

**Minutes of the Regular Meeting of the
STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HELD AT THE OKLAHOMA DEPARTMENT OF CAREER AND
TECHNOLOGY EDUCATION, 1500 WEST SEVENTH AVENUE,
STILLWATER, OKLAHOMA**

JULY 18, 2024

The State Board of Career and Technology Education began its regular meeting at 9:02 a.m. Thursday, July 18, 2024, at the Oklahoma Department of Career and Technology Education, ScissorTail Conference Room, Stillwater, OK, and the meeting was also streamed on YouTube. Notice was properly given, and the final agenda was posted at 2:30 p.m. on July 16, 2024, 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:

- Mr. Brent Haken, state director, ex-officio nonvoting member
- Mr. Michael Brown, Lawton
- Mr. Peter Dillingham, Enid
- Ms. Shaelynn Haning, Tulsa
- Mr. Zachary Archer, Hammon
- Mr. Rob Seeman, Morris

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

- Mr. Ryan Walters, state superintendent of public instruction and chair of the board
- Mr. Randy Gilbert, Tecumseh
- Ms. Kendra Wesson, Norman
- Mr. Edward Hilliary, Elgin

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

See Attachment A.

The Oath of Office was administered to Mr. Zachary Archer by Mr. Brent Haken, state director, before the meeting was started.

1.01 CALL TO ORDER, ROLL CALL

Mr. Brent Haken called the meeting to order at 9:02 a.m. Ms. Ashley Rink called the role and ascertained there was a quorum.

**1.02 PLEDGE OF ALLEGIANCE, SALUTE TO THE OKLAHOMA STATE
FLAG AND A MOMENT OF SILENCE**

Led by Mr. Brent Haken.

1.03 DIRECTOR'S COMMENTS –MR. BRENT HAKEN, STATE DIRECTOR

- **Concerns Discussed:**
 - Office of Management and Enterprise Services operations related to human capital, hiring and salary settings.
 - Ensuring the board retains authority over the agency.
- **Meeting with OMES Leadership:**
 - Participants: Dr. Justin Lockwood (chief of staff), Lisa Batchelder (CFO) and the speaker (Brent Haken).
 - Topics: Human capital management, data system technology, hiring, and employment options.
 - Discussion on the need for harmonization within the state.
- **Meeting Outcomes:**
 - Positive and reassuring discussion about maintaining agency autonomy.
 - Uncertainty remains about actual changes, referencing past meetings with little outcome.
 - OMES leadership appears to understand the unique job descriptions and the need for efficiency.
- **Job Postings and Changes:**
 - New positions will be posted as the school year starts.
 - Monitoring any changes in job descriptions or titles.
- **OMES Human Capital Manager:**
 - Manager has been on the job for about a year and is impressive.
- **Board Meeting Influence:**
 - OMES leadership was responsive due to discussions at the board meeting.
- **Salary Setting:**
 - Positive outlook on setting pay-bands for desired positions, except for the state director position, which is governed by specific laws.
- **Education Commission of the States Convention:**
 - Attended by the speaker, with insights into other states' education systems.
 - Disappointment at low Oklahoma representation.
 - Highlights from Kentucky and Mississippi's increase educational advancements.
- **Southern Education Resource Board Conference:**
 - Leadership team attended and found it beneficial.
- **Introduction of Brent Meek:**
 - New performance auditor.
 - Background in education for 17 years, recently joined Career Tech.
 - Role includes enhancing internal controls and ensuring efficient use of funds.
 - Focus on working with agency employees and technology centers.
 - Excitement about Brent Meek joining the team.
- **Final Comments:**
 - Acknowledgment of a busy summer filled with conferences.

1.04 MINUTES OF THE JUNE 20, 2024, REGULAR MEETING

A vote was taken on the motion to approve the minutes of the June 20, 2024, regular meeting. The results were as follows:

Mr. Rob Seeman, yes
Mr. Zachary Archer, abstain
Ms. Shaelynn Haning, yes
Mr. Peter Dillingham, yes
Mr. Michael Brown, yes

Motion did not pass due to lack of votes.

Mr. Peter Dillingham moved to reconsider the motion to approve the minutes of the June 20, 2024, regular meeting. Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Zachary Archer, yes
Ms. Shaelynn Haning, yes
Mr. Peter Dillingham, yes
Mr. Michael Brown, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

2. RECOGNITIONS AND PRESENTATIONS

2.01 Welcome Mr. Brook Holding, Superintendent of Red River Technology Center and Ms. Jennie Nunn, Superintendent of Caddo-Kowa Technology Center

- **Introduction by Brent Haken:**
 - New superintendents introduced:
 - Brook Holding, superintendent at Red River Technology Center.
 - Jennie Nunn, superintendent at Caddo Kiowa Technology Center.
- **Jennie Nunn's Introduction:**
 - Has been at Caddo Kiowa Technology Center for 10 years.
 - 25 years of education experience, including K-12 and Career Tech.
 - Expressed excitement about leading the organization.
- **Brook Holding's Introduction:**
 - Starting his 13th year at Red River Technology Center.

- 15 years in the K-12 system, mostly at Marlow High School in Southwest Oklahoma.
- Excited about the direction of Red River Technology Center.
- **Training for New Superintendents:**
 - Required to undergo first-year superintendent training, led by Justin Lockwood.
 - Because both new superintendents come from the system, the training may include some redundant content but it ensures all are on the same page.
- **Conclusion:**
 - No questions from the board.
 - Gratitude expressed for the new superintendents making the trip to the meeting.

2.02 Introduction of New National FCCLA and BPA Officers: Mr. Brandon Weibel, 2024-2025 National FCCLA President; and BPA National Officers Mr. Thomas Branson, National Secretary/Treasurer, and Ms. Makayla Adams, National Parliamentarian

- **Introduction by Brent Haken:**
 - Highlighted Oklahoma's reputation as a premier CareerTech system.
 - Introduction of new national officers representing Oklahoma:
 - Brandon Weibel, 2024-2025 National FCCLA President.
 - Thomas Branson, BPA National Secretary/Treasurer.
 - Makayla Adams, BPA National Parliamentarian.
- **Brandon Weibel's Introduction:**
 - Recently elected national president of FCCLA.
 - Previously served as Oklahoma FCCLA state president.
 - Described the application process and his journey to the position.
 - From Silo, Oklahoma.
- **Thomas Branson's and Makayla Adams' Introduction:**
 - Both recently elected as BPA national officers.
 - Detailed the application and election process, including their campaign speech and networking in Chicago.
 - Both attended Cashion High School.
 - Previously served as Oklahoma BPA state president and vice president.
- **Goals and Aspirations:**
 - Brandon Weibel: Strengthen connections on the governance level, serve on the board of directors.
 - Thomas Branson: Develop leadership skills and represent BPA and Oklahoma.
 - Makayla Adams: Gain leadership experience and give back to BPA.
- **Upcoming Events:**

- BPA Student Leadership Summit in Washington D.C.: Advocacy and leadership training.
- FCCLA Fall Leadership Institute in partnership with Disney, with conferences in Anaheim and Orlando.
- **Future Plans:**
 - Brandon Weibel: Senior in high school, plans to pursue political science.
 - Thomas Branson: Graduated high school, will attend UCO for business law, aiming to become a lawyer.
 - Makayla Adams: Graduated high school, will attend UCO, aiming to work in Business Marketing and Public Relations.
- **Additional National Officers:**
 - Mentioned other national officers in TSA, SkillsUSA and HOSA who could not attend.
 - Upcoming FFA national event in October.
- **Board Interaction:**
 - Board expressed excitement and support for the students.
 - Gratitude expressed for the students' attendance and presentations.

3. MANAGEMENT ACTION ITEMS

3.01 Discussion and Possible Action on Mid-Year Personnel Report and Ratification of Personnel Actions from January 1, 2024, to June 30, 2024 – Ms. Raquelle Parli, Human Resources Manager

- **Introduction by Raquelle Parli:**
 - Thanked the board for the opportunity to present.
 - Presented the Personnel Action Report from January 1, 2024, to June 30, 2024.
 - Report includes appointments, promotions, resignations, and retirements for full-time and part-time employees.
- **Key Information from the Report:**
 - The report was included in the board members' packets.
 - Current turnover rate is about 5%, which is considered good.
 - Highlighted the positive work environment and appreciation for the board's support.
- **Board Interaction:**
 - Question about whether the report covers all employees statewide or just those physically present. Confirmed it covers all employees statewide, including Skill Center employees and regional coordinators.
 - Current Full-Time Equivalent count is 221 employees.
 - Acknowledged the good turnover rate.
- **Conclusion:**
 - There were no further questions from the board.

- Gratitude expressed for the board's support and the positive work environment.

Mr. Michael Brown moved to approve the Mid-Year Personnel Report as presented. Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Ms. Shaelynn Haning, yes
Mr. Zachary Archer, yes
Mr. Rob Seeman, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

3.02 Update and Discussion on Action Plans on the Employee Engagement Survey – Dr. Justin Lockwood, Chief of Staff

Overview:

- **Content of Survey:** It relates to agency performance and employee satisfaction, aligns with Raquelle Parli's presentation.
- **Distribution:** Provided a copy to board members, includes votes of favorable, unfavorable and neutral.

Survey Insights:

- **Participation Rate:** Total employees: 221; Responses: 199 (Voluntary participation, 90% response rate).
- **Survey Highlights:**
 - High satisfaction in areas like job enjoyment, work conditions, and agency commitment.
 - Common areas for improvement: direct supervision, communication, and pay.
- **Challenges:**
 - Limited upward mobility due to agency structure.
 - Ensuring transparent communication and recognition of employee contributions.

Action Steps:

- **Agency Initiatives:**
 - **Explore, Engage and Embrace:** Training cohort for employee leadership and system understanding.
 - **New Manager Cohort Group:** Monthly meetings to set and achieve managerial goals.
 - **Onboarding Checklist:** Standardized process for consistent new employee orientation.
 - **Mentor Program:** Uniform mentoring approach for all new hires.

- **Hiring and Training:**
 - **Consistent Interview Process:** HR involved in all interviews for standardization.
 - **Professional Development:** \$40,000 budget for employee training and conferences, with plans to increase.
- **Internal Improvements:**
 - **Employee Feedback Mechanisms:** Regular 90-day and six-month follow-ups, exit interviews.
 - **Employee Recognition:** Peer-driven awards, Bravo cards for outstanding performance.
 - **Strengths-Based Approach:** Internal facilitators for the Strength Finder program.
- **Community and Morale:**
 - **Day of Caring:** Community service opportunities for employees.
 - **Increased Communication:** Biweekly chats with the director, biweekly manager meetings.
 - **Transparency:** Sharing survey results and involving employees in decision-making.

Employee Development and Retention:

- **Internal Promotions:** 31% of positions filled internally; 47% of openings with internal applicants were filled.
- **Manager and Above Positions:** Seven of nine filled with internal candidates.
- **Future Plans:**
 - Continue and expand the Explore, Engage and Embrace program.
 - Develop a second level of the program for deeper leadership training.
 - Address budget needs for increased professional development opportunities.

Board Member Engagement:

- **Tracking Points:** Ensuring board members are informed about their points and engagement opportunities. More information to come.

No action was taken. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

3.03 Discussion and Possible Action Concerning Case No. 564-2024-426 – Mr. Brent Haken, State Director of Career and Technology Education

Proposed Executive Session for discussing confidential communications between a public body and its attorney concerning pending investigations, claims and actions, the disclosure of which would seriously impair the public body's ability to process the claims or conduct investigations, litigation or proceedings in the public interest (Authority: 25 O.S. § 307(B)(4)).

Should the Board enter Executive Session to discuss, the following actions may be taken:

- a. Vote to Convene in Executive Session**
- b. Discuss Confidential Communications with Attorney concerning Case No. 564-2024-426**
- c. Vote to Acknowledge Return to Open Session**
- d. Possible Vote on Any Action Regarding Subjects of the Proposed Executive Session**

a. Vote to Convene in Executive Session

Mr. Michael Brown moved to convene into executive session at 9:48 a.m. Mr. Peter Dillingham seconded the motion. The motion had the following votes:

Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Ms. Shaelynn Haning, yes
Mr. Zachary Archer, yes
Mr. Rob Seeman, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

c. Vote to Acknowledge Return to Open Session

Mr. Michael Brown moved to acknowledge the return to open session. Mr. Peter Dillingham seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Zachary Archer, yes
Ms. Shaelynn Haning, yes
Mr. Peter Dillingham, yes
Mr. Michael Brown, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

d. Possible Vote on Any Action Regarding Subjects of the Proposed Executive Session

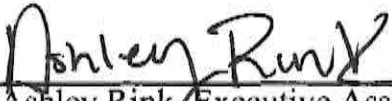
No votes were taken, and no formal actions were decided during the session.

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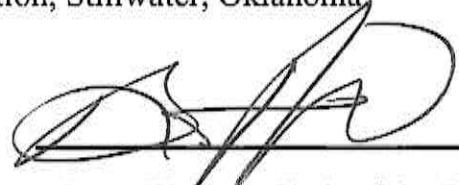
ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held Thursday, July 18, 2024, at 9:00 a.m. The meeting will convene at the Oklahoma Department of Career and Technology Education, Stillwater, Oklahoma.



Ashley Rink, Executive Assistant
to the CareerTech State Director and
Secretary of the CareerTech Board



Ryan Walters, Chair of the Board-
Brent Haken

