**BOARD OF TECHNICAL EDUCATION**

**MINUTES OF THE MEETING**

**December 15, 2017**

**Friday, December 15, 2017**

The Board of Technical Education (BOTE) met on December 15, 2017 at 9:00am at Mitchell Technical Institute (MTI) in Mitchell with the following members present:

 Rod Bowar

 Dana Dykhouse

 Doug Ekeren

 Bob Faehn

 Scott Knuppe

 Ed Mallett

 Scott Peterson

 Terry Sabers

 Diana VanderWoude

Also present during all or part of the meeting were Nick Wendell, Executive Director of The Board of Technical Education (BOTE); 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; Kelsey Smith from the Governor’s Office; Laura Scheibe, Holly Farris & Kim VanDenHemel from the Department of Education; Will Mortenson; Marla Smith and other members of the public and media.

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

Dana Dykhouse, Chairman, called the meeting to order at 9:00am CT. All members were present. Dykhouse also welcomed Nick Wendell on board and thanked Mitchell Technical Institute for hosting this meeting and the Build Dakota meeting on Thursday, December 14, 2017.

**2-Adoption of the Agenda**

Dykhouse added agenda Item 16: Nursing Accreditation. Motion by Ekeren, second by Bowar to adopt the December 15, 2017 proposed agenda with the addition of Item 16. Voice vote, all present voted in favor. Motion carried.

**3-Approval of October 5-6 & October 18 Minutes**

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

**4-Declaration of Conflicts**

Does the Muth Electric gift cause any conflict with Terry Sabers? Dykhouse stated that it would not since there are no reciprocal agreements.

**5-Interim Executive Director Update**

Nick Wendell, Executive Director, thanked the board members for hiring and allowing him to serve as the Executive Director. Nick also thanked Kelsey Smith for all her help in the transition and the leadership teams at all 4 technical institutions for their guidance and help with questions or getting information. He also thanked the Department of Education for their help in passing the baton and Holly Farris and the legal team for their help with the legal hearings. Nick delivered the commencement address at the December graduation at Southeast Technical Institute. He has also visited the campuses of Western Dakota Technical Institute and Lake Area Technical Institute. He will be back at Mitchell Technical Institute in the next couple weeks for a visit and also at Southeast Technical Institute. He noted that the 5 year plan for campus maintenance was included as a line item in the Governor’s Budget Address. So that was a positive note. The Governor also mentioned the increase in attendance at technical institutes. There will again be a Welcome Back for legislators on January 9, 2018 from 4:00-6:00 at Drifters in Fort Pierre. All board members are invited to attend.

Dykhouse stated that he had met with Nick a couple times and they discussed establishing what the key priorities are of the board and the mission statement. Dykhouse suggested since everyone was still in the learning process to do that this summer after going thru a session and allowing Nick to get to know the technical institute presidents better. They could set a planning session for this summer. Terry Sabers agreed with the suggestion. All in attendance agreed so that was tabled until this summer.

**6-Public Hearing**

Dykhouse stated they needed to have a public hearing for the South Dakota Administrative Rules Transfer to South Dakota Board of Technical Education.

Wendell read the official wording for a public hearing. The hearing will transfer §§ 24:10:42 to 24:10:43, inclusive, 24:10:45 to 24:10:46, inclusive, 24:10:49 to a new location: §§ 24:59, and amendments to §§ 24:10:48, 46:30:06:09 and 50:06:01:01.

The effect and purpose of the proposed rules is to transfer existing rules from Article 24:10 under the Board of Education Standards to Article 24:59 under the Board of Technical Education to comply with 2017 legislation. The proposed rules also amend relevant references from the director of Career and Technical Education to the Executive Director of the Board of Technical Education, references from the Board of Education Standards to the Board of Technical Education, and references from the Department of Education to the Board of Technical Education.

Public comments were solicited but none were received. Nick testified as a proponent stating that it was just cleaning up some language rather than changing the meaning of the rules. There was no opposing testimony. Terry Sabers asked about the strike thrus and wanted to make sure that everything had been added back in the appropriate places in the new chapters. Holly Farris, Department of Education Legal Counsel, stated the strike thrus just show they are being removed from that chapter and transferred to another chapter. It is just the preferred format to show the changes. Dykhouse stated it moved the rules from Department of Education to the Board of Technical Education. Farris stated that was correct.

Ed Mallett asked about the coverage ratio less than one hundred and three percent (103%) that was changed from one hundred and five percent (105%) on page 38. Farris stated that she did not actually prepare the draft and that it was discussed at a previous board meeting. Kelsey Smith added that they could probably get an answer before the end of the meeting.

Dykhouse stated they would pend the approval of the hearing until they could get an answer to Mallett’s question.

Farris stated they received a response on the proposed rule 24:59:04:03 question. The one hundred and three percent (103%) is the legal requirement which is consistent with past practice. In eliminating the one hundred and five percent (105%) statement, it’s removing the language that pertains to a goal and not a legal requirement. The function of that change is to clarify the rule and remove and potentially confusing language.

Motion by Faehn, second by Bowar to adopt the proposed rules transfer and amendments. 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 |  |  |  |
| **Total** | 9 | 0 | 0 | 0 |

Motion carried.

**7-Accreditation Report**

Wendell explained that at previous meetings conversation centered on accreditation and how many programs at our institutions received National accreditation and where they were in that process. He asked for each institute to provide a list from that showed which programs have National accrediting bodies or bodies that provide accreditation for their programs. This is for information only. It also shows the accreditation cycle so the board members could see when the next accreditation might be coming up. He then opened it up to questions.

Dykhouse asked for clarification on the process to become accredited. Mike Cartney, Lake Area Technical Institute President, stated that to be nationally accredited is important to stay competitive and it’s good for the students to be able to list those credentials when applying for jobs after graduation.

Mark Wilson, Mitchell Technical Institute President, introduced Marla Smith, Institutional Effectiveness Director with Mitchell Technical Institute, who handles all the paperwork for accreditation of programs. Smith concurred with Cartney that accreditation is important for programs. Not only does it show they are meeting the standards set by the third party but they also have to have attended an accredited program to sit for certain tests.

Doug Ekeren asked if there was any collaboration between institutions to get accredited together or if each institution went thru the process on their own? Ann Bolman, Western Dakota Tech President, stated that they do reach out for help but each institution is working on different programs so they go thru the accreditation process separately. Bob Griggs, Southeast Technical Institute President, agreed that each institution goes thru the individual accreditation on their own but there is also the HLC accreditation which is a regional accreditation. When going thru that process, there is a lot of collaboration among the institutions. Southeast Tech is currently suspending their Nuclear Medicine program. Because it requires so many hours they are looking at combining or working with USD to provide the program.

Dykhouse asked about the process and timeframe for accrediting a new program. Griggs stated it depends on the program and if the institute has any expertise in that area how long the process takes. Globe University closing helped Southeast Tech decide to add a veterinary program. They also worked with local veterinarians to see the need of the program. They will also work with McCrossan Boys Ranch to work with their large animal population in turn for providing some scholarships to their students.

Scott Knuppe stated that Bolman had mentioned that the accreditation board does not see the 4 technical institutes as a system. Is there any benefit or advantage to being seen as a system? Bolman stated the main benefit is going thru the accreditation process together so you can have more centralized reporting and expectations. The drawback is getting all campuses to set up similar programming and getting all semesters and faculty having the same load. The process to get to that system takes 5-6 years.

Knuppe asked if there was any benefit to the student. The biggest benefit is being able to transfer seamlessly from one campus to another.

**8-Retention Report**

Wendell stated that Mitchell Technical Institute took the lead on compiling retention data and he introduced Marla Smith the Institutional Effectiveness Director at MTI to talk about the report.

Smith explained that each institution is accountable to a number of outside entities and each one tracks and generates reports on data. Some of these reports are given to the Higher Learning Commission as well as to agencies that accredit their programs. They also report to several federal and state entities. The retention report is an important measure of student success in college. It’s an attempt to measure the percentage of students who persist at the institution and successfully complete the education program in which they enrolled.

To figure the fall retention report they start with the 10-day enrollment by program from the previous year. That number includes every student, regardless of where they were in the program, who was enrolled in that program in the previous year. Then they determine which of the reported students are still enrolled in the program or have since graduated from the program. The program retention rate is then calculated by dividing the number of returning/graduated students by the number of students originally enrolled.

An overall institutional retention rate is also calculated. The students may have switched programs but they are still at the institution. That is figured by taking the total graduates plus those still enrolled at the institution divided by the total enrolled in programs last fall. Dual credit and non-degree seeking students are not included in the retention rate figures.

When comparing to national numbers, we figure things differently due to the data that can be pulled from the national system. The Integrated Postsecondary Education Data System (IPEDS) is very specific and restrictive on what they are looking at. At the local level, we look at every student that was enrolled in a program from the year before. With IPEDS, it’s a very specific population of first-time, full-time degree-seeking students who entered postsecondary education in the previous fall semester. So that leaves out all students who transferred to your institution, part time students and those who are continuing at your institution after being away for a period of time. Don’t compare the state retention rate directly to the national retention rate because they are very different. When compared, we are above the national rate using the specific data they use.

VanderWoude asked about the programs with retention problems and how do you decide to continue those programs (specifically Phlebotomy and Pharmacy Tech)? Smith replied that there is a state process and the institutions are held to certain benchmarks, performance levels and retention rates. Programs are placed at risk if fell below the standards and then work with the state to improve. Wendell stated that there is a continuing program review process that he is hoping they can talk about at the next meeting. He is still figuring out his role in that process. Bolman stated that with the Phlebotomy program they have reorganized it to be the pre-requisite for the Medical Lab Tech (MLT) program which is standard practice across the country. With the Pharmacy Tech program, they are working with program directors and local businesses. There is such a shortage of Pharmacy Techs that many employers (especially the large national ones) will have their own certification program while people are working in the field so the institution is competing with them for students. It’s more attractive to them to be able to get a job, have earnings and still be working on being certified. Griggs stated that STI has very many non-traditional students and they hear a lot when students are leaving that “life intervenes”. They do a good job of supporting those students and there is a lot of sharing of best practices amongst the institutions. There is not a traditional picture of what a 2 year college student looks like anymore.

Knuppe asked if the presidents could weigh in on what they though a realistic retention rate would be and what the root causes of “life intervenes” are and the things we can do to help with those so they can continue to attend classes. Cartney stated that you try to keep every student that you can. He said a reasonable number is 1% above where we are today because we’re always trying to improve. Each institution has very different student bodies and but they do share a lot of ideas with each other on how to retain students. They have started to do early or aggressive interventions. They expect the instructors to be like first line employers. They expect them to get to know the students. If a student is missing from class, they should know why. Students do have an attendance policy just like in a job setting. The biggest loss of students is because of attendance and grades.

Knuppe stated that the root causes are not necessarily the attendance and grades but do we know what causes those to not be good. Cartney stated they have exit interviews so they do find out some of them but some students just stop coming to class.

Knuppe asked specifically regarding LATI: Will they always have about 15% not retained? Cartney stated that it was likely to be around that number but you always strive to be higher. Somethings are just out of your control.

Dykhouse stated that one other option is to be more restrictive on your admittance policies. Some schools have a much higher retention rate but they are a lot more restrictive on their admission. They provide opportunities to a more restrictive group but our policy is to provide opportunities to a broader range of students. Cartney replied that all 4 institutions are a 1st come, 1st serve admittance policy which is much different than the schools with a more restrictive policy.

Faehn asked if the retention rate between traditional and non-traditional students is comparable. Cartney replied that it varies by institution.

Sabers stated that we need to get in the high schools and sell the technical institutes to the parents and students so they know the value of being a traditional student and getting a 2 year technical degree.

Dykhouse stated the rigor of the classes could also be a factor. You don’t want to just pass kids on if they are not ready. Employers are getting employees that are not held to a higher standard. He said he applauded the rigor because when they graduate, the institutions are sending out employees that are ready for the workforce.

Mallett stated that the collaboration among the technical institutions is very important to making retention work.

Wendell stated that the student success initiatives are resource intensive. Some of them are being funded by grants but some the institutions are funding. They are the things that move the retention mark but are very resource intensive. Another area to think about is the instructor’s salaries. The quality of the instruction impacts the retention as well. We need to get very comfortable with understanding the data so we can explain and tell our story appropriately to the legislators. Cartney stated there are other things that take place out of the classroom that are also needed.

Sabers stated that employers need to allow the students to finish the 2 year program and not take them out of the system after 1 year.

**9-2018 Legislative Session Preview**

Wendell introduced Will Mortenson, BOTE Hired Legislative Advocate who works for Mortenson Law Office, who will give a legislative preview and upcoming bills. The legislature is a pretty welcome place and well supported for the technical institutes. Mortenson thanked the board for the work they’ve already done. There was a meet n greet for Nick Wendell so he could get to know some of the legislators. The budget this year is pretty lean. It will be a tough year for everyone. $223,000 of the budget is Year 1 of the phase in of the Maintenance and Repair Plan to bring the institutions to 2% of the total value.

Faehn commented that this was year 1 of a 6 year plan and would it be nearly impossible to get thru 6 different legislations. Mortenson stated that this was the recommended plan of Governor Daugaard. When that happens it is the default plan and changes need to be made from there. The more buy-in or commitment to the plan the better off it will be.

Dykhouse asked if there was funding proposed for this board and executive director. Mortenson stated that is correct. There is no funding increase but just changing fund sources.

Knuppe asked if he knew what the role of the board would be in a smooth legislative process. Mortenson stated many of the board members have good relationships with the legislators. The board is the expert in this area. The board members will only be leaned on if it is truly needed.

Mortenson also explained the 2 bills that were filed by the board. Bill 55 is a cleanup bill. It is a number of reference changes from Department of Education, Board of Education Standards and Board of Regents to Board of Technical Education. Section 4 changes where complaints are handled from the Attorney General to the Board of Technical Education.

Bill 56 is the lease purchase agreement and bonding bill. The bill was originally put together using language recommended by HEFA, the bonding authority, and their attorney. They then came back and said they would prefer different language so that is what is being changed now. It now reads that the lease purchase agreement can’t be for more than 30 years but in fact they want it to read that the bond to have a life of no more than 30 years. You could have one lease with multiple bonds associated with it. No substantive or adverse effects so far with this bill.

Mortenson also stated to watch some of the bills from Rep Mickelson, especially one that would impact tuition assistance.

Dykhouse asked if any of the technical institute instructors/employees are represented by union by collective bargaining. Mortenson stated no, not anymore. There was a bill that went thru last year to remove that.

**10-Western Dakota Technical Institute Accreditation Update**

Bolman stated WDT had a regular site visit in May 2015 and she started in July 2015. That review report was not very good and they were put on probation. They’ve since been working on changing things and getting off probation. They had a peer site visit in September 2017. They’ve gotten the report back from that visit and WDT has met all 5 criteria for accreditation and all sub components. The site team is recommending that the Higher Learning Commission Board of Trustees remove the probation sanction and assign them to the standard pathway. They are not requiring any interim reports. The next step is to meet w/the Institutional Actions Council. They work with institutions that are new, recommended for a sanction or those that are recommended to come off a sanction. They met with them last week and discussed the 4 major weaknesses which are Communication and Campus Culture, Learning Outcomes Assessment, Strategic Planning and Institutional Effectiveness and the use of data to make improvement in retention. The concern they had was sustaining the changes that have been made in the last couple of years. Bolman and her staff that attended the meeting did a good job of convincing them that the changes were systemic & sustainable. As of December 14th, WDT received a letter from the committee stating they were recommending the continuation of their accreditation, removal of the sanction and are not recommending any interim reports. The next step is the peer site visit report and the Institutional Actions Council report will both be sent to the Higher Learning Commission Board of Trustees in Feb 2018. They’ll review the reports and they will also have a follow-up report from WDT to review. They they’ll make the determination on their accreditation status. Bolman is hoping to have the final report by the end of February.

Knuppe thanked Ann and her team for their hard work.

**11-Campus Build Plans**

Cartney stated that LATI is asking for an investment of 36 million in facilities, equipment and furniture. They will also have community help. This year they had 300 students they couldn’t accommodate on campus. They would start building in 2019 and go thru 2023. Their initial Flex Space was locally funded and is already under construction. Prairie Lakes Hospital has stepped forward with a large donation to their Healthcare Center. They would also like to expand the diesel, electronics and robotics lab, business and general education, custom paint and fab and aviation facilities. They also have 2 cooperative projects: one with the Public Safety programs and one with NE Technical High School. They are requesting support from the board on LATI’s proposal for campus expansion. They are also proposing a 1:1 match with state funds meaning they are prepping to raise 18 million of the 36 million dollars needed.

Sabers asked if this was informational or does the board need to take action today? Cartney stated because the rules are not in place yet all the board can do is say that they endorse the plan.

Sabers stated that he was hearing that without this expansion they may not be able to expand and continue to provide employees for state businesses. Wendell also stated that we want to increase enrollment numbers and we can’t do that without some of these updates.

Sabers asked how many of the general education classes can be accomplished thru dual credit. What percentage of these classes can they achieve thru dual credit? Cartney stated virtually all of them if they are in SD. Sabers asked if more students are coming in with those classes already taken could there be a smaller general education building? Cartney stated that could be possible except that most of their dual credit courses are taught on their campus.

VanderWoude asked if there was any potential that the local school district would provide any funds for the general education building. Cartney stated that it was still the technical institute’s responsibility to provide those courses. He stated the local school district has already stepped up and built the first building which was a million dollar investment and it’s also their land the campus is being built on so they’ve already made quite an investment.

Knuppe asked how they determine if they are at capacity or not. Cartney said one of the biggest things is space for labs and that they are safe. The next one is instructors and equipment. Knuppe asked if there should be a sequence of steps that have been taken before we decide to spend taxpayer money or ask for public donations. Wendell stated it would be a good idea to have a list of what needs to be done so each institution knows what they need to do and follows the steps for future projects.

Wilson stated that Mitchell Technical Institute (MTI) had taken a look at their existing facilities and what opportunities down the road to offer additional programs and grow the campus. There is no timeline but just a future plan. They plan to repurpose and use up all existing space before looking at expansion. They’ll refine the space in the next 3-5 years. Currently several of their programs share space and buildings. Their top 3 priorities would be a new facility for precision ag, an add-on for the energy facility and a new transportation center. They do have one building that houses their diesel power program that is not on campus and is across town. They’d like to eventually get that back on campus. The driver training center is being rented and not owned by the technical institute.

Wendell stated all the campuses are using creative enrollment management. This is just a short term fix to needing expansions. Dykhouse asked about the inventory of facilities on each campus and how they are paid for or funded. Wendell will send that to all board members.

Sabers stated the Department of Labor is talking about apprenticeships. This would be a way to get more students involved in a program without expanding facilities. They are also looking to put in Career Counselors or job coaches. Kelsey Smith, Governor’s Office, stated Governor Daugaard is on the President’s Apprenticeship Task Force and is looking for some input on what is needed in the state. We need to make sure the model for registered apprenticeships works for all 4 technical institutes. Griggs stated in talking to businesses that there is an immediate need for apprenticeships. Smith stated the Governor has found some existing funds to hire individuals for bigger roles, Career Coaches. This program will be piloted in 4 school districts.

**12-New Program Proposal-Veterinary Assistant and Technician, Southeast Technical Institute**

Griggs introduced Jim Jacobson, VP of Academic Affairs at STI, to talk about the program proposal. Jacobson stated the 3 main or key pieces of the proposal are that the veterinary assistant program or diploma option would primarily be built to support the small animal portion of veterinary services. The second piece would be the veterinary technician or AAS degree would focus more on large animal and agriculture support. Imbedded in these programs would be coursework that would allow them to support medical research facilities. The veterinary assistant program would be 1 year with the veterinary technician or AAS degree being a 2 year program. If approved, they would want to get the program accredited by the American Veterinary Medical Association Committee so that their 2 year graduates could sit for the American Veterinary Medical Association Committee Veterinary Technician Education Activities (AVMACVTA) national boards. They will need to increase space to house this new program, hire faculty and are required to have a full time veterinary on staff.

Dykhouse stated that it looks like it would take about 1.5 million to get into the program and asked where that money would come from. Jacobson stated they’ve been working with Rep Mickelson and he had asked them for a future funds request that he has taken to the governor. They’ve asked for a portion of the funds thru that mechanism and the rest would come from the institute.

Sabers asked if they felt comfortable and thought they would be able to place approximately 40 students every year after graduation. Jacobson stated they did feel comfortable with that using data from the Department of Labor and the surveys they sent out to veterinarians.

Ekeren asked what the difference is between a veterinary assistant technician and a medical lab technician. Jacobson stated that currently none of the campuses offer a true veterinary technician degree but 2 of the campuses offer coursework that in and of itself would support the veterinary industry or the animal portion of agriculture. They are not a true vet tech program.

Peterson asked what other schools in close proximity to Sioux Falls offer this program. How many students are they graduating and what is their placement rate? Jacobson stated he did not have that data handy. He thought Marshall, MN had a program and at one time Estherville, IA may have had one but he wasn’t comfortable giving exact numbers or if they still have programs.

Mallett asked if the curriculum followed so they could transfer to a 4 year program if they wanted to. Jacobson stated their curriculum was built so they could sit for their national boards test. They would like to add that after they get the program established.

Dykhouse asked if they could hire staff from Globe University as they shut down. Jacobson said they are very qualified but they would have to open the positions and go thru the hiring process.

Dykhouse asked how a new program was approved in the past. Jacobson stated there are different ways to start a list of programs. They get calls from citizens, find out what’s hot thru research and see if students/parents are asking for it. The 4 technical institute presidents get together and make recommendations.

Sabers asked what financial assistance are you asking for from this board. Jacobson stated none from the board. That would fall on the institution. Cartney stated that years ago some money was given to the institute from the Board of Education/Department of Education to help start a new program but that has not happened for a while. Wilson stated the process for funding is in Administrative Rule. Wendell stated there are rules to follow before the technical institute would even come before this board for a new program.

Motion by Ekeren, second by Mallett to approve the new program as is. Voice vote, all present voted in favor. Motion carried.

**13-New Program Proposal-Aviation, Lake Area Technical Institute**

Cartney stated LATI is requesting to offer a 2 year AAS degree in aviation. This would be an expansion of their ag aviation program. There is a large demand for these pilots and they have support from several businesses. They would start the helicopter classes in the summer of 2018.

Sabers asked if the training would be done on a simulator since there is no helicopter cost in the budget. Cartney stated they would contract with a professional helicopter school to provide that training so that cost is under contracts.

Ekeren asked about the equipment for fixed wing training. Cartney stated they already have equipment for that training.

Vanderwoude asked if they anticipated any future partnership with SDSU and their aviation program. Cartney said they did see them completing the first 2 years at LATI and finishing the last 2 years at SDSU.

Sabers asked how many students they would be able to accept. Cartney stated they would start off with 15 per semester and possibly try to double that in the future.

Motion by Mallett, second by VanderWoude to approve the new program as is. Voice vote, all present voted in favor. Motion carried.

**14-Program Updates, Southeast Technical Institute**

Jacobson stated the Accounting Clerk Reinstatement/Name Change was in direct response to requests from the business industry. They previously had a one year accounting clerk diploma program and would like to bring that back. They would also like to change the name from accounting clerk to bookkeeping diploma.

The next two programs are very closely related. They currently have Cardiac Ultrasound Technology and Vascular Ultrasound Technology programs. Based on input from faculty, business industry and advisory committees, they would like to change the names of the programs to Cardiac Sonography and Vascular Sonography. These terms follow what is used in the industry.

Ekeren asked if high school students know the difference between ultrasound and sonography. Jacobson stated the technical institute would need to do a better job of explaining the difference and how vital they are to supporting the medical team.

Griggs updated the Board on the Registered Nursing Partnership in Huron (HRMC). STI was approached a few months ago about bringing their LPN and RN programs to Huron. There is a strong demand across the state to fill these positions. They’ve had good success with off campus programs in the past, so will be starting these in the fall of 2018.

**15-Defining Major Renovations**

Wendell stated this is a topic that has already been discussed in previous conversations. The discussion was on what authority this board had on the approval of projects and one of the pieces of language in SB 65 that gave them some authority was the term major renovation. He thought it would be helpful for the board to define that and the institution leaderships to understand what fall under the heading of major renovation. He gave a couple examples of what other boards do: Board of Regents has a policy manual where all policies are kept and the Board of Education Standards moves all policies directly into administrative rule. His suggestion was to start with a policy manual and later decide what should be moved into administrative rule.

Sabers asked how they determine what should be a policy and what should be administrative rule. Smith stated that is something the board should decide. If they want to put something into rule, they need to decide if they have the authority to do that. Most times the answer will be yes because they were given a pretty broad authority in the 2017 legislation. She also stated that a policy is easier to make or change than an administrative rule.

Mallett stated that $50,000 is light and they are running large organizations. Since they don’t meet very often, he was comfortable with requests going to the Executive Director and Board President to expedite approval. VanderWoude agreed that $50,000 might be too low of an amount for major renovations. Wendell stated he thought the $50,000 was taken from what the Board of Regents uses as their threshold. Smith couldn’t remember if it was taken from the Board of Regents or something they asked Patrick Weber to look into from discussions at the October 2017 meeting. Cartney also agreed the number was pretty low. $50,000 is the amount they need to go to their local school board to get approved. He stated it doesn’t take much to get to that amount. It depends on what this board wants to see but if they only meet every 3 months, they could hold up the institution from proceeding for several months. Dykhouse asked what they did before this board existed. Cartney stated they only needed approval from the local school board. Dykhouse stated they just approved the new veterinary program for 1.3 million dollars. How did you spend that much money in the past or get approval? Griggs stated that would have also been thru the local approval process. The local school board usually has a couple people on the technical committee so they are aware of the conversations and then they take it to the school board. They would then have executive work sessions with the school board. Dykhouse also asked how they go about spending money from a private donation. Wilson stated they put together a layout and figure out what the approximate cost will be and then go to the school board. The school board will ask the funding source and you list the donation and any other sources you will be using. He said you just have to make sure the money is there to back the project.

Dykhouse made a suggestion that this be tabled until the next meeting. Smith suggested they appoint a sub-committee of the board to work on a new proposal with the technical institute presidents that they can discuss at the March 2018 meeting. Dykhouse stated they could work with Wendell on the proposal. Sabers and Knuppe volunteered to be on the committee.

**16-Nursing Accreditation: Lake Area Technical Institute**

Cartney stated this is in response to a notification they received from the American Association of Colleges of Nursing is proposing or taking a position statement that the baccalaureate is the entry level degree. They want to push all RNs to a minimum of a baccalaureate degree. This would make most of the technical institute programs null and void. Cartney asked that the board allow Wendell to draft a response once they’ve had time to study the issue.

VanderWoude stated this has been a debate for a long time but this is not the right time for the change with the shortage of nurses. Ekeren stated we need to get letters of support from the industry to send with Wendell’s response. Mallett asked if industry participates or have they in the past in furthering their employee’s education. VanderWoude stated yes they do look at that and have looked into options. Dykhouse asked Wendell to look into a response and letter of support from industry.

**17-Executive Session**

Since there was only one item for executive session, they didn’t ask non-board members to leave the room. Dykhouse wanted to have a couple board members to be on a search committee to hire assistant to Wendell. Ekeren & VanderWoude volunteered.

**18-Board Priorities**

Ekeren asked to have a meeting with the Board of Regents to see what we can learn from their policies. The Board wants to get better acquainted with the rules & understandable language. Take a section and go thru at each of the future meetings. Mallett asked about setting up standing committees that will rotate. Dykhouse asked Wendell to put that on a list for a discussion session this summer.

**19-Adjournment**

Dykhouse thanked Wilson and MTI for hosting the board meeting. Motion by Sabers, second by Knuppe to adjourn. Voice vote, all in favor. Motion carried. Adjourned at 3:00pm CT.