

**Minutes of the Regular Meeting of the**

**STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION  
HELD AT THE HODGE EDUCATION BUILDING, 2500 NORTH LINCOLN  
BOULEVARD, OKLAHOMA CITY, OKLAHOMA**

**January 20, 2022**

The State Board of Career and Technology Education began its regular meeting at 9:00 a.m., Thursday, January 20, 2022 at the Hodge Education Building, Room 1-20, Oklahoma City, OK; and the meeting was also streamed on Youtube. Notice was properly given, and the final Agenda was posted at 8:28 a.m., January 19, 2022, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present and all appeared in person:

Ms. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board  
Dr. Marcie Mack, State Director, ex-officio nonvoting member  
Mr. Brian Bobek, Oklahoma City  
Mr. Michael Brown, Lawton  
Mr. Peter Dillingham, Enid  
Mr. Randy Gilbert, Tecumseh  
Ms. Estela Hernandez, Oklahoma City  
Mr. Edward Hilliary, Elgin  
Ms. Janet Smith, Tulsa  
Mr. David Stewart, Locust Grove

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

See Attachment A.

## **CALL TO ORDER**

Superintendent Hofmeister called the meeting to order at 9:00 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

## **SUPERINTENDENT'S COMMENTS**

Superintendent Hofmeister said thank you to all who are working in healthcare right now. With hospitals that are overflowing with this recent surge, of course, we know this is everywhere and this is something that they are feeling the brunt of. There is always a lag after last week's surge and record totals that our thoughts and prayers go out to our doctors, our nurses and those in our facilities and CareerTech students that are also preparing to earn their credentials to be support and healthcare workers inside our hospital system as well.

## **DIRECTOR'S COMMENTS**

Dr. Mack said good morning everyone and thank you for being here. In your packet I do want to highlight some of the items first before I go through some of my other comments.

- There is an outline of the board meeting dates for 2022. Special note in September the board meeting will be held at the agency in Stillwater and then November will be at a school site.
- The next item is a hard copy of the letter to Construction and Properties Department at the Office of Management and Enterprise Services specific to our water damage at the agency on December 7, 2021. This document was also emailed to all board members. Right now, we are still on target with the timeline that I emailed out to you for April 1, 2022 to be able to have that back in working condition. We are required to have that letter to outline specifically for emergency with risk management so that we can proceed through that process in a timely manner.

A couple of exciting things happening are:

- We do have the virtual reality component for the meat processing that will be deployed to classrooms. Justin Siler is working with our Family and Consumer Science (FCS) and Agriculture Education (AG Ed) to identify classrooms. Those virtual reality components will be going out the first part of February.
- Also, the first of February, which has been a substantial work in progress, the pilot testing for CDL (Commerical Driver Training) will kick off. This is our partnership with the Department of Public Safety. CareerTech's Jennifer Palacio has been at the forefront of that conversation. We are very excited about the kickoff.
- Adult Education and Literacy; this was our year to be monitored. We have received that report back and the staff did an exceptional job. We have some recommendations, specifically for our application and we will be making those updates. Currently we're in the process of that being open to receive grants and those will be awarded July 1, 2022. We are looking for reviewers to be able to move that forward. We have 111 sites across the state so looking to continue that partnership.

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- We were awarded a grant in partnership with the Department of Corrections which will allow us to build three new skill centers programs at Vinita Community Corrections so we're excited. The first program that we'll kick off is truck driver training and that will be in partnership with Northeast Technology Center.
- We were also awarded a grant from Advanced CTE. Kylie Moulton is handling that, and we have sent out the RFP's (request for proposal). We ran one in the fall and it's a grant that we provide to schools to promote their programs specific to high quality career and technical education programs from construction to aviation and all their various areas.
- Lottery grants opened this week for our K-12 schools and that list of awarded grants comes to the state board in May. Technology Centers will open on Monday and the Lottery Scholarship is open as well. We have 45% for K-12; 45% for Technology Centers and 10% for teacher scholarships.
- Our CareerTech Educator Conference that was scheduled for next week for in person has changed. We had multiple requests and conversations so we'll be offering portions of that virtually so that the teachers can still participate and move that forward. We'll be able to still have that professional development. As well as our Joint Counselor Conference that we're working with the State Department of Education and the Regents for Higher Education to host in March. We are moving forward with that making sure that we get some of those best practices out there. We're accepting speakers for that currently.
- We have a partnership that we put together for a federal grant with the Aeronautics Commission and they were awarded that grant. So, CareerTech with the Aeronautics Commission the outline for that is promotion of aerospace programs across the state and starting that in career awareness and curriculum that we currently partner with them on plus also some of the other pieces that we're working on to develop and choose aerospace with AAR Aircraft Services that gives us another avenue to do that with great funding. We're excited about that.
- Oklahoma was highlighted last Friday. Shawna Nord, Career and Counseling Development Manager, and I had the opportunity to present to state leaders' network which highlighted the work of Career and Technology Education as it relates to the ICAP (individualized career academic planning). We talked about the great foundational work that the State Department of Education did in New Skills for Youth and how career and technology education counts in the ICAP and is a vital piece to that. We were able to move that forward as well as receiving a federal grant to offer career counseling conference across the state which will be free to the counselors, providing resources and tool kits. We were notified of that after the first the year.

Last few things I have,

- Finished the agreement with the Office of Juvenile Affairs so we will have a new program that will be at Tecumseh at their facility. We will be getting back into that area and we're very excited to be able to continue that and expand that program base.
- We have finished the Senate education budget hearing. The House education budget hearing is set for next week.
- We know that CareerTech month is every month for us in Oklahoma but nationally it will be recognized in February as National Career and Technology Education month. As we have done in the past you will see things come out on a daily basis about the impact and

the work highlighting our champions. We have been asked to share that with some national groups because they would like to highlight Oklahoma as well. A lot of good communication pieces coming out from that.

### **1.05 MINUTES OF THE NOVEMBER 18, 2021 REGULAR MEETING**

Mr. Dillingham moved to approve the minutes of the November 18, 2021 regular meeting. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

### **MANAGEMENT INFORMATION**

#### **2.01 STATE AGENCY'S NEW WEBSITE – MR. RUSSELL RAY, CHIEF COMMUNICATIONS AND MARKETING OFFICER**

Mr. Ray said it's good to see everyone once again and thank you for having me. It has been a very long and challenging journey to get where we are today. We've spent the last six months working with Adobe to get a new website, however, the work started well before that. We've been talking about a new website and planning for a new website when I started back in August 2020. I think even before then there was a lot of talk about the need for a much better website.

I think, and as all of you know, the best marketing tool that any state agency or company has is its website. We had a very old website that was outdated, very difficult to navigate at times and it often took six or seven clicks to get to where you need. It was very difficult to tell the CareerTech story and inform parents, educators, and students about everything that CareerTech offers.

This website, I think, offers us a lot of opportunities and potential to reach a lot more people. Right now, our page views range between 20,000- and 30,000-page views per month with our old website. We think with this new website those page views and the number of users will rise significantly because we think people will stay on the site longer and explore more.

The new platform is Adobe Experience Manager; we moved the website from plome to AEM. We had our kickoff meeting with Adobe in June 2021. The big challenge for us was the size of our website. We have one of the largest websites, one of the largest state agency websites, out there if not the largest. When I first started, we had from 5,000- to 7,000-pages of content, that was too much content and a lot of it was obsolete. We were able to get all of those pages down to 1200-pages of content. The cost of this project would have been tremendous if we did not get the number of pages down.

Mr. Ray showed the website and talked more about the content.

A question was asked about how much did the website cost and was there grant funding for this? Mr. Ray said yes, The Office of Management and Enterprise Services (OMES) applied for CARES funding. Total cost of the website was \$265,000. We were part of a pilot with other agencies to transition to the platform for accessibility and meeting some of the other technology criteria and for individuals to be able to utilize those within the platform. We volunteered to be part of the pilot and with that came the opportunity for them to fund it.

## **MANAGEMENT ACTION ITEMS**

### **3.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JULY 1, 2021 TO DECEMBER 31, 2021 – MS. MELISSA STURGEON, HUMAN RESOURCES MANAGER**

Ms. Sturgeon said good morning. This is our semi-annual report that we bring for your approval. This represents all employment actions that have occurred between July 1, 2021 and December 31, 2021. It also represents everyone that was below a pay band 14; then of course anyone pay band 14 and above we bring to you as they occur.

Mr. Stewart moved to approve the Mid-Year Personnel Report and Ratifications of Personnel Actions from July 1, 2021 to December 31, 2021. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Dillingham, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

### **3.02 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATION, DR. LOCKWOOD, DEPUTY STATE DIRECTOR**

Dr. Lockwood said thank you and I do appreciate your time so I will be brief in my presentation.

The examiners evaluated all aspects of the technology center's operations using the quality standards approved by this Board and listed in the Accreditation Guidelines published by the Oklahoma Department of Career and Technology Education. These standards address leadership administration, instruction and training, support services, management and analysis, personnel, operations and system impact. The accreditation staff also conducted technical visits for financial and safety before the visits to help staff prepare.

Examiners also interviewed technology center administrators, certified and support staff, and students and stakeholders. Stakeholders interviewed included business industry representatives, community leaders, partners school administrators and teachers, and parents of students attending the technology center.

If approved the technology centers will have 90 days to submit an action plan addressing one opportunity for improvement identified in the report for each of the six quality standards.

Agency staff will monitor progress toward completion of these continuous improvement action plans and provide technical assistance as needed.

- **MID AMERICA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 8,  
WAYNE, OKLAHOMA**

On September 8<sup>th</sup> and 9<sup>th</sup>, 2021 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Mid-America Technology Center in Wayne, Oklahoma. The examiner team comprised 33 examiners, ODCTE staff including 16 examiners from other Technology Centers.

During the review, examiners interviewed 20 stakeholders in various manners including individual settings and in small groups. Examiners found no areas of noncompliance.

We recommend that the Board grant full accreditation status to Mid-America Technology Center.

Here to represent Mid-America Technology Center is Superintendent Mike Eubank.

Ms. Hernandez moved to approve the accreditation of Mid America Technology Center. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

- **WESTERN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 12, BURNS  
FLAT, OKLAHOMA**

On September 21<sup>st</sup> through 23<sup>rd</sup>, 2021 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Western Technology Center in Burns Flat, Oklahoma. The examiner team comprised 34 examiners, ODCTE staff including 13 examiners from other Technology Centers.

During the review, examiners interviewed 23 stakeholders in various manners including individual settings and in small groups. Examiners found no areas of noncompliance.

We recommend that the Board grant full accreditation status to Western Technology Center.

Here to represent Western Technology Center is Superintendent Kathe Corning.

Mr. Bobek moved to approve the accreditation of Western Technology Center. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Dillingham, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

**4.03 PROPOSED EXECUTIVE SESSION TO**

**A) DISCUSSION AND VOTE (IN OPEN SESSION) TO HIRE A BUSINESS,  
MARKETING AND INFORMATION TECHNOLOGY EDUCATION MANAGER;  
AND,**

**B) DISCUSSION AND VOTE (IN OPEN SESSION) TO TERMINATE THE  
EMPLOYMENT OF PROBATIONARY EMPLOYEE, MS. STOCKTON COBB,  
JOBS FOR AMERICA'S GRADUATES (JAG) INSTRUCTOR; AND,**

**C) CONTINUATION OF ANNUAL EVALUATION OF STATE DIRECTOR, AND  
POSSIBLE VOTE (IN OPEN SESSION) ON PROVIDING FEEDBACK TO THE  
STATE DIRECTOR ON THE EVALUATION.**

**(AUTHORITY: 25 O.S. 2011, § 301 (B)(1))**

Mr. Hilliary moved to convene into executive session at 9:42am. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried.

State Director Marcie Mack and Assistant Attorney General Glen Hammonds joined the Board in executive session.

Mr. Brown moved to return to open session at approximately 11:18am. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried.

**A) DISCUSSION AND VOTE (IN OPEN SESSION) TO HIRE A BUSINESS,  
MARKETING AND INFORMATION TECHNOLOGY EDUCATION MANAGER**

Mr. Hilliary moved to hire Mark Burch as the Business, Marketing and Information Technology Manager effective January 20, 2022. Mr. Gilbert seconded the motion. The following motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Dillingham, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

**B) DISCUSSION AND VOTE (IN OPEN SESSION) TO TERMINATE THE  
EMPLOYMENT OF PROBATIONARY EMPLOYEE, MS. STOCKTON COBB, JOBS  
FOR AMERICA'S GRADUATES (JAG) INSTRUCTOR**

Mr. Bobek moved to terminate the employment of probationary employee Ms. Stockton Cobb. Mr. Brown seconded the motion. The following motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, abstain. Motion carried.

**C) CONTINUATION OF ANNUAL EVALUATION OF STATE DIRECTOR, AND  
POSSIBLE VOTE (IN OPEN SESSION) ON PROVIDING FEEDBACK TO THE STATE  
DIRECTOR ON THE EVALUATION.**

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No action was taken.

Superintendent Hofmeister said we are grateful for all of the work you've done Dr. Mack, leading us through the covid pandemic, through unprecedented time and it's been a tremendous year and you've been seeing that with those in the field. We appreciate your leadership as well.

Ms. Smith said in support of what Superintendent said, thanks for the work you've been doing.

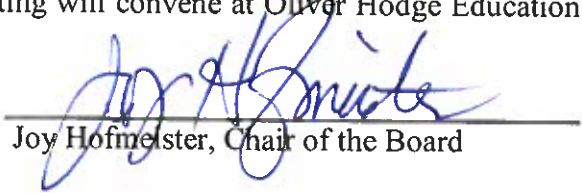
### ADJOURNMENT

There being no further business, the meeting was adjourned at 11:21 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, February 17, 2022 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

  
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Angela Jones, Executive Assistant  
to the CareerTech State Director and Secretary  
of the CareerTech Board

  
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Joy Hofmeister, Chair of the Board