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| OHCETA EXECUTIVE COUNCIL Fall Business Meeting Date and Time: October 6th, 2022 1400-1643Chairperson: Kebi Allen RN, MSN-CNE Minutes: Heather Black, CPhT**Location: ODCTE Stillwater****Room: Information Commons**Zoom Meeting ID (optional): 857 9059 4043Zoom Link: https://us06web.zoom.us/j/85790594043?pwd=MTRuelp5Q0ZOQW8vczdrbkdINTRYQT09 |
| **Introduction** |  |
| Kebi Allen | 1. Call to Order at 1400 by President, Kebi Allen 2. Roll Call: Heather Black (VP)

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| **Name** | **Office/Position Held** | **Present (Y or N)** |
| **Kebi Allen**  | President  | Y |
| **Amy Warner** | President-Elect | Y |
| **Dustin Hicks** | Past President  | Y |
| **Heather Black** | Vice President  | Y |
| **Melissa Peterson** | Secretary  | N |
| **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 | Y (Zoom) |
| **April Williams** | Dental Lab Asst./Dental Asst.  | Y (Zoom) |
| **Jim Massey** | Emergency Medical Services  | N |
| **Paula Estrada** | Medical Assist/ Health Info.  | Y |
| **Tara Thomas** | Practical Nursing Coordinator | Y |
| **Camber Musgrave** | Practical Nursing Instructors  | Y (Zoom) |
| **Shelly Hornberger** | Radiologic Technology  | Y (Zoom) |
| **Crystal Cosper** | Respiratory Therapy  | N |
| **Christa McDonald** | Pharmacy  | Y (Zoom) |
| **Richard Hadley** | Surgical Technology  | N |
| **Melissia Guthrie** | PTA/PTA and O&P | Y (Zoom) |
| **Lauri Jones** | CTAC Representative | Y |
| **LaDonna Selvidge** | PAC Board Rep #1 | Y |
| **Tyler Bell** | PAC Board Rep #2 | Y |
| **Doug Jones** | Awards Cmte Chair  | Y |
| **Veretta Parker** | Diversity Action Cme. Rep | N |
| **Dana Chandler** | MBP Board Rep | Y (Zoom) |
| **Amy Wilkey** | Membership Cmte Rep | Y |
| **Lara Morris**  | HCE Program Administrator | Y |
| **Susie McEachern-Lauer** | HCE Program Specialist  | N |

3. Review and approval of minutes from 2022 OHCETA Summer Business Meeting* Motion made by LaDonna Selvidge, seconded by Emily Wheeler, approved as read
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| **Treasurer** |  |
| Amber Pagel | 1. Treasurer’s Report
* Current balance $48,088.26
* To date we have spent $20,555.12 which includes almost $16,000 for Summit Conference, $800 for years of service awards, $5000 in scholarships, $2000 for Nurse Tim, $499.19 for PAC donation, and $982 for OKACTE Leadership retreat.
* Heather asked what was outstanding to pay, and Lara said it was the NHSE dues (still waiting to get OHCETA members from OKACTE) and VISION expenses for our voting delegates.
* Amber noted that we needed to spend some money that CareerTech did not want us to carry over that much.
* Motion to approve Treasurer’s report was made by Tara Thomas and seconded by Paula Estrada. Voted and approved.
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| **General Business** | **Discussion Items** |
| Kebi Allen | 1. Member-at-Large Reports:
2. Health Clusters/Academies
* No report
1. Health Science/HCC - Nancy Harris
* Recently had a CNA meeting with lady from state registry. Nancy is looking into Alzheimer training called “Teepa Snow” and will report back.
* Lara add there are new updated standards
1. Dental Lab/Dental Assistant – April Williams
* Planning a Zoom mtg this fall and in person in the spring
1. Emergency Medical Services
* No report
1. Medical Asst/Health Information – Paula Estrada
* New standards from NHSE are available
* Med Term baseball- great activity, can challenge other programs. Email her for more information.
1. PN Coordinator- Tara Thomas
* They are expecting rule changes by Okla Board of Nursing in November. They are hoping for big changes in education, either a diploma RN program or another option to help with the shortage of nurses.
* On Sept. 14th a group representing them went to OBN meeting.
* They are hurting both in industry and nurse educators.
* PN Director retreat in November
* They are having a curriculum meeting to be ready for next step
* CareerTech has written an official statement/position about the possible changes and was agreed and signed by all Superindentents
* Lara added wanting to get a few pilot programs to show how and/or if it will work
1. PN Instructors -Camber Musgrave
* Needing a list of current members of this group- Lara working on better way to gather this information
* Next generation of NCLEX is coming out
1. Radiologic Tech -Shelly Hornberger
* Had an organization reach out and wants to help sponsor state licensure
* They are updating curriculum requirements
* Met with Lara to update framework
* Taking about doing a retreat
* They have been approached about articulation agreements
1. Respiratory Tech
* No report
1. Pharmacy Tech-Christa McDonald
* Still trying to get Okla Pharmacy Board to allow more hands on experience
* CVS is on board to help with this and they are trying to get state legislature to help pass something to allow this.
* Lara wants to meet with this group, to discuss and see if Skye and/or PAC can help
1. Surgical Tech
* No report
1. PTA/OTA and O&P – Melissa Guthrie
* Sent email out but no response from anyone in this group
* Lara shared that the only accredited orthotics program in USA (Francis Tuttle) had been shut down. She explained there were 3 parts to this program, some fulltime, some just a short course and people flew in from around the country to complete. She would like for another tech center to pick up this program.
1. Simulation Coordinator/Specialist -Natasha Trotter
* Nov. 7th Boot Camp -geared towards new instructors, 60 spots available, registration should be going out this week. Laerdal is sponsoring this, so no cost to OHCETA.
1. OKACTE Committee Representative Reports:
2. CTAC – Lauri Jones
* Have a meeting scheduled for next week.
1. PAC – LaDonna Selvidge & Tyler Bell
* Recently had an appropriations forum. They split into groups and reviewed suggested legislation and made recommendations to Skye which ones PAC should focus on this year.
* Quarterly meeting on October 12th
* LaDonna suggested that everyone should attend the appropriations forum even if you didn’t submit an idea. Very helpful in understanding what PAC will focus on for upcoming year.
1. Awards/Recognition -Doug Jones
* The awards portal opens on Nov. 1, 2022 and closes on Mar. 1, 2023.
* Nov. 3rd at Tulsa Tech there is a workshop on how to submit the awards.
* He is needing volunteers to help with judging the award nominations in the spring.
* Doug feels like there are changes to be made, like rubric clarification and how to excuse judges that might have a potential bias.
1. Diversity Action
* No report
* Lara said Dazsa Carter called her looking for speaker recommendations for the Diversity Symposium. Lara asked for recommendations and Camber Musgrave offered to reach out and help.
1. MBP-Dana Chandler
* No report.
* It was added that the open sign up period just ended Sept. 30th.
1. Membership-Amy Wilkey
* They have not met yet
* Kebi added that OHCETA already has journals purchased for gifts for “years of service” for this year.
1. Agency Update: Lara Morris
* Lara shared that Rhonda Foote retired on 9/6, then Sandy left 2 weeks later, Susie is out for back surgery and that Debbie is retiring in January. Be patient with them, they are short handed and doing the best they can.
* HOSA- The state officer interviews were held on 10/5 and the slate should come out by the end of the week. FLC will be on 10/19 at Embassy Suites in Norman. Voting information will be coming.
* The last accreditation visit for this year is in December.
* November 1st is the OEIP meeting on Health via Zoom
* The NHSEA conference is the last week in October in Charlston, SC. They closed the registration and have 420 people registered. They have 42 vendors (12 are new). Their goal is to have all standards the same across the country.
1. Old Business
* None
1. New Business
2. Bylaw Update/Review
* It was discussed that per office duties, the Vice President and Past President are to review the bylaws annually. It was suggested to form a subcommittee to consider changing the title of “Member at Large” to “\_\_\_\_\_Cluster Vice President” and then do away with the current Vice President position. Changing this would allow those that serve as member at large to qualify to later run for President-Elect. Any changes that need to be made 90 days before a vote. It was suggested that any proposed changes be made either at the January retreat (Vote would be at same time as elections) or at the spring meeting (vote would be in July). The entire membership must vote on these changes.
1. We are the only division using the OKACTE Portal for scholarships.
* Doug Jones is going to change the scholarship application to a Google form.
* Doug would like for the judges to grade in person and not independently via an online portal.
* Doug is looking into changes that can be made to make the process better
1. Monetary prizes for award winners
* Kebi brought up OHCETA offering prize money to Award winners. It was discussed to add to the budget that would be approved in the Spring maybe $250-$500.
* Emily Wheeler mad a motion to add $300 to the spring budget for each award winner. Doug Jones seconded the motion. Voted and approved.
1. OHCETA 22-23 Strategic Plan
* Kebi went over the strategic plan that the OHCETA executive council created at the OKACTE Leadership Retreat.
1. Information/Communication:
* Disseminate newsletter to OHCETA Members. Publication dates would be Nov & Feb (Responsible: President, President Elect, Reporter, Awards Chair)
* Increase involvement/participation with OHCETA Facebook page. Assign themes/months for Members-at-Large to post a report. (Responsible: Reporter, Secretary)
	+ Update: Melissa Peterson is devising a monthly schedule with assigned Members-at-Large for each month.
* Assign OHCETA Ambassador for each Tech Center to help disseminate information (Responsible: all officers, Pres to create spreadsheet of Tech Centers, Past Pres to create Welcome Letter)
	+ Update: Dustin has completed a Welcome Letter.
1. Association Growth:
* Create welcome email to OHCETA members (thank you for joining, links, etc.) (Responsible: President & Past President)
1. Leadership:
* Plan January OHCETA Leadership Retreat (1 day, on a Friday at Tri County Tech in Bartlesville). (Responsible: Executive Council)
	+ Update: Tentative Date: January 27th? Fund for catering lunch/breakfast?
* Refine Health Division Awards process (prizes, notification of criteria, etc.)
* Review bylaws and consider changings Members-at-Large to Cluster Vice Presidents and eliminating the VP Officer position
1. Announcements
* Spring meeting will be on April 18th at Embassy Suites during the HOSA SLC.
* Lara is getting the survey results for Day 2 of Summit and will share that information.
1. Adjournment
* Paula Estrada motioned to adjourn the meeting, Tyler Bell seconded. Voted and approved at 3:43 p.m.
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