

Heart of the Valley ITV Consortium Superintendents Meeting  
Wednesday, June 5, 2019  
10:00 a.m.  
Heritage Room—Campus Center, Mayville State University  
Via PEXIP

**Introductions and Roll Call**

PRESENT:

|                  |   |
|------------------|---|
| Barnes Cty N     | Michael Severson  |
| Central Valley   | Jeremy Brandt (PEXIP)   |
| Drayton          | Dean Ralston  |
| Finley-Sharon    | Jeff Larson   |
| Fordville-Lankin | Michael J. O'Brien  |
| Hatton           | Kevin Rogers  |
| Hillsboro        | Paula Suda  |
| Hope-Page        | Brad Callender  |
| Lisbon           | Steven Johnson (PEXIP)  |
| Mayville State   | Misti Wuori, Shay Thorsgard, Alissa Perkins, Sheena Moe (PEXIP) |
| Midway           | Roger Abbe  |
| Minto            | Linda Lutovsky (PEXIP)  |
| MPCG             | Scott Ulland  |
| Northwood        | Shane Azure   |
| SVCTC            | Jeff Bopp   |
| Thompson         | John Maus   |

**Review Contact Information/updates for new email addresses/staff changes**

List circulated among attendees for those present; PEXIP attendees please email Misti W. any updated contact/staff changes at: [misti.wuori@mayvillestate.edu](mailto:misti.wuori@mayvillestate.edu)

**Review and Approve Minutes from November 7, 2018, meeting**

Mike O'Brien moved to approve the November 7, 2018, meeting minutes; motion seconded by Shane Azure, voted (no opposition), carried, resolved.

**Updates from Consortium Director and Individual Schools**

Misti W.: Sheena M. done June 30; Alissa Perkins is her replacement (contact Alissa P. for setting up and scheduling courses, arranging for rooms, etc.); Sheena working on the equipment inventory and will have that done before she ends employment with Mayville State University.

Jeff B: Administration changes forthcoming for Sheyenne Valley Area Career and Tech Center as he is retiring.

No other updates from schools.

## **Tuition/Fee Payment Spring 2019**

Misti W.: HOV billing went out Tuesday, May 28; let Shay T. know if you have questions. Invoices for dues will be sent once we decide on membership dues in this meeting; schools will have the choice to pay soon or next year.

## **Equipment/Tech Needs**

- Alissa Perkins is the new Mayville State Extended Learning Support Specialist

Contact: [Alissa.perkins@mayvillestate.edu](mailto:Alissa.perkins@mayvillestate.edu); 701-788-4645 (phone) with ITV System and scheduling issues and needs.

- Ownership of Polycom units from the RUS grant

Misti W.: Sheena sent an email was to schools re: turning in the ITD inventory tags. If Polycom units were changed out for repairs, don't worry about the ITD inventory tags; just document that your tagged unit was changed out with Polycom/AVI. This documentation is required as part of the state agreement. Sheena will send out the document to be signed.

Kevin R.: Hatton is having tech problems due to construction and can't locate the ITD Inventory tag.

Misti W.: Hatton can sign the sheet after the meeting. Sheena: reiterated the ITD tags are blue, usually in the righthand corner; if not there, equipment may have been replaced. Asked where Enderlin's unit is.

Steve J.: Will call to confirm which unit they have.

Brad C.: Casselton's unit is at Hope-Page.

Kevin R.: Hatton had to get a new unit.

Misti W.: Many schools had to send theirs back. Please just document that, and sign and return the form to Misti Wuori, if the ITD inventory tag cannot be located.

- Testing equipment this August

Misti W.: Alissa will be emailing principals, superintendents, and tech coordinators; Reminder: please turn on units in mid-August at the time/place you will have a class to ensure everything is working and to allow time for Alissa to resolve issues that arise. The 2019-2020 HOV-ITV course schedule can be found at: <http://www.hovc.k12.nd.us/courses.html>.

- Maintenance contracts Update—Executive Board Decision

Misti W.: The 3-yr maintenance contract as part of RUS grant—came up in April so the executive board (Jeff, Jeremy, Brian Wolf, and Misti—some absences—made calls); the estimate is almost \$30K for all units, full contract, insured for just one year; 3 years was \$71K; HOV doesn't have that kind of money.

John M.: Can we use newer tech like PEXIP rather than expensive contracts?

Misti W.: The executive board decided not to renew; HOV will continue to use older units, but can repair/purchase for less than the proposed maintenance contract. HOV schools can still use AVI for repairs on an hourly repair basis, but updates may not be automatically downloaded without a contract.

Sheena M.: tech coordinators were manually updating as needed. Will be up to Mayville to meet with Alissa prior to her position ending at the end of June/mid-July and at that time will log in to each unit

and get the updates done. Going forward tech coordinators at each school will be able to do that periodically.

Misti W.: We are trying to keep the tech coordinator work from becoming the sole responsibility of the school???. Checked with Bill Strasser who said they don't do maintenance contracts but try to take care of things in-house. Will assist as needed. Can contact him. Suggested working with other consortiums, and he said spare units are more affordable than the maintenance contracts. Bill also said there are fewer updates needed as the machines get older. Current units are 3 years old, and HOV is probably better off using units for as long as we can as, down the road, the tech options might be very different.

Jeff B.: SVCTC is still using their first unit.

Roger A: Moved to forego renewing the maintenance contract; seconded by Jeff B., voted (no opposition), carried, resolved.

- Training or other needs on the new equipment?

Kevin R.: Hatton needs some training on the ITV systems for new instructors.

Jeff B.: SVCTC is also in transition getting a new IT person so they will not be able to do instructor training.

Steve J.: With the new HLC standards, Lisbon is losing three dual credit courses in 2022 due to teachers not being qualified.

Misti W.: Steve J. is referring to the changes coming as of Aug 2022—high school teachers need 18 hours in a content area or MA in that area (MA alone not enough without 18 hours in the content area) to teach dual credit courses for gen ed transfer. Does not apply to CTE. Does not apply the high school courses. Very difficult for them to get the grad level courses???.; some colleges have some courses.

- Equipment Inventory—Sheena Moe

Sheena M.: The inventory is not yet completed but will be by June 30.

Steve J.: Enderlin still has a Polycom unit. Kayl Hamre 437-2240 is the contact there.

- Other systems needed to use extra Polycom systems?

Jeff B.: Just an FYI that lines no longer are being certified by the state, so probably don't need to worry about that if changing rooms, for example. They used to need certification, but they haven't been doing that for a while.

- Other equipment/technical support needs?

No requests for equipment/technical support.

### **ITV Classes Usage Review for 2018-19**

Misti W.: Reported the Fall 2018 usage (the State collects the info) and Spring 2019 usage; ITV and online only (not in-house dual credit or special agreement sending arrangements between schools).

Jeff B.: Asked if we are up or down compared to last year.

Misti W.: Not sure, possibly down a couple of classes on the high school side (art from MPCG); dual credit side is increased because Midway picked up Hillsboro, and Northwood picked up a couple of schools. Misti will check.

#### **Course Needs/Issues (ITV and Dual Credit)**

No requests for additional courses.

#### **2019-2020 Calendar Approval**

Misti W.: We are trying to have a calendar that generally fits everyone's schedules; trying to get start/end dates and holidays the same, but grade due dates will be slightly different; the high school and university systems tend to be different for start dates though end dates are more alike. Also Christmas and Spring breaks are different, so the calendar is based on the most common ones. CLARIFICATION: MaSU Spring Break is Mar 16-20.

Kevin Rogers moved to approve the 2019-2020 calendar, Paula Suda seconded, voted (no opposition), carried, resolved.

#### **2018-2019 Budget Summary and 2019/2020 Budget Approval-Wuori**

Reminder: if any instructors were sent out and have mileage to report, be sure to send that in to Misti in the next week so we can push it through by June 30<sup>th</sup>.

Misti W: The budget sheet shows a cash balance. Not a detailed budget summary as Spring 2019 money is still coming through. The budget sheet will be more complete in November. All membership dues are in; all Fall 2018 payments are in. Now we are just making sure everything comes in for Spring 2019 and gets paid out for Spring 2019 also. In the 2019-2020 budget shared by Misti W., the budgeted management contract is increased slightly. The HOV-ITV bylaws tie the management contract to the state employee increase rate, so 2% increase from the ND Legislature is reflected in increase to budget. Also with the no Polycom system maintenance contract and expenses for 2019-2020, Misti W. also increased the budget for equipment.

Jeff B.: What is the responsibility for each school vs. HOV?

Misti W.: First \$1k is the school's responsibility per the HOV-ITV Bylaws.

Dean R. moved to approve the 2019-2020 budget as submitted; Kevin R. seconded. Motion carried.

#### **Establish membership dues for 2019-2020**

Kevin R. moves to leave membership the same, seconded by Mike O'Brien, voted (no opposition); carried, resolved.

#### **Other Issues/Concerns**

No discussion.

## **Election of Officers**

Jeff B.: Would not accept nominations to be president again as he is retiring at the end of June.

Misti W.: Thanked Jeff for his service.

Kevin R.: Nominated Steve J.; Paula S. seconded; Steve declined because he is leaving in less than a year. Nomination withdrawn.

Discussion followed on future availability of various superintendents to serve as president.

Kevin R.: Nominated John M. as president and Brad Callender as vice president; seconded by Paula S., voted (no opposition), carried, passed.

Shane A: Nominated Jeremy B. as south representative and himself as north representative; seconded, voted (no opposition), carried, passed.

## **Next meeting date**

Wednesday, Nov 6, 2019, at 1:00 p.m. via PEXIP and subject to rescheduling if too many date conflicts among schools.

## **Adjournment—11:10 a.m.**

Motioned by Roger A., and seconded by J. Maus. Carried.

Misti W.: Lunch to follow meeting at the MSU Snack Bar; also available from 11:30-1 there will be an optional Lunch and Learn (Social Media Basics) meeting for \$10 in the Classroom Auditorium.