

**BOARD OF TECHNICAL EDUCATION  
MINUTES OF THE MEETING  
October 5, 2017**

## **Thursday, October 5, 2017**

The Board of Technical Education (BOTE) met on October 5, 2017 at 9:00am at Lake Area Tech Technical Institute (LATI) in Watertown with the following members present:

Rod Bowar  
Dana Dykhouse, President  
Doug Ekeren  
Bob Faehn, Vice President  
Scott Knuppe  
Ed Mallett  
Scott Peterson  
Terry Sabers, Secretary  
Diana VanderWoude

Also present during all or part of the meeting were Mike Cartney, Lake Area Technical Institute (LATI) President; Mark Wilson, Mitchell Technical Institute (MTI) President; Bob Griggs, Southeast Technical Institute (STI) President; Ann Bolman, Western Dakota Tech (WDT) President; Tony Venhuizen, Patrick Weber and Kelsey Smith from the Governor's Office; Kim VanDenHemel, Secretary for the Division of Career & Technical Education for the Department of Education and other members of the public and media.

### **1-Call to Order and Roll Call**

Dana Dykhouse, Chairman, called the meeting to order at 9:02am CT. All members were present.

### **2-Adoption of the Agenda**

Motion by Mallett, second by Ekeren to adopt the October 5, 2017 proposed agenda. Voice vote, all present voted in favor. Motion carried.

### **3-Approval of July 17-18 Minutes**

Motion by Sabers, second by Bowar to approve the minutes with no changes. Voice vote, all present voted in favor. Motion carried.

#### **4-Declaration of Conflicts**

President Dykhous verbally disclosed his employment for First Premier Bank which has the contract for the banking business in the state of SD. Dana has no interest or ownership in the bank and receives no enumeration from the contract. It's publicly bid on every 5 years. This relationship does not need to be reported under the current law but President Dykhous wanted it to be noted.

#### **5-Interim Executive Director Update**

Kelsey Smith, Interim Executive Director, thanked the board members for their guidance and dedication, the presidents for their help, LATI for hosting, Luann Strait for getting everything set up and Tiffany Sanderson for her work getting this board up and running. She introduced Laura Scheibe as the new Director of Career & Technical Education. In early September, the BOTE budget request was presented to the Bureau of Finance and Management. This budget was approved by the BOTE at the July meeting. The search for the Executive Director continues and interviews will be done on October 6. The board has been working to get ready for legislative session. There was going to be a public rules meeting at this meeting but that has been pushed back to December. The board will be taking a tour of LATI later in the afternoon and will be attending the Leigh Anne Tuohy event this evening.

Dykhous thanked Kelsey for her help in getting things ready to go for this meeting.

#### **6-Reports**

##### **Board Responsibilities**

Smith presented a list of Board Responsibilities prepared by attorney Will Mortenson which includes their duties, responsibilities and authority of the board. Dykhous reminded the members reference this list as needed. VanderWoude asked if the local control authority be defined to further explain the difference between the board, local school control and Board of Regents. Dykhous asked this be discussed more at a future meeting.

##### **Board Financials**

Smith presented the board financials with no significant changes from previous reports. This report shows through the end of August 2017.

##### **SD Department of Education College and Career Readiness presentation**

Laura Scheibe, Director of Career and Technical Education for the Department of Education, talked about the College and Career Readiness aspiration: All students are college, career and life ready. This focuses on all levels of education beginning with the birth to three program and

continuing through high school graduation. There are seven main things the department focuses on.

1. SDMyLife-Online portal that is personalized to students where they can explore careers and see how the work they are doing can help them later in life.
2. Jobs for America's Graduates-This is a nationwide program that SD participates in with seven schools reaching more than 200 students. This targets students who face challenges staying in school. It pairs them with a mentor and gives them the support system they need to succeed in school.
3. Workforce Education Grants-Grants that are made to schools and non-profit groups to make transformative changes in career and technical programs. This is separate from Perkins funding and is state funding. Over \$2.5 million has been awarded to 11 schools along with one award to a non-profit organization.
4. Dual Credit-The governor's dual credit program has been in existence for three years and allows students to earn credit at both the high school and postsecondary levels. Students take the courses at a reduced rate of \$48.33/credit. There are more than 300 courses offered. This is an advantage for smaller schools unable to offer a wide variety of classes. It's also a great advantage to the students to earn credits at both levels. Almost 8,000 credits were taken in the 2016-2017 school year.
5. College Readiness Coursework-Students who are not quite ready for college courses can do remediation courses while still in high school.
6. Governor's Challenge-A challenge from the governor to think differently about how we are preparing students for what comes after high school. School districts have been asked to propose better way to empower students to think earlier about their futures, including creating more work-based learning opportunities and improving career counseling.
7. Proactive Admissions-Letters were sent to students who have already qualified for postsecondary education letting them know they are accepted and just need to apply and will be admitted. One-third of students who qualify to go on to postsecondary do not enroll. These letters will help them understand what is available to them.

Faehn asked about the purpose and history of the Workforce Education grants. Scheibe explained they were created to help school districts encourage innovate alignment for K-12 and the world of work, and give to support Career and Technical Education programs.

Dykhouse asked about funding for dual credit and Scheibe stated that the students are paying that amount rather than the full cost of a college credit. Venhuizen stated when dual credit was first started students were being charged the off campus rate which was higher than students on campus were paying. The Board of Regents agreed to offer a lower cost. The \$48.33/credit is a third of that cost with state general funds making up the difference. Students need to pay something so they take the classes seriously. They also need to buy their own books and materials for the classes.

Mallett thanked Laura for sending out the college acceptance letters. Scheibe explained that about 8,500 students graduate each year and about 4,000 of those received the acceptance

letter. Students receiving a proactive admissions letter have an ACT score of 18 in Reading and 20 in Math and/or Smarter Balance assessment levels 3 or 4.

### **Enrollment**

Tracy Noldner, Vice President of Student Affairs and Institutional Research at STI, presented the 2017 fall enrollment data. The unduplicated enrollment numbers are determined after the 10<sup>th</sup> day of the semester and include program enrollment. This includes categories for dual and concurrent credit and non-degree seeking students.

Noldner answered a question about credits transferring, explaining that general course credits transfer to Board of Regents institutions but some courses that are more specific to the technical institute won't transfer to the universities.

Noldner explained that they also look at full time versus part time student. A full time student is considered 30 credits per school year. He also discussed the student to faculty ratio and how to find a balance for cost effectiveness. Some use how many classes each teacher is teaching but that calculation doesn't work for all programs. Each institute uses their own calculations to determine the ratio of classes taught per teacher.

Mallett asked why the WDT ratio is five classes per teacher and the other TIs have six classes per teacher. President Bolman stated they have the shortest calendar for faculty and the other technical institutes have longer semesters.

Sabers asked how many students taking dual credit courses enroll in one of the four technical institutes. Each institute is tracking their dual credit courses, but the enrollment numbers presented include high school junior and seniors, so not all will graduate this year. Dual credit courses are offered online and on-campus. WDT has started sending instructors out to local high school to teach classes. Venhuizen stated the Board of Regents tracks dual credit enrollment which results in enrollment to a university. He will discuss including technical institute data by course in the dual credit report.

### **Dashboard Metrics from Technical Institutes**

Presidents and staff each presented their key performance indicators. All documents are available on the Board of Technical Education webpage. Each institute handles their performance measures in different ways but include common measurements including enrollment, student success and satisfaction, retention, graduation and placement rates,

The board had a discussion about metrics to measure the technical institutes' performance or on the board's performance. Dykhouse stated the new Executive Director would create a dashboard with the technical institute's help, including performance of the institutes and the board.

## **7-Old Business-Reports**

Dykhouse asked if there were any questions or comments on the reports from the July meeting. VanderWoude asked how the money from House Bill 1182 is divided or determined amongst the technical institutes. Venhuizen explained the bill increased the sales tax and the primary purpose was to increase K-12 teacher salaries. It raised the sales tax a half a percent which equated to \$100 to \$110 million dollars in revenue. Of which, \$3 million would be dedicated to the technical institutes for instructor salaries. Tiffany Sanderson worked with the technical institutes to set benchmarks as to what the instructors could make in their respective industry. This will be re-evaluated every three years.

## **8-Western Dakota Tech Accreditation Update**

President Bolman gave an update for the board members on the status of accreditation for WDT. The last site visit from the Higher Learning Commission (HLC) was done in May 2015 and when Pres. Bolman started in July 2015, WDT still had not received the report from the visiting team. About a month later they got the report and it recommended they be put on probation so they went through the probation process. They remain on probation but had another site visit in September 2017 and have received positive feedback. As of this meeting, WDT had not received the report back. They should have the draft report by mid-October and the final report by mid-November. The next step is to meet with the Institutional Actions Council because they determine who goes on and off sanctions.

Ekeren asked if she could comment on the Licensed Practical Nursing probation. Bolman stated the WDT LPN program was put on probation in 2011. They were teaching the program in two years and above the scope of practice. They needed to revise their curriculum and make it a one-year program. Changes have been made and WDT continues to work with the South Dakota Board of Nursing. Faehn asked what the limitations are when a program is on probation. Bolman stated you have to advise incoming students about the probationary status, which caused lower enrollments. If the issues are not addressed, the school could lose the authority to offer the program.

## **9-Program Change Update: MTI Advanced Medical Imaging Options**

President Wilson explained the changes to the MTI Advanced Medical Imaging program options. MTI experience has shown that students have not needed to enroll in the program's clinical courses. Instead, they are enrolling in MTI's online didactic courses in Computed Tomography (CT), Magnetic Resonance Imaging (MRI) or both – and then completing required clinical hours on their own in order to qualify to apply for the American Registry of Radiologic Technologists (ARRT) Advanced Registry in one or both areas. MTI has modified the program to include didactic courses online only thereby eliminating the AAS degree option. The revised Advanced Medical Imaging program has three options: CT Certificate (10 credits), MRI Certificate (12 credits) and Advanced Medical Imaging Certificate (18 credits).

## **11-2018 Potential Legislation**

Smith discussed the clean-up legislation the board could recommend bringing in the 2018 legislative session. She stated at the July meeting the board had approved legislation to change how complaints regarding technical institutes were handled. Since that time, staff has determined Senate Bill 65 had small codified references that were overlooked. She explained the proposed amendment to 13-39A-25 changing the length of a lease and the proposed amendment to 1-16A-95 changing from Board of Education to the Board of Technical Education. Ekeren made a motion, second by Bowar to authorize the Executive Director to submit the proposed amendment to 13-39A-25 and 1-16A-95, to prepare additional related legislation that might be required and to make reasonable modifications throughout the course of the bill's consideration so long as the modifications or amendments do not change the intent of purpose of the authorized amendment. The Executive Director shall consult with the Board President and other interested board members before submitting additional legislation considered necessary. Voice vote, all present voted in favor; (Mallett excused). Motion carried.

## **12-Relationship with Partners**

Venhuizen stated the two main relationships to create first are with the Board of Regents and the four school districts which govern the technical institutes. He suggested also adding local legislators and local groups (ex. Home Builders).

Dykhouse stated the technical institutes already have relationships or agreements with the four year universities and he would like to get an outline which shows what those relationships are for each institute. Bolman stated that WDT has been working with their local school districts and leaders in public industry to increase internships opportunities for high school students. They are also working with Black Hills State University so students can go from the two-year program into a four-year program if desired. Griggs stated that STI is also working with several people and most recently the University of South Dakota. All technical institutes have relationships and that they are just as important for the parents and students as they are the institutions. Dykhouse stated the board will want to get up to speed in the future with those agreements and interactions and the importance of those to each institute.

## **13-“Major Renovations” and Approval Process for the Locally Funded Facilities**

Patrick Weber, Governor's office, talked about a proposal for approving major renovations to facilities on each campus. His proposal was anything less than \$50,000.00 (renovation or new construction) would be at the discretion of the technical institute but anything over \$50,000.00 would come to this board for approval, regardless of funding source. As an example, he said the Board of Regents policy has a tier that anything over \$1.5 million goes to a building committee but was not recommending that level for this board. The board discussed a policy that included exceptions for emergencies and insurable replacements as well as an option to email the executive director. There was also discussion on the process for local school district approval from the school board specific to the project and approval from the Board of Technical

Education for funding. Weber will prepare a proposal to be considered at the December meeting.

### **10-Program Proposal: 2-Year Nursing RN**

Cartney stated LATI, MTI & WDT would like to add an AAS degree in registered nursing. He explained the program and what requirements need to be taken to add the degree. The full program proposal is available online and was shared with board members to review.

Dykhouse asked for clarification on the timeframe for starting these programs. Cartney stated LATI would be in the fall 2018, MTI would be in 2021 and WDT would be once they are off probation. Venhuizen added that STI currently has this program. At the time STI started their two-year RN program, the Board of Regents opposed the change but they currently do not have an opposition.

Cartney explained they still need to take it to the Higher Learning Commission and Board of Nursing for this particular program.

Motion by Peterson, second by Bowar that the board approve the expansion in the programs with the exception that WDT will need to be off probation to begin their program. Roll call vote:

Name	AYE	NAY	ABSTAIN	EXCUSED
R. Bowar	X			
D. Dykhouse	X			
D. Ekeren	X			
B. Faehn	X			
S Knuppe	X			
E. Mallett	X			
S. Peterson	X			
T. Sabers	X			
D VanderWoude	X			
<b>Total</b>	9	0	0	0

Motion carried.

Cartney introduced Stuart Stine, Watertown School Board President, and Brian Sandvig, Strategic Advisory Council member. Both thanked the board for their time and effort.

### **14-Executive Session: Personnel Decisions**

Motion by Sabers, second by Faehn to go into executive session to discuss personnel matters and contracts. Motion carried with a voice vote. The board went into executive session at 1:46pm CT.

Executive session recessed at 2:45pm CT until 8:00am on Friday, October 6.

### **17-Lake Area Technical Institute Tour & Feurestein Leadership Speaker**

Board members toured LATI and then attended the Feurestein Leadership Speaker event featuring Leigh Anne Tuohy from The Blind Side fame.

### **18-Executive Session: Personnel Decisions**

The board reconvened in executive session at 8:30am to conduct executive director interviews.

President Dykhouse brought the board out of executive session at 2:45pm CT.

Sabers moved to accept the report from the executive session to award contracts with Will Mortenson for legal services and lobbying with a second by Mallett. Motion carried with a voice vote of all voting in favor.

### **19-Adjournment**

Peterson moved to adjourn the meeting with a second by Faehn and after a voice vote with all in favor, the motion carried. The meeting adjourned at 2:52pm CT.

The next meeting is December 15 at MTI.