

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

**August 15, 2019**

The State Board of Career and Technology Education began its regular session at 9:01 a.m., Thursday, August 15, 2019 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 2:49 pm, August 13, 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  
Mrs. Janet Smith, Tulsa  
Mr. Michael Brown, Lawton  
Mr. Jimmy Stallings, Enid (left at 10:15 a.m.)  
Mr. David Stewart, Afton  
Mr. Brian Bobek, Oklahoma City  
Ms. Estela Hernandez, Oklahoma City (arrived at 9:05 a.m.)

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

Mr. Tim Burg, Shawnee  
Mr. Randy Gilbert, Tecumseh

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 9:01 a.m. Ms. Jessica Ventris called the roll and ascertained there was a quorum.

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

Superintendent 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**

Superintendent Hofmeister discussed the Governor's Economic Development and Workforce Summit held on August 12-13, 2019 in Edmond. Board member Stewart was very instrumental in bringing forward a plan for how we all work together. In fact it's called Oklahoma Works Together. We are all looking forward to more of that as it rolls out but really highlighting the partnership between the Department of Commerce, CareerTech, Higher Ed and our K-12 system that includes Pre-K. She thanked Mr. Stewart for giving us the chance to share in that work. Dr. Mack was a presenter in the Workforce Summit as well. Ms. Smith was honored for her work on behalf of PSO.

## **DIRECTOR'S COMMENTS**

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

- She also discussed the Governor's Economic Development and Workforce Summit. Mr. Stewart brought copies of the plan for everyone. She thanked Mr. Stewart for his leadership and heading up the committee.
- Other items in the board members packet included an outline of what we do for business and industry from the Careertech perspective and that is in the business plan. That is also provided as a one pager.
- During the Summit, Mr. Kisling, Oklahoma Department of Commerce Director, read the proclamation. A copy of that is included. The official proclamation is on the Governor's website.
- We have added some partnerships in our Skills Center Area. We are going to hear from one of our Skills Center Instructors today. There is an updated map of our Skills Center locations included too.
- We also included a list of the 2019 Summer Conference General Session Award Winners.
- We had the opportunity on August 6<sup>th</sup> to have a visit at the state agency from Secretary of Budget Mazzei. He spent about an 1.5 to 2 hours at the agency. He took a tour and was able to visit with our staff.
- Our first budget meeting with Secretary Mazzei is August 26<sup>th</sup>. We are excited to get that conversation started.
- We have an agenda item to talk about our draft and where we are starting with our appropriations request.
- Interim Study season is here and we have been invited to speak on August 28<sup>th</sup> around work based learning and apprenticeship.
- Mr. Stewart asked a question about the budget. Dr. Mack said once we go through the appropriations request on item 3.01 we will walk through those pieces, our budget, the board's role, their approval and how that goes all the way to the legislative session.

Superintendent Hofmeister mentioned that the meetings with Secretary Mazzei are all new in the process.

### **1.05 MINUTES OF THE JULY 18, 2019 REGULAR MEETING**

Mr. Stewart moved to approve the minutes of the July 18, 2019 regular meeting. Ms. Hernandez seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, yes; Supt. Hofmeister, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

### **RECOGNITIONS AND PRESENTATIONS**

#### **2.01 OkACTE AWARD WINNER CECIL WAINSCOTT, OUTSTANDING CARRERTTECH POSTSECONDARY TEACHER OF THE YEAR**

Mr. Cecil Wainscott is the Postsecondary Teacher of the Year. He said it is a blessing to be a part of the CareerTech organization. He has worked for CareerTech for 19 years. Prior to that he worked for the Oklahoma Department of Corrections as an HVAC (heating, ventilating, and air conditioning) contractor. Today he wants to talk about the licensed trade program. The program is really the winner of the award. He is very proud of the program and the success that it's had. He started the program in 2015. This is our 5<sup>th</sup> year for the licensed trade program. Students served are the minimum security and lower inmates. Enrollment requirements in the program is a high school diploma or GED. They must work for the DOC maintenance department and also be recommended by their supervisor for the program. The referrals go to Cecil via email. Backing up a little bit, he goes to 4 facilities that he provides training for: 2 minimum security facilities and 2 community centers – Rex Thompson minimum unit at Lexington, Jackie Brannon Minimum unit at McAlester, Clara Waters Community Corrections Center, Oklahoma City and Union City Community Corrections Center in Union City. We have 8 other minimum facilities across the state that maintenance supervisors can refer their inmate workers from, for the License Trades Program at RTMU/Lexington and JBCC/McAlester facilities. Cecil keeps a waiting list with his digital files, the inmates have to fill out an ability to benefit form, an application, they also have to fill out an agreement with their current supervisor and agree to return to that facility and work as a journeyman in that trade upon their completion of the program. It is an open entry program and we have about 25-35 men in the program. On the student record system we also have 25 to 35 students but we have graduates that have completed the 1050 hour program that are still in the class as Journeyman Prep/students/tutors. So we are serving about 40-50 guys in the program. As he has an opening he does go into his waiting list and looks at the ability to benefit form and try to fill that slot. Everyone is on a different level and so we have groups of 2 to 3 at different levels. We have a full time instructor at Lexington now. Cecil travels to the other 3 facilities. The curriculum is 1050 hours per trade, heating and air conditioning, electricity and plumbing. The inmate chooses the trade that they want.

Superintendent Hofmeister asked how long does it take them to complete the program?

Mr. Wainscott replied that the program is 1050 hours and takes them between 8 months and 12 months to complete. This is approved thru the Oklahoma Construction Industry Board for 2 years' experience towards their licensing and they carry an apprentice card as they do the OJT working for maintenance. They would be eligible to take the state journeyman test about a year to a year and a half after enrolling in the program.

Minutes of the Meeting of the State Board of  
Career and Technology Education  
July 18, 2019

Mr. Stewart asked about the success rate?

Mr. Wainscott replied that he did all the licensing and coordinating of the exams with DOC, Oklahoma Construction Industry Board and the PSI testing agency. We get the guys transferred back into Lexington where they get tested. We do this 2 to 3 times a year. We've been doing this for about 5 years.

Our primary goals for the program is to provide the DOC with skilled journeyman, to work DOC maintenance, to take care of the facilities, provide the inmates with journeyman licenses and the skills needed for success in the workplace when they leave and to also assist our graduates with job placement after they are released.

Cecil gave the following statistics about the program:

2015 – 14 journeyman	1 contractor
2016 – 35 journeyman	2 contractors
2017 – 28 journeyman	1 contractor
2018 – 30 journeyman	4 contractors
2019 – 16 journeyman	6 contractors

Mr. Stewart asked about the limitation to double or triple the number of people coming out of that program?

Cecil is of the opinion that we are at the level we need to be. We don't want to be seen as turning out as many journeyman as we can. He wants to focus on that but also focus more time on the guys that we do have, he wants them to have the skills, not just on paper, so that he can market them to the jobs. We have been doing this since 2001 as far as training. As for the License Trades Program, we've got 129 journeyman, 50 of those guys are on the street. Cecil think we have hit the peak of journeyman. He wants the journeyman to know what they are doing.

Mr. Stewart asked if that is because you don't have enough that want to be in the program?

Cecil replied Oh no, we could do more.

Mr. Stewart asked how many more?

Cecil replied that he keeps a waiting list of about 15 guys at all times. The reason we have the success that we have is because we (instructors and supervisors) want to makes sure the inmate has work ethic, mechanical aptitude and the academic level to succeed in the program. I really feel like you could hurt it more by making it just about more numbers. However, if we had more instructors it could be raised.

Dr. Mack stated that if we had more resources to have more instructors so that we do not lose the quality piece that Cecil is talking about then that is the opportunity of how we could grow.

Cecil replied that his concern is that with only 9 different facilities is that these guys are getting a whole lot of on the job training and some of them may not. If we overload the maintenance department then we will have some of them sitting around, mowing grass, etc. with a journeyman license.

Mr. Stewart asked if there is a certification that is less than the journeyman license.

Cecil stated that we have an apprentice license. Each journeyman has to be a registered apprentice. That time counts toward their license. From 2008 to 2014 we did train apprentices for short term medium security to discharge young guys.

Superintendent Hofmeister asked about a tiered approach? You made some valid points on not overloading the system.

Cecil replied that we did add a short term program because some of these guys are about a 1.5 to 3 years away from discharge. Some guys get started in the program and then get released without all of the training. If they get kicked down to a lower security and we would lose them; we are now able to follow them to continue the training. If they are in the heat and air trade, we have a

541 hours short term program that will give them one year of certification toward their time, then if they have a 1 year OJT apprentice time, he can still market that. The guys would only need 1 year of OJT to become a journeyman.

Cecil wants to stay with these guys all the way to the journeyman license and helping them get jobs. The journeyman is their ace in the hole because there is such a shortage, and even with a felony that can still get jobs.

Mr. Bobek asked about contractors, these are folks that you have networked with, businesses and companies, that you network with that are hiring the folks as they come out of the correctional institutions. Is that what I am understanding? So you develop these relationships with these businesses around the state?

Cecil replied yes, Most of my employers are partners that hire guys are in the OKC and Tulsa area. There are guys that go to Lawton, Chickasha, Alva and outlying areas. I have several contractors and a really strong network of graduates that are working various companies. That is my biggest network. If I have a hard time finding guys a job I can rely on all of these guys to contact, they are always willing to give back and help. We are constantly trying to add new companies, talking to new companies that will hire felons.

Mr. Bobek asked how do we connect companies with DOC inmates getting released.

Dr. Mack answered that Jeremie Moore at CareerTech is responsible for our workforce partners across the state.

Ms. Hernandez asked if we have data at this point with those who have gone through the program and those working compared to those that didn't go through the program?

Cecil said that our student record system, our placement is 100% because they are placed with DOC initially. There is a place for secondary placement when they do get out – this is a place where we could use more help. I have been going back thru the records for the past 5 years of the 129 graduates:

50 are on the street working

79 still working for DOC, saving the state \$3.1 million (\$40,000/year).

50 on the street \$25,000 per person – saving \$1.25 million, saved by them staying out.

We trained long term inmates from 2001-2008 for medium and high security yards. 168 students served, 134 got their journeyman license, that is \$5.3 million saved.

Mr. Stewart was interested in ROI (return of investment).

Dr. Mack said that Mr. Behrooz Jahanshahi, a staff member at the agency, does the analysis. For every dollar invested there is a \$3.12 return per dollar. There is a \$13/hour average wage. Mr. Jahanshahi does use a report we put out to analyze the data. That report can be sent to the board.

## MANAGEMENT INFORMATION ITEMS

### 3.01 DISCUSSION ON FIRST READING OF THE 2020 CAREERTECH BUSINESS PLAN, AND FY21 APPROPRIATIONS REQUEST-DR. MARCIE MACK

Superintendent Hofmeister turned over the conversation to Dr. Mack. Dr. Mack talked about our budget and appropriations cycle; we celebrated our FY20 budget in July, get that approved by OMES, then we bring a draft and start talking the next year budget in August. Our appropriations request is additional dollars with specific purposes. We will bring back a final draft in September for approval. October 1 is our deadline for filing with the State.

Dr. Mack went through the Business Plan. There was discussion with suggestions from the board on several suggested changes with formatting and edits.

Mr. Stewart asked Dr. Mack to talk about the Aerospace Center. We are the largest MRO (maintenance, repair and overhaul). We currently have a footprint at Will Rogers Airport with Metro Technology Center. They have an AMT (aerospace maintenance technician) program. The request is for an MD-80 aircraft. The current location will not house an MD-80. We need a location/facility to be able to do the MD-80 to the digital cockpit on up to the specialized areas that the FAA has. The conversation around the aerospace center is to keep building on the foundation that we have in Aerospace but be able to take it to the next customized level. Tulsa Technology Center provides AMT. Autry Technology Center is working with Vance. Altus has their AMT program. Mid Del Technology Center and Metro Technology Center work with Tinker. We are also working with OU and OSU so that they can do their research here in Oklahoma.

There was discussion about the dollars for operational costs and brick and mortar. Dr. Mack will email a copy of the business plan to board members for feedback.

- Cecil Wainscott did a great job of outlining the Skills Centers. We have the opportunity for expansion with the Office of Juvenile Affairs.
- Expand K-12 programs. We had 130 unfunded that we have now funded. As of June 30 we had approved another 63 additional. Cori and Angela have other Form 2s that are in process for program funding approval.
- Ecosystem workforce demands. This is our benefit allowance. FY21 insurance rates will be increasing to \$662,357
- Aerospace Center. We already talked about this area.
- Statewide industry demand is aligned with our pathways and gives us the opportunity to expand in each of the areas.
- The work based learning opportunity. We have companies that have signed up and want to participate in internships and apprenticeships.
- Career Awareness. No new appropriations are being asked for as we want to utilize what we have right now.
- Business/Educational Partnerships. Currently able to fund 4 sites and we have 6 requests for OEIP.
- Agency Operations that are specific to our staff and agency operations.

There was discussion about training for industry programs (TIP) between Dr. Mack, Superintendent Hofmeister, Mr. Stallings and Ms. Smith.

Dr. Mack did talk about OEIP and how that is education in externships.

## **MANAGEMENT ACTION ITEMS**

### **4.01 PROPOSED EXECUTIVE SESSION TO DISCUSS AND CONDUCT ANNUAL EVALUATION OF STATE DIRECTOR (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))**

Mr. Stewart moved for approval to convene in Executive Session at 10:21 a.m. and requested Assistant Attorney General, Glen Hammonds, stay in the room. Mr. Bobek seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, stepped out; Ms. Hernandez, yes; Superintendent Hofmeister, yes.

#### **4.01b VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION**

Mr. Bobek moved to return to open session at 10:59 a.m. Mr. Stallings seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, yes, Superintendent Hofmeister, yes.

#### **4.01c POSSIBLE VOTE ON ANY ACTION REGARDING SUBJECT OF THE PROPOSED EXECUTIVE SESSION**

No action was taken in executive session and the only topic discussed was the agenda item, the annual evaluation of the State Director which was conducted by the Board.

Mr. Stewart: We discussed Dr. Mack's performance and the overwhelming support and that she is doing a great job and we want to encourage her to continue to do that. I am very pleased with your performance.

Ms. Smith: You've shown great leadership and for the future of CareerTech.

Superintendent Hofmeister: I appreciate your vision and collaboration.

Mr. Stewart: Collaboration is key. She has demonstrated great professionalism, and support and action. So if there is work to do, it gets done pretty quick which leads to more requests.

Mr. Bobek: As a new member of the board, if you look at the state, where we stand nationally, with our Career and Technology Education, it's outstanding and that is as good as our leadership.

Ms. Hernandez: Likewise as a new member, it's an honor to come in at a time when we have leadership such as yourself. I am thrilled moving forward and I can see the vision of our Governor and Lt. Governor putting us in that Top 10 together with you and what you are doing. Thank you for your leadership.

Mr. Brown: I feel the same way. Ditto.

#### **NEW BUSINESS**

There was no new business.

#### **ANNOUNCEMENTS**

Jessica Ventris has been promoted to Accreditation Coordinator. Angela Jones has been promoted and will be moving into Jessica's role.

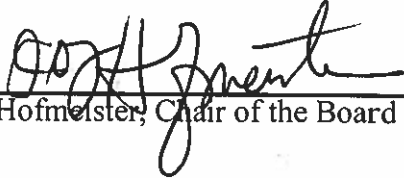
Melissa Sturgeon, HR Manager is here today.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:02 a.m.

Minutes of the Meeting of the State Board of  
Career and Technology Education  
July 18, 2019

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, September 19, 2019 at 9:00 a.m. The meeting will convene at the Oklahoma Department of Career and Technology Education, Stillwater, Oklahoma.

  
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Joy Hofmeister, Chair of the Board

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