

## **Southwest Area Career & Technical Education Academy**

### **Governing Board Meeting Minutes**

**Wednesday, January 5, 2022, 6:00 PM**

#### **DPS North Campus, Administration Building**

**Call to Order/Roll Call** – President, Brent Seaks called the meeting to order at 6:00pm. Roll call showed all board members present Barb Meduna, South Heart; Connie Jalbert, New England; Kim Schwartz, Dickinson; Wes Krebs, Belfield; and Marya Skaare, Trinity Catholic  
Absent Pamla Kukla, Killdeer

**Approval of Agenda** – Mrs. Schwartz moved to approve the agenda, Mrs. Jalbert seconded. A voice vote was taken on the motion. The motion carried unanimously.

**Approval of Minutes** - Mrs. Schwartz moved to approve the minutes, Mr. Krebs seconded. A voice vote was taken on the motion. The motion carried unanimously.

**Financial Report** – Director Anderson reported that the fiscal accounts with Bravera Bank have been established and the first deposit of \$1 million into the account. Discussions by the board on establishing a budget for current fiscal and it was determined to hold off until construction estimates are done and use the business plan for guidance. A budget will be created for next fiscal year starting July 1<sup>st</sup>, 2022.

**Directors Report** – Director Anderson presented information to the board on the status of the ND CTE Coronavirus Grant. Specifically regarding the submission and the health monitoring component of the grant. RFQ process for Architectural Services for the DPS North Campus.

#### **Unfinished Business**

**Advisory Committee** – Director Anderson reported that the advisory committee is still in development. Advisory members, President Easton, Kevin Nelson, Debra Dragseth and Mary Urlacher meet to discuss potential committee members. Those recommended have been contacted and waiting for final responses. Will report at the next meeting of the advisory committee establishment

**Committee Establishment** - Mr. Krebs moved to establish a building committee, appointed by the chair. Mrs. Meduna seconded. Motion passed unanimously. Members assigned to committee Pam Kukla (Chair), Kim Schwartz and Marya Skaare.

**Survey Results and Round-table Feedback** - Director Anderson shared results of the surveys and round-table sessions. Highlights of the results were presented which include programming, managing expectations and gap analysis. Board had discussion on various programming and emphasized the importance of being flexible and respond to community needs.

#### **New Business**

**RFQ Process Bid Acceptance** - Mrs. Schwartz moved to accept the bid for architectural services from GT Architects and YHR Partners for 6.75%. Mrs. Jalbert seconded the motion. Motion passed unanimously.

**CTE Programming Priority List** – Director Anderson provided a programming list of existing programs being offered, new program recommendations based on job data and community feedback and expanded program recommendations. The board discussed the various programs on the list. Programming will continue to be discussed as the project moves forward.

**CTE Center Visit** – Director Anderson has setup CTE Center tours in SE ND for board members and advisory committee members on February 16-17<sup>th</sup>. 16<sup>th</sup> will be a travel day to Fargo with the 17<sup>th</sup> providing tours at Moorhead CTE Academy, Richland 44 High School, SE Region CTE Center in Wahpeton and Oakes.

**Announcements** - Next board meeting will be January 5<sup>th</sup>, 2022 at the DPS North Campus Administration Building.

**Adjournment** -At 7:33 p.m., President Seaks declared the meeting adjourned.  
Minutes prepared by Aaron Anderson, SWACTEA Director.

Aaron Anderson, SWACTEA