2003**

Minutes

Members Present:

Laurel Blair, Killeen ISD
Laurelyn Carlisle, Central Texas College
Debbie Gommert, Central Texas Workforce Center
Misty Harrell, Temple College
Crickett Rogers, Central Texas College
Danette Toone, Temple College
Ken Von Gonten, Belton ISD
Wanda Williams, Central Texas Workforce Development Board
Carla Kay Wright, College of Cosmetology

Members Absent:

Jody Askins, Wilsonart International
Jeffrey Ballom, Temple College
John Brewer, Brewer Enterprises
Kathy Gentry, ESC Region 12
Elaine Passman, First United Methodist Church Child Development Center
Charles Stout, Dean Emeritus Temple College

Staff:

Dr. S. Chuck McCarter, Director
Sherry Hollinger, Assistant Director
Patricia Goodman, Administrative Assistant

Call to Order:

The Meeting was called to order at 11:20 AM by Debbie Gommert. Board members introduced themselves and described their fields of service.

Approval of Minutes:

The minutes were approved as printed.

FY 2003 Status through 4th Quarter/Final Budget:

Chuck gave a final budget report for fiscal year 2003. Chuck reported the Consortium spent 96% of the budget for the year. The remaining budget money typically is distributed to consortia who had 5% or less remaining in the budgets.

Misty Harrell reported on some of her ISD visits during the Coordinators' report. She has seen five students come through that were eligible for Tech Prep credit. Misty gave a brief tour of the campus and coordinated a Smart Classroom demonstration for students attending the Tech Prep Ambassador training. During the tour, she talked to the students about how to get credit for Tech Prep classes when they come to college. Crickett Rogers reported she has made numerous visits to high schools in her area. Crickett indicated that she was trying to get a high school to give her a whole period to talk to students about the Tech Prep program.

Chuck talked about the **Notice of Award** for the 2003-2004 year stating that the Consortium was level funded. The reapplication focused on identification, retention and marketing of Tech Prep Students. The Consortium's reapplication was approved in the amount of two hundred fifty seven thousand dollars.

Consortium Reports:

Chuck reported on the **Technical Assistance visit** that was conducted September 12, 2003. He said that the Consortium had to prepare a self-evaluation power point with ten categories. The Consortium had to gather supporting documentation from each of those categories. Chuck stated that in the exit interview the Consortium achieved exemplary status in 14 measures. The Tech Prep Ambassador Program and the On-line Partner Survey were cited as Best Practices. He stated that the site visit was very successful and the Consortium was reported to be one of the top three in the state.

Sherry Hollinger reported on the **Tech Prep Ambassador Program**. The program began last spring with the selection of the students from 10 districts. A training session was held on October 8, 2003, at Temple College. Twenty students and twelve peer managers attended the training session. Motivational speaker Kathy Hess-Reneau talked to the students about being a Tech Prep ambassador and about public speaking. At the end of the school year, scholarships will be awarded to the top students. On October 17, a **Bridges workshop** was held at the Temple College Library. Twenty-five participants attended from ten school districts and two colleges. Jeanne Timmons from Bridges.com conducted the training which covered three products-*CX-Online*, *Do What You Are* and *Choices*. Chuck McCarter and Sherry Hollinger participated in the **Mid-Tex College Night** at the Bell County Expo Center on October 13, 2003. Approximately five to seven thousand students and parents were in attendance.

Sherry also reported on the **ISD visits** for the fall. Chuck, Misty and Sherry divided up the visits and met with counselors, principals, superintendents or teachers from each district. Sherry passed around a sample of the materials distributed during the visits. Materials included were the new Consortium magazine, *Livin' Large*, *Earning College Credit in Texas High Schools* Counselors' Guides, Consortium web site information, *Quick Facts about PEIMS Coding*, *Tech Prep Cliff Notes*, CDR Materials: *Starting the Conversation* and

Career Success. Also distributed were state and local Tech Prep brochures and regional labor market information.

Chuck presented the Regional Profile power point and highlighted some key points with the board.

Advisory Board Recommendations:

Debbie Gommert stated that she has assumed the position of Chair, and the Vice Chair position would go to Laurelyn Carlisle. Debbie reported that due to the large number of retirements and changes that there was a need for recommendations of people to serve on the Advisory Board. She stated that there are six positions that needed to be filled. Debbie suggested that there should be a committee appointed to gather various names of people that might be willing to serve on the Advisory Board. Debbie asked for volunteers to serve on the nomination committee. The board members that volunteered for the committee are as follows: Wanda Williams, Crickett Rogers, Ken Von Gonten and Debbie Gommert.

Other Business/Reports/Discussions:

Chuck reported that the subgrant RFPs had been mailed out and are due back on Monday, October 22. He requested a one week extension to that date, because some the contacts did not pass along the information. The board agreed to the one week extension with a deadline of November 3.

Debbie asked for people to serve on the subgrant committee and appointed Wanda Williams, Debbie Gommert, Carla Kay Wright and Jody Askins.

Chuck stated that instead of site visits this year the Texas Higher Education Coordinating Board (THECB) will set up Focus Groups throughout the state. They are inviting representatives from secondary and post secondary institutions and advisory board members to attend. Chuck stated that he would like to take some of the advisory board members to one of the focus groups in Dallas or San Antonio to talk about Tech Prep in this area.

Chuck reported the THECB wants the funding for Misty's part-time position to come out of the salary category rather than the subgrant category. The paper work for that process is underway.

Adjournment:

Debbie Gommert adjourned the meeting at 12:20 pm.

Respectfully submitted,

S. Chuck McCarter