Minutes of the Regular Meeting of the

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

October 21, 2021

The State Board of Career and Technology Education began its regular meeting at 9:00 a.m., Thursday, October 21, 2021 at the Oklahoma State Department of Education, Oliver Hodge 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 7:53 a.m., October 20, 2021, 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 — arrived at approximately 9:05am
Mr. Michael Brown, Lawton
Mr. Randy Gilbert, Tecumseh — arrived at approximately 9:01am
Ms. Estela Hernandez, Oklahoma City
Mr. Edward Hilliary, Elgin
Ms. Janet Smith, Tulsa

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

Mr. Peter Dillingham, Enid
Mr. David Stewart, Locust Grove

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

See Attachment A.

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Career and Technology Education
October 21, 2021

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 welcome everyone. It's exciting to see everyone, it feels like we are well into the fall semester with such important work underway with some of the work that Dr. Mack is going to speak on.

DIRECTOR'S COMMENTS

Dr. Mack said thank you Superintendent Hofmeister; board members good morning and thank you for being here. I do have a few areas that I want to cover:

- First, I want to introduce you to a couple of our Superintendents from the Technology Centers – Ms. Julie McCormick from Gordon Cooper Technology Center and Mr. Michael Eubanks from Mid-America Technology Center. One of the requirements for first year superintendents is their opportunity to come to a state board meeting. Thank you both for being here.
- The next Virtual OEIP will be October 27th and will be focused on the automotive industry. We have a great panel conversation of power auto groups lined up.
- We were also notified that it is time for our standard two-year audit from the State Auditor's office. We have submitted all of the documentation that has been requested. When the audit is complete it will be presented to the board.
- We have a few professional development items. Getting back into offering our professional development virtually and in person as well as we have a combination of various ones.
    - CareerTech Women in Leadership has 29 participants and will kick off the first of the year.
    - Techcents, which is specific to individuals learning about the technology center finance piece, currently has 23 participants in and is scheduled for December 13th.
    - Becki Foster, Chief of Staff, is working on state staff. Every six months we have our all state staff meetings in June and December.
    - Another professional development opportunity that our managers group is doing a book study on the book Hope Rising. We are excited to go through that as a management group and we have just finished chapter six.
- In your packet you will see a final copy of the business plan, which you approved at the last board meeting. It is also on the CareerTech website.
- We do have the aerospace forum at the end of next week where we have multiple individuals from CareerTech who will engage in that conversation and our partnership with ACES (Oklahoma Aerospace Commerce Economic Services) and talk about the videos on aerospace that Russell Ray, Chief Communications and Marketing Officer and

Eddie Compton, Aerospace/Defense Industry Liaison, have been very actively engaged in and moving that piece forward.

- The Governor's Council for Workforce and Economic Development is on November 2nd. This year we will have an all-day meeting and board training.
- We also have the continued interim studies covering various areas.
    - The ARPA (American Rescue Plan Act) funds. Canadian Valley Technology Center and Francis Tuttle Technology Center did a great job presenting on that at the interim study
    - Distance Education, we had Krissy Miller, Trade and Industrial Education Program Specialist and Letha Bauter, Federal Programs Manager present information to that panel
    - Film and Workforce, Cori Gray, Deputy State Director and Shawna Nord, Counseling and Career Development Manager
    - Workforce, there were four or five Technology Centers that presented various programs that they have
    - Aerospace, Eddie Compton, Aerospace/Defense Industry Liaison, presented on aerospace components and what we get to do specific to military. Eddie also serves on the Strategic Military Commission, so he was able to share those pieces.
    - Another interim study next week will be about individuals with disabilities obtaining technical certification and getting employment. The Oklahoma Department of Agriculture services asked us to be part of that conversation with them.
    - There is another interim study around our skills centers and criminal justice, so we are putting together details for them
    - The last one is specific to anti-hunger and working how food resources and how those are available and asking us information because Western Technology Center does have their own food bank at their facility.
- Justin Lockwood, Deputy State Director, has worked with the Oklahoma Office of Juvenile Affairs to expand our program and hopefully in January 2022 we will be able to start a program in Tecumseh at their new facility.
- We are also exploring programs with a local industry in Vinita in the community corrections space. There is a meeting the first week of November to talk about that.

There is a lot of conversation and lots of things happening around workforce and CareerTech is being invited to the table to have those conversations and help make connections.

- This past July we talked about the Skills Centers 50th Anniversary. In 1971 legislation was passed that allowed Oklahoma CareerTech to be a part and provide that training for skill centers. Russell Ray received a Proclamation from the Governor for skills center month in November.
- The federal vaccination mandate does not apply to our programs that receive federal funding because they are considered grants which includes our Carl Perkins, Adult Basic Education, Temporary Assistance for Needy Families (TANF) and the Oklahoma Procurement Technical Assistance Center (PTAC) previously known as OBAN. We had received notification that it was going to be considered a contract and subject to the mandate so Carter Merkel, PTAC Manager, who works very closely with that group; we've had multiple conversations over the last two weeks we did receive notice on

Tuesday that it will be considered a grant. As far as the executive order for the federal vaccination mandate for the federal dollars, which is a little over $800,000, the executive order will not be a direct impact to those employees or our employees who are funded under the federal dollars.

- Hopefully in November there will be an opportunity for another annexation for the board to consider. We have Turner Public School that has passed a resolution at their board meeting to annex to Southern Technology Center. As Southern Technology Center considers that proposal the next step would be that it come to the state board. We do have one election, that you as the state board, has already approved for November which is Mangum Public School to join Southwest Technology Center. It's exciting to have another school to be a part of that conversation.

1.05 MINUTES OF THE SEPTEMBER 16, 2021 REGULAR MEETING

Mr. Brown moved to approve the minutes of the September 16, 2021 regular meeting. Ms. Hernandez seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS
2.01 GOVERNOR'S PROCLAMATION RECOGNIZING CAREERS IN CONSTRUCTION MONTH FOR OCTOBER – MR. RUSSELL RAY, CHIEF COMMUNICATIONS AND MARKETING OFFICER

Mr. Russell Ray said good morning, it's good to see everyone. We are working on a lot of exciting things in the area of construction. One of those is our collaboration with the Construction Industries Board. Governor Stitt has declared October to be Careers in Construction month, which acknowledges the importance of the construction industry and also gives us the opportunity to talk about the need for skilled workers in the construction industry, especially electricians, plumbers, HVAC and roofers. Mr. Ray read the proclamation.

As I said this created an opportunity to really talk about the need for skilled workers in these industries in October. We launched a social media campaign around careers in the construction month. In that campaign we have been highlighting the many job opportunities in Oklahoma's construction industry. As of October 19th we've reached, in that social media campaign, more than 87,000 people; through social media efforts on both Facebook and Twitter there have been more than 8,200 impressions through those social media efforts. The social media campaign has been, in my mind, very successful and we still have the rest of the month to go.

A copy of the proclamation is on file at the Oklahoma Department of Career and Technology Education.

2.02 MS. DEBRA WOJTEK, PUBLIC RELATIONS AND OUTREACH OFFICER WITH THE CONSTRUCTION INDUSTRIES BOARD

Ms. Debra Wojtek said good morning and thank you so much for allowing me to come and speak with you this morning. I'm with the Construction Industries Board, state agency over the licensing of several construction trades. I really want to thank Dr. Mack for your vision in our interagency agreement and a way that we can work together to get the youth into our industries and to grow our industries. There's a huge gap with the skills needed and the people that we need coming into these trades and I believe through our partnership we're going to help bridge that gap and just really help our industries here in Oklahoma.

We've started getting some things from that CareerTech to start utilizing to help spread the information. We've received some brochures and flyers that have really put all the information in one document that we can get into kids', counselor's, and teacher's hands on why they should consider our trades, all the benefits that there are and all the job openings that there are. As you know there are huge misconceptions when it comes to talking about careers in construction. Russell spoke about just having this month as an opportunity to speak about those things has been great. Our partnership with social media as well, CareerTech has provided us with a lot of infographics that we can use and share as well as CareerTech has shared some of our infographics and information; just showing our partnership and I think getting information out has been amazing.

We recently finished an electrical careers video through the CareerTech agency, and it has been a huge success. We've started sending that out to school districts as well as counselors and different programs to help educate on the opportunities in the electrical careers. I'm beginning to work with Russell on doing our mechanical HVAC video to come out which is about a 10-minute video so it's really good for kids to kind of get what's in the industry, the type of people that are in it and what the opportunities are.

We also are getting talking points approved that we are going to use both for our people as well as schools and parents that they can use to talk to kids and students about our industries. They've done a lot of research on the job openings that are based here in Oklahoma, the salary bases and just a lot of the career information that we can put concisely on a single piece of paper to sum up the information for our industries to help get that information out which has been great and I can't wait to get those out on our website as well for people.

I also understand that we have a new plumbing program that's starting at one of the schools, so it just goes to show that it is working because there is a need for it now. We're beginning to get that program going to get more people into the industry, so I think that helps both CareerTech and our industries getting people in and educated.

I just wanted to come and brag and really thank you for partnering with us and helping us get more people into our industry. It has been a huge help and I've seen the value of it.

MANAGEMENT INFORMATION
3.01 ANNUAL REPORT AND STRATEGIC PLAN UPDATE – DR. MARCIE MACK

Dr. Mack said thank you Superintendent and board members. With the business plan approval in September, we have worked through the process of our strategic plan. We do have a copy of the strategic plan that the board approved last year; it is a two-year cycle for the strategic plan the key performance indicators or KPIs that were approved in the strategic plan are the areas for which we focus on an outline in the annual report so that we can show those numbers in specifics. The annual report just goes through our specific numbers that we have and how we tie that to each of the pieces in the key performance indicators that are approved in the strategic plan.

Dr. Mack covered the following items from the annual report:

- Enrollments
- Businesses Served
  - Training for Industry Programs
  - Procurement Technical Assistance Center
- Skills Centers
- Adult Basic Education
- Dropout Recovery
- PK-12 Schools (Grades 5-12)
  - ICAP, OKCareerGuide
- Technology Centers
- ODCTE Fiscal Overview (breakdown of actuals)

Also included in your packet we have a new format that we have been given from the State Chief Financial Officer that all agencies will follow for their budget hearing and so we did receive that template and I provided you a copy of it just so you would have it and I am happy to go over that with any of you in great detail if you would like but all of the information that we have in the business plan, the information and the KPIs that are set in the strategic plan and then the data points that we have listed in the annual report specifically address all of the requirements that we will now have for the presentation for FY23 budget hearings.

One of the pieces that we have as well is to talk about efficiencies and processes at the agency. We started that process a little over two years ago in outlining what those processes for each of the areas so we will be able to provide that data as that we've been requesting them. In the breakdown of the revenue there are expenditures in three different formats that you see here. The reason for those three different formats are for three different scenarios that we are asked to provide information at the state level so we want to put them in here and make sure that we show the different ways and it is from all funding sources in each of the expenditure areas.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON ODCTE SUBMITTING PROPOSALS AS A FISCAL AGENT FOR THE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS THROUGH THE OKLAHOMA ESTABLISHED PROCESS – DR. MARCIE MACK

Dr. Mack said madam chair and board members, in your packet I have provided information on the American Rescue Plan Act (ARPA) which is the opportunity that anyone in the State has a chance to provide a proposal for. We have been approached by some of our partners and partnering with them on specific requests for funds that would be available. The portal opened on October 1st and the reason that I wanted to bring this to the board is to have conversation about it since the process does engage legislation, our legislators, and cabinet secretaries in this process. We haven't had this process available before.

The funds must be provided to the entities that are selected through this selection process by December 2024. The funds must be spent by December 2026 which is unique to this and those funds would go over multiple fiscal years. The dollar amount can vary per project and the outline for that in the submission there are two places on the portal and the link is in there for that. You can submit an idea which would just be specific to something for someone to consider doing. Then there is an opportunity to submit a project and in that project, it does require justification, measurements, the dollar amount for that and then who all would be engaged in that process.

We have been approached to be a partner with a few others in workforce; workforce as a part of what they do if they are able to get funds through their proposal, they would like to invest that into some of our programs. A couple of them have asked if we would be interested in being the fiscal agent and then they would partner with us; one of those is specific to aerospace it follows along the aerospace statewide plan that we've had conversation about. We were asked if that was something that we would consider with Mid-Del Public Schools, Mid-Del Technology Center and what they're expanding with Tinker. There are some specific pieces for that as well as what is at Metro Technology Center in that particular space and talking with our partners in the Tulsa area as well, they were a part of that statewide piece. Before we put those together some of those could be anywhere from $10 million dollars to pieces of it to $50 to $70 million dollars on the equipment because aerospace is very expensive. One of the pieces that we would make sure we'd be very diligent in is to make sure that we were not spending that dollar amount on things that would have a recurring cost. It would be specific for one-time investment pieces because these funds have a shelf life, and we want to make sure that we would not put anything in place that would require the state to have to invest to be able to move that forward. So, our partners what would they be investing in that, how would they sustain that, would be all a part of that conversation but before we move forward. We have another group, the film group, when it comes to equipment and Cori Gray, Deputy State Director, has worked with them; that we have the workforce conversation, how do we move that forward. We'd like to focus some targeted things for classrooms, equipment for programs across the state, and so it would be different than other grants that we do. It does engage our elected officials it, engages our cabinet secretaries and you can see the breakdown of which areas and who they would be submitted to as well depending on the area of what it would be. We could submit in workforce; if it was something specific to our health programs that would be in the Health and Human services area.

I did think it was important that we have the conversation with the board. We had not been asked to be a fiscal agent until people started going through the application and looking to expand this and do statewide, do we have a state entity that could step up and do that part.

There was discussion about American Rescue Plan Act (ARPA) funds and the Board and CareerTech's responsibility if the agency served as fiscal agent for any of these project and accountabilities. After discussion about the Board getting the opportunity to consider each project before it was put in the portal, a motion was offered.

Mr. Bobek made a motion to allow ODCTE to submit proposals as a fiscal agent for the American Rescue Plan Act (ARPA) funds as long as the information comes back to the board for final consideration by the Board and the Board is notified as you are approached to be a fiscal agent. Ms. Hernandez seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. Motion carried.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:45 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, November 18, 2021 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

Joy Hofmeister, Chair of the Board

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