

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

**February 20, 2025**

The State Board of Career and Technology Education began its regular meeting at 9:01 a.m. Thursday, February 20, 2025, at the Oliver Hodge Education 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 3:06 p.m. on February 18, 2025, 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. Edward Hilliary, Elgin
- Mr. Rob Seeman, Morris
- Mr. Zachary Archer, Hammon

Members of the State Board of Career and Technology Education who were absent:

- Mr. Ryan Walters, state superintendent of public instruction and chair of the board
- Mr. Randy Gilbert, Tecumseh

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

**1.01 CALL TO ORDER, OPENING COMMENTS AND DIRECTOR COMMENTS –  
MR. BRENT HAKEN, STATE DIRECTOR**

- Director Haken called the meeting to order at 9:01 a.m.
- Ms. Whitney Herzog is present as legal representation in place of Mr. Sohail Punjwani, who is stuck in Dallas.
- The main focus of the meeting is on an emergency rule related to schools.
- FCCLA packet is provided, including an invitation to volunteer as a judge for its event March 26-27.
- Judges are needed for various CareerTech Student Organizations as it is CTSO season.
- The speaker will be meeting with Senator Seifried after the meeting to discuss the education budget for the upcoming hearing.
- A few significant bills are being worked on:
  - An adjunct bill for CareerTech centers to streamline the approval process for instructors, especially for those teaching in K-12 schools.
  - A bill to start apprenticeships in pharmacy tech programs, working with the Pharmacy Board to get approval.
- Burns Flat Western Tech is working to add an aerospace program in response to a local industry request.

**1.02 ROLL CALL**

Ms. Ashley Rink called the roll and ascertained there was a quorum after opening remarks were given.

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

Led by Director Haken.

**1.04 MINUTES OF THE JANUARY 16, 2025, REGULAR MEETING**

A vote was taken on the motion to approve the minutes of the January 16, 2025, regular meeting. The results were as follows:

Motioned by Mr. Peter Dillingham  
Seconded by Mr. Edward Hilliary

Mr. Zachary Archer, yes  
Mr. Rob Seeman, yes  
Mr. Edward Hilliary, 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 Governor's Proclamation Recognizing Career and Technical Education**

**Appreciation Month for February 2025 Presentation with Possible Discussion – Mr. Russell Ray, Director of Communications and Marketing**

**National CTE Month:** February is designated as Career and Technical Education (CTE) Appreciation Month by the governor, providing an opportunity to promote the value of CareerTech education.

**Social Media Success:**

- The CTE social media campaign has achieved record results, more than 20,000 followers across Facebook, Instagram, LinkedIn, and X/Twitter (up from 10,000 in five years).
- Engagement is up 63% and impressions are up 160% compared to last year.
- Facebook engagement is up 88%, and Instagram impressions are up 97%.
- The social media team, led by Brenna Long, has created compelling content, collaborating with statewide marketing groups.
- Efforts aim to influence public opinion, especially among lawmakers who may still be undecided on the importance of CareerTech.

**Featured Videos:**

- **CareerTech Month Launch Video:** Highlights CareerTech's role in empowering students, supporting educators and driving innovation, with significant engagement.
- **Economic Impact Video:** Showcases CareerTech's contribution to Oklahoma's economy, emphasizing its \$1 billion impact, 8,654 jobs supported and \$116,000 higher earnings for program graduates.

**Team Engagement:** The social media strategy now includes posting team photos to improve engagement, helping the public recognize the individuals behind the agency.

## **3. MANAGEMENT INFORMATION**

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

**Background on Old Funding Formula:**

- Previous formula was based on a fictitious number for program costs.
- It didn't drive outcomes or match the actual needs of the schools.
- The old formula did not take into account the number of programs, campuses or instructional costs effectively.

**New Funding Formula Vision:**

- **Goal:** Make funding more equitable based on school size, ad valorem collection, and program offerings.
- **Focus on Outcomes:** The new formula aims to drive better outcomes by incentivizing schools to offer more programs and serve more students.



- **Audit and Review:** The finance committee and agency staff have been refining this new formula throughout the year.

**Proposed Funding Allocation:**

- The proposed budget increase from \$50 million to \$75 million, if approved, would be the new base funding for the formula.
- **Program Funding Mechanism:** Money allocated for full-time programs based on the ad valorem collected.
  - Schools with more ad valorem or better program offerings will receive more funding.
  - The goal is to get schools closer to the average funding allocation, which is around \$323,000 per program.
- **Campus Allotment:** 10% of the total allocation would be dedicated to funding campuses.
- **Student Services & Instructional Costs:** Another 10% goes to incentivize better instructional services and student outcomes.
- **Student Service Rate:** Incentivizes schools to serve more 11th and 12th grade students, with rural schools being encouraged more.
- **Adjustments for Changes in Funding:** Adjustments would be made based on the current year's ad valorem collection, allowing for mid-year changes and adjustments if needed.

**Current Issues:**

- Some schools, like Western Technology Center, are underfunded due to outdated formulas and declining ad valorem, receiving far less funding than they should.
- Some schools may receive more than their fair share due to previous formula inconsistencies, but adjustments are planned over a three-year period to phase those changes in gradually.

**Concerns About Budget Impact:**

- If the funding remains at \$50 million, many schools would receive cuts, which makes the new formula unworkable.
- The optimal increase would be around \$70– 75 million to make equitable adjustments without causing harm to schools.

**Advocacy and Legislation:**

- The \$75 million proposal includes onetime funding from the previous year that, if added to the base budget, would help address funding inequities and reduce waiting lists.
- The proposal is being discussed in the legislature, with some challenges, particularly in the Senate, though the House is supportive.

#### **4. MANAGEMENT ACTION ITEMS**

**4.01 Discussion and Possible Action on Full Postsecondary Accreditation for Green Country Technology Center School District No. 28 – Mr. Joey Vanek, Accreditation Manager.**

Mr. Joey Vanek introduced his team and it was noted that Mr. Roger King, superintendent of Green Country Technology Center, and Mr. Wade Lackey, director of workforce and economic development are here if there are any questions.

From October 8th to 10th, 2024, the Accreditation Division conducted a hybrid accreditation review at Green Country Technology Center in Okmulgee, Oklahoma. The examiner team consisted of 23 examiners and ODCTE staff, including 14 examiners from technology centers. During the review, examiners

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interviewed 17 stakeholders through various methods, including individual and small group settings. The examiners found no areas of non-compliance and recommend that the board grant full accreditation status to Green Country Technology Center.

Mr. Roger King spoke to the board briefly.

Mr. Peter Dillingham moved to approve full postsecondary accreditation for Green Country Technology Center School District No. 28. Mr. Zachary Archer seconded the motion. The motion had the following votes:

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

Motion carried. A copy of the accreditation report and minutes are on file at the Oklahoma Department of Career and Technology Education.

**4.02 Discussion and Possible Action on Full Postsecondary Accreditation for Southern Technology Center School District No. 20 – Mr. Joey Vanek, Accreditation Manager.**

From September 24-26, 2024, the Accreditation Division conducted a hybrid accreditation review at Southern Oklahoma Technology Center in Ardmore, Oklahoma, including its Love County site. The examiner team consisted of 28 examiners and ODCTE staff, including 18 examiners from technology centers. During the review, examiners interviewed 15 stakeholders through various methods, including individual and small group settings. The examiners found no areas of non-compliance and recommend that the board grant full accreditation status to Southern Oklahoma Technology Center.

Dr. Eric Ward, superintendent of Southern Technology Center and Mike Martin, assistant superintendent, spoke to the board briefly.

Mr. Mike Brown moved to approve full postsecondary accreditation for Southern Technology Center School District No. 20. Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Zachary Archer, yes  
Mr. Rob Seeman, yes  
Mr. Edward Hilliary, yes

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Ms. Shaelynn Haning, yes  
Mr. Peter Dillingham, yes  
Mr. Michael Brown, yes

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

4.03 Discussion and Possible Action to adopt the draft Emergency Rule and Rule Impact Statement for 780:20-3-4, which creates a rule for the new industry specialist certification as directed in House Bill 3276 pursuant to the Rulemaking Process under the Oklahoma Administrative Procedures Act as provided in 75 O.S. §§ 250.1 *et seq* and 253. The authority to engage in this rulemaking process can be found in 70 O.S. § 14-103.1, 14-103.2, 14-104, 14-106, 14-108, 14-129, and 14 - 131 -- Ms. Gina Hubbard, Director of Statewide Outreach.

- **Approval Process:** Last month, the board approved moving forward with the emergency rule-making process.
- **Agenda Correction:** The agenda referenced House Bill 3272, but it should be House Bill 3276; this will be corrected in the minutes.
- **Rule Adoption:** The next step is to request the adoption of the emergency rule and the rule impact statement.
- **Documentation:** Supporting documents are in the board packet, marked as draft pending approval and any formatting changes.
- **Governor's Approval:** Once adopted and filed with the Office of Administrative Rules, the governor has 45 days to approve the emergency rule.
- **Purpose of Rule:** The rule addresses the workplace specialist certification for individuals who want to teach without returning to college for a traditional certification, allowing their work experience to count toward certification.
- **Timeliness:** This rule is important for schools considering hiring for the upcoming school year.
- **Board Action:** A motion was made to approve the adoption of the emergency rule, seconded, and discussed.
- **Final Note:** The House Bill referenced is 3276, and the motion passed without further discussion.

Motioned by Mr. Peter Dillingham  
Seconded by Mr. Edward Hilliary

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

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



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4.04 Discussion and Possible Action on the Position Description Questionnaire and cover letter submitted to OMES to increase the pay band for the State Director of Career and Technology Education – Ms. Whitney Herzog

- **Introduction:** The discussion centers around a questionnaire and cover letter to be submitted to the Office of Management and Enterprise Services in order to request an increase in the pay band for the state director of career and technology education.
- **Background:**
  - The board has previously discussed this matter, and this is the next step in the process.
  - The questionnaire, which is required by OMES before considering a pay band increase, has already been filled out by the agency.
  - The job description and questionnaire were reviewed by HR and agency staff, with input from Mr. Sohail Punjwani on changes to the completion format compared to the previous submission.
- **Board's Role:**
  - The board's responsibility is to review the accuracy of the position description and ensure it sounds correct and appropriate.
  - The board is not required to fill out the questionnaire itself, but it needs to approve the job description and questionnaire.
- **Details:**
  - The questionnaire is essentially the same as before, but the answers provided this time offer more detailed descriptions of the job.
  - The cover letter was drafted by Mr. Sohail Punjwani and reviewed by agency staff.
  - The questionnaire does not specify the amount of the pay increase; it discusses the responsibilities of the position and the time commitment for each task.
  - The next step is for OMES to review and approve the request for a pay band increase.
  - The current pay band is Grade E, D11, with a minimum of \$6,893, a mid-point of \$15,786, and a maximum of \$18,936.
- **Question Raised:** One member asked if the pay band increase request would specify an amount, to which it was clarified that the current request does not specify an amount but seeks approval for a pay band increase, with the details of the exact increase to be discussed later.
- **Next Steps:**
  - The pay band increase is the first step in the process. After approval from OMS, further discussions on the specific pay band and amount can take place.
  - The board needs to approve both the questionnaire and the cover letter, which may require a signature from the board chair (who is absent at the moment). A designee may be appointed to sign the documents in the board chair's absence.

Mr. Peter Dillingham motioned to approve the submission of both the questionnaire and cover letter to OMES and moved to approve Ms. Shaclynn Haning to sign on behalf of the board. Mr. Edward Hilliary seconded the motion. The motions carried with the following votes:

Mr. Zachary Archer, yes

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Mr. Rob Seeman, yes  
Mr. Edward Hilliary, 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.

**5. NEW BUSINESS**

There was no new business.

**6. ADJOURNMENT**

A vote was taken to adjourn the meeting at 10:07 a.m.

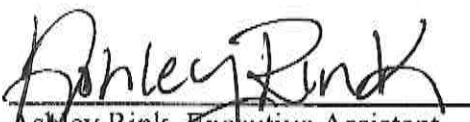
Motion by Mr. Mike Brown; seconded by Ms. Shaelynn Haning. The motion carried with the following votes:

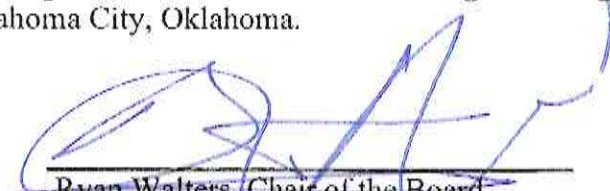
Mr. Michael Brown, yes  
Mr. Peter Dillingham, yes  
Ms. Shaelynn Haning, yes  
Mr. Edward Hilliary, yes  
Mr. Rob Seeman, yes  
Mr. Zachary Archer, yes

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

There being no further business, the meeting was adjourned at 10:07 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held Thursday, March 27, 2025, at 9:00 a.m. The meeting will convene at the Oliver Hodge Building, 2500 North Lincoln Boulevard, Room 1-20, Oklahoma City, Oklahoma.

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

  
\_\_\_\_\_  
Ryan Walters, Chair of the Board  
State Director of CTE