

**Central Texas Tech Prep Consortium
Quarterly Board Meeting
Killeen Work Force Center, Killeen, Texas
January 27, 2004**

Minutes

Members Present:

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

Members Absent:

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
Danette Toone, Temple College

Staff:

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

Call to Order:

Debbie Gommert called the meeting to order at 11:20 AM.

Approval of Minutes:

The minutes were approved as printed.

2nd Quarter Reports:

Chuck stated that the Consortium had visited with all of their ISD partners in the fall. The focus of the visits was to get a list of Career and Technology teachers from each school and compare those lists to the ATC certified list to see which teachers have had the training. The Consortium staff will compile a list of teachers that need training and the courses they need. Chuck stated that he would

be meeting with TC instructors and CTC instructors to see what courses they teach that correspond with the classes taught at the high school level. The goal is to offer ATC training for those teachers at a workshop on February 18. Training will be available at the State Conference for those teachers unable to attend the training or who need training in another area. On the morning of February 18, Mark Meade will give a 3-4 hour overview about the ATC program and how to get articulated credit. During the afternoon session, the teachers will meet with the college faculty. Chuck stated that the major focus of this year's reapplication is recruitment, marketing and identifying Tech Prep students. One way this can be accomplished is through a system called CATEMA (Career and Technology Education Management Application). The system will be able to track information about any student taking a CATE class. By training the CATE teachers to input information about the students into the CATEMA system, we will be able to track the students throughout the system. The infrastructure for the CATEMA system is free, but the customization of the system for the Consortium's specific needs will run about \$1800.

Chuck gave a fiscal report for the second quarter. He stated that the budget as of December 31, 2003, is on target with spending and percentages. Normally if there is money left at the end of the fiscal year, it is usually reallocated to the various consortia.

Misty reported that she has seen a lot of transcripts with the red Tech Prep stamp on them and had visited with some of the districts before break. She also stated that she attended the College Tech-Prep Focus Group in Midland.

Crickett reported that she had contacted a couple of people, but they have not called back. She wants to go out and talk with their classes. She has gone out to several schools and distributed materials. Crickett stated that Joe Hogan, instructor at CTC, sends her information about credit that has been awarded in his area.

Sub grant 2003-2004

Wanda Williams went over the list of schools receiving subgrants. She stated that the Consortium awarded just under \$50,000. The subgrant committee reviewed over 34 applications. The top fourteen applications were awarded subgrants, but they were not all completely funded. She stated that the applications seemed to center on software and training for the most part.

Advisory Board Recommendations/Nominations:

Wanda went over the nominations for the Advisory Board. She stated that nominations from the business side included Randy Schoel from the Educational Outfitters, Jim Yeonopolus from the Killeen Chamber of Commerce and Ken Hidgon from the Temple Chamber of Commerce. Bobby Martinez, Assistant Manager at Walmart, declined the nomination. On the educational side, Gwen Davis from Temple ISD, JoAnne Barcak from Rockdale, Mary Jane Waits from

Lampasas, Sandra Richardson from Marble Falls, Don Owens from UMHB and Jennifer Washington from Travis Middle School are the nominees. Wanda also stated there would be two changes to the board members: John Brewer and Jeffrey Ballom will be removed from the Board due to an inability to participate. She also stated that it would be a good idea to have some representation from someone who is handicapped and someone from the Hispanic community. She asked for some nominations in that area to give the Board a more rounded representation of the community.

Report of Upcoming Events and Activities:

Sherry went over some the Consortium's activities for the second and third quarters. Sherry stated from January-May of 2004 she, Chuck and Misty will again visit the various ISDs in the Consortium. Sherry also stated that she would be attending the Texas Career Education Conference in Austin. She said that on February 18 the Consortium was going to provide ATC Training at the Temple College campus. February 26 is the date of the first of a series of three Wilsonart workshops for this year. Sherry stated that this year the Consortium was not funded the thousand dollars for the Counselors' Network. However, the Consortium will sponsor a workshop on April 23 at the Central Texas College campus. General Shoemaker has been invited to speak about the Texas Two Step Program. Dr. Wolf from Temple College will speak on the Trio program. The Consortium plans to invite various college faculty and department heads to talk about their programs and what steps students entering college need to take to get into those programs. She said the Consortium is still working on finding a keynote speaker for the workshop.

Other Business/Reports discussions:

Sherry said that she had some Conference flyers available for the March 8-10 Seamless Transitions State Conference. The Consortium has money set aside to sponsor several people to attend the conference. Sherry stated that the Consortium would like to host a banquet for the Tech Prep ambassadors to hand out scholarships and awards. She asked if anyone on the Board had suggestions about funding for the Tech Prep Ambassadors banquet. Some of the Board members suggested that the participants in the Ambassador program should be given the scholarships and awards at their schools' award ceremonies.

Adjournment:

The meeting was adjourned at 12: 45

Respectfully submitted,

S. Chuck McCarter