



**OHCEA EXECUTIVE COUNCIL
FALL BUSINESS MEETING AGENDA**

Date and Time: October 1, 2021, 1300-1500

Chairperson: Kebi Allen, RN, MSN-CNE

Minutes: Amy Warner

Location: Virtual Meeting via Zoom

[Meeting ID: 823 2312 8693](#)

Introduction

Kebi Allen

1. Call to Order 1304

2. Roll Call: Nicole Hanselman, President Elect, via Participant List in Zoom Meeting

Name	Office/Position Held	Present (Y or N)
Kebi Allen	President	Y
Nicole Hanselman	President-Elect	Y
Dustin Hicks	Past President	Y
Melissa Peterson	Vice President	Y
Amy Warner	Secretary	Y
Amber Pagel	Treasurer	Y
Emily Wheeler	Reporter	Y
Natasha Trotter	Simulation Coordinator	Y
LouAnn Lively	Health Clusters/Academics	N
Nancy Harris	Health Science Tech./HCC	N
Karyn Stafford	Dental Lab Asst./Dental Asst.	N
Mikka House-Moore	Emergency Medical Services	Y
Melissa Johnson	Medical Assist/ Health Info.	N
Kathleen Passmore	Medical Assist/ Health Info.	N
Dana Chandler	Practical Nursing Coordinator	Y
Melinda Danderson	Practical Nursing Instructors	N
Michelle Noble	Radiologic Technology	Y
Crystal Cospers	Respiratory Therapy	Y
Heather Black	Pharmacy	Y

Richard Hadley	Surgical Technology	Y
Jeanne Gallien-Gorman	PTA/PTA and O&P	N
Stormie Roberson	CTAC Representative	Y
LaDonna Selvidge	PAC Board Rep #1	Y
Janice Clayton	PAC Board Rep #2	N
Doug Jones	Awards Cmte Chair	Y
Veretta Parker	Diversity Action Cme. Rep	Y
Lisa Dyer	MBP Board Rep	N
Kaydee Clark	Membership Cmte Rep	N
Lara Morris	HCE Program Administrator	Y
Kim Stafford	HCE Program Specialist	N
Susie McEachern	HCE Program Specialist	N

3. Review and approval of minutes from 2021 OK Summit Summer Business Meeting
 - Motion to approve by Nicole Hanselman
 - Seconded by Doug Jones
 - Motion carries

Treasurer

Amber Pagel

1. Treasurer's Report and Approval of Budget
 - Discussion on fund raising line item reporting
 - Check register- Discussion about installments
 - Suggestion to approve budget at the end of the meeting .
 - Heather Black moves to approve Treasurer's Report
 - Dustin Hicks seconds
 - Motion passes to approve Treasurer's report as presented.

General Business

Discussion Items

Kebi Allen

1. Member-at-Large Reports:
 - Health Clusters/Academies: LouAnn Lively
 - No report
 - Health Science/HCC: Nancy Harris
 - CNA Zoom meeting next week with OSDH
 - She has offered to give Anatomage demos to those interested.
 - Biology certification questions- the law states having a standard teaching certificate, one can add subject areas, but that is being questioned without an advanced degree in biological sciences. Lara is requesting our credentials to show that we are highly qualified to teach biological sciences.
 - Dental Lab/Dental Assistant: Karyn Stafford
 - No report

Emergency Medical Services: Mikka House-Moore

- Skills testing update

Medical Asst/Health Information: Melissa Johnson & Kathleen Passmore

- No Report

PN Coordinator: Dana Chandler

- retreat Nov 9-10 in Ardmore
- struggles with hospitals putting the vaccine requirement on the schools

PN Instructors: Melinda Danderson

- no report

Radiologic Tech: Michelle Noble

- no report

Respiratory Tech: Crystal Cospers

- same struggle with hospitals and covid vaccination requirement
- October is respiratory care MONTH declared today by Governor Stitt
- discussed the use of PAPR as an option for PPE
- respiratory currently fit-tests students for N95

Pharmacy Tech: Heather Black

- need for externship license- currently observation

Surgical Tech: Richard Hadley

- Last tuesday open forum was held to discuss requiring Associates Degree. Final decision will be made at the end of the month
- some programs have already dropped accreditation

PTA/OTA and O&P: Jeanne Gallien Gorman

- No report

2. OKACTE Committee Representative Reports:

A. CTAC: Stormie Roberson

- No report Meeting 10/21

B. PAC: LaDonna Selvidge/Janice Clayton

- No report- Meeting 10/6

C. Awards/Recognition: Doug Jones

- Reached out to Roberta Sams
- Requests a list of what awards and scholarship are out there to put it on the website
- Was directed to the awards portal via ctYOU

- D. Diversity Action: Veretta Parker
 - Diversity Symposium- Nov 19- Tulsa Lemley
 - Highlighting Oklahoma tribes
 - Reaching out to First American Museum

- E. MBP: Lisa Dyer
 - No report

- F. Membership: Kaydee Clark
 - No report

- 3. Simulation Coordinator/Specialist: Natasha Trotter
 - No report

- 4. Lara Morris:
 - Agency update
 - Agency cannot offer a simulation conference. OHCETA must do that on their own. OHCETA will not be out any money. Registration fee will cover expenses.
 - Lara will be doing site visits for accreditation.
 - HOSA FLC is 10/19
 - Summer Conference (OK Summit)
 - OHCWC Simulation Conference-
 - OHCETA is recommended to be the coordinator of activities for this event.
 - Discussion followed
 - Motion to support- Vereta Parker
 - Second by Dustin Hicks
 - Motion passes

New Business

Discussion Items

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|------------|---|
| Kebi Allen | <ul style="list-style-type: none"> 1. Renewal of subscription for Nurse Tim paid by OHCETA <ul style="list-style-type: none"> ● Motion to continue- Veretta Parker ● Second- Melissa Peterson ● Motion carries 2. Renewal of HSEA membership paid by OHCETA <ul style="list-style-type: none"> ● \$20 per member (discounted from \$45) ● Discussion followed regarding access and use ● Motion to renew membership- Heather Black ● Second by Emily Wheeler ● Motion carries 3. OHCETA Due Increase: currently \$20. Currently have 399 members. <ul style="list-style-type: none"> ● Discussion occurred regarding regional meetings and providing funding for National ACTE conference. |
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- No vote required to maintain rate.

4. OHCETA 21-22 Strategic Plan

- Information/Communication:
 - Disseminate newsletter to OHCETA Members. Publication dates would be Nov, Feb, and May. (Responsible: President, President Elect, Reporter, Awards Chair)
 - Start & maintain OHCETA Facebook Page (Responsible: Reporter)
 - Identify a HCE Point of Contact for each CareerTech Center. Will ask for volunteers in the Nov. newsletter. (Responsible: Vice President)
- Association Growth:
 - Sort and Organize membership list to better identify years of service (Responsible: President, President Elect, Membership Chair)
 - Promote and increase OHCETA involvement with Awards Process (Responsible: Awards Chair)
- Leadership:
 - Initiate Spring OHCETA Leadership Retreat (1 day, beginning of May). Will invite newly elected officers to meet with their counterparts. (Responsible: Executive Council)

5. Creation of the Outstanding Division Award (OkACTE)

- Recognizes divisions that meet or exceed efforts to grow OkACTE
 - Rubric focuses on activity/participation of Executive Council members, Committee Representative activity, division PAC involvement, Award submission/reception, conference participation, etc.
 - Years of Service Gifts:
 - Journals from EskimoJoes Promotional Products in lieu of lapel pins.
 - Prices range from \$4.00 - \$5.50 each for a lot of 100 (plus setup charge, tax, and shipping)
 - Variety of colors, each color pertains to a certain number of years of service, OHCETA Executive Council could handwrite a note of appreciation on the inner cover, to personalize.
 - Lapel pins would be approximately \$4.15 each for a lot of 100.
 - Survey for pin vs. journal
- Member Appreciation Gifts for OK Summit: Spent \$7176.93 in 2019; \$2,869.52 in 2018, \$0.00 in 2017, and \$2,771.78 in 2016.
 - Discussion over using funds to give membership gifts
 - There is a need to have our division scholarship deadline before spring leadership in order to make a decision about membership gifts and available funds.

- OHCETA Scholarships and Awards Nominations (Doug Jones, Nicole Hanselman)
 - Dennis Portis Award- Nicole will need to nominate someone from OHCETA. Send nominations to Nicole ASAP.
- Day at the Capitol
 - No date reserved yet; lots of unknowns
 - Amy Warner will coordinate that again
- Leadership Seminar Financial Assistance/Stipend
 - Call for motion to vote for \$100 financial assistance for attendee
 - Melissa Peterson moves
 - Second by Stormie Roberson

Discussion Items

Kebi Allen

1. Announcements

- CTAC Legislative & Appropriations Forum – November 10, 2021 (via zoom)
- OkACTE Awards Workshop – November 17, 2021
- ACTE CareerTech Vision 2021, New Orleans, LA, Dec. 1-4, 2021
- Business & Industry Day- April 13, 2021
- National Policy Seminar, Arlington, VA - March 21- March 23, 2022
- Legislative Seminar –TBA
- ACTE Region IV – San Antonio, TX, TBA
- 2022 Summer Conference- August 1-2, 2022, Tulsa
- Next Meeting Tuesday, April 12 at Embassy Suites in Norman- 2:00pm

2. Adjournment- 1459

Addendum to original meeting agenda:

The quote we received for the 12 month NurseTim Subscription is higher than what we were expecting at the time of the Fall Business Meeting. The quoted price is \$2399. An electronic vote was obtained from the Executive Council. The majority vote was in favor of purchasing the annual NurseTim subscription at the price of \$2399.

An electronic vote was obtained to approve the The Final Budget as written within the Treasurer's Report, with the addition of the NurseTim subscription. The majority vote was in favor of approving the budget as stated in the Treasurer's Report.