

**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**

JUNE 20, 2024

The State Board of Career and Technology Education began its regular meeting at 9:08 a.m. Thursday, June 20, 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 3:28 p.m. on June 18, 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. Peter Dillingham, Enid
Mr. Randy Gilbert, Tecumseh
Ms. Shaelynn Haning, Tulsa
Mr. Edward Hilliary, Elgin
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. Michael Brown, Lawton
Ms. Kendra Wesson, Norman

Attendees from the Oklahoma Department of Career and Technology Education and other guests:
See Attachment A.

1.01 CALL TO ORDER, ROLL CALL

Mr. Brent Haken called the meeting to order at 9:08 a.m. Ms. Ashley Rink called the roll 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

- Mr. Brent Haken said, the governor continues to sign legislation, progress is steady.
- Six policy initiatives have successfully passed.
- Rules signatures are still pending, awaiting governor's action by the 24th.

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- Many agencies, including ours, await legislative action on rules.
- Mr. Brent Haken stated that he will be on vacation next week but remains reachable if needed.

1.04 MINUTES OF THE APRIL 18, 2024, REGULAR MEETING

Mr. Peter Dillingham moved to approve the minutes of the April 18, 2024, regular meeting. Mr. Edward Hilliary seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes

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

2. MANAGEMENT INFORMATION

2.01 State Staff Meeting Summary with Possible Discussion – Dr. Justin Lockwood, Chief of Staff

- The CareerTech state staff meeting is held twice a year and is for all employees.
- The meeting took place at Meridian Technology Center in Stillwater.
- The director gave an overview; however, his specific comments have been omitted from this presentation as they were or will be covered separately.
- Introduced new employees across various roles.
- Recognized employee transitions and promotions within the agency.
- Acknowledged years of service awards, including notable milestones.
- Spotlight Awards were given based on employee nominations.
- Team Awards were given to the Facility and Logistics team and to the STEM Division.
- Recognized significant growth in program offerings.
- Introduced a new award category, Rising Star, for promising new employees who have been a part of the agency for less than one year.
- Featured keynote speaker Kelly Barnes, a CareerTech product, received high praise.
- Noted retirements and efforts in succession planning.
- Lunch was provided by Employees Association; the afternoon included professional development sessions.
- There was positive reception overall, encapsulating the agency's achievements and challenges.

- Dr. Lockwood opened the floor for questions and feedback and confirmed that the event was a productive day.

2.02 Discussion and Review of Agency Goals – Mr. Brent Haken, State Director of Career and Technology Education

- Discussion and review of agency goals
 - Highlighted success in pay band increases to remain competitive with teacher pay raises.
 - Increased applicant pool and improved employee satisfaction.
- Concerns about OMES's harmonization initiative
 - Harmonization may overlook agency-specific needs, particularly in education recruitment.
 - Issues with job description standardization affecting recruitment and job roles.
 - Potential impact on starting salaries for roles like program specialists.
- Challenges with OMES and inefficiencies
 - Delays in delivering promised budgeting tools and cost overruns in software development.
 - Lack of flexibility in hiring programmers and high costs through OMES.
- Standardization of pay and job descriptions
 - OMES seeking to standardize pay and job roles across state agencies.
 - Exemption process for certain agencies; concerns about implications for agency autonomy.
- State board meeting locations
 - The September 2024 board meeting will be held at Green Country Technology Center.
 - The November 2024 board meeting will be held at Northeast Technology Center in Claremore.
- Legislative and board action
 - Considering legislative action to address concerns about OMES's initiatives.
 - Board's role in advocating for agency needs and exemptions.

3. MANAGEMENT ACTION ITEMS

3.01 Discussion and Possible Action to Create an Advisory Rule Committee to Review and Make Recommendations to the State Board Concerning Agency Administrative Rules – Ms. Gina Hubbard, Director of Statewide Outreach

- Introduction of a proposed Rules Advisory Committee
 - Purpose: To listen to public comments, review current rules and craft new rules as needed.

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- Example: Creating rules around new certifications like the industry specialist certification recently signed by the governor.
 - Committee Composition: Open to interested members (not a majority) to participate and provide recommendations to the board.
- Motion to create the Rules Advisory Committee
 - Director Haken to determine committee composition.
 - Role of the committee: Make recommendations on rules which will then be reviewed and finalized by the board.
- Current process and improvements
 - Existing portal open for rule recommendations until end of August.
 - Proposed committee to streamline and formalize rule review process.
 - Involvement of superintendents and field members in current rule evaluations.
- Committee membership
 - Discretionary appointment by Director Haken, potentially expanding from current unofficial committee of eight superintendents to about 12 members including broad representation.

Mr. Randy Gilbert moved to approve the creation of an Rule Advisory Committee. Ms. Haning seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, 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 Discussion and Possible Action on FY24 Lottery Scholarships – Ms. Cori Gray,
Director of Student Success**

- Funding details presented, starting with lottery funds and scholarships.
- FY24 Education Fund Scholarship summary sheet distributed.
- Emphasis on paying scholarships in arrears after receiving lottery funds.
- Detailed breakdown of scholarship disbursement for summer 2023, fall 2023, Spring 2024 and anticipated summer 2024.
- Noted an increase in scholarship applications received over forecasted numbers.
- Total scholarship expenditure for FY24 was \$42,887.52.
- Clarification provided on how lottery funds can be allocated, with scholarships receiving a 10% allocation.
- Opportunity for questions on lottery scholarship use.

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Mr. Edward Hilliary moved to approve FY24 Lottery Scholarships. Mr. Rob Seeman seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes

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

3.03 Discussion and Possible Action on FY25 Lottery Grant Awards (K-12) – Ms. Cori Gray, Director of Student Success

- 10% of lottery funds allocated to scholarships; the remaining 90% is split between K12 schools and technology centers.
- 45% of the 90% is designated for innovative grants to K12 schools.
- Each grant capped at \$15,000; detailed breakdown provided by division and schools.
- Total allocation of \$2.1 million for classroom technology for the upcoming school year.
- Requirement that purchased items must be used in classrooms next school year.

Mr. Randy Gilbert moved to approve FY25 Lottery Grant Awards (K-12). Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes

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

3.04 Discussion and Possible Action on FY25 Lottery Grant Awards (Technology Centers) – Ms. Cori Gray, Director of Student Success

- The final list includes projects from tech centers.
- It provides a breakdown by division, project name, tech center and item descriptions for grant-funded purchases.
- Some projects use both grant and general funds for larger initiatives.
- Grants cover various areas and purposes, offering diverse funding opportunities.

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Mr. Edward Hilliary moved to approve FY24 Lottery Scholarships. Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes

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

3.05 Discussion and Possible Action on Proposed Calendar Year 2025 State Board Meeting Dates – Mr. Brent Haken, State Director of Career and Technology Education

- Proposed board meeting dates for 2025 reviewed.
- Note that the meeting dates not at Oliver Hodge are in June and July and technology center locations are yet to be determined.
- If approved today, a survey will be sent to choose the technology center locations.
- Summer meetings at the agency were moved last year to avoid school sessions during summer.

Mr. Peter Dillingham moved to approve FY25 State board meeting dates as presented. Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes

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

3.06 Discussion and Possible Action on a Formula for Dispersal of the Legislative Allocation of One-Time Funds to Reduce the Waitlist at Technology Centers – Mr. Brent Haken, State Director of Career and Technology Education

- Overview of funding mechanisms and approval process
- Explanation of onetime dollars received this year, unlike typical base dollars
- Creation of a new funding formula for the onetime dollars which requires v board approval
- Tentative allocations given to superintendents based on the new formula

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- Breakdown of received funds:
 - \$3 million for FBA (added to the base)
 - \$27.64 million to clear the waitlist
 - \$500,000 for agency facility maintenance
 - \$450,000 specific allotment for skill centers
 - \$500,000 for tech center expansion in Beaver County
- Local needs assessment and funding breakdown:
 - 40% of funding allocation
 - Calculation involving general fund collection and state aid formula divided by the total number of full-time instructors
 - Average instructional cost calculations
- Secondary service incentive:
 - 40% of funding allocation
 - Schools divided into groups based on the secondary service rate
 - Emphasis on verified numbers rather than waitlist numbers
 - Service rate percentages determine funding
- Campus allotment:
 - 10% of funding
 - Allocation based on number of campuses
 - Each will receive \$42,033
- Student services allotment:
 - 10% of funding
 - Consideration given to classroom activity/enrollment, guidance and counseling, instructional support, student transportation, etc.
- Plan for expenditure of onetime dollars within two years
- Emphasis on flexibility for schools to use funds based on individual needs

Mr. Randy Gilbert moved to approve the dispersal formula as presented. Mr. Edward Hilliary seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes

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

3.07 Discussion and Possible Action on 5% Pay Increase to Employees in Pay Band 17-19 – Mr. Brent Haken, State Director of Career and Technology Education

- Discussion on a proposed 5% pay increase for employees in pay bands 17 to 19.

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- These bands include employees below the director level and above manager status.
- Last year's pay increases did not include these bands.
- Previous increases were larger than 5%.
- Ms. Andra Holder provided guidance on structuring the pay increases.
- Comparison of our pay bands to OMES's was shown to ensure compliance with their efforts to harmonize state agency pay.
- Pay bands 17 to 19 include roles like director, CFO, chief of staff, and Skills Centers superintendent.
- Funding availability confirmed, with enough carryover to cover the increase.
- Discussion confirmed no statutory barriers to the increase.
- Pay band adjustments could change, but unlikely before January 1.
- The total cost of the increase is less than \$50,000.
- Emphasis on the meaningful impact for employees while being cost-effective for the agency.

Mr. Edward Hilliary moved to approve a 5% pay increase to employees in pay bands 17-19, effective July 1st, 2024. Mr. Peter Dillingham seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes

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

3.08 Discussion and Possible Action on Proposed Oklahoma Department of Career and Technology Education FY25 Budget – Ms. Lisa Batchelder, Chief Financial Officer

At 10:12 a.m. the board took a short break. The meeting resumed at 10:15 a.m., with all members present.

- State general appropriation base increased \$3,694,937 or 2.3%
 - \$3,000,000 – Technology Centers Flex (Health) Benefit Allowance
 - \$694,937 – Potential K12 programs and increased operational costs
- State general appropriation one-time funding - \$28,590,000
 - \$27,640,000 - Technology centers to address program wait list
 - \$450,000 – Skills Centers transition services
 - \$500,000 – Program expansion to unserved areas of Oklahoma
- Lottery appropriations decreased \$694,937 or 15.3%.
- Carl Perkins federal grant allocation increased by \$157,081.

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- Adult Education & Family Literacy federal grant allocation decreased by \$517,976.
- American Rescue Plan Act (ARPA) federal awards budgeted totaling \$6,945,374.
- Apprenticeship expansion federal grant allocation - \$562,459 (anticipated approval by U. S. Department of Labor).
- TANF-Career Training, High School Equivalency, and JAG allocations totaling \$4,290,000.
- Senate Bill No. 1125 details:
 - \$163 million base appropriation
 - \$28,590,000 one-time appropriation
 - Lottery appropriation of \$3,836,369
- General appropriation increased by 21.3% from 2015 to 2025.
 - Not including one-time money
 - Most increases in past years were for pay raises for instructors
- Decrease in full-time employees (FTE):
 - 337 FTE in 2010 to 230 FTE in 2025
- Lottery funding:
 - Steady, with a slight decline in recent years
 - Budgeting \$3.8 million for FY 25, holding for FY 26
- Funding sources:
 - 68% from general appropriation base
 - 11.9% from one-time funding
 - 13.4% from federal funds
 - 3% from ARPA funds
- Summary of all funds in the budget:
 - \$192 million projected new revenue, including one-time appropriation
 - Budgeted expenditures for various categories (e.g., student support, administration, skill centers)
 - \$5.6 million carryforward needed to fully fund the budget
- Carl Perkins Federal grant:
 - \$18.4 million award, with \$18.6 million budgeted for pass-through
 - Required 85% pass-through, 5% administration, and 10% leadership
 - Counting on \$3.2 million carryforward from FY 24
- Adult education and family literacy:
 - \$7.7 million award, with \$7.9 million planned for subrecipients
 - Required 82.5% pass-through, 12.5% leadership and 5% administration
 - \$1.7 million carry forward from FY 24
- Other federal funds:
 - ARPA funds for nursing, truck driver and broadband training
 - New state apprenticeship expansion grant pending approval
 - TANF federal grants from DHS
- Agency special account:

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- o Agreement with OMES allows up to \$345,000 expenditure

Mr. Peter Dillingham moved to approve the FY25 Budget. Mr. Randy Gilbert seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Huning, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes

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

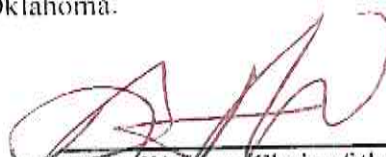
ADJOURNMENT

There being no further business, the meeting was adjourned at 10:42 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 Career Tech State Director and
Secretary of the CareerTech Board



Ryan Walters, Chair of the Board-
Brent Haken