

NCTEF Board of Directors'
Conference Call
MINUTES
January 27, 2015
4 p.m. - 5 p.m.

Attendees: John Fischer, Scott Stump, Jo Anne Honeycutt, Cheryl Carrier, Rod Duckworth, Bill Symonds, Tim Hodges

Staff: Kimberly Green, Kate Blosveren, Karen Hornberger

Welcome: Stump welcomed the NCTEF Board to the call.

Review and Approval of Minutes: Duckworth presented the minutes from the November 4, 2014 NCTEF Board Meeting. No corrections were made at this time.

**MOTION: To approve the November 4, 2014 NCTEF Board Minutes.
Duckworth; Hodges.
MOTION ADOPTED.**

FY 13-14 Audit Report: Hornberger introduced Don Marshall, auditing partner from Dembo, Jones, Healy Pennington & Marshall, PC. Marshall was pleased to share that the audit went well again this year. There were no issues with the financial statements and the records are in very good shape. He also mentioned that the statements were combined statements of both the Association and the Foundation, as is allowed due to shared governance. Marshall explained that the accountant and the staff prepared the footnotes and the financial statements. He stated that no adjustments were needed. Marshall noted that the finances are well-managed, including having good internal controls and bookkeeping practices.

Marshall pointed out that based on the recommendation from the lawyer it is recommended that the \$110,000 funds from Microsoft, currently sitting in a restricted asset account, be shifted to general NCTEF income next fiscal year. Marshall also mentioned that as NCTEF considers its future fundraising plans, if we were to receive any government grants in excess of \$750,000 that more rigorous and special auditing requirements kick in due to the OMB a-133 circular.

The Finance /Audit Committee unanimously approved the advancement of the FY14 Audit to the NCTEF Board for approval.

**MOTION: To approve the FY14 audit for as presented.
Fischer; Hodges.
MOTION ADOPTED.**

Review of the 990's: Carolyn Skinner, Accountant from Dixon Hughes Goodman, LLP shared that the 990's track with the audit report. Skinner reported that the once the audit is complete the 990's can be completed because all the numbers in the tax reports are drawn directly from the financial statements. The only thing that does not get put on the 990's are the in-kind contributions. Everything else comes directly from the audited financial statements. Skinner specifically brought attention to page six where it describes the policies in place to protect the

organization. She explained that it is a good thing to see so many ‘yes’ answers. She also mentioned that it does ask if the Board was able to review the 990’s before the document is filed. Skinner pointed out that the narratives are pretty comprehensive and should be as accurate as possible. She stated that Green and Hornberger review these narratives and make changes where needed to keep them up to date and in compliance. Since the IRS revised the 990 in 2008 there have been no significant changes made to the 990’s. The Finance /Audit Committee unanimously approved the advancement of the 990s to the NCTEF Board for approval.

MOTION: To approve the FY14 NCTEF 990s, as presented.

Carrier; Honeycutt.

MOTION ADOPTED.

Executive Committee Update: Stump shared that the NASDCTEc/NCTEF Executive Committee met with the ACTE Executive Committee the prior week. At that meeting, staff presented the joint work plan that has been used to guide more intentional coordination between our two organizations. The work plan began in January 2014 and has resulted in many accomplishments, including the merger of the Career Clusters Institute into the ACTE VISION conference. The work plan will be updated as a result of the January 2015 meeting and will be shared with the Board at the April meeting.

Executive Director’s Evaluation: Stump shared that Executive Committee completed Green’s FY14 evaluation, which was supposed to have been finalized in May of 2014. This evaluation is caught the organization up in its contractual obligations. The FY15 evaluation will be conducted in May 2015. Stump shared that the Executive Committee found that Green’s performance exceeded in all categories of the evaluation.

Officer Resignation and Transition: Stump shared that he has left the Colorado State Community College System and therefore he is not eligible to remain President of NASDCTEc/NCTEF. Page 19 of the bylaws states that it is the responsibility of the Board to manage any officer transition. The Executive Committee recommends that Rod Duckworth assume the position of President as well as Vice President; Jo Anne Honeycutt remain as Secretary/Treasurer and that John Fischer stay on as Past President for one additional year. The NASDCTEc Board voted to approve this officer transition plan. Fischer and the NCTEF Board members thanked Stump for his service and commitment to CTE.

NCTEF Strategic Planning: Blossveren shared the NASDCTEc/ NCTEF strategic plan, noting that staff went through the document to identify where work was currently being allocated – to NASDCTEc, to NCTEF or to both organizations. This will be helpful to see where the work of the organizations needs to be more distinct or where the work should overlap.

Blossveren shared the draft proposed changes to the nominations criteria for the public positions on the NCTEF Board. The draft proposal recommends that rather than having three public member positions that can meet any of the criteria, it is being recommended that each public member have a ‘category’ that reflects an influential stakeholder/community:

- One representative from the employer community
- One representative from the philanthropic community
- One representative from a high-priority partner

Blosveren explained how each of the existing Board representatives would phase in with the new criteria.

- FY16 (term July 1, 2015 – June 30, 2018): employer representative
- FY17 (term July 1, 2016 – June 30, 2019): high-priority partner representative
- FY18 (term July 1, 2017 – June 30, 2020): philanthropic representative

With an affirmative vote from the NCTEF Board of Directors, the above criteria would become the new policy to guide the FY16 nominations process and selection to fill the expiring term on the NCTEF Board.

Blosveren reviewed the Mission/Vision/Theory of Action and stated that the Mission statement in yellow still needs some work and would like to get their feedback on this prior to the March NCTEF Board call. The Mission supports building capacity and awareness while working with other organizations and advancing the awareness and support of excellence in action.

Blosveren asked what it would take to reach a consensus on the Mission/Vision and Theory of Action from the Board and also key partners. Stating that the focus and consensus also needs to be on:

- Engaging funders
- Strengthening our partnerships with key initiatives
- Strengthening and clarifying the role of the Foundation's Board members
- Developing strategy for communicating the Foundation's new focus

Blosveren also stated that is recommended that it is time to rebrand the Foundation. The current name does not have much recognition in the field and is very close to the Association name, leading to potential for confusion as we seek to position the Foundation with a unique identity and mission. Blosveren shared that during the January Executive Committee meeting a few names were shared but one stood out that would align the work of the Foundation with the core of what high-quality CTE is – learning that works for students, employers and America: **The Learning that Works Foundation**

Green stated that the last time the Executive Committee met, staff were given the green light to develop the draft theory of action, mission and vision and present it to the Board, rather than hiring a consultant to host an input session. Time is of the essence given the financial position of NCTEF.

Carrier stated that the work that has been done is exceptional. In this document she can see how she can engage and pitch to other organizations and is amazed and pleased with the work. Stump thanked Carrier was glad that she agreed with that the staff has done an amazing job. Carrier stated that she would like to have a separate discussion on how she/Ford can fit into this new direction we are going in.

Symonds agreed with Stump and Carrier and said this is a good start but he would like to continue this discussion during our next scheduled call in February. (Moved to March 20, 2015)

Blosveren stated that she would incorporate any feedback that the Board has into the document and send back out to them before the next call. She would also like any recommendations or feedback on the phase in period for the new Board criteria. Blosveren state that the goal in February is to have you vote on both of these so we have this information when we create the budget for the Foundation and focus the April meeting on an action plan.

Meeting adjourned 5:00 p.m. ET

Attachment: Letter from Scott Stump



COLORADO COMMUNITY
COLLEGE SYSTEM

January 1, 2015

Dear National Association of State Directors of Career & Technical Education consortium Executive Committee, Board, NCTEF Board and Staff,

It is with a mixed set of emotions that I write this letter informing you of my intention to leave the Colorado Community College System after thirteen and a half years of service, resigning my position on December 31, 2014. I understand that this decision will also eliminate my standing as the Colorado State Director of Career & Technical Education resulting in a need to also respectfully resign my current office of President.

I have accepted position with Vivayic, a learning services business based in Lincoln, Nebraska that operates virtually across the United States and internationally. As such, I am excited to say that I will be able to work remotely from a home office. Reclaiming the over 4 hours of daily commute will allow me to reinvest that valuable time in my family, my community and in pursuit of a Master's degree.

I want to thank the Officers, Board Members, Staff and other State Directors for your guidance and assistance over the past seven years. I feel blessed to have worked with so many great people for such an important purpose and I look forward to seeing Career & Technical Education continue to evolve with the vision you set!

Sincerely,

Scott Stump
Assistant Provost for Career & Technical Education
Colorado Community College System