

STEM Action Center Board Meeting Minutes

March 4, 2015 • 3:00pm

ATK Clearfield Complex, C-14: 391 E. 1700 S., Clearfield, Utah

Members Present:	Norm LeClair, Reza Jalili, Jeffery Nelson, Gene Levinzon, Bert VanderHeiden, Rich Nelson (phone), Stan Lockhart, Val Hale
Members Absent:	Brad Smith, Tami Pyfer, Robert Brems, Blair Carruth, Mark Huntsman,
Staff:	Tami Goetz, Gina Sanzenbacher, Jenna Johnson, Kaitlin Felsted
Visitors:	Brent Peterson, Connie Roubnert

I. Welcome and Related Business

Jeff Nelson, STEM Action Center Board Chairman, called the meeting to order, introduced and welcomed the group and thanked ATK for hosting the meeting. The Board voted to approve the minutes.

APPROVE MINUTES

MOTION: BERT VANDERHEIDEN MOVED TO APPROVE THE MINUTES, SECONDED BY VAL HALE. THE MOTION WAS UNANIMOUSLY APPROVED.

II. Board Discussion**i. THE STEM Action Center Dashboard**

The STEM Action Center Board reviewed the newly-created dashboard which gives a brief summary of the data being collected on each of the projects assigned to the STEM Action Center. These key points include targets, measures, and baselines as well as actuals. The Board Members had positive feedback about the dashboard, and an acknowledgement of the need to continue developing the dashboard into something the public can have access to.

ii. STEM Sponsorship Approval

As per the policies and procedures for sponsorships, the Board should approve all sponsorship requests. Kaitlin Felsted, Marketing and Communications Coordinator, presented on three requests from Beehive Science & Technology Academy, Governor's Medal for Science and Technology Awards, and Craft Lake City. Board Members asked for details on the overall budget for sponsorships and what the STEM Action Center hopes to achieve through them. They also asked for how we will track the impact of the deployed funding. Reza Jalili also stressed the importance of a balance between offering funding to everyone that is related to STEM and being too stringent on these funds, and Chairman Jeff Nelson suggested there always be a

clear alignment with those who are awarded. There was also a suggestion that the STEM Action Center track the funds so that overtime, patterns can be identified as to who is being funded and who is not.

APPROVE SPONSORSHIPS

MOTION: JEFF NELSON MOVED TO APPROVE THE LISTED SPONSORSHIPS FOR THE RECOMMENDED AMOUNT AS LISTED WITH THE EXCEPTION OF CRAFT LAKE CITY, NOT BEING AWARDED UNLESS THERE IS A CLEAR ALINMENT THAT NEEDS TO BE CREATED OR IDENTIFIED, SECONDED BY BERT VANDERHEIDEN. THE MOTION WAS UNANIMOUSLY APPROVED.

III. STEM Action Center Policies and Procedures

Dr. Tami Goetz opened the discussion with the importance of having policies and procedures that protect the STEM Action Center and prepare for the possibility of a future audit. The Policies and Procedures looked at today are for the Fairs, Camps and Competitions Grant. The Board read through the policies and procedures and had suggestions such as oversight of awards, nondiscrimination verbiage, and always reporting on the number of students impacted. The Board also asked for specifics on how the STEM Action Center reports to the Board on how the funding was spent, the process of applying and approving, and why certain applications were rejected.

APPROVE POLICIES AND PROCEDURES FOR FAIRS, CAMPS AND COMPETITIONS

MOTION: STAN LOCKHART MOVED TO APPROVE THE POLICIES AND PROCEDURES FOR FAIRS CAMPS AND COMPETITIONS, INCLUDING THE CHANGED DISCUSSED, SECONDED BY VAL HALE. THE MOTION WAS UNANIMOUSLY APPROVED.

The Board Members next reviewed the Policies and Procedures for STEM Action Center Subcommittees. This has been in place for some time, however, it needed to be reviewed again and updated. Subcommittees need to be added for the following:

Executive Committee
Legislative Committee
Mentorship Committee
Grants Committee
Marketing and Communications Committee
Higher Education Committee
Workforce Alignment Committee

APPROVE POLICIES AND PROCEDURES FOR STEM ACTION CENTER SUBCOMMITTEES

MOTION: STAN LOCKHART MOVED TO APPROVE THE POLICIES AND PROCEDURES FOR SUBCOMMITTEES AND FUNCTIONAL, SECONDED BY BERT VANDERHEIDEN. THE MOTION WAS UNANIMOUSLY APPROVED.

Board Members named off committees they would like to participate in, and Chairman Nelson suggested there be flexibility to use Ad Hock Committees for special projects. It was also suggested to combine the Legislative and the Executive Committees and to change the name of the Grants Committee to Fundraising Committee.

Reza Jalili brought up the importance of communicating with the public and the State legislature on what the STEM Action Center is doing and the number of students impacted by the grants and projects the STEM Action Center oversees and deploys.

IV. Legislative Update

Dr. Tami Goetz discussed the most recent State Legislative Session that had just ended. The STEM Action Center budget was presented successfully, and possible bills assigned to the STEM Action Center were not passed. Dr. Goetz also discussed the possibility of an audit and the other committees meeting to evaluate current CTE education practices. This task force closely resembles the STEM Action Center Board and there was a question as to why the STEM Action Center was not assigned the project instead of a separate committee.

V. Legislative Site Visits

Dr. Goetz then introduced the idea of taking members of the Legislature out to visit selected schools, community events, and institutions of Higher Education to talk about STEM and how the STEM initiatives are being received and utilized.

VI. Adjournment

MOTION: CHARIMAN JEFF NELSON MOTIONS TO CLOSE THE MEETING, SECONDED BY NORM LECLAIR, AND HIS MOTION WAS UNANIMOUSLY APPROVED.