

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

July 18, 2019

The State Board of Career and Technology Education began its regular session at 9:02 a.m., Thursday, July 18, 2019 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 1:10 p.m., Tuesday, July 16, 2019, 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
Mrs. Janet Smith, Tulsa
Mr. Brian Bobek, Oklahoma City
Mr. Michael Brown, Lawton
Mr. Tim Burg, Shawnee
Mr. Randy Gilbert, Tecumseh (arrived at 9:08 a.m.)
Ms. Estela Hernandez, Oklahoma City
Mr. David Stewart, Afton

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
Mr. Jimmy Stallings, Enid

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. Jessica Ventris called the roll and ascertained there was a quorum. Dr. Mack had all Board members introduce themselves.

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 / DIRECTOR'S COMMENTS

Dr. Mack welcomed everyone and went over the following information:

- She told the Board in their packets was the handout for the Galaxy launch. Galaxy is the portion of OK Career Guide designed for kindergarten through fifth grade career exploration. The guide was designed by the agency's Creative Services and Career and Academic Connections for administrators, counselors and teachers.
- The Board was given an updated Board member contact sheet.
- Also in their packets was the Oklahoma Summit invitation and agenda. She invited Board members to attend on August 1-2, 2019 at the Cox Convention Center. Thursday, August 1, is the General Session at 1 p.m. During the General Session, multiple awards are given out to education leaders.
- The agenda and other Summit information is located on CareerTech's web site.
- Dr. Mack provided Board with a flyer about OSSBA's Leadership Conference.
- Dr. Mack told Board members the agency recently updated the Employee Guidebook and provided them a copy.
- August 12-13, 2019 is the Governor's Economic Development Summit in Edmond, OK. Dr. Mack said an email would be sent to the Board with registration information on all of the events mentioned.

1.04 MINUTES OF THE JUNE 20, 2019 REGULAR MEETING

Mr. Burg moved to approve the minutes of the June 20, 2019 regular meeting. Mr. Stewart seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Mr. Burg, yes; Ms. Hernandez, yes; Mr. Gilbert, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 THIS IS CAREERTECH VIDEO

Ms. Paula Bowles, Chief Communications Officer, explained to the Board that last year her staff made this video for individuals to be able to use in presentations in its entirety or by delivery arm segments. The video explains the CareerTech system and history. Board members watched This Is CareerTech.

Dr. Mack said the video is available on the CareerTech web site. Ms. Bowles told Board members to follow CareerTech on social media to see the variety of videos the agency produces. Mr. Stewart said he would like to see a video on Oklahoma's top five eco systems.

MANAGEMENT INFORMATION ITEMS

3.01 CAREERTECH YEARLY REVIEW

Dr. Mack provided the Board with a printout of the CareerTech Yearly Review presentation. She highlighted the following information.

- The first portion of the presentation honors CareerTech staff years of service in five-year increments. There was also a list of internal transitions of current staff.
- She went over the professional development opportunity for agency staff titled; Explore, Embrace, Empower. Dr. Mack said she would update the Board when it's completed. The agency currently has 220 employees' budgeted but not all positions have been filled. All employees can participate in the Explore, Embrace and Empower opportunities.
- Dr. Mack went over the agency building updates.
- Human Resource updates were included in the Employee Policy manual the Board received in their packets.
- The Perkins Transition Plan was approved and the Comprehensive Local Needs Assessment is being developed.
 - There was an increase in Perkins federal funding of approximately \$900,000.
 - The agency's finance staff was able to review all FY20 Perkins applications and send all schools an approval letter or reject/needs help letter by July 1, 2019. This was the first time since Dr. Mack has been at the agency, that this process was completed by July 1st. The Finance Division's hard work was recognized.
- There was an increase in Adult Basic Education funding.
 - The Communications Division is developing ways to increase awareness of ABE services.
- In October 2018, the Technology Center Standard Certification became effective. Since October, 58 individuals have received this certification.
- Dr. Mack went over the updates in the CareerTech Information Management System (CTIMS). They are included in their packets. Multiple modules are in production.
- The Communications and Marketing updates included:
 - New Manager is Nelson Solomon.
 - Podcast to start in the fall.
 - CareerTech History course was deployed in June.
- In Agriculture Education:
 - Manager is Jack Staats.
 - There were 27 K-12 program additions, 17 from the unfunded list and 10 new. This is because of the additional legislative funding we received this year.
 - Oklahoma FFA was recognized as the National State of the Year.
- In Business Marketing Information Technology Education:
 - Manager is Carrie DeMuth.
 - There were 37 program additions. More than 20 new programs in the Moore School District.
 - BMITE hosted a Futuring Panel where 60 of the state's local and national top business leaders helped to align BMITE's standards and curriculum to the real-time needs of industry.
- In the Career and Academic Connections division the following updates were given:
 - New Manager is Cari Lousch.
 - Connect to Business listings are up 247 percent over last year.
 - Galaxy platform for elementary students launched this year.

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- Reports were provided in the Board packets and will be emailed to the Board. Mr. Stewart would like to see penetration rates, what percentage of the total population are we touching, added to the reports.
- Family and Consumer Sciences:
 - Manager is Terri Hollarn.
 - 31.25 K-12 program additions.
 - Changed their acronym from FACS to FCS.
 - Updated plans of study.
 - Statewide sponsor secured for the digital curriculum adoption, Bee-Sew-In and Baby Lock Sewing Machines.
- Health Education:
 - Manager is Lara Morris.
 - One K-12 program addition.
 - Increased enrollees and HOSA membership.
- Science Technology Engineering and Math Education:
 - Manager is Tonja Norwood.
 - 41.75 K-12 program additions.
 - Focused on creating standards for all of STEM with an emphasis on Technology Engineering.
 - Partnerships with NASA Hunch, FAA, AFA and Aeronautics Commission.
- Trade and Industrial Education:
 - Manager is Jeff Huffman.
 - Developing relationships with a variety of boards and industry partnerships.
 - CLEET legislation implementation.
- Mr. Gilbert pointed out that a total of 138 new programs were added with the increase in funding.
- Skills Centers updates:
 - Manager is Greg Dewald.
 - New mobile construction trailer in partnership with TEAM and the Oklahoma Department of Corrections
 - DOC realigned Muddy Paws but we are still working with a nonprofit.
 - New juvenile programs in Norman and Mustang in partnership with the Oklahoma Office of Juvenile Affairs.
 - Working with a local company on truck driver training for inmates.
 - Tulsa Construction Board has written a Memorandum of Understanding with CareerTech to sponsor students as they transfer into the construction industry.
 - Plans to expand juvenile programming with the increase in Perkins funding of \$150 million.
 - The welding trailer was at the Muscogee Creek transition location and their first class of 12 students graduates this week. The graduates are employed.
 - There is a new Assessment Specialist at Lexington.
 - CareerTech instructor Cecil Wainscott, will be recognized at the Oklahoma Summit for his statewide electrical program.
- Eddie Compton, our Aerospace/Defense Industry Liaison, continues to move the Statewide Aerospace Center project forward.
- On July 1, 2019, the State Accrediting Agency moved to the Oklahoma Department of Veteran Affairs. Brint Montgomery in the new program manager. He is working with CareerTech to streamline the processes.
- Accreditation Updates:
 - Manager is Randy Feagan. Justin Lockwood is the Deputy State Director overseeing Accreditation.
 - Simplified examiner training.
 - Shortened boot camp by one day for accreditation examiners.

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- Reduced the length of onsite visits by one day.
- Improved reports by developing electronic/digital storage of all examiner comments.
- Jessica Ventris is the new Accreditation Coordinator, effective August 1, 2019.
- Dr. Mack explained how everything that Careertech does is to align with the Strategic Plan goals; Educational Attainment, Career Awareness, Business/Educational Partnerships and Agency Operations. Staff was asked to participate in a stocktake to evaluate the status of the Strategic Plan goals. She showed the Board an example of the stocktake. With their results, staff was asked for the timeframe to complete the tasks.
 - The results were broken down and there are teams of staff members working on the tasks in the time frame of 90 days, six months or one year.
 - Dr. Mack said the agency will make sure our data will match what other agencies are using.
- Dr. Mack explained to the Board that twice a year, the agency awards staff members for various accomplishments in the areas of Above and Beyond, Innovation, Leadership in Excellence, Excellence in Customer Service and a Team Award. She went over the award winners this past year.
- Mr. Burg asked about OEIP participation.
 - Mr. Lockwood said there were approximately 200 teachers that participated this summer. Next year, the goal is 300 teachers and possibly five sites across the state. OEIP happens once a year, during the summer months.
 - Dr. Mack said the agency has a goal this year to identify other teacher externships.
- Mr. Gilbert asked Dr. Mack to congratulate all of the award winners on behalf of the Board.

3.02 WORKFORCE DEVELOPMENT COMMITTEE UPDATE

Dr. Mack introduced Mr. Stewart to give the Board an update on the Workforce Development Committee. Mr. Stewart explained to the Board how the committee was started. Workforce is now under the Oklahoma Department of Commerce and Secretary Kouplen. Mr. Stewart said he was asked to help guide the process. The committee is comprised of individuals that are decision makers, have impact and know business and industry.

The preliminary report will be given at the Governor's conference on August 12, 2019. There will be two sets of recommendations, strategic and specific. The specific recommendations include things like supporting counselors with their current barriers. The strategic recommendations include the following items: that CareerTech should be the primary drive of workforce development, regional Economic Development Officers (EDO's) should be more involved, and the development of Centers for Excellence. Additional funding will be needed and used an incentive for the development of and expansion of established Centers for Excellence. One database will be developed for all workforce data to be entered. He said another recommendation is a one-stop shop for all workforce information.

Other recommendations include: increased funding for certifications and credentials, and leverage for OK Career Guide and other career exploration programs. Veterans are included in the plan. All states do different things when it comes to workforce development but have similar fundamental principles. He said Oklahoma needs better execution and he is very optimistic about the committee's mechanisms to make change.

Dr. Mack said she would send the board an email with the registration information for the Governor's conference on August 12, as well as the other registrations discussed at the meeting.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JANUARY 1, 2019 TO JUNE 30, 2019

Dr. Mack introduced Becki Foster, Chief of Staff, to present the report. Ms. Foster said the report is a summary of the first six months of personnel actions for pay bands below 14. Anything above a pay band 14 is brought to the board for approval. The reason for the vote is to comply with Board policy. The Board requested to see these personal actions for their awareness, every six months.

Mr. Burg moved to approve the Mid-Year Personnel Report and ratification of personnel actions from January 1, 2019 to June 30, 2019. Ms. Smith seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Burg, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yes; Ms. Smith, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

3.02a PROPOSED EXECUTIVE SESSION TO DISCUSS THE TERMINATION OF SUSAN BIGHEART, HUMAN RESOURCES GENERALIST (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))

Mr. Burg moved for approval to convene in Executive Session at 10:52 a.m. and requested Assistant Attorney General, Glen Hammonds, and Becki Foster, Chief of Staff, stay in the room. Mr. Brown seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Mr. Burg, yes; Ms. Hernandez, yes; Mr. Gilbert, yes.

3.02b VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION

Mr. Burg moved to return to open session at 11:05 a.m. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Burg, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yes; Ms. Smith, yes.

3.02c POSSIBLE VOTE ON ANY ACTION REGARDING SUBJECT OF THE PROPOSED EXECUTIVE SESSION

Mr. Burg moved to approve the termination of Susan Bigheart, Human Resources Generalist, effective July 18, 2019. Mr. Brown seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Mr. Burg, yes; Ms. Hernandez, yes; Mr. Gilbert, yes.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

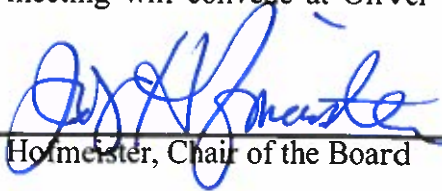
There were no announcements.

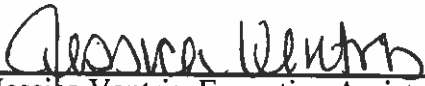
ADJOURNMENT

There being no further business, the meeting was adjourned at 11:07 a.m.

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The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, August 15, 2019 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.


Joy Holmeister, Chair of the Board


Jessica Ventris, Executive Assistant
to the CareerTech State Director and Secretary
of the CareerTech Board