Attendees: John Cech, Brad Eldredge, Sue Jones, Mel Lehman, Jeri Pullum, Lisa Skriner, Matt Springer, Pam Watson, and Susan Wolff

John congratulated everyone for their monumental work on a monumental task.

Glitches in the Process
• Campuses do not read instructions on the detailed equipment list: they listed supplies rather than equipment and were vague.
  o If approved, equipment lists will need to be cleaned up; back out those supplies that were initially included.
  o Hold campuses accountable.
• US Department of Labor wants specificity on planned purchases.
• Lisa-Two institutions left out health insurance for a few FTEs, so their benefits piece was a bit low; in the future, create budget spreadsheets that are read-only so formulas cannot be modified.
• Transportation/Professional development each institution did its own 424; this made it very complex.
• Deferred Action Step: One of the committee members needs to follow through; spread the risk across the campuses; give campuses a timeline.
• Action Step: Check with David Hall and DLI about their experience with the WIRED grant.
• Action Step: If awarded, campuses would not necessarily need to re-submit a budget, but it makes sense to meet with MSUN and Helena College to see how they will deliver the program. Do this before the Notice of Funding.
  o MSUN had no indirect funding in its budget; if we modify the budget, the campus would just have to move around items across areas.
• Action Step: MOU-some are missing; we should get the missing MOUs (Great Falls, FVCC, and the Tribals.
  o Tracking with Tribal Colleges: they will need to sign an MOU with the US DOL.
  o FECC and OCHE have MOUs with DOL, so templates exist.

Recommendations
• Send an email memo to all participating colleges to re-submit corrected budgets and MOUs.
  o The budget piece of the email should let institutions know they need to provide a better description of their equipment needs.
  o The memo, to be sent under signature of Susan and John, should include firm deadlines.

Workflow Diagram
• Students should be track-able all the way through.
  o Students will have different points of entry (e.g., some come in as an adult veteran or other targeted adult); some impacted students will not be engaged in TAACCCT-funded programs.
• How do we count participants? Let DOL clearly know how Montana is doing our counting; the same problem had arisen in the WIN Montana Project.
There is a real need for ongoing training with data collectors and workforce navigators; if the rules change, we need to be able to change our goals.

Recruitment: we need to actively recruit participants rather than wait for it to happen organically.

We need to have these conversations early with DOL.

**Next Steps**

- TAACCCT contracts need to be prepared and processed-get all this done now.
- Susan—perhaps take this to the September BOR meeting.
  - Round 1 and 2 TAACCCT decisions will be made at the time of the BOR meetings.
- Susan and John will craft something this week for BOR; if urgent enough, a phone call with BOR can be scheduled.
- Grant-wide policies and procedures need to be created.
  - Institutions do not do things the same way; the policies and procedures help create consistency across the 13 participants.

**PROJECT APPROACH MOU**

- Has been confirmed—cost sharing agreement, logistical framework of how colleges share online courses.
- We need to gain consensus on the project.
- **Action Step:** Susan will contact MSU Attorney Leslie Taylor, who drafts MOUs/MOAs across institutions; cost-sharing aspect.
  - John—involve MUS fiscal staff; enrolling colleges need incentive to get students into these programs.
  - Opening the conversation to a broader group may get everyone too deeply into the weeds; Chuck’s viewpoint is to take a “This is how it’s going to be” approach.
- **Action Step:** Loop Mick Robinson and Tyler Trevor into this discussion.
- Susan cautioned that we be careful that the 2015 Performance-based funding does not have a negative impact on the participating colleges.
- **Action Step:** Lobby Tyler to include/count certificate holders as completers, especially in Phase II.
  - One-year certificates and two-year degrees are being counted.
    - Certificates of completion that are nationally recognized.
    - Non-credit are only counted if they receive the industry-recognizable credential.
- **Action Step:** Disseminate Workforce Navigator Job Description x 2

**Future TAACCCT Conversations**

- Diesel and MOUs are two discussions that need to occur.
- Cost-sharing approach.
- An interim manager for each institution will be replaced with a grant-funded manager, contingent upon being awarded the grant.
- Remember CEO calendars are filled up to two months in advance.
- The Lead Faculty meeting would follow the CEO meeting.
- Montana DLI did not offer a letter of support for the United Tribes submission.
- Senator Tester, via Tom Lopach, reaffirmed his support on the TAACCCT proposal.
- Grant notification—September 25th.