



## Leadership Council Meeting

June 7, 2016 3:30 PM – 8:30 PM, Central Community College - Kearney Campus Rm 132

**3:30 PM** Kelly opened the meeting with a welcome and asked everyone to introduce themselves.

**Present:** Jody Tomanek, Allyson Olson, Dennis Headrick, Connie Eichhorn, Kelly Clapp, Deb Brennen, Julie Otero, Lori Biesecker, John Blaylock, Kim Dale, Melissa Jabens and Retha Dunn.

**Absent:** Doug Kittle

Kelly asked for a review of the May PFI meeting minutes and for any changes. No changes were offered. A motion to accept the minutes as written and motion was seconded. Motion passed.

### Director's Annual Report

- With a new director in place as of January 2016, PFI has made it a priority to be more active and intentional in developing and maintaining relationships, in addition to being more visible in the community and to its Perkins partners. Multiple events and visits have been conducted to maintain and re-establish relationships
- PFI is working directly with Nebraska Economic Development, Nebraska Department of Education, and the six community colleges (Metro CC, Southeast CC, Northeast CC, Central CC, Mid-Plains CC and Western CC) to develop a THINK: Advanced Manufacturing event that will be held on October 13, 2016.
- EMSI- PFI's funding allowed 10 certifications for community college's staff professional development with access to regional and statewide workforce projections to Nebraska's community colleges. In 2015-2016 there were a total of 287 log-ins between all 6 of the community colleges. There should be enough people certified at each community college to not need additional certifications this year. The PFI Leadership Committee wants to look at allowing high schools to use EMSI as well. Retha will check with the account manager to see how we can get additional log ins for high schools.
- PFI will be issuing the funds that were approved last year for the Marketing Career Education in the next few weeks. The PFI Director has been working with WNCC to get the correct invoicing in place. Five community colleges initially received a grant to start the marketing campaign and PFI approved \$100,000 last year to assist with the rest of the marketing plan. The marketing campaign targets community colleges and "My Great Career" and includes a website, radio ads, and social media. Eventually, the goal is for the website to be self-sustainable. Connie with MCC was concerned that they were not involved in the initial grant for the campaign, thus not involved in the piece that PFI is funding. That was something that was decided by MCC when the initial grant was written. There is potential to put MCC's logo on the website but the information that is given on the website will not include MCC as the website and all of its functions are complete. Retha pulled up the website and the PFI council was able to view and interact with the website to see what the PFI funds were supporting. PFI will link My Great Career from the PFI website.
- PFI will continue to support and assist with career academies and the revision process. The director has been asked to assist in the revision process with new schools this upcoming summer and school year.
- Two of the External Professional Development projects that were approved last year with funds issued by PFI are currently in progress; Developmental Education Conference – October 2016 and High School of Business – Summer 2016.
- The PFI director has been working to tighten up business processes. Specifically, the budget, how monies are paid and reimbursed, all application processes, and communication to partners.
- Partnerships for Innovation emails a monthly newsletter to more than 1300 educators, administrators and workforce development staff with an average open rate of 30%. The PFI director is going establish a PFI Instagram account. Instagram allows a person to post a picture and a comment, but with the option to simultaneously post to Twitter and Facebook. The goal is to use social media on a weekly basis.

## **Finance Committee Report**

Retha emailed the 2015-16 PFI Program of Work Budget and Expenditures to date. Connie presented the Program of Work Budget. The budget for the fees that the Nebraska Community Foundation (NCF) charges were budgeted too high, so there are some extra funds from that. 2016-2017 Program of Work will reflect a more aligned amount of fees that NCF charges to manage our account. There will be a significant amount of roll over into the next year due to PFI projects that were not completed when there was not a director in place to move the projects forward.

### **Executive Session**

Kelly called the Executive Session to order. Retha's benefits for the next year have been approved. Since Retha has only been employed since January, a formal 1-year evaluation will be done on her performance in January 2017 and compensation reviewed in June 2017, per the rules of NCF. When compensation is reviewed in June 2017, 1.5 years of performance will be taken into account. The Leadership Committee has been pleased with her ability to build relationships and thanks her for coming on board and working so hard to get everything in order. The PFI Leadership Committee would like for Retha to come up with 1 goal for herself for this next year and 2 for PFI as a whole.

### **GENERAL MEETING**

Rich Katt and Heath Mello joined the meeting to talk about current happenings in the state with career and tech ed, the PFI funded State Needs Assessment, Perkins reauthorization, and working on a statewide model for K-14 Career Guidance System and if PFI might be interested in supporting anyway.

The state of the current committees that PFI has was discussed. Currently there are four committees; Professional Development (PD), Finance, CTE Delivery Systems/Career Academies, and Program of Study and Coordinated Curriculum. It was agreed that the PD and Finance Committees were useful and served a full purpose but maybe the CTE Delivery Systems/Career Academies, and Program of Study and Coordinated Curriculum Committees could be re-evaluated since there is not much purpose to have them. Jody Tomanek and Julie Otero volunteered to look over the Articles of Operation to make edits to the current committees and potentially look at having the PD and Finance committee and then the option to develop committees as needed with special programs or projects.

A review of the current External Professional Development Application is underway and will be completed by August. The Professional Development Committee has agreed to take on this project. Retha handed out a copy of the current External PD Application that highlighted areas that will be addressed. Suggestions in addition to the highlighted portion of the application were taken. Some key points that will be addressed in the changes are timeline, who can apply, the grading rubric, the challenge in partnering statewide, making the sections of the application more concise in order to shorten the length of the application itself, and defining what is really innovative. A suggestion for a fillable form is also up for consideration but will be looked at once the contents of the improved application is finished.

A review of the current annual consortia member allocation of 8% reviewed. Currently, 8% of each of our partners total Perkins fund goes to PFI. Connie Eichhorn proposed that we discuss lowering the % that goes to PFI since we have had some rollover in funds the last few years. There may not be as much rollover next year since there is a director in place for the full year to work on all the projects and complete them. Also, PFI is revising the External PD Application to make it easier and less cumbersome for people to apply, ideally next year, more people will apply for funding, so by reducing the amount of money that PFI gets it doesn't correlate with having more applications for projects but less funding. There is still a lot of work to do on PFI's side to market our "product" better and let people know what we are doing and what we have to offer them. Additionally, once the contribution amount is lowered it would be highly discouraged to ever increase the % contribution in the future. The PFI Leadership Committee decided to review this topic next year.

## 2016-17 Program of Work Development

- A. Review of budget for 2016 – 2017 including the external PD applications that PFI approved for June 1, 2016 – December 2018.** We will be beginning our new year, July 1, with around \$525,000. This large amount of rollover is due to carrying over monies into the new year to pay for projects that are still in progress, left over money from the general budget and NCF fees, and the PFI supported projects that were not completed because there was not a full time director in place until January 2016.
- B. Late Project Lead the Way Scholarship Applicant.** There was a late PLTW scholarship applicant requesting an exception. The request was denied because everyone else got their applications in on time. Retha even had 4 phone calls asking if the deadline was firm and she communicated to the inquiries that it was.
- C. Request for extension of External PD PFI Funded Project.** The reading comprehension project that was funded last year via the PFI external funding application proposal requested an extension to summer of 2017. The work for the project was not able to be completed due to the work that has and is being done on moving to Accuplacer within the community colleges. The proposal for an extension was granted.
- D. 2016-2017 PFI funded and supported projects.**

Retha presented 7 projects for PFI to support to the members present. PFI had a budget of \$360,000 for PFI supported projects. The 7 projects presented were:

Project	Description	Timeline	Budget	Approved/Denied
1. National Conference Scholarships - \$1000		August 2016 – June 2017	\$65,000	Approved
2. Teacher Focused Training: PLTW, CASE, Pro Start, John Deere, Microsoft etc. (\$1000 Per Person)	\$1000 for teachers to use towards a focused teacher education program such as PLTW, CASE, Pro Start etc...	Summer 2016 – June 2017	\$50,000	Approved
3. EMSI Renewal	Yearly membership	July 16 – June 2017	\$52,500	Approved
4. Systematic Career Guidance	A state model systemic career guidance program that covers K-12 and helps students make good decisions about choosing the right postsecondary education for the career they want to pursue.		\$80,000	Approved
5. Engaged Learning Experience using Oncourse	On Course workshops are focused on enhancing student success through engagement in the classroom and retention to completion.	July 2016 – December 2018	\$83,600	Approved

6. AHEC Updated Health Sciences Career Guide	AHEC would like to update and print their Health Science Career Guide		\$36,700	Denied – The My Great Career website serves the same purpose but is online. Most Schools use a lot of technology and it would be counter-productive to have a career guide book.
7. CTE Teacher Marketing	Partner with NDE		\$30,000	Denied – Not much info on the strategy and details were given.
			<b>Total Requested: \$397,800</b>	<b>Total Approved: \$331,100</b>

**The Five projects totaling \$331,100, that were approved are:**

**Professional Development**

1. \$1000 scholarships to be used to attend a national conference (\$65,000)
2. \$1000 Scholarships to be used for teacher to get some focused teacher training such as PLTW, CASE, Pro Start etc. (\$50,000).
3. Engaged Learning Experience using Oncourse (\$83,600)

**Program of Study and Coordinated Curriculum**

4. Systematic Career Guidance for K-14 (\$80,000)

**CTE Delivery Systems**

5. EMSI Membership Renewal (\$52,500)

**PFI Program of Work Total**

With the approval of the additional PFI projects, there is still about \$76,000 not allocated. Once the final disbursements and financials are in for end of year (June 30, 2016), Retha will give the committee an update of what funds are left. The PFI committee can decide to take on new projects at any time throughout the year as needed, so any extra funds can be allocated to new projects.

The annual consortia member allocation (currently at 8%) was maintained with the expectation that PFI will not have the large carry over as it had this year. The consortia allocation will be reviewed in 2017.

Dennis made the motion to approve the PFI Total Program of Work for 2016-2017. Julie seconded, Connie Opposed. motion passed.

Meeting Adjourned at 8:27 pm.

**Committee Membership**

- Professional Development: John Blaylock, Lori Biesecker & Kelly Clapp
- Finance: Connie Eichhorn, Deb Brennan