

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

June 20, 2019

The State Board of Career and Technology Education began its regular session at 9:05 a.m., Thursday, June 20, 2019 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 4:25 p.m., Tuesday, June 18, 2019, in accordance with 25 O.S. 2011, § 311(9).

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

Mrs. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board
Dr. Marcie Mack, State Director, ex-officio nonvoting member
Mr. Michael Brown, Lawton
Mr. Tim Burg, Shawnee
Mr. Randy Gilbert, Tecumseh
Mrs. Janet Smith, Tulsa
Mr. Jimmy Stallings, Enid (Departed at 9:57 a.m.)

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

Mr. David Stewart, Afton
Vacant (Pending Governor's Appointment of Two Members of State Board of Education)

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 9:05 a.m. Ms. Jessica Ventris called the roll and ascertained there was a quorum.

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

Supt. Hofmeister 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

Supt. Hofmeister commented on it being summer, a time filled with conferences, professional development, travel and family activities. She said she hoped the Board members were having a good summer.

DIRECTOR'S COMMENTS

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

- The CareerTech All Staff meeting is Monday, June 24 at the agency. Staff will be reviewing the agencies goals and objectives.
- The Perkins V Transition Plan was approved. Staff is now working on the state plan that is due in the spring of 2020.
- Oklahoma Education and Industry Partnerships (OEIP) has completed four events and there is one left. The externship gives teachers the opportunity to connect with business and industry.
- There are a couple new programs in the Skills Centers. Green County Technology Center is partnering with Muscogee Creek Nation Reintegration Program. The welding trailer will be on site to provide certified welding training to individuals being released into the workforce. Also, Metro Technology Center is partnering with TEAM to add a construction program. There will be a portable construction trailer available to the Skills Centers that need the entry-level training. The goal of the training is to keep them from returning to DOC custody.
- There is a new construction program with the Oklahoma Office of Juvenile Affairs in Norman.
- Oklahoma CareerTech was selected by NBA Research to host site industry panels. NBA Research is a national nonprofit organization that focuses on business, finance and marketing. They are at Francis Tuttle Technology Center this week. They invite business and industry in to discuss the economic needs in the areas of business, finance and marketing. It allows us to make sure our programs are offering what workforce needs.
- Dr. Mack will meet the new executive director of the State Accrediting Agency (SAA) today. The SAA sunsets at the end of June and will be moving to the Oklahoma Department of Veteran Affairs. The SAA accredits our technology center programs for veterans to be able to use their GI Bill benefits.

- The Open Checkbook was launched by the Governor's office on June 12 and it includes CareerTech's information.
- Supt. Hofmeister and I attended the Governor's first Leadership Summit with approximately 300 agency leaders. All agency heads were invited and they could bring one other staff member with them. The summit was held to discuss the state's goals and objectives and how agencies will contribute. Supt. Hofmeister said it was a unique meeting. The Governor talked about his vision, why he selected the cabinet members that he did and what he is looking for in leaders. The event was held at Metro Technology Center.
- Supt. Hofmeister said she recently met with Mr. Joe Allbaugh, former Oklahoma Department of Corrections Director, and he mentioned CareerTech and his gratefulness for our Skills Center programs.

1.05 MINUTES OF THE MAY 16, 2019 REGULAR MEETING

Mr. Burg moved to approve the minutes of the May 16, 2019 regular meeting. Mr. Brown seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stallings, yes; Mr. Burg, yes; Mr. Gilbert, yes; Supt. Hofmeister, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 CAREERTECH STUDENT ORGANIZATION OFFICERS

Dr. Mack told Board members the student organization officers recently came together at CareerTech University (CTU), an officer retreat to prepare for the upcoming year. One of the ideas that Dr. Mack's student advisory committee came up with to communicate better was podcasts. The first podcast will launch this fall but an example was developed at CTU. The agency's communication staff interviewed the officers and took video of the retreat. The Board members watched the video put together by agency staff.

Mr. Gilbert asked for a more information on CTU. Dr. Mack said that CTU is a retreat for CTSO officers held every May. They come together to share best practices, work on goals and objectives for the year and do team building exercises.

MANAGEMENT ACTION ITEMS

3.01 DISCUSSION AND VOTE ON OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION FY20 BUDGET

Ms. Lisa Batchelder presented FY20 CareerTech budget. She was excited to be reporting an increase. She introduced Stephanie Rossander, Finance Manager, and told the Board that Stephanie spent many hours working on the budget. She recapped the executive summary that was emailed to Board members and was also in their packets:

- CareerTech received \$19,090,814 or 15.86% increase
 - \$11,800,000 – Flex (Health) Benefits Allowance. This allows us to work on our first goal, Education Attainment. The dollar amount will be used to fund the statutory requirement without cutting technology center operational funding and business and industry program funding. CareerTech has always fully funded the Health Benefit Allowance but has had to cut operational funding to do so. Supt.

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Hofmeister pointed out that health benefits costs have doubled since 2010 and the agency is still about \$15 million behind what it received in 2010, plus the benefit costs doubling.

- \$5,200,000 – K12 CareerTech Programs. Ms. Batchelder said this amount also helps the agency obtain the Education Attainment objective. It allows the agency to expand its offerings. The agency is able to fund 165 unfunded programs. Program assistance allocations were also adjusted and the salary supplement amounts increased for the first time in many years.
- \$2,090,814 – Certified Personnel and State Employee Salary Increases. HB2771 outlined the state employee pay raises, ranging from \$600 to \$1500, depending upon salary.
- Lottery appropriations decreased \$471,666 or 11.94%. She told the Board that we spend Lottery dollars the following year after they are accumulated. During FY20, we will spend FY19 funding. We want the money deposited before we spend it. Mr. Burg asked if she knew why the Lottery funding fluctuates. Supt. Hofmeister said there are different things that can affect it and they are able to keep track of it.
- Carl Perkins federal grant allocation increased by \$902,195, making that grant total approximately \$16 million. It was approximately 2007 when the last increase was received.
- Adult Basic Education federal grant allocation increased by \$384,752. Supt. Hofmeister said that Rep. Cole has been instrumental in the federal increases.
- Ms. Batchelder also went over HB2765, CareerTech's FY20 legislative appropriations bill.
- Included in the packet was the chart illustrating the CareerTech appropriations and revenue failure from FY10 to FY20. Mr. Stallings pointed out an error in the math of the Revised FY19 total. Ms. Batchelder said he was correct and they would make the edit.
- She went over the declining FTE trend since 2010.
- She showed the Board members charts of CareerTech's revenue sources. She explained that our Revolving account is our contracts, such as DOC and our printing services, and makes up 3 percent. Federal revenue is 15.71 percent and includes Perkins, Adult Basic Education, Oklahoma Bid Assistance Network and Temporary Assistance for Needy Families. Agency special accounts are conferences and professional development and makes up .20 percent.
- She went over the comparison chart of FY19 vs FY20 Projected Revenue vs Expenditure Comparative (All Funds). Ms. Batchelder went through the breakdown of the pass-thru dollars. Agency Operations is increased due to facilities and maintenance updates. Mr. Burg asked about the fund balance for teacher's retirement. Supt. Hofmeister said that Oklahoma is leading among the nation at approximately 79 percent.
- Ms. Batchelder told Board members the remaining pages were more details from the summary page. She asked if there were any questions. Ms. Smith asked about how the pass-thru amounts are figured. Ms. Batchelder said technology center assistance is by a formula, and program assistance amounts are determined by the type of program and

number of programs added. Dr. Mack said K12 program funding is also thru a formula. The technology center formula is the program cost minus local income. The more local income the less state funding received.

- Mr. Gilbert thanked the agency for funding additional K12 programs, especially for the approved unfunded programs. He is appreciative of the Governor hosting an agency head meeting at a technology center. He noted the agency being down about 38 percent in FTE since 2010. He asked how that affects our enrollments. Dr. Mack said the agency always looks at efficiencies. A large number in the 38 percent is Skills Center staff. We also have more partnerships with nonprofit organizations and technology centers. In our occupational areas, we have not cut positions and plan to fill the open ones. Our curriculum division has reduced staff due to the growth of outside availability of curriculum and partnerships with industry. She said the agency is planning to strengthen the professional development division. Mr. Gilbert asked if there is anything the Board can do to help increase the FTE. Dr. Mack said the agency plans to continue to strengthen agency staff and she appreciates the Board's support.
- Mr. Burg said that he commends the Career and Technology Education system for their efforts through the five revenue failures.
- Mr. Gilbert would like to thank the Governor and the legislature for the increase in CareerTech's budget.

Mr. Burg moved to approve the FY20 budget. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Stallings, yes; Mr. Brown, yes; Ms. Smith, yes; Supt. Hofmeister, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

**3.03a PROPOSED EXECUTIVE SESSION TO DISCUSS HIRING:
1)ACCREDITATION MANAGER, 2) INFORMATION MANAGEMENT DIVISION
MANAGER (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))**

Mr. Burg moved for approval to convene in Executive Session at 9:57 a.m. and requested Assistant Attorney General, Glen Hammonds and Chief of Staff, Becki Foster, stay in the room. Ms. Smith seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stallings, yes; Mr. Burg, yes; Mr. Gilbert, yes; Supt. Hofmeister, yes.

3.03b VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION

Mr. Burg moved to return to open session at 10:13 a.m. Ms. Smith seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Brown, yes; Ms. Smith, yes; Supt. Hofmeister, yes.

Supt. Hofmeister stated to let the minutes reflect that no votes were taken or decisions made during Executive Session.

**3.03c POSSIBLE VOTE ON ANY ACTION REGARDING SUBJECT OF THE
PROPOSED EXECUTIVE SESSION**

Mr. Burg moved to approve the hiring of Ms. Niki Burch, as the Information Management Division Manager, effective June 1, 2019. Mr. Brown seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Gilbert, yes; Supt. Hofmeister, yes.

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Mr. Burg moved to approve the hiring of Randy Feagan, as the new Accreditation Manager, effective July 1, 2019. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Brown, yes; Ms. Smith, yes; Supt. Hofmeister, yes.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

There were no announcements.


ADJOURNMENT

There being no further business, the meeting was adjourned at 10:23 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, July 18, 2019 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.



Joy Hofmeister, Chair of the Board



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