

Business, Marketing, & Information Technology Education Division

Executive Officer Team Meeting

ODCTE, Tuttle Seminar Center

April 9, 2019; 9:30am - 12:00PM

Business Meeting Minutes

Emily Goff called meeting to order at 9:36am.

Members Present:

- Emily Goff
- Darin Lackey
- Sherri Gleaves
- Leslie Cooksey
- Lavon Holtzinger
- Tera Davis
- LeaAnn Meyer
- Betty Lowrance
- Meredith Walker
- Afton Jameson
- Rachel Phillips
- Natalie Jordan
- Liz Dinkins

Guests: Teresa Karnes – Cashion HS; Paige Richardson – Morrison High School Student Teacher

ODCTE Staff Present: Jaclyn Arnold; Carrie DeMuth

Division Updates – Carrie DeMuth

- Mark is leaving to pursue another opportunity. He has been working with Paxton and she loves working with the student organizations.
 - The CTSO advisor positions are stressful positions. They see the best and the worst in those that want to be involved and sometimes we lose those positions.
 - The salary is not that great for what they do, so we sometimes lose these coordinator positions.
 - Paxton has asked to do the DECA and BPA positions and so the department is going to try that out.
 - The new person replacing Mark will manage the finance and conference planning, but Paxton will be the primary.
- Kristy Lofton joined the BMITE staff and will work with Region 4. She will be working with the IT cluster as well.
 - She will be planning the new teacher workshop in July.
- Two new courses approved for the division for Oklahoma's Promise.
- Seminole State college agreement is picking up momentum and several tech centers have signed on for that.

- Carrie and Tonya are sharing some of the OCAS codes so that there can be crossover between the STEM division and BMITE. So now there is AP credit for computer sciences that can be utilized.
- There are two new internship courses and you can't be doing other things during those. Have to manage the internships. It's not the same thing as the Capstone course.
- If you teach the capstone you need to teach all of the courses in that sequence.
- Wants feedback on Monday Madness. Do we like that instead of multiple emails?
 - Overwhelming yes from everyone.
- Financially within the division there is a budget with very little flexibility.
 - Carrie is on the board for MBA research and they are looking at trends to help us set standards in some of our areas.
 - They can meet with CEO's from certain cluster areas and look at trends for our area in Oklahoma.
 - Carrie feels like we need to do this.
 - She said that she has shifted funds in her agency budget around so that she can get this in motion. She has set dates with MBA research for June 18-20 at Francis Tuttle. She is asking that we use funds from the BMITE division to help with meals, etc. to make this happen.
 - Darin Lackey said that it would be nice to have a better breakdown of our division funds so we could see what kinds of funds are available to support this.
 - Sherri Gleaves added that having a line-item budget that breaks down what we have exactly in income and expenses and so we can plan better for the benefit of the division.
 - Emily Goff said that we should create this line item budget and have it put into place by next year.
 - Sherri said that what we would need from BMITE division as far as finances would be approximately \$1500. 30 people each day for 3 days. Average cost of \$15 per day for breakfast, snacks, and lunch.
- Mark Birch came in to talk to us about his transition to another opportunity and that he is leaving the agency. He said he wasn't seeking to leave but that the opportunity came up and he felt that he needed to take that opportunity. He thanked all of us for what we do.

Summer Conference Planning – Jaclyn Arnold

- There is a change in the first day's schedule. The first day will start with new teacher orientation come and go. At 8:45am will be division meetings. After that spot light session and then lunch. Then another spotlight and then vendors. Big change from the past.
 - Need to spread the news to the veteran teachers.
 - The big push from the presidents meeting is to try to address the high school teachers needs better and get them to attend more.
 - Also hoping that parking will be better downtown.
- Another huge change is we will pick up our packets in the division meeting room.

- Possibly break it down by region so that the Region VP's can help out and interface with members.
- The changes are listed on department website.
- Should be more food trucks this year.
- On the second day, we will be at Francis Tuttle again. She is suggesting we do breakfast this year and a snack like last year. Then have a lunch for purchase for those who would like to stay on campus. Typically have about 100 people that stray for lunch.
- There will be an "un-conference" this year in the afternoon. She has some sheets for us to use for planning during our committee planning time today.
- In the morning of day 2 do more traditional programming like planned breakouts, then the "un-conference" in the afternoon.
- There will be no Region meetings on the 2nd day because some of the Region meetings didn't go well.
 - Liz Dinkins asked why are we having Regions if we won't have time for the regions. When you don't have time to meet with regions you can't make strides to be better.
 - It appears that not all regions planned out their meeting times. Need to do this better.
 - It was determined that there will be time added to the 2nd day for the divisions to meet. These meetings have to be planned and led by the Region VP's.
 - There was discussion of if there was a choice between a region meeting and another breakout, then they would choose another breakout every time.
 - There was some discussion about having something more concrete like a list of responsibilities that the Region VP's can follow and know what needs to be done as a Region VP.
 - Emily suggested a Zoom meeting to allow this to start happening.
 - Jaclyn needs a decision today if we need to create a meeting time and room that the Regions can stagger meeting times to use that space and time. It was agreed that we will offer that.

Secretary's Report – Darin Lackey

- Motion to approve minutes from October meeting. Motions was made and approved.

Treasurer's Report – Leslie Cooksey

- Motion was made and passed to approve the treasurer's report.

Reporter is absent. No report.

Region 1 Report – Jessica Schanbacher/LeeAnn Meyer

- No Report

Region 2 Report – Shelia McMurry/Michelle Lewendowski

- No Report

Region 3 Report – Liz Dinkins

- They had the Pixelfest conference and it was a big success.

- Had over 600 registered.
- A lot of things going on right now with CTSO conferences and competitions.

Region 4 Report – Betty Lowrance/Kristi Lofton

- Gordon Cooper is building a new building to house EMS and health programs.
- Digital Media and graphic design had a meeting at OSU-IT to see how they can get college credit for students.
 - They determined that they were more interested in online portfolios rather than testing for credit.
 - Liz Dinkins said that OSU-IT is hiring all new deans so their stance on this may change. Also hoping that the new deans will be pro CareerTech.

Committee Goals and Reports

Awards – Natalie Jordan

- Interviewing Thursday
- Need to vote on a paid Zoom account so that BMITE can conduct awards interviews. \$15/mo.
 - Motion was presented and approved

Diversity Action – Shelia McMurry

- Need to fill this role
- No Report

Finance – Angela Brownfield

- Everything is fine

Legislative/PAC

- Ribbon sales this year as opposed to silent auction
- PAC membership comparison
 - BMITE is third in contributions

CTAC – Sherri Gleaves

- Next meeting is this Thursday
- Skye McNeil presented an agreement with consulting company to help with lobbying efforts
- 56 new legislators and 2800 new bills.
- Dr. Mack wants everyone to look at the website for legislative report
 - New job postings for agency – this was from January
- Michael Cullwell gave OkACTE report
 - ACTE NPS was just recently held
 - Region IV April 16-19 2019
- Governor Stitt is in support of CareerTech in Oklahoma

Membership – Rachel Phillips/Natasha Smith

- The giveaways at August Conference were good but feels like we need to do more.
- Need to focus on the additional scholarships to members to add value.
 - Continuing Education Scholarship
 - Professional Development Scholarship
- Many of the regular members that know the value are retiring. How do we get the younger members to see the value in our division and make it a priority to get involved more.
 - Looking to get more ideas on how to solve this or it will get worse.
- Liz Dinkins suggested BMITE social activities – at regional level.

Nominating – Meredith Walker

- Have one nomination for President Elect
- Have one nomination for Secretary
- Still looking for nominations for many of the regions

Policy – Daniel Devers

- No report. Danile not here today.

Scholarship – Betty Lowrance

- Working on process to use rubric to rank the applications for scholarships to determine those that will receive the scholarship.
- Need to have the discussions to determine how many scholarships can be awarded.
- Carrie mentioned that they need to get BMITE scholarships on the BMITE website.

New Business

- New Scholarships
 - Professional Development
 - Will have to present as part of receiving the scholarship
 - Continuing Education
 - Will have to present as part of receiving the scholarship
 - There could be up to four scholarships available for each one.
 - Afton Jameson made motion to accept these scholarships as presented. Motion was seconded.
 - Motion carries
- Do we want to fund the Research Futures Panel food.
 - \$1500
 - Motion was made to fund this. Second.
 - Motion Carried
- Motion was made to pay for the 2nd day Breakfast and snacks.
 - Motions was made, seconded, and passed.
- Special Committee for planning August Conference
 - For now want to put one in place but next year we need to create a standing committee for future years.

- Motion was made to establish the special committee and a standing committee after that so we can help with planning the 2nd day of August conference. Seconded.
 - Discussion was had that we will take volunteers to serve on the committee.
 - Liz recommended Regional VP's need to be on the committee.
 - And to have a chair.
 - Motion was amended to include Liz Dinkins' recommendation.
 - Motion was passed
- We will promote membership for the committee with the BMITE Monday Madness emails.
- BMITE Day at the Capital
 - Need to have a date and then plan it.
 - Look at April 1st, 2020
- Discussion on funding cups and candy for new teacher for \$550
 - Motion was made and seconded for this.
 - Motion carried.
- Discussion was had on funding giveaways (gift cards for technology) for August Conference/ regional meetings.
 - 4 \$25 and 2 \$100 per region for a total of \$1200
 - Tumblers
- Motion to fund gifts and giveaways for August Conference membership and new teacher gifts for a total of \$3500. Membership committee will determine details of how the gifts will breakdown.
 - Motion was seconded and carried.

Meeting adjourned at 12:08pm