1. Call meeting to order
   1. 1406 by Dustin Hicks, President.
2. Roll Call
   1. See attendance roster below minutes
3. Minutes Review and Approval
   1. Wren Stratton moved for approval, 2nd JR Polzien. Motion passes.
4. Treasurer’s Report: Wren Stratton
   1. Dated as of March 12, account has $35,362.89. Budget updated 2/11/20 and has been posted online. Motion to approve by JR Polzien, 2nd by Heather Black. Motion passes.
5. General Business
   1. Member-at-Large Reports
      1. Health Clusters
         * Toni McClemore: nothing to report. Discussed using Precision Exams (used as Pre-test and Post-test in HCE), which are having difficulty with proctored exams during COVID-19. Offering provisional certification based on pre-test scoring, see their website for details.
      2. HCC
         * Nancy Harris: nothing to report. Would like to request listserve of HCE from Lara so she can email HCE instructors specifically.
      3. Dental Lab
         * Karyn Stafford: nothing to report
      4. EMS
         * Mikka House-Moore: discussed temporary changes to licensure standards during COVID-19. Psychomotor exam is being delayed at this time, and graduates that have passed written exam are being permitted to practice with a provisional license.
      5. Med Asst
         * Kelley McConnell: Have been waiting for AA&P certification credentialing site, experiencing difficulty with completely clinical requirements. Received notification that for RMA, they are still requiring 90 hrs of onsite clinical. Phleb is still also requiring 90 hours clinical time onsite to receive certification. Unable to complete onsite clinical requirements d/t lack of PPE for students during COVID-19 situation.
      6. PN Coordinator
         * Delores Cotton: NCLEX-PN modified to shorter exam during COVID-19. NCSBN offering webinar 4/8/20 at 1400 discussing changes to NCLEX-PN during COVID-19. Josie Scott working on virtual clinical on ctYou. PN Directors meeting via Zoom on 4/3/20, and will continue to meet weekly on Wednesdays.
      7. PN Instructors
         * Melissa Peterson: Working with Lara to schedule weekly Zoom meeting for PN Instructors to facilitate collaboration. Dustin relayed that MTC is using VSim from Laerdal and will share what he has been utilizing with VSim in Moodle. Per Lara Morris, all CT centers are able to create their own Moodle page for their Tech Center, must request it through ODCTE.
      8. Rad Tech
         * Michelle Noble: Nothing new to report. Still seeking legislative approval to make OK a licensure state for Rad Techs.
      9. Resp Therapy
         * Crystal Cooper: Unable to continue onsite clinical during COVID-19 shelter in place ruling, however governing board is being supportive and flexible. Students are able to work under a Student Provisional License. Working on loaning out school equipment (such as ventilators) to local hospitals for patient use.
      10. Pharmacy Tech
          * Heather Black: PTCB (national certification testing) is requiring new criteria for programs to be considered “recognized” for national certification. Oklahoma does not currently require this certification, but it is incentivized by some employers and is required by other states.
      11. Surgical Tech
          * Richard Hadley: No report, absent.
      12. PTA/OTA, O&P
          * Jeanne Gallien Gorman: Also unable to complete onsite clinical during COVID-19. Looking into simulation rotations, also postponing new admissions. Accreditation body is not allowing for flexibility/exceptions in standards for 16 FT weeks of clinical rotations. PT is fully online with curriculum.
   2. OKACTE Committee Rep Reports
      1. CTAC
         * Stormie Roberson: Met 1/30/20, reviewed 2020 Legislative Agenda (voted and approved), see Oklahoma ACT website for agenda and updates and FY21 Appropriations.
      2. PAC
         * Pamela Updike: Membership numbers had decreased. PAC meeting scheduled for 4/29 (possibly held via Zoom, not announced yet). Dustin provided info on OHCETA Spring newsletter about PAC participation and new strategies for contributing funds easily. Call to members to spread the word and promote participation in PAC.
      3. Awards
         * Leslie Quick: Divisional Awards (12 applicants, up from only 3 applicants last year). Judges are JR, Stormie, Crystal, and Nancy. Judging will be completed by 4/22/20. OHCETA Teacher Scholarships open 5/1/20 and will be due in June. Debbie Bennett also discussed scholarships through HOSA. Discussed portal being open from May through 6/15/20. JR Polzien made a motion to allocate $6000 (same amount as last year) for OHCETA HCE Scholarships for next year. 2nd by Kebi Allen. Vote passes.
      4. Diversity Action
         * Lisa Johnson: 2nd Annual Diversity Symposium this year, turnout was good. Was a positive event.
      5. MBP Board
         * Lisa Dyer: No report, absent
      6. Membership
         * Liz Baxter: Look for email in next few weeks for due dates for membership dues.
   3. Sim Coordinator: Sue Kerr reported collaboration with Josie Scott and current work on virtual sim that is being loaded to the ctYou website. Please email Josie Scott for access to course for individual schools. vSim discount being offered right now (discount is $20/student/module for 3 months). May get DocuCare free for 90 days (that promotion may end in June). See Facebook pages for teacher resources that are being shared (Lara will share info via email). Simulation conf has been cancelled.
   4. Day at the Capitol: Amy Warner reported they had excellent number of RSVPs this year, had 300 in attendance. Will utilize QR code for scavenger hunt, Starbucks gift card drawings, posting the schedule, etc. all worked well. Will continue these strategies next year.
6. Old Business
   1. Simulation Conference: cancelled due to COVID-19
   2. OHCETA Elections: only 2 applicants for open positions. Please spread the word regarding nominations for officer positions to increase participation. Dustin will distribute Bios for each nominee. Heather Black discussed back-up plan for cases where we do not get a nominee for open positions. Dustin stated that we will carry over nominations for vacant positions to Summer Conference.
7. New Business
   1. Summer Conference: Dustin meeting with OKACTE on 4/8, will relay any info that is decided regarding Summer Conference. Lara reported that requirements for OKCTE have not changed and they are moving forward as normal at this time. Registration still set for 5/1, but may change after meeting scheduled for 4/8.
      1. Breakout session ideas/volunteers
         * Debbie Bennett and Lara Morris discussed some breakout session ideas that ODCTE is considering. Lara to send out info on [www.riseanyway.com](http://www.riseanyway.com) to look into for our luncheon speaker/spotlight session speaker. Topic is about screen time/electronic usage and neuro effects in children. Nancy Harris suggested having Teacher of the Year winners present at breakout sessions. Leslie Quick suggested scholarship recipients also present the material they “learned” with the scholarship funds. Deadlines for session suggested is the 3rd week of April. Wren mentioned we have $1680 budgeted for conference speakers. Lara and Debbie will send out survey for OHCETA to vote on session speakers.
      2. Member Appreciation Gifts
         * Dustin shared idea for a custom lapel pin. Heather shared idea of creating a Challenge Coin in honor of the work done during COVID-19.
      3. Ideas to increase vendor traffic
         * Issues with decreased vendor traffic in 2019. Lara reported that packets will still be picked up in main vendor area, they will also stagger the business meetings (half at 0800, other half at 0900). Offering more space at lunch for dining and browsing the vendors.
      4. PAC Fundraiser ideas
         * Continuing auction of baskets to procure donation funds. Will not continue to sell ribbons, not profiting as expected. Discussed online forms to sign up for contribution (including monthly contribution and one-time donations).
8. Announcements:
   1. Susie McEachern offered assistance to all instructors with ctYou resources, please reach out to her via email for assistance.
9. Adjournment
   1. At 1555 Motion made by Wren Stratton, 2nd by Nancy Harris. Vote passes.

Minutes recorded by Kebi Allen, OHCETA Secretary.

Attendance Record:

Officers

✓President: Dustin Hicks

✓President – Elect: JR Polzien

✓Past-President: Ashley Fichtner

* Vice-President: Janice Clayton

✓Secretary: Kebi Allen

✓Treasurer: Wren Stratton

✓Reporter: Paula Estrada

✓Sim Coordinator/Specialist: Sue Kerr

M-a-L

✓Health Clusters/Academics: Toni McLemore

✓Health Science Tech/ HCC: Nancy Harris

✓Dental Lab Asst./Dental Asst: Karyn Stafford

✓EMS: Mikka House-Moore

✓Medical Asst/Health Info: Kelley McConnell

✓PN Coordinator: Dolores Cotton

✓PN Instructors: Melissa Peterson

✓Rad Tech: Michelle Noble

✓Respiratory Therapy: Crystal Cosper

✓Pharmacy Tech: Heather Black

* Surgical Tech: Richard Hadley

✓PTA/OTA and O&P: Jeanne Gallien Gorman

Committee Reps

✓CTAC Rep: Stormie Roberson

* PAC Board Rep: Ladonna Selvidge

✓PAC Board Rep: Pamela Updike

✓Awards Committee: Leslie Quick

✓Diversity Action Rep: Lisa Johnson

* MBP Board Rep: Lisa dyer

✓Membership Committee Rep: Liz Baxter

ODCTE

✓HCE Program Admin: Lara Morris

✓HCE Program Specialist: Susie McEachern

* HCE Program Specialist: Kim Stafford

Also in attendance: Debbie Bennett from ODCTE