

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY
EDUCATION

BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION



HANDBOOK

Compiled and distributed in 2015-2016 by:

Cindy Adams, President – ending term August 2016

Pam Hulsey, President-Elect – ending term August 2016

Afton Jameson, Past-President – ending term August 2016

Angela Brownfield, NC Vice-President – ending term August 2016

Brenda McClain, NE Vice-President – ending term August 2016

Emily Goff, NW Vice-President – ending term August 2016

Elizabeth Dinkins, SC Vice-President – ending term August 2017

Penny Lovell, SE Vice-President – ending term August 2017

Hital Damani, SW Vice-President – ending term August 2017

Sherrie Gleaves, Secretary – ending term August 2017

Leslie Cooksey, Treasurer – ending term August 2016

Daniel Devers, Reporter – ending term August 2016

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BUSINESS & INFORMATION TECHNOLOGY EDUCATION DIVISION

OKLAHOMA ASSOCIATION OF CAREER AND TECHNOLOGY EDUCATION

2015-2016 EXECUTIVE BOARD

- President:** Cindy Adams
Southern Oklahoma Tech - Ardmore
2610 Sam Noble Parkway
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(580) 224-8211
cadams@sotc.edu
- President-Elect:** Pam Hulsey
Kiamichi Technology Center – Talihina
RR 2, Box 1800
Talihina, OK 74571-9518
(918) 567-2264
phulsey@ktc.edu
- Past-President:** Afton Jameson
Canadian Valley Technology Center – El Reno
6505 East Hwy 66
El Reno, OK 73036-9117
(405) 422-2293
Ajameson@cvtech.edu
- Vice President
North Central Region:** Angela Brownfield
Central Technology Center - Sapulpa
1720 South Main Street
Sapulpa, OK 74066
(918) 224-9300
angela.brownfield@centraltech.edu
- Vice President
Northeast Region:** Brenda McClain
Tahlequah High School
591 Pendleton Street
Tahlequah, OK 74464
(918) 458-4150
mcclainb@tahlequah.k12.ok.us
- Northwest Region:** Emily Goff
Morrison High School
P.O. Box 176
Morrison, OK 73061
(580) 724-3007
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**Vice President
South Central Region:**

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**Vice President
Southeast Region:**

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**Vice President
Southwest Region:**

Hital Damani
Canadian Valley Technology Center
1701 S. Czech Hall Road
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Secretary:

Sherri Gleaves
Francis Tuttle Technology Center - Rockwell
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(405) 717-4156
SGleaves@francistuttle.edu

Treasurer:

Leslie Cooksey
Metro Technology Centers
1800 Springlake Drive, Room 114
Oklahoma City, OK 73111
(405) 595-4716
Leslie.Cooksey@metrotech.edu

Reporter:

Daniel Devers
Meridian Technology Center
1312 South Sangre Road
Stillwater, OK 74074-1899
(405) 377-3333
danield@meridiantech.edu

2015-2016 STANDING COMMITTEE CHAIRS/REPRESENTATIVES

- CTAC Representative:** Afton Jameson
Canadian Valley Technology Center – El Reno
6505 East Highway 66
El Reno, OK 73036
(405) 422-2293
Ajameson@cvtech.edu
- PAC Board:** Dayna Stephens
Southern Oklahoma Technology Center
2610 Sam Noble Parkway
Ardmore, OK 73401-2100
(580) 223-2070
dstephens@sotc.edu
- Legislative Committee:** Christie Hyatt
Kiamichi Technology Center - Atoka
P.O. Box 240
Atoka, OK 74525-0240
(580) 889-7321
chyatt@ktc.edu
- MBP Board Rep:** Angela Durant-Tyson
Tulsa Technology Center
6111 E. Skelly Drive
Tulsa, OK 74147-7200
(918) 828-5000
angela.duranttyson@tulsatech.edu
- Audit Committee:** Angela Brownfield
Central Technology Center - Sapulpa
1720 South Main Street
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(918) 224-9300
angela.brownfield@centraltech.edu
- Awards Committee:** Janet Harris
Francis Tuttle Technology Center/Deer Creek High School
6101 NW 206th Street
Edmond, OK 73012
(405) 348-5720
JLHarris@francistuttle.edu
- Diversity Action Rep:** Brenda McClain
Tahlequah High School
591 Pendleton Street
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mcclainb@tahlequah.k12.ok.us

**Membership Services
Committee:**

Rachell Phillips
Canadian Valley Technology Center - Chickasha
1401 Michigan Avenue
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rphillips@cvtech.edu

Nominating Committee:

Pam Hulsey
Kiamichi Technology Center, Talihina
13739 SE 202nd Rd.
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Policy Committee:

Daniel Devers
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405.377.3333, x338
danield@meridiantech.edu

Scholarship Committee:

Emily Goff
Morrison High School
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STATE STAFF

**State Program
Manager:**

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OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**

OFFICER DUTIES

President:

- Preside at all meetings
- Appoint such committees as are necessary to conduct the organization
- Serve on the BITE Executive Board for one (1) year
- Serve on the OkACTE-CTAC Administrative Council
- Serve on the OkACTE Advisory Committee
- Serve on the OkACTE Executive Committee
- Have activity planned for committee chairs at leadership conference to discuss duties.
- Communicate condolences and congratulations to members on behalf of division.
- Attend OkACTE professional development opportunities of benefit to the BITE division.
- Chair BPA Day at the Capitol Committee.
- Serve as voting delegate at ACTE.

President-Elect:

- Perform the duties of the president in his/her absence
- Assume the office of president the following year
- Serve on the BITE Executive Board for one (1) year
- Serve on the OkACTE Advisory Committee
- Serve on BITE Awards Committee
- Chair Nominating Committee
- Attend National Policy Seminar

Secretary:

- Keep a full and accurate record of the meetings of the organization
- Carry on such correspondence as is necessary
- Serve on the BITE Executive Board for two (2) years
- Serve on the OkACTE Advisory Committee

Treasurer:

- Receive membership dues and any other monies granted the organization
- Disburse all funds by check as required by the activities of the organization
- Serve on the BITE Executive Board for two (2) years
- Serve on the OkACTE Advisory Committee
- Maintain accurate records of all transactions and receipts

Reporter:

- Responsible for the publication and maintenance of the Division website.
- Submit appropriate articles to other publications as needed
- Serve on the BITE Executive Board for two (2) years
- Serve on the OkACTE Advisory Committee

Past President:

- Serve in an advisory capacity to the president
- Serve as an ex-officio member of the BITE Executive Board for one (1) year
- Serve on the OkACTE Advisory Committee
- Maintain BITE archives and facilitate pictures at summer conference
- Chair the Historical Committee

CareerTech Administrative Council (CTAC) Representative:

- Represent BITE at OkACTE Administrative Council meetings for three (3) years
- Report to BITE members when necessary

Duties of Regional Vice-Presidents:

- Convey regional concerns to the Executive Committee
- Represent their region on the OkACTE Advisory Committee
- Recommend members in their region for participation on committees established by Business & Information Technology Education and encourage other BITE involvement
- Submit two articles per year on newsworthy information regarding their region's members to the Business & Information Technology Education Reporter for publication.
- Establish a "communication network" of all members in their region
- Perform such duties as directed by the Executive Committee
- Serve on BITE executive board for two (2) years
- Chair committee to elect an Outstanding Regional Business & Information Technology Education Member
- Obtain up-to-date list of regional members
- Nominate two people from region to run for Regional Vice President

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION
COMMITTEES
SCHOOL YEAR 2014-2015

OkACTE Committees:

Completion Date by Year

Awards Committee	Janet Harris	2016
CTAC Representative	Afton Jameson	2018
Diversity Action	Brenda McClain	2018
Legislative Committee	Christie Hyatt	2017
MBP Board	Angela Durant-Tyson	2017
Membership Services	Rachell Phillips	2018
PAC Board	Dayna Stephens	2016

BITE Standing Committees:

Awards Committee: *Janet Harris, Chair*

Members: Afton Jameson, Susanne Silk, Angela Durant-Tyson and Roberta Sams

Duties: Compile a list of award recipients and handle the acquisition of awards for distribution at summer conference. The awards committee will preview all nominations for BITE and OkACTE to determine if they meet established eligibility criteria set forth by OkACATE/ACTE and BITE membership. Service recognition awards will be made at five-year increments of service in BITE and awarded at the BITE annual summer conference. The awards committee is also responsible for any other special awards given by the membership.

Audit Committee: *Angela Brownfield, Chair*

Members: Kathy Lowry, Jayne Hudson, and Lavon Holtzinger

Appointed representatives shall have financial expertise or experience. The Audit Review Committee shall review the audit of the accounts of the association and reports its findings to the Executive Board and the membership during summer conference.

Legislative Committee: *Christie Hyatt, Chair*

Members: Mary Pippis-Cloos, Dayna Stephens and Karen Montgomery

Duties: Inform members of legislative issues, encourage members to develop and implement policies affecting Career Tech, and communicate with their legislators. Network with all regions, promote PAC and perform other duties as assigned by Executive Board. Conduct workshops to educate members to become politically active.

Membership Committee: *Rachell Phillips*, Chair

Members: Melissa Lair, Brenda McClain, Cindy Mitchell, Hital Damani and Meredith Walker

Duties: Prepare and disseminate BITE promotional materials within the state and retain membership printout from OkACTE. Distribute BITE information to all new members and recognize and publicize achievements and contributions of BITE members. Maintain and distribute a BITE Pictorial Directory and perform other duties as assigned by Executive Board.

Nominating Committee: *Pam Hulsey*, Chair

Members: Andrea Long, Sheila McMurry, Pam Graham and Liz Dinkins

Duties: Develop a plan for future BITE leadership. Present candidates to membership for consideration at least 24 hours prior to election and endeavor to nominate at least two candidates for each elective office. Collect and prepare short biographical sketches of each nominee and prepare ballots for distribution at annual meeting.

Policy Committee: *Daniel Devers*, Chair

Members: Beverly McAnally, Penny Lovell, Teresa Pinkston and Leslie Cooksey.

Duties: Review Bylaws and policies to ensure they are in line with OkACTE and ACTE. Make recommendations to the Executive Board for any revisions in the BITE Bylaws and Policy Handbook annually. Prepare bylaw amendments and send to the Reporter 30 days before summer conference to be voted upon by the BITE membership during summer conference.

Scholarship Committee: *Emily Goff*, Chair

Members: Betty Lowrance, Sherri Gleaves, Emily Goff, and Sharon Hudson

Duties: Review scholarship applications and select scholarship recipients. Present the approved applicants to the Executive Board at the spring board meeting where a final decision will be made.

BITE OUTSTANDING REGIONAL MEMBER

Application/Nomination Form (due before Spring Executive Council meeting)

BITE Region: Northeast North Central Northwest
(Please circle region) Southeast South Central Southwest

Name of Nominee/Applicant _____

Home Address _____

Street/P.O. City Zip

Telephone Number _____

Office Home/Cell

Employer _____

Nominee’s Current Title or Position _____

Subject Currently Taught and/or Other Duties _____

Business Education Membership: _____ Years

Signature of Applicant/Nominee _____

Please feel free to attach a separate document with your responses to the following:

Part I: Explain how you have been instrumental in promoting business education this school year.

Part II: What project/accomplishment occurred in your classroom this year that you feel was exceptional?

Part III: Describe the project/accomplishment in Part II.