

**Minutes of the Regular Meeting of the
STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HODGE EDUCATION BUILDING
2500 NORTH LINCOLN BOULEVARD
OKLAHOMA CITY, OKLAHOMA**

January 21, 2016

The State Board of Career and Technology Education began its regular session at 9:02 a.m., Thursday, January 21, 2016 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 8:30 a.m., Wednesday, January 20, 2016, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present:

Dr. Marcie Mack, State Director, ex-officio nonvoting member
MG (R) Lee Baxter, Lawton
Mr. Tim Burg, Shawnee
Mr. Randy Gilbert, Tecumseh
Mr. Robert J. Ross, Oklahoma City
Mr. David Stewart, Afton
Mr. Will Williams, Owasso

Members of the State Board of Career and Technology Education not present:

Mrs. Joy Hofmeister, State Superintendent of Public Instruction and
Chair of the Board
Mrs. Marilyn Harrel, Weatherford
Mr. Philip Kennedy, Lawton

Attendees from the Oklahoma Department of Career and Technology Education and other guests:

See Attachment A.

CALL TO ORDER

Dr. Marcie Mack called the meeting to order at 9:02 a.m. Ms. Sharon Schonhaler called the roll and ascertained there was a quorum.

PLEDGE OF ALLEGIANCE, OKLAHOMA FLAG SALUTE, AND MOMENT OF SILENCE

Dr. Mack led Board members and all present in the Pledge of Allegiance to the American flag, a salute to the Oklahoma flag, and a moment of silence.

OPENING COMMENTS

Dr. Marcie Mack welcomed the Board Members and audience and then shared her Director's comments.

DIRECTOR'S COMMENTS

Dr. Marcie Mack reported on some of the highlights since the last Board meeting.

- In December, Governor Fallin issued a proclamation that December 3, 2015 is Family and Consumer Sciences Day. Paula Bowles, Chief Communication Officer, read the proclamation to the Board.
- First Robotics events have kicked off and we plan to bring participating students to speak to the Board and share their experiences.
- The Director handed out a list of the CareerTech Student Organization (CTSO) Conference events and invited Board members to attend any or all in which they were interested. Members can contact her for detailed information.
- She invited the Board to the Oklahoma Business Roundtable event on February 11 in Oklahoma City. CareerTech will have students on hand sharing projects demonstrating hands-on learning in their classrooms.
- Dr. Mack shared a prototype booklet prepared by Communication and Marketing to show the impact of the teacher to the student and the impact the students had in their field of study. These booklets will be shared at the CTSO Day at the Capitol. At the February Board meeting, we will highlight the CTSO activities as well as share information in the Weekly Memo.
- Another item shared was an early CareerTech history book entitled The History of Vocational and Technical Education in Oklahoma by Carl Tyson, courtesy of a CareerTech Foundation project.
- Mr. Burg arranged for the Director and Jack Staats, State Program Manager to visit with a leader from Bulgaria to discuss agriculture and CareerTech education and potential partnerships. Looking forward to having additional conversations.

General Baxter asked if the history book will be continued since the one handed out today was during Francis Tuttle's time. Dr. Mack reported there are two additional history books covering later years and this is a project of the CareerTech Foundation. He also asked how a

decision is made to where the CTSO conferences are held. Dr. Mack reported they match numbers of attendees to appropriate location and they can look into other options.

1.04 MINUTES OF THE NOVEMBER 19, 2015 REGULAR MEETING

Mr. Burg moved to approve the minutes of the November 19, 2015 regular meeting. Mr. Williams seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Ross, yes; General Baxter, yes; Mr. Williams, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

2.01 RECOGNITIONS AND PRESENTATIONS

Dr. Mack introduced Ms. Roberta Douglas, Career Development Specialist, who gave an overview and demonstration of the online system OK Career Guide. A student of any age is able to use this system and take assessments, get results, tie results to career fields, and drill down to what jobs are available and information about those jobs. National and occupation data bases feed into the system. There are resume and job interviewing tips, financial aid helps, and storage for users.

In the Spring, they will be adding plans of study, a Spanish site and a parent's portal. Next fall, they will be adding a connect to business and an elementary platform. A team of six has been training across the state at 2,500 sites. She then logged onto the internet and demonstrated the online system.

Mr. Stewart asked who was attending these trainings? Ms. Douglas answered a broad range of positions - instructors and business partners, Department of Rehabilitation Services staff, and counselors. She has trained in all areas of education from public schools to tech centers to higher education.

General Baxter asked about the cost of the contract. Dr. Mack explained about the initial cost for the software and the sharing of the cost of the tool with partners.

Mr. Stewart encouraged the strategic sharing of the tool to accelerate its use.

Mr. Williams asked if the user's response is recorded. Ms. Douglas said yes.

Mr. Burg thanked Ms. Douglas for her presentation and invited her to come to Shawnee when the "connect to business" is available.

Mr. Stewart restated that he thought businesses will help fund this program if given a chance to sponsor.

Ms. Douglas shared other parts of the system - reports that can be pulled from the usage of the system, tutorials, webinars, and student handouts. She explained the "connect to business" which is a nation-wide business and how they will make it specific to Oklahoma.

MANAGEMENT INFORMATION

3.01 Mid-Year Review

Dr. Mack reported that Roberta's presentation is part of the six month review from the launch in that area. Dr. Mack shared a powerpoint presentation on other items in the three areas

the Board approved in the Business Plan which are Business & Education Partnerships, Career Awareness and Educational Attainment.

She shared that we just completed the second meeting with the Business Advisory Council. They provided feedback on projects and asked how they can assist. The attending businesses set the agenda. We will report out on the action items in June.

Mr. Stewart asked for a list of businesses attending these meetings and a list of key takeaways from the meeting.

January 29 is a Military Advisory Council meeting to bring together the CT for Vets team to assess their work to this point and develop a strategy to make sure the work with transitioning military continues to move forward.

Dr. Mack reported on the customer/stakeholder satisfaction piece that we are not able to be as far along as we wanted this year as it has some costs to it and may need another avenue to make that happen. We are looking at partnering with non-profits and other state agencies to see how we can help their client base see and utilize these tools.

We will share numbers on our Career Awareness and a strategy outline on how we are moving forward in June.

On increasing educational attainment, we have our CareerTech Student organizations and we continue to let people know about the workforce placement skills, certifications and credentials. We finished the federal review of our Adult Basic Education. We are working with the Workforce Investment Opportunity Act and Governor's Workforce Council as our core partners in Adult Basic Education.

The Board has received a report on digital technology from Kimberly Sadler and the catalog piece is targeted to be finished the middle of February. Staff is working with our educational partners on additional academic enhancements and credits for our students. We are working with our community partners in the Skills Centers area with the mobile welding and culinary arts short term programs. We are looking at a program for training on heavy equipment which is a workforce need. Our partners with this program are a nonprofit and a private business to make that happen.

3.02 Update and Discussion on FY16 Budget

Dr. Mack shared that we were notified on December 23, 2015 that all state agencies across the board would take a three percent reduction in their FY16 appropriations. Our general appropriations is \$128 million so our reduction is three percent of \$128 million. An approximate \$3.8 million cut had to be implemented and uploaded by January 7th. We utilized the same framework as the July cut. Fifteen percent cut was to the agency operations and 85 percent was in the pass through dollars sent to our educational entities. All tech centers were notified by January 8 so they could plan.

General Baxter asked if the 85 percent was passed uniformly across the tech centers. Dr. Mack reported we utilized a formula because all tech centers receive a different amount of state funding due to the factors in the formula.

General Baxter asked if the Board has a role to play in where the cuts are taken. Dr. Mack said in the past, that has not been a Board action item. The Board passes the budget in July that

gives us a framework. The agency is here to help with the details and we can provide you the information.

Mr. Gilbert said that it would be beneficial to have the information and rationale for the cuts so when discussion comes up, we have the information.

MANAGEMENT ACTION ITEMS

4.01 Discussion and Vote on Rezoning of Metro Technology Centers School District No. 22 Due to Millwood Annexation, Effective January 1, 2016

Dr. Mack called the Board's attention to the letter that the agency received from Dr. Elaine Stith, Superintendent of Metro Technology Centers. The Metro Technology Centers Board did take action on January 12 to include Millwood School District as a part of election district number five. To allow that to happen, the State Board must approve that action so Millwood will become a voting member in Metro Tech's district.

General Baxter moved to approve the rezoning of Metro Technology Centers School District 22 to place Millwood School District in election district number five. Mr. Burg seconded the motion. The motion carried with the following votes: Mr. Williams, yes; General Baxter, yes; Mr. Ross, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Gilbert, yes.

4.02 Discussion and Vote on Mid-Year Personnel Report and Ratification of Personnel Actions from July 1, 2015 to December 31, 2015

Ms. Marie Saatkamp, Human Resource Specialist, reminded the Board that the Board had determined the process that personnel actions payband 14 and above would come before the Board as they happened. Actions at paybands below 14 would be brought on a semi-annual basis in January and July. The Board received a copy of the Mid-Year Personnel Report for July 1 – December 31, 2015.

General Baxter moved to approve the Mid-Year Personnel Report and ratification of personnel actions. Mr. Burg seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes, Mr. Burg, yes; Mr. Stewart, yes; Mr. Ross, yes; General Baxter, yes; Mr. Williams, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

4.03 Proposed Executive Session to Discuss Resignation/Retirement of Dr. Joe Robinson, Associate State Director

4.03 (a) Vote to Convene in Executive Session

General Baxter moved to convene into executive session at 10:20 a.m. Mr. Burg seconded the motion. The motion carried with the following votes: Mr. Williams, yes; General Baxter, yes; Mr. Ross, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Gilbert, yes. Dr. Mack asked the board for permission for Glen Hammonds to convene with them in executive session.

4.03 (b) Vote to Acknowledge Return to Open Session

Mr. Burg moved to return to open session at 11:02 a.m. Mr. Williams seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes, Mr. Burg, yes; Mr. Stewart, yes; Mr. Ross, yes; General Baxter, yes; Mr. Williams, yes.

4.03 (c) Vote on Any Action Regarding Subjects of the Proposed Executive Session

Mr. Burg moved to approve the resignation/retirement of Dr. Joe Robinson on March 31, 2016 and commended him for his stellar service to the Oklahoma Department of CareerTech. Mr. Williams seconded the motion. The motion carried with the following votes: Mr. Williams, yes; General Baxter, yes; Mr. Ross, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Gilbert, yes.

NEW BUSINESS

Mr. Gilbert announced that he attended a funeral last Saturday morning for Mr. Joe Raunikar, a longtime CareerTech employee. Joe had a tremendous passion for CareerTech and the FFA. He was a great guy and lived a full life at 89 years. Joe will be missed.

Mr. Burg asked about the Director's conversations with the Tech Center Superintendents over the budget constraints. Dr. Mack reported they do have monthly conversations, looking at where we are at, projecting at what this looks like, looking at processes we have in place. It is a continued conversation trying to prepare for the immediate future.

ANNOUNCEMENTS

There were no announcements.

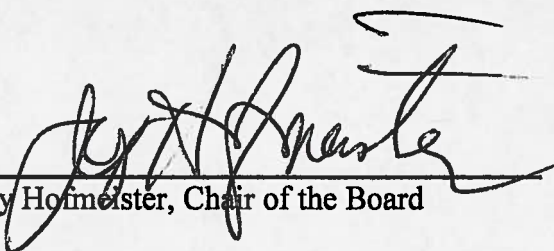
ADJOURNMENT

There being no further business, Dr. Marcie Mack adjourned the meeting at 11:15 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, February 18, 2016 at 9:00 a.m. The meeting will convene at the Oliver Hodge Education Building, Oklahoma City, Oklahoma.



Sharon Schonthaler, Executive Assistant
to the CareerTech State Director and Secretary
of the CareerTech Board



Joy Hofmeister, Chair of the Board

OKLAHOMA STATE BOARD OF
 CAREER and TECHNOLOGY EDUCATION
 REGULAR MEETING - JANUARY 21, 2016
 SIGN-IN SHEET

Attachment A

(Please Print) Name	Business-School-Agency	Address
Sharon Schonthalen	ODCTE	Stillwater
Marcie Mack	ODCTE	Stuy
Marie Saatkamp	ODCTE	Stuy
Justin Anthony	ODCTE	John
Jerronda Spote	ODCTE	Stuy
Chloe Robinson	ODCTE	Stuy
Bunerea Sade	"	"
Glen D. Hamboldt	Asst. Atty General	"
David Stewarts	Mid. America	"
Paula Powell	ODCTE	Stillwater
Scott Smith	ODCTE	OKC