

Heart of the Valley ITV Consortium Superintendents Meeting
November 1, 2017
1:00 p.m.
Via Pexip Desktop Conferencing

Agenda:

Introductions and Roll Call

Hy Schlieve, Kevin Rogers, Paula Suda, Jeff Bopp, Tom Rettig, Keith Arneson, Roger Abbe, Dean Ralston, Jeff Larson, Jeremy Brandt, John Maus, Michael O'Brien, Misti Wuori, Rhonda Hodges, Sheena Moe

Review Contact Information at: <http://www.hovc.k12.nd.us/>

Updates for new email addresses/staff changes

If you have any changes, please email them to Misti Wuori and Sheena Moe for website/listserv updates.

Review and Approve Minutes from June 13, 2017, meeting

Dean Ralston moves to approve the June minutes. Hy Schlieve seconds. Minutes approved.

Updates from Consortium Director and Individual Schools

- New Administrative Assistant, Rhonda Hodges. Sheena Moe is working remotely from Madison, South Dakota. If you have technical issues or need to contact her, please use her cell number 701-730-5134 or email sheena.moe@mayvillestate.edu. Alissa Perkins is the new Distance Programs Support Specialist but Sheena remains the primary contact until May 2018.
- Billing for Fall 2017 ITV classes will go out to school districts in mid-November.

Request to leave the HOV-ITV Consortium (prior to Fall 2017) and equipment return—Central Cass

Request to leave the HOV-ITV Consortium at the end of this year—Valley City

Jeff has reviewed the bylaws and there isn't anything that specifically addresses the issue as well as other information that needs to be reviewed/updated. Jeff has written up a policy to be added to the bylaws for withdrawal from the consortium. Discussion on the wording of the procedure between the schools:

A school requesting to non-renew their membership in the Heart of Valley ITV Consortium must notify the consortium Director in writing no later than January 1st of the year prior to their withdrawal request. Upon withdrawal, they will relinquish all monetary and equipment investments by themselves and the HOV-ITV Consortium. Example; if a school wished to withdraw for the 2018-2019 school year notification must be received by January 1st of 2018.

Paula Suda moves to approve the addition. Roger Abbe seconds. Decision needs to be made so we can get the equipment back.

Hy moves to accept the resignation of both Central Cass and Valley City. Keith Arneson seconds. No opposition. Motion passes.

Equipment/Tech Needs

- Issues? Maintenance contracts-- If you are having issues, definitely call AVI at 1-866-836-8277. The maintenance contract is listed under Mayville State University and/or HOV-ITV Consortium/Heart of the Valley Consortium.

- Sheyenne Valley unit issue/maintenance contract payment decision
Kevin Rogers makes a motion to take the newer equipment from Central Cass (or whoever sends equipment soonest) to get the Sheyenne Valley lab up to date rather than taking out another service contract for the unit. Hy Schlieve seconds. No opposition. Sheyenne Valley to receive equipment from whichever school resigns and sends back equipment soonest to the consortium.
- Minto and others—Where to store/track older systems for parts/needs
Suggested to have an inventory list, knowing where the units are and exactly what pieces we have. Misti will work on putting together a list; if you have anything that you have thrown out, got rid of, or are storing at your school/location, please let Misti know.
- Training or other needs on the new equipment
- Other equipment/technical support needs

Course Needs/Issues (ITV and Dual Credit/AP)

Some concern over losing members out of the consortium and the reasoning behind it. Valley City was looking into offering AP but now that they are withdrawing, nothing to report. Is there something else out there, or the online courses, that are taking away from what we are doing here? Something to think about. If you come up with courses, suggestions or offerings that would be utilized, please send that information to the group!

2016/17 Usage Data and Fall 17 Usage data

2018-2019 Calendar Approval—Please send Misti Wuori your calendar when approved and we will work via email on this in early 2018.

Send those calendars to Misti (in the next month or so) and we will work through email and make a final vote on a calendar for next year.

2016-2017 budget summary and 2017/2018 budget status-Wuori

Reminder: if any instructors were sent out and have mileage to report, be sure to send that in to Misti

What was provided was the actual ledgers, which is not an easy system to understand, but wanted you to see the actuals as they are. No one in the Business Office at MSU has been there longer than a year and a half. Misti will be verifying that everything is where it is supposed to be and is double-checking the cash balance. She will share the information via the listserv in a bit more easier to understand way.

Bylaw Review

Jeff Bopp and Tom Rettig will take a look at the bylaws and work on them, mostly the first six pages, and get revisions done. Jeff and Tom will work with Misti as well as the North and South representatives and send them out once completed.

Other Issues/Concerns

Next meeting date on site at Mayville State University

Face to face meeting on June 13th at 10:00am

Meeting adjourned at 2:07 p.m.