

Heart of the Valley ITV Consortium Superintendents Meeting  
June 13, 2017  
10:00 AM  
Heritage Room—Campus Center, Mayville State University

Agenda:

Introductions and Roll Call

Kevin Rogers, Jeff Larson, Michael Bradner, Michael O'Brien, Paula Suda, Roger Abbe, Jeremy Brandt, Tom Rettig, Dean Ralston, Jeff Bopp, Josh Johnson, Hy Schlieve, Misti Wuori, Sheena Moe

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

Information passed around for updates

Review and Approve Minutes from November 2, 2016, meeting

Michael O'Brien motions to approve the November minutes. Kevin Rogers seconds the motion. All in favor. Minutes approved.

Updates from Consortium Director and Individual Schools

Sheena Moe will be leaving MSU next month. They are in the process of advertising the position and will hire as soon as they can. Hatton had some minor technology issues with the dual credit students and their Chromebooks. Sheena will ensure the new hire taking over is well versed in providing support for the students should they need it. The important thing is to get students to address the issues right away if they are having trouble so we can rectify the situation before it's too late into the semester.

Equipment/Tech Needs

- Pexip overview—Sheena Moe  
Pexip was introduced for the first time last summer. Since then, it has been used more and more. It is a really seamless way to connect students to an ITV classroom. This technology, which is merely a back-end way of scheduling a class, allows students to connect to an ITV class from a laptop or personal device. All they need is the Chrome browser and a URL. This opens up a lot of doors for students, particularly in schools that only have one ITV lab/unit, so they can take classes that otherwise wouldn't be available to them. If you have any students that want to connect via their own computer, please let Sheena know and she will get it added to the schedule.
- Testing equipment this August  
Sheena will schedule classes beginning Monday, August 14<sup>th</sup> and Tuesday August 15<sup>th</sup> so sites can check to make sure they are connecting correctly, the right labs are scheduled, etc. On these days, please have your tech coordinator or other individual available to ensure connections are happening during each period as they should. Hopefully this will eliminate issues come the start of actual classes a few weeks later.
- Maintenance contracts-- If you are having issues, 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.  
All of the newer units are covered but also covering a few of the others that came from the last grant like Maple Valley and Hope-Page. Mist sent out maintenance contract information to the listserv, so please print and have available in your ITV rooms for troubleshooting purposes. To reiterate, all phone support is fully covered but if they have to send a technician to the site, that is NOT covered by the contract.
- Training or other needs on the new equipment?  
No new teachers mentioned that are in need of training for the new equipment. Just an FYI

that if you do have someone who comes in last minute or toward the start of the school year, we will coordinate so they can get familiar with the system and up to speed prior to starting.

- Other equipment/technical support needs?  
Nothing noted.

#### ITV Class Usage Review for 2016-17

Misti will share via email once she gets it updated.

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

Discussion on the need of additional classes (want/need). Valley City has offered AP courses in the past; Josh will evaluate a bit further to see where they are at in providing that since he doesn't have the full background on what has been previously done at VC. Dual Credit seems to meet the needs of the students who remain in-state, AP is more likely for those leaving the state.

#### 2017-2018 Calendar Approval

See handout of draft calendar. Michael Bradner moves to approve the draft calendar as a general guideline. Dean Ralston seconds. Suggested to add a note that states course specific dates will follow the calendar of the sending site. All approve. Calendar approved.

#### Website update and Other Administrative Issues—Website updates to be completed by July 1, 2017

This has been on the agenda for a few years. Moving it to a more secure server/website. Very simple/basic, static website which essentially serves as a document repository with forms, meeting minutes, etc. Opened up the table to suggestions for features they would like to see on the website. Classes and enrollments will begin in PDF format, something more interactive may eventually come down the road. Class listings and offerings and descriptions are crucial to have available, and agreed upon by all. It was also suggested that adding links to other consortiums so other classes are easily accessible by principals, etc. would be a nice feature. Make sure it is ADA compliant.

#### 2015/16 Budget Summary, 2016-2017 budget summary and 2017/2018 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 to push through by June 30<sup>th</sup>*

Multiple handouts provided with budget information. Summary of 2015-2016 from last year's meeting, with the largest expense being the new equipment (the consortium was responsible for half with the RUS grant). Misti worked through the 2016-17 budget summary thus far.

Projected balance, revenue and expense breakdown explanation provided by Misti Wuori, as provided on handout. Roger Abbe makes the motion to approve the 2017-2018 budget. Paula Suda seconds the motion. All in favor. 2017-2018 budget approved.

#### Request to leave the HOV-ITV Consortium—Central Cass

Email was sent from Morgan Forness in early April stating they are considering dropping out of the consortium. No confirmation has come since. Motion to put together a committee and make changes to the Bylaws made by Roger Abbe. Kevin Rogers seconds. The executive committee will review the bylaws. There is no discussion or action needed since a formal request has not come from Central Cass to leave the consortium.

#### Establish membership dues for 2017-2018

Paula Suda motions to keep HOV membership dues at \$3500. Dean Ralston seconds. All in favor. HOV Membership dues to remain \$3,500 for the 2017-2018 year.

#### Other Issues/Concerns

Current charges for non-consortium members is \$100 more than members. Misti will send an

email to the consortium directors listserv to see what other consortiums are charging and bring it back to this group at which time the group will determine if we should increase the charges for non-consortium students or not.

#### Election of Officers

Executive Board (North, South and President)

##### **North Representative**

Rogers nominates Jeremy Brandt for the north. Paula Suda seconds. All in favor. Jeremy Brandt will serve as the North Representative of the Executive Board for 2017-2018.

##### **South Representative**

Paula Suda nominates Tom Rettig for south. Kevin Rogers seconds. All in favor. Tom Rettig will serve as the South Representative of the Executive Board for 2017-2018.

##### **President**

Kevin Rogers nominates Jeff Bopp for President. Michael O'Brien seconds. All in favor. Jeff Bopp will remain President for 2017-2018

#### Next meeting date

Wednesday, November 1<sup>st</sup> at 1pm (via Pexip)

Lunch to Follow Meeting—MSU Food Services