

Report to Stakeholders

Quality Report 2012



Metro Technology Centers
Preparing for Life

Six Metro Locations 405-424-TECH • www.metrotech.edu



Springlake Campus • Oklahoma City, OK 73111
Business Conference Center (BCC) • 1900 Springlake Drive
Child Care Center (CCC) • 3901 Martin Luther King Avenue
Economic Development Center (EDC) • 1700 Springlake Drive
Financial Services (FS) • 1600 Springlake Drive
Health Careers Center (HCC) • 1720 Springlake Drive
Information Technology Center (ITC) • 1800 Springlake Drive
Information Technology Services (ITS) • 1600 Springlake Drive
Metro Career Academy (MCA) • 1901 Springlake Drive
Public Safety Academy (PSA) • 1700 Staton Drive



South Bryant Campus (SBC)
4901 S. Bryant Avenue • Oklahoma City, OK 73129



Adult & Continuing Education Campus (ACE)
201 N.E. 48th Street • Oklahoma City, OK 73105



Aviation Career Campus (ACC)
Will Rogers World Airport • 5600 S. MacArthur Boulevard
Oklahoma City, OK 73179



Walker Center • Oklahoma City, OK 73109
309 S.W. 59th Street

Beauty Academy (BA) • Suite 305
Business Development Center-South (BDS) • Suite 302



Metro Downtown at the Chase Tower
100 N. Broadway Ave • Oklahoma City, OK 73102

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay. For special accommodations, call: 405-595-4418, or e-mail: denise.north@metrotech.edu

Quality Report to Stakeholders

Who We Are

Table of Contents

Metro Technology Centers is a career and technology center district with six locations. The school was established in 1979 by a vote of the people to serve Oklahoma City in providing career and technology education (CTE).

The Oklahoma CTE system was created in the 1960s as a third, publicly-supported education branch with its own Oklahoma State Board of Career and Technology Education (OSBCTE) and Oklahoma Department of Career and Technology Education (ODCTE). Metro Tech is one of 29 technology centers in the state of Oklahoma.

Metro Tech provides full-time career majors within 16 career clusters for high school and adult students. High school students receive credit toward high school graduation. Both student groups can earn college credit, certifications and/or licensures.

Short-term adult and career development (ACD) courses can be 1 to 100 hours on any subject where a need has been identified. Customized courses are provided to promote personal, economic and organizational development for industry-specific training and development (ITD) clients.

Metro Tech's special services include career and business counseling, assessment, financial aid, employment services, computerized academic centers including ESL (English as a Second Language), child care, disability services and bus transportation. Metro Tech also provides special programs for high school dropout recovery and prevention (Metro Career Academy), transition from government assistance to the workplace (BEST), GED preparation and a business incubator for new businesses.

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OUR NEWEST LOCATION

**CHASE TOWER
COTTER RANCH TOWER**
100 North Broadway Ave.
Oklahoma City, Oklahoma 73102

Leadership • Board of Education

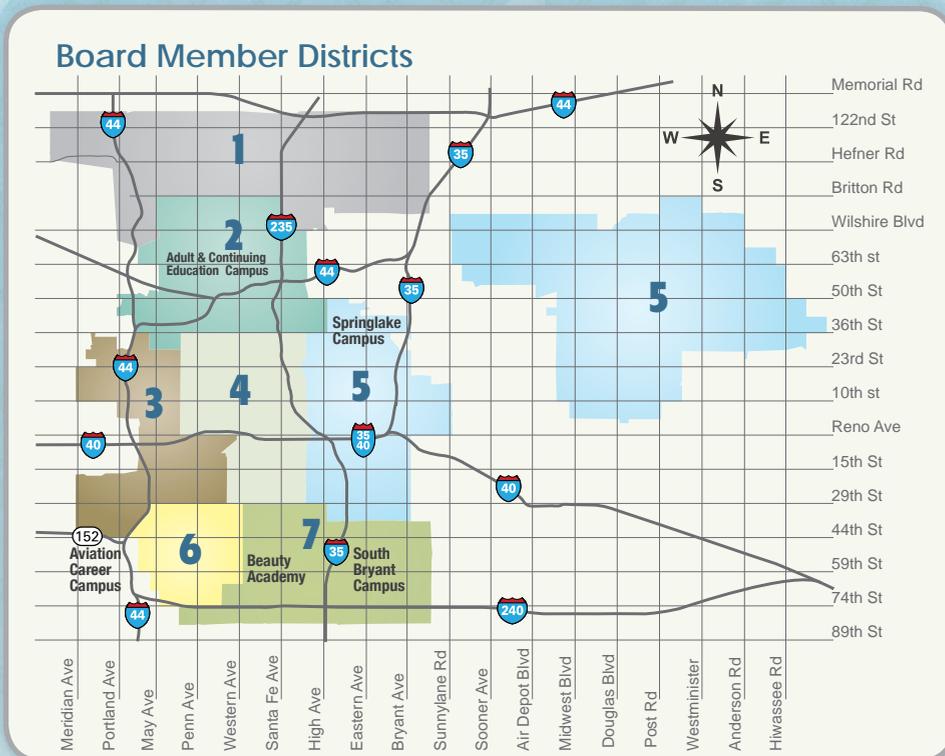
Leadership

Dr. James Branscum,
Superintendent

Dr. Danene Vincent,
Associate Superintendent,
Chief of Staff

Dr. Elaine Stith,
Associate Superintendent of
Student & Instructional Services

Bob Parrish,
Associate Superintendent of
Business & Operational Services



Board Members



District 1
Mr. Ron Perry



District 2
Ms. Sarah McKinney



District 3
Ms. Elizabeth A. Richards



District 4
Ms. E. Elaine Schuster



District 5
Dr. Donna Neal Thomas



District 6
Ms. Patricia Means



District 7
Mr. Jim Huff



Emeritus
Mr. Don Wright

Superintendent's Message



Our goal as an organization is to have a systematic and integrated approach to achieving our mission, preparing people for successful employment and life in a global society. We now have evidence of improving our

processes with the recommendation of ISO 9001:2008 registration. Getting to this level required support from all employees to document processes in each of their departments and for continuing quality improvement in all areas.

By aligning our processes and improving quality in our district, several successes have emerged. Here are a few of these successes:

- The new Metro Career Academy (MCA) became the first technology center in the state to receive Gold LEED certification.
- Metro Tech has earned the Gold Star Award for the 11th year in a row by the Oklahoma Association of Career & Technology Education (OkACTE). Only 4 technology centers have received this award 11 years back-to-back.
- Our Energy Management Action Plan, to date, has saved 10%, or \$74,856 dollars. We have also reduced CO² emissions to the atmosphere by 741 metric tons. Our goal is to be as efficient as possible, but above 25%.

- We have achieved further savings to the district through grants in small and medium ranges.
- We continue to pursue partnerships with businesses to expand job opportunities for our students. Our partnership with Chesapeake Energy Corporation has been valuable for special needs students that are now gainfully employed through Project Search.
- Metro Tech's training for local businesses has helped boost the economy in Oklahoma by millions of dollars. This is evidenced on page 29 through TIP (Training for Industry) grants to our business clients.
- Metro Tech continues to host college and career prep fairs, as well as job fairs, to give our students every opportunity to find successful careers.
- The ITS department has installed a new Career Tech Student Information System (CTSIS) that is more compatible for tracking data.

We invite you to review our many successes in this document. Comments to the Superintendent's office are always welcome.

A handwritten signature in black ink that reads "James D. Branscum". The signature is fluid and cursive, with a large initial "J".

James D. Branscum, Ed.D.
Superintendent

Mission-Vision-Core Values

MISSION

Metro Technology Centers prepares people for successful employment and life in a global society.

Our Vision

Metro Technology Centers will be recognized as a critical partner in economic development by preparing a high-quality workforce.

Our Commitment

To be the very best we can be at serving our students and stakeholders and to find joy in doing so.

Our Core Values

- Customer-focused
- Learning-centered
- Accountable and ethical
- Innovative
- Nurturing, sensitive and supportive
- Dedicated to continuous quality improvement
- Willing to do “whatever it takes”

Our Quality Policy

Metro Technology Centers seeks to provide the highest quality programs and services enabling students to succeed in their chosen career major and higher education. We are committed to comply with requirements and continually improve the effectiveness of teaching, learning, and the quality management system, based on customer needs and expectations.

(Board Policy BP-1007)

Metro Tech Recommended for ISO Registration

Metro Tech’s commitment to continuous quality improvement has led to a recommendation for ISO 9001:2008 registration. Meeting the goals of a Major Action Initiative, “Attain ISO 9001 Certification,” is important because the Quality Process Management System has been audited and confirmed as compliant with ISO 9001.

ISO 9001 standards are published by ISO, the International Organization for Standardization, and available through national standards bodies. ISO 9001 deals with the fundamentals of quality management systems.



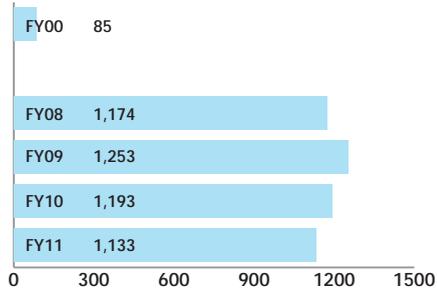
Instructional & Learning Excellence

Results of our students' learning levels and trends

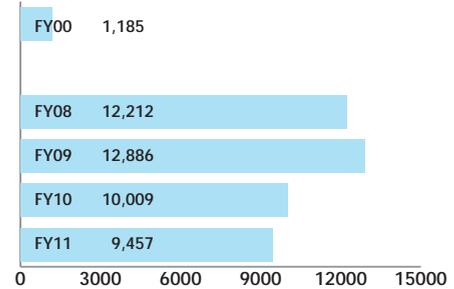
College Credit

Metro Tech students may earn college credit through cooperative alliance agreements with partnering colleges, the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education. Results are listed below for students who received college credit while attending Metro Technology Centers.

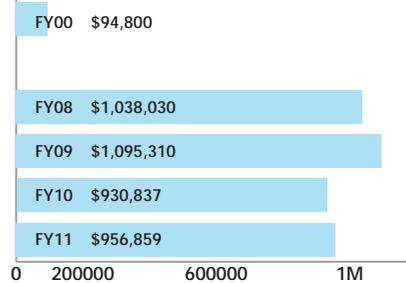
Number of Students Participating in Cooperative Agreements



College Hours Earned Through Cooperative Agreements

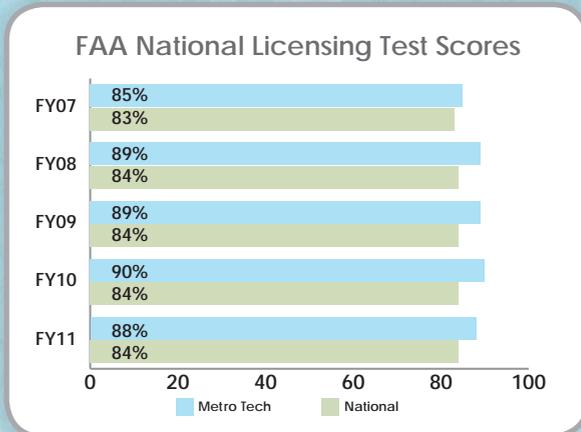


Tuition Dollars Saved Through Cooperative Agreements



Instructional & Learning Excellence

Results of our students' learning levels and trends



Metro Tech is fully accredited by:



- The North Central Association Commission on Accreditation and School Improvement (NCA CASI)
- The Oklahoma Board of Career and Technology Education (OBCTE)
- The Oklahoma State Board of Education

College & Career Prep Fair at Metro Tech

Metro Tech's Parent Resource Center held its first College & Career Prep Fair at the Metro Career Academy (MCA) on November 17, 2011. Middle school and high school students, as well as their parents, were invited to learn how to plan for their future education and careers. Representatives from colleges and financial aid departments from around the state were available to speak with the teens. Hundreds attended the event.



College & Career Prep Fair

Gold Star Award Eleven Years in a Row!

Metro Technology Centers was presented the Gold Star Award by the OkACTE (Oklahoma Association of Career and Technology Education). The award recognizes districts that have met rigid and demanding criteria demonstrating a high level of excellence. Some of the requirements include a current strategic plan supporting the plan of ODCTE (Oklahoma Department of Career & Technology Education), 80% student completion rate, 82.5% student job placement rate, 85% total enrollment and 50% student participation in student organizations. As you will see in this report, Metro Tech has surpassed these goals and achieved many more.



Gold Star Award

Instructional & Learning Excellence

Results of our students' learning levels and trends

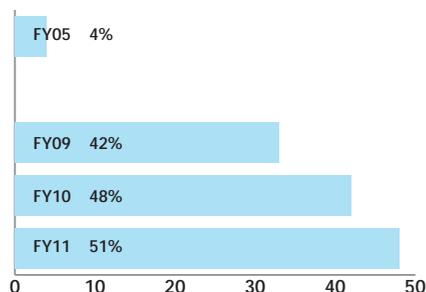
Pass Rates by Programs 2007-2011

Career Training Program	2007	2008	2009	2010	2011
Accounting and Banking Services	96.80%	100%	100%	100%	100%
Administrative Assisting	93.60%	93.30%	93.30%	78.90%	93%
Automotive Collision Repair Technology	100%	100%	94.40%	98.90%	100%
Automotive Service Technology	100%	89.40%	89.30%	79.40%	100%
Aviation Maintenance Technology	97.20%	96.10%	100%	94.40%	80.20%
Biomedical Sciences Academy	N/A	N/A	N/A	N/A	N/A
Computer-Aided Drafting & Design	100%	100%	73.70%	83.30%	100%
Computer Repair and Networking	100%	96.90%	96.30%	100%	100%
Construction Technology	92.90%	57.50%	64.50%	89.70%	84.60%
Cosmetology	89.70%	80.70%	82.30%	53.60%	60.50%
Culinary Arts	98.40%	96.60%	100%	100%	100%
Dental Technology	33.30%	100%	100%	100%	100%
Early Care Education	98.20%	100%	97.80%	100%	100%
Electrical Technology	N/A	100%	87.50%	93.30%	100%
Electronics Technology	N/A	N/A	100%	100%	100%
Entrepreneurship	N/A	N/A	N/A	N/A	N/A
Graphic Communications	100%	95.70%	100%	100%	100%
Health Careers Certification	98.90%	100%	100%	100%	100%
Heating, Air Conditioning & Refrigeration	86.50%	94.80%	88.10%	100%	96.20%
Horticulture	N/A	N/A	N/A	N/A	N/A
Law Enforcement Services	N/A	N/A	N/A	N/A	N/A
Legal Office Technology	78.80%	100%	92.90%	100%	100%
Medical Assisting	75.00%	69.20%	100%	71.40%	91.70%
Medical Office Technology	100%	98.50%	98.30%	94.70%	86.70%
Practical Nursing	91.90%	85.40%	94.30%	85.90%	94.00%
Pre-Engineering Academy	N/A	N/A	N/A	N/A	N/A
Radiologic Technology	90.50%	100%	100%	93.80%	84.60%
Surgical Technology	100%	100%	100%	100%	100%
Welding	85.70%	95.20%	96.40%	100%	100%

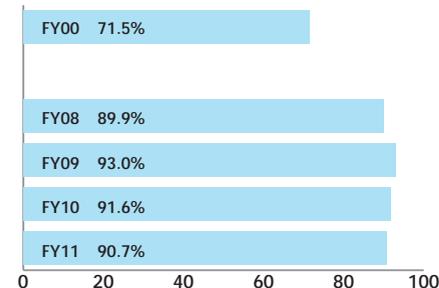
Instructional & Learning Excellence

Results of our students' learning levels and trends

Teachers Integrating eLearning in the Classroom



Student Completion/Retention Rates



Adult and Career Development Customer Satisfaction: Met or Exceeded Expectations

Business Type	FY10	FY11
Usefulness of class	95%	100%
Instructional materials	95%	99%
Instructor teaching style	96%	100%
Instructor knowledge	98%	100%

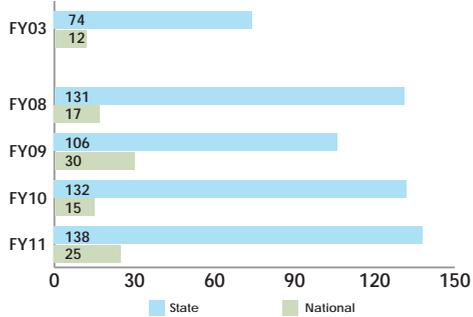
Industry Accreditations and Certifications

Auto Collision Technology	National Institute for Automotive Service Excellence (ASE)
Auto Service Technology	National Institute for Automotive Service Excellence (ASE)
Aviation Maintenance	Federal Aviation Administration (FAA)
Construction Technology	National Center for Construction Education and Research (NCCER) Associated General Contractors of Oklahoma (AGC)
Cosmetology	Oklahoma State Board of Cosmetology
Dental Assisting	American Dental Association Commission on Dental Accreditation
Facial Technology	Oklahoma State Board of Cosmetology
Lead-Based Paint Training	Oklahoma Department of Environmental Quality (ODEQ), Environmental Protection Agency (EPA)
Legal Office	NALS-The Association for Legal Professionals
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE)
Nail Technology	Oklahoma State Board of Cosmetology
Practical Nursing	National League for Nursing Accrediting Commission, Oklahoma Board of Nursing
Radiologic Technology	Joint Review Committee on Education in Radiological Technology
Surgical Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP)

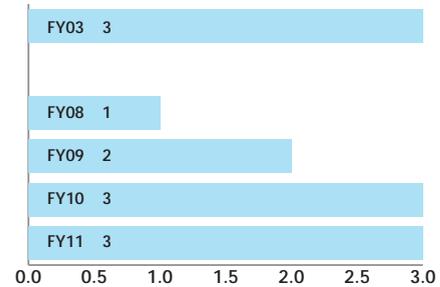
Student & Stakeholder Focus

Focus on meeting the requirements, expectations, and preferences of students and stakeholders

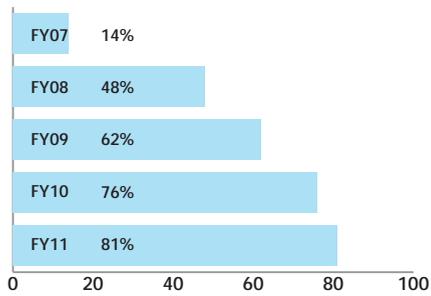
Number of Students Placing Top 10 in State and National Competitions



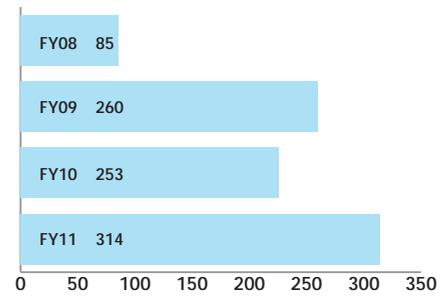
Number of District/State/National Officers



Students Participating in KeyTrain®



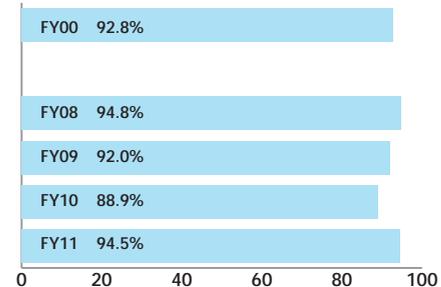
WorkKeys® Career Readiness Certificates



Adult and Career Development Pass Rates



Positive Placement Rate for Career Major Students



Student & Stakeholder Focus

Focus on meeting the requirements, expectations, and preferences of students and stakeholders

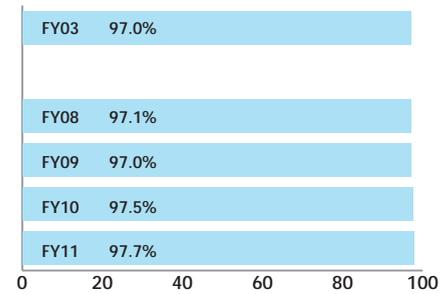
Advisory Committee Surveys

To determine the satisfaction of business and industry partners, Metro Technology Centers conducts a survey of career major advisory committee members. Business and industry representatives are asked to rate items on a scale of 1 to 4 (strongly disagree to strongly agree). Topics covered include rigor of skills training, communication about available career majors, flexibility of program offerings, academic and college preparation, student activities, district contributions to the economic development of the community, and safety/security of the school environment.

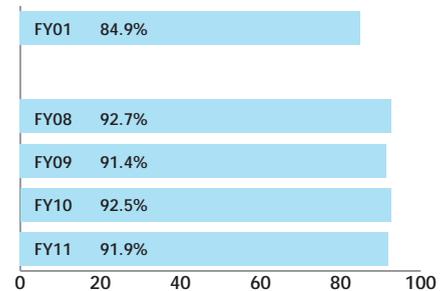
Student Satisfaction

Metro Technology Centers conducts a student survey each spring. On a 30-question survey, students are asked to rate items on a scale of 1 to 4 (strongly disagree to strongly agree) covering such topics as instruction, instructional support, availability of resources, counselor and site director support, student activities, student-related policies and safety/security of the school environment. Students are also allowed to write comments on the greatest strengths in their career training programs at Metro Technology Centers, as well as the greatest opportunities for improvement.

Advisory Committee Survey Results
Overall Percent Agree or Strongly Agree



Student Opinion Survey Trends
Overall Percent Agree or Strongly Agree



Student & Stakeholder Focus

Focus on meeting the requirements, expectations, and preferences of students and stakeholders

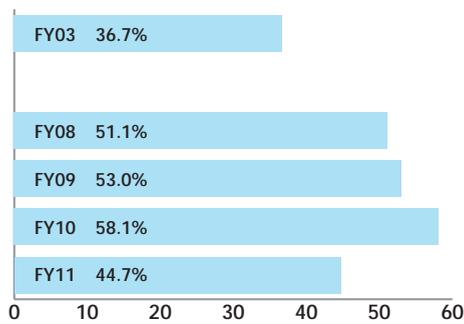
ITD Customer Satisfaction and Training Effectiveness

Business Type	Type of Training/Service Provided	Company Reported Impact/Results
Manufacturer	Safety Training & Soft Skills	20% increase in productivity
Online Training Provider	Project Management Training	15% increase in revenue
Equipment Manufacturer	Safety Plan & Safety Training	Reduced injuries by 8 (38%)
IT Provider	IT & ISO Training	32 new jobs created
Clients Served	Varied by Client	100% were satisfied with our service

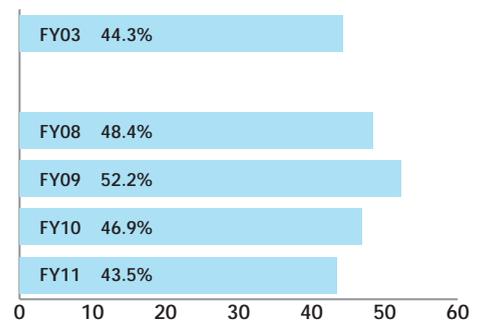
Student Referrals

More than 44% of all enrollments in FY11 were the result of positive referrals by students and stakeholders.

Short-Term Student Referrals



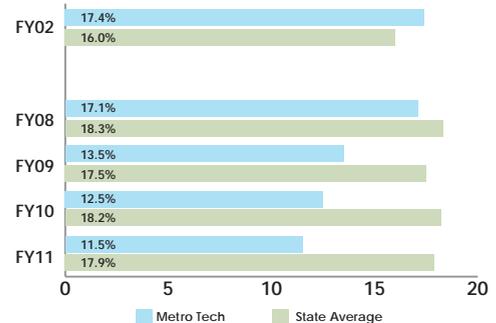
Full-Time Student Referrals



Secondary Service Rate

Secondary service rate measures the percentage of eligible students from sending high schools that are attending a technology center. Even though Metro Tech's secondary service rate is lower than the state average, Metro Tech tends to receive higher enrollment with adults in the full-time programs that are shared with high school students. In FY11 full-time enrollments had 70% adults and 30% secondary/high school students.

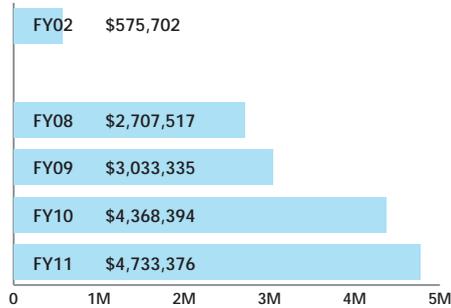
Secondary Service Rate



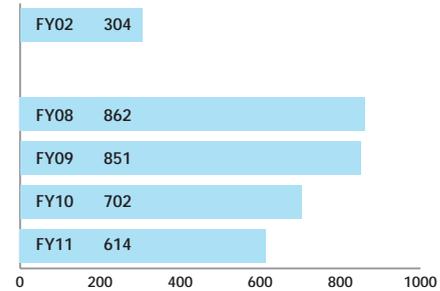
Student & Stakeholder Focus

Focus on meeting the requirements, expectations, and preferences of students and stakeholders

Financial Aid Distributions



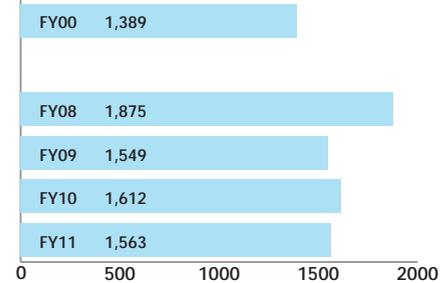
Number of Students Receiving Financial Aid



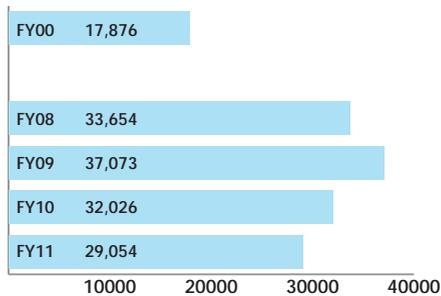
Full-Time Enrollment vs. Capacity Rate



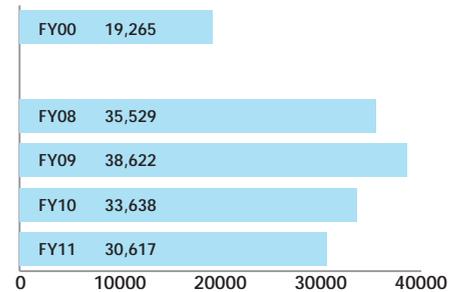
Full-Time Enrollment



ACD/ITD Enrollment



Total Enrollment



Student & Stakeholder Focus

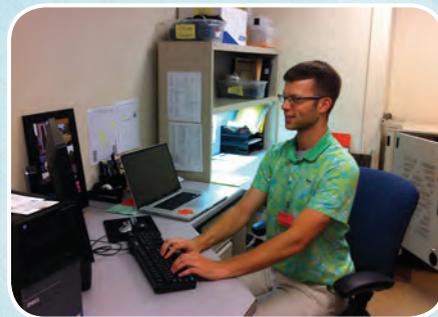
Focus on meeting the requirements, expectations, and preferences of students and stakeholders

Oklahoma Manufacturing Alliance's Effectiveness of Serving Metro Businesses

Indicator	Impact or Result for Client 2010	Impact or Result for Client 2011
Increased Sales	\$3,963,400	\$137,351,440
New Jobs	220	1,924
Retained Jobs	38	611.5
Increase in Investments	\$1,249,950	\$100,613,364

Former Information Technology Student Now Laptop Manager at OSU Library

After completing college with a Business Administration degree, Eric Smith realized that he needed more job-specific skills. So Eric enrolled at Metro Tech to become a Desktop Support Technician and was concurrently enrolled at OSU-OKC for a degree in Computer Information Systems. While studying at Metro Tech, Eric received his A+ and Network+ certifications, knowing IT employers look for these type of certifications. Smith graduated from Metro Tech in May 2012 and moved to Stillwater, OK, with his fiancée. There, Eric received a job at the Edmon Low Library at Oklahoma State University as a Laptop Manager. Eric said, "I really have enjoyed the work environment so far. The activities are not far from the work I did in class at Metro Tech."



Eric Smith

Former Electronics Student On Base with Tinker Air Force

Mark Hudson had worked about 30 years in diesel technology and has a degree from OSU-OKC. Following a leg injury, he found himself stuck at home for an extended period of time. To Mark, disability assistance was not an option. He wanted to be working. Mark was one of the first students to enroll in an online program for Electronics at Metro Tech. Although Mark did his studies from home, he was able to call or email Metro Tech's electronics instructor, Brian Hart, at any time or go to Metro Tech's Aviation Career Campus to discuss his questions with Hart. While attending Metro Tech, Mark received his certification of ISCET (International Society of Certified Electronics Technicians.)

Mark Hudson now works at the Tinker Air Force Base Electronics Shop as an electronics mechanic. He mainly works on flight controls and electronics for aircraft. Hudson quickly moved up in salary, which is over \$50,000 a year.

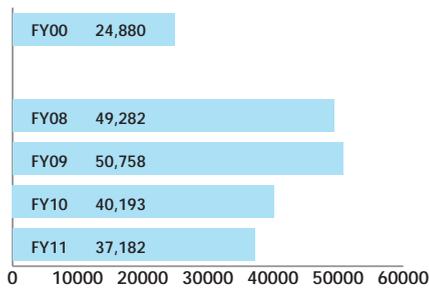


Mark Hudson

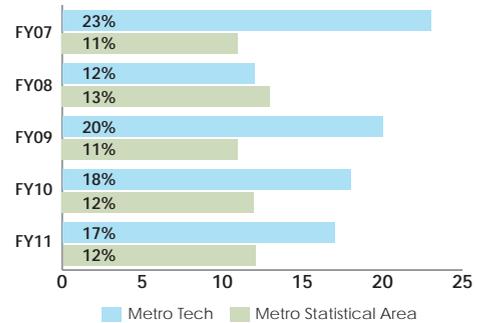
Student & Stakeholder Focus

Focus on meeting the requirements, expectations, and preferences of students and stakeholders

Business & Industry Services Enrollment by Clock Hours



Market Share Enrollments



Former Graphic Arts Student Signs New Career

Joshua Holt had always been an artist and wanted to use his talents professionally. Joshua knew he would need the computer knowledge and skills to survive in the graphic design field. Holt graduated in May 2012 from Metro Tech, studying the career major Illustrator/Production Artist and receiving Brainbench certifications in InDesign, Photoshop and Illustrator. He is currently attending OCCC and plans to graduate in 2014.

Joshua has been working at Sign Innovations as a graphic designer in production, fabrication and installation. He plans to eventually open his own company to help businesses with branding, web production and total business identity.



Joshua Holt

Metro Tech Hosts Summer Program for Middle School Students

Metro Tech hosted the Summer Bridge program for 95 middle school students at the South Bryant Campus during the month of June. Ninth graders from Oklahoma City Public Schools and Crooked Oak Public Schools explored careers in Culinary Arts, Auto Service, Nail & Facial and Computer Aided Drafting. Laurice Butler, Director of Recruitment Services, has supervised the summer program for over 20 years. She has seen many of the ninth graders return to Metro Tech for career training when they enter 10th and 11th grade. "We try to teach the students self-discipline and to follow the rules, which is critical for high school. We also try to teach the students social skills to help them with future careers."



Summer Bridge student

Student & Stakeholder Focus

Focus on meeting the requirements, expectations, and preferences of students and stakeholders

Radiologic Student Impresses Major OKC Hospital Staff

After graduating high school in 1993, Cynthia Witt worked in a nursing home as a Certified Nurse Aide (CNA) and Certified Medication Aide (CMA). While Cynthia's children were young, she took a few pre-requisite classes for nursing school. After a few years, Witt applied to Metro Tech's Radiologic Technology program. Cynthia said, "As an adult student, I was very surprised to see the wide age range of students in my class. I was relieved that I was not the only mature person in the class."

As part of Cynthia's studies at Metro Tech, she worked in surgery at the Bone and Joint Hospital at St. Anthony (BJHSA). In the fall of 2010, Witt was offered a Student Tech position at BJHSA. Cynthia



Cynthia Witt

graduated from Metro Tech in May 2011 and passed her certification exam for ARRT (American Registry of Radiologic Technologists).

MCA Students Dance at OKC Arts Festival

Students from Metro Tech's MCA (Metro Career Academy) were invited to demonstrate ballroom dancing at the 2012 Festival of the Arts. The event took place April 24-29 in Downtown Oklahoma City at the Festival Plaza and the Myriad Botanical Gardens. Metro Career Academy students Drake Mason and Tammy Burton showcased their skills learned from Life Change Ballroom.



Life Change Ballroom is a non-profit organization that works with Oklahoma City Public Schools and MCA to teach etiquette, ballroom dancing and manners.

Former Nail & Facial Student Styles Her Own Success

Ashley Cano completed her training in Nail and Facial Technology at Metro Tech while in high school. While working as a nail and facial technician, she decided to continue her education in Cosmetology. Ashley attended Metro Tech's adult cosmetology program in the evenings and obtained her Cosmetology license. Cano now works at A New You salon and continues to update her skills. Along with basic cutting and coloring hair, Ashley specializes in hair extensions, make-up and more. Ashley said she enjoys making people feel good. Improving somebody's look can give them more self-confidence. Now Ashley plans on getting her instructor's license.



Ashley Dooley Cano

Operational Effectiveness

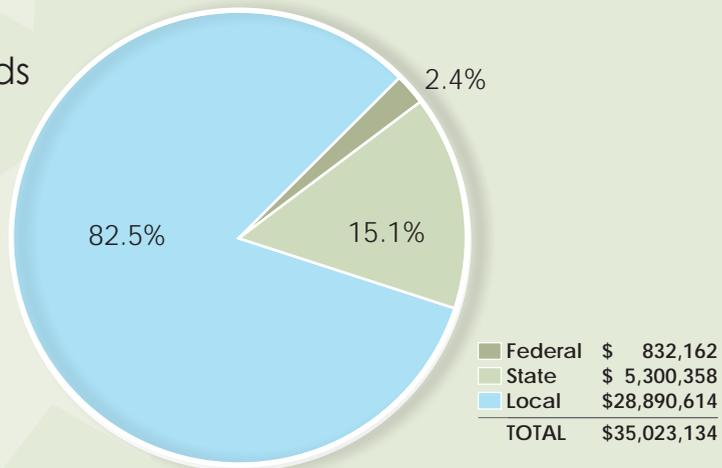
Results of the District's efforts to operate in an efficient and effective manner

External Financial Audits

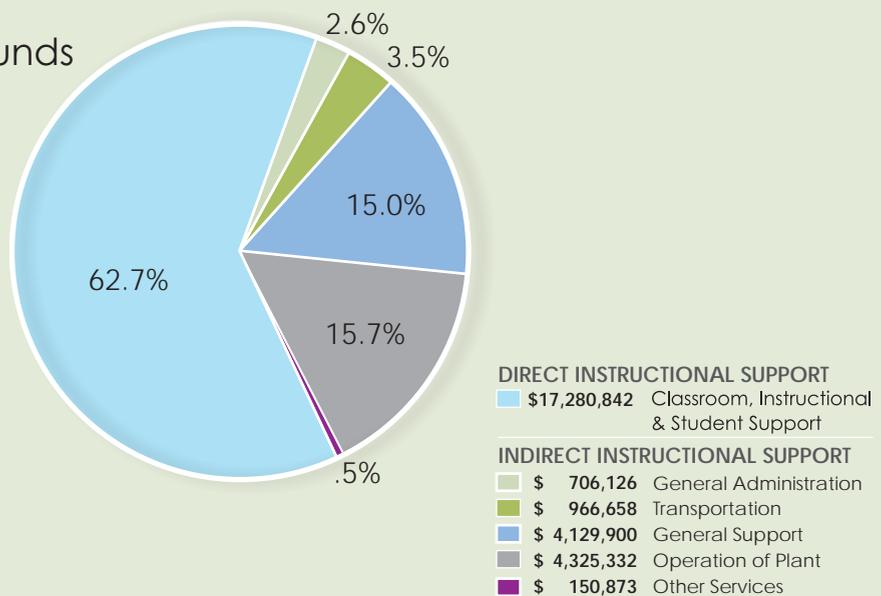
Metro Technology Centers contracts annually with an independent certified public accountant firm to conduct audits of compliance. All requirements are contained in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement; Government Auditing Standards;

and OMB Circular A-133 Audits of States, Local, Governments, and Non-Profit Organizations. The most recent audit report, March 31, 2012, for the year ended June 30, 2011, had no findings of material weaknesses, no instances of noncompliance, nor any findings of questioned costs.

2012 Sources of All Funds
Includes General and Building Fund



2012 Use of General Funds



Operational Effectiveness

Results of the District's efforts to operate in an efficient and effective manner

Percent of Expenditures Dedicated to Direct Instructional Costs



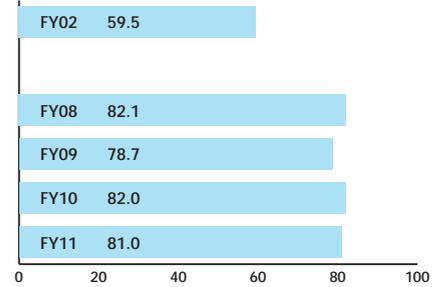
Average Expenditure per FTE* Student



Average Expenditure per Contact Hour



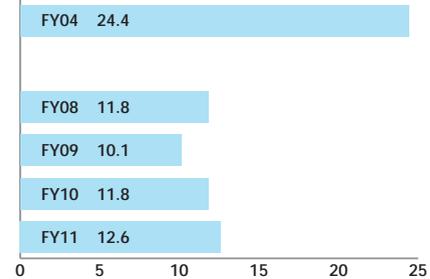
Number of Career Training Programs (FTE)*



Alternative Revenue Sources



Hiring Process Time Number of days from End of Posting to Interview

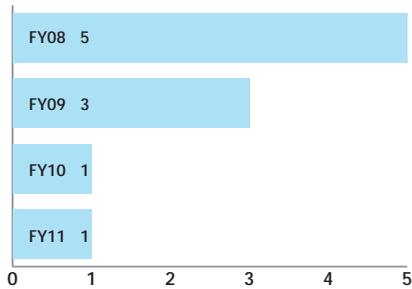


*FTE-Full-time equivalent

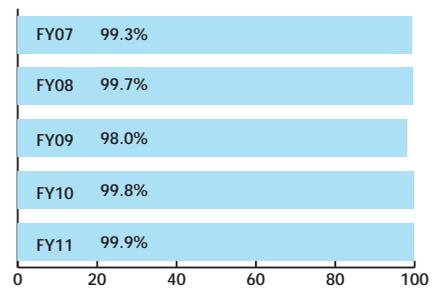
Operational Effectiveness

Results of the District's efforts to operate in an efficient and effective manner

Student Enrollment Cycle Time in Days



Transportation On-Time Delivery of Students



Physical Plant Saving the District Money

David Hopkins is a graduate of Metro Tech's HVAC career major and has recently acquired his Unlimited Journeyman's license, Boiler license and EPA license. David's skills and licenses allow Metro Tech to keep all installations and equipment repairs for HVAC units in-house. Joe Meyer, Director of District Facilities Services said, "We had to rely on contractors until David came along. When comparing HVAC repair cost from FY 11 to FY12, we estimate saving \$40,000 to \$50,000." Meyer said. He continued, "The recent installation of heat and air units saved the District \$6,500."



David Hopkins



*Metro Technology Centers
Recipient of the 2010 Oklahoma Quality Foundation
Award of Excellence*

Operational Effectiveness

Results of the District's efforts to operate in an efficient and effective manner

Number of Incidents Leading to Worker's Compensation Claims

Fiscal Year	# of Employees*	# of Claims	Rate of Claims
FY07	534	12	2.2%
FY08	548	7	1.3%
FY09	567	11	1.9%
FY10	567	10	1.8%
FY11	535	12	2.2%
FY12	571	5	.87%

**Includes both full- and part-time employees*

Metro Tech Recognized for Reducing Diesel Emissions

The Oklahoma Department of Environmental Quality (DEQ) recognized Metro Technology Centers for reducing diesel emissions and improving the state's air quality.

Metro Tech received grant funds through the Air Quality Division's Oklahoma Clean Diesel Grant Program at the Department of Environmental Quality. The DEQ grant was funded through the American Recovery and Reinvestment Act of 2009. \$117,631 was used to retrofit six buses with diesel oxidation catalysts (DOCs) and closed crankcase ventilation systems (CCVs) to meet 2010 emission standards. Two buses received CCVs and twelve buses had auxiliary heaters installed to achieve further reductions in cool-weather idling.

Metro Tech expects to further reduce emissions through the Idle Reduction Program. Idle reduction programs have been shown to cut idling emissions by up to 50 percent and increase fuel savings.



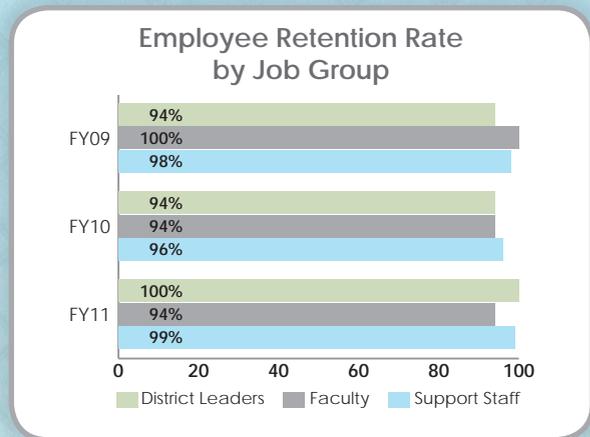
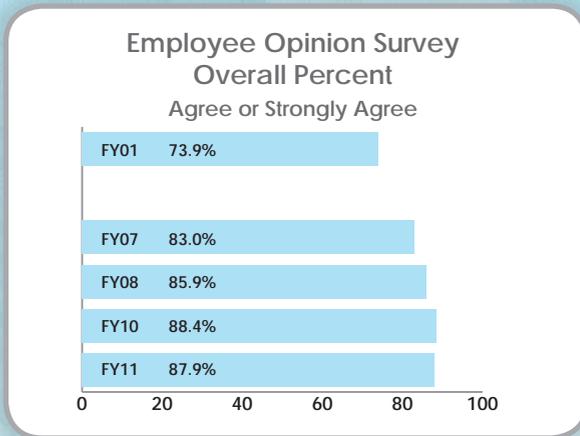
Charles Gordon & Steve Pierce of Metro Tech; Jimmy Givens and Tom Richardson from DEQ, and Dr. James Branscum, Superintendent of Metro Tech

Employee Development & Well-being

Continuously improving skills to promote personal and organizational growth

Employee Satisfaction

Metro Technology Centers conducts a survey to determine employee satisfaction. Employees rate 31 questions on a scale of 1 to 4 (strongly disagree to strongly agree). Topics include the district's quest for excellence, efficiency and effectiveness of work units, availability of resources and employee benefits.



Faculty Incentive Payments

Fiscal Year	Dollars Paid	Number of Recipients
FY03	\$73,000	72
FY09	\$191,300	63
FY10	\$216,195	71
FY11	\$233,045	72
FY12	\$295,590	82

Classified Incentive Payments

Fiscal Year	Dollars Paid	Number of Recipients
FY02	\$14,300	28
FY09	\$45,400	27
FY10	\$132,850	88
FY11	\$122,178	81
FY12	\$123,188	82

Employee Development & Well-being

Continuously improving skills to promote personal and organizational growth

Minority Employment Rate

Metro Tech formed an Affirmative Action Committee, using the Oklahoma Employment Security Commission Labor Force information, to identify areas of under utilization. Census numbers showed Metro Tech has increased the employment of minority populations in comparison to the Metropolitan Statistical Area (MSA).

2011 Workforce

Race	Oklahoma City MSA	Metro Tech Workforce
White	78%	62%
Black or African American	10%	29%
Hispanic or Latino	3%	5%
American Indian or Alaskan Native	4%	4%
Asian or Pacific Islander	4%	4%
Other	6%	0%

Outstanding Teacher in Community Service Award

Metro Tech’s Clarence Britt accepted the Outstanding Teacher in Community Service Award during the CareerTech state-wide summer conference on August 2nd at the Cox Convention Center. Britt received the award for the Education Services-Special Populations Division. Clarence teaches math at the Metro Career Academy (MCA). The award recognizes teachers who promote community involvement and make significant contributions toward training, motivating and inspiring their peers and students to become involved in community projects. Britt was awarded for achievements made with his student program called SWAGG (Students with Astonishing Gear & Goals.)



Clarence Britt

Employee Development & Well-being

Continuously improving skills to promote personal and organizational growth

Robert Hensley Named Aircraft Mechanic of the Year

The Federal Aviation Administration (FAA) selected Aviation Maintenance Instructor Robert Hensley as the Aircraft Mechanic of the Year for the Oklahoma City District. Robert was then selected as the Southwest Region Aircraft Mechanic of the Year. The Southwest Region includes Oklahoma, Texas, Arkansas and New Mexico. Hensley was selected from several thousand mechanics in the southwest.

Hensley was presented his awards by Steve Keesey of the FAA Southwest Region Safety Office and Mr. Bob Smith, who is the Oklahoma City Office manager.

Pete Lee, Director of Metro Tech's Aviation Career Campus, said, "Robert Hensley is well-deserving of this prestigious award. We are very proud of all our instructors and are honored that the FAA has recognized Robert for his contributions to the aviation community."



Dr. Elaine Stith, Dr. James Branscum, Robert Hensley, Steve Keesey, Pete Lee and Bob Smith

Jayne Hudson Wins 2012 Technology Teacher of the Year

Jayne Hudson, teacher for Metro Tech's Accounting Services career training program, was selected by the South Oklahoma City Chamber of Commerce as the "2012 Technology Teacher of the Year." The site director of the Information Technology Center, Alan Plemons, nominated Hudson. His submission said, "Effective teachers are ones who bring inspiration, guidance and wisdom to each student they teach, and who are no less than the model teachers of our future. One of these educational leaders is none other than Jayne Hudson. Those of us who have worked beside her have seen firsthand the skills of unwavering patience, passion, support and teamwork that she brings to the classroom every day."



Dr. James Branscum, Dr. Elaine Stith, Jayne Hudson and Alan Plemons

Employee Development & Well-being

Continuously improving skills to promote personal and organizational growth

Metro Tech Staff Serving as State Officers

State officers were also recognized during the Oklahoma Association of Career & Technology Education (OkACTE) 2012 Conference for either serving on a committee for the year or being elected as a new officer.

- OkACTE Family and Consumer Sciences President: Sara Collins
- OkACTE Education Services-Special Populations (ESSP) Representative: Susan Arn
- OkACTE Awards Committee Chair: Ida Fryhover
- OkACTE Awards Committee Members: Susan Arn
Sandy McMahan
Elaine Schmidt
- OkACTE 25 Years of Service: Sara Green
- OKGIT (Oklahoma Governor's International Team): Lynda Speller



Jona Squires, Sandy McMahan, Sara Green, Susan Arn, Ida Fryover, Elaine Schmidt, Sara Collins, Lynda Speller

Men of Distinction Receive the Kaleidoscope Award

Jeremiah Graham, social studies teacher at MCA, accepted the Kaleidoscope Award from the Oklahoma Association of Career & Technology Education (OkACTE) on August 2, 2012. The award recognizes entities that embrace and promote diversity and activities toward a pluralistic campus, community or agency. Graham developed the MOD (Men of Distinction) Squad. This leadership program targets 11th and 12th grade male students who have demonstrated leadership potential through interaction with their peers and/or teachers. The group includes students from different ethnicities, academic backgrounds and leadership experiences. The students study values, ethics, responsibilities, decision-making and developing positive self-concepts. This helps the students become physically, emotionally and socially healthy people and better role models for other students.



Men of Distinction

Partnerships & Social Responsibility

Builds relationships with colleges, businesses, and community organizations and fulfills societal responsibilities with key communities

Going Green!

Metro Tech Recycling Saves Tons!

Although Metro Tech has recycled materials for several years, Green Star Energy began producing reports of energy saved beginning with fiscal year 2007-2008.

Amount of Paper Recycled in FY11:

22.8 tons

Amount Saved from Recycling Paper

Item Saved	2009	2010	2011
Number of Trees:	193	241	387
Kilowatts of Electricity:	46,494	58,220	93,381
Gallons of Water:	79,380	99,281	159,432
Cubic Yards of Landfill:	37	47	75
Pounds of Air Pollution:	680	851	1,367

Conservation Program Saves Energy Dollars

Metro Technology Centers' board members and leaders have taken a proactive step in good stewardship of energy and taxpayer dollars by embarking on a comprehensive energy conservation and management program with Energy Education, Inc. Energy Education, Inc. is a national company whose energy conservation programs have saved more than \$1.7 billion for public school districts.

Metro Tech's Energy Education Specialist, Melanie Stinnett, received intensive training from Energy Education personnel to implement conservation procedures in all district facilities. Stinnett conducts energy audits to ensure that students and teachers are comfortable during class time and scheduled activities and that energy is used only as necessary.

All costs of the Energy Education program come from the district's existing utility budget with savings projected to pay for the program.

Additional savings can be redirected to other areas of the district's budget. Energy Education, Inc. provides free support after the paid term of the contract, as long as the district continues to implement the program.

As a key part of the program, the district Energy Education Specialist tracks energy consumption — including electricity, water, sewer, natural gas and fuel oil — using energy-accounting software. The software compares current energy use to a baseline period and calculates the amount of energy that would have been used if conservation and management practices had not been implemented. It adjusts for weather, equipment additions or deletions, and changes in building use. By tracking consumption and analyzing energy use, the software helps the Energy Education Specialist quickly identify and correct areas that need immediate attention.

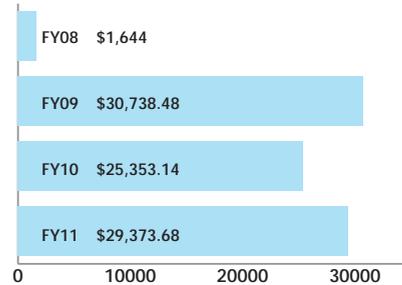
Partnerships & Social Responsibility

Builds relationships with colleges, businesses, and community organizations and fulfills societal responsibilities with key communities

Metro Tech Foundation

The Metro Tech Foundation is a nonprofit organization created to assist Metro Tech programs and students in need. Donations to the foundation are contributed by private businesses and individuals. A board of trustees directs the collection and distribution of funds. Scholarships and loans, along with other forms of assistance, are granted to deserving and needy students who could not otherwise obtain such funds.

Metro Tech Foundation Donations

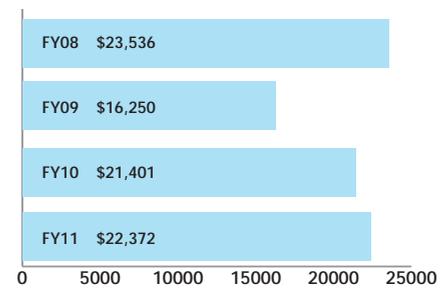


Character First

Metro Technology Centers implements Character First education throughout the district for faculty, staff, students and stakeholders. Character First challenges leaders to model good character and provides tools for leaders to integrate character-based standards into job descriptions, reward structures and management practices.



United Way Donations



MCA Receives Beautification Award

OKC Beautiful selected Metro Technology Centers' Metro Career Academy (MCA) for the September 2011 OKC Beautification award. Oklahoma City Beautiful presents a Beautification Award recognizing citizens and organizations that show pride in their neighborhoods through public landscaping and other beautification efforts. Winners are recognized with a sign placed on their property and are showcased in OKC Beautiful's Vision In Action newsletter. Winners are also featured on the Oklahoma Horticultural Society website and on OKC Beautiful's website. OKC Beautiful is a non-profit organization celebrating 40 years of improving the image and appearance of Oklahoma City.



Metro Career Academy students

Partnerships & Social Responsibility

Builds relationships with colleges, businesses, and community organizations and fulfills societal responsibilities with key communities

Distinguished Achievement Award

Instructor Karen Upton accepted the Distinguished Achievement Award during the CareerTech Summer Conference on August 2, 2012. This award recognizes a technology center for their innovative or unique accomplishments benefiting their students and community. Karen and her students from the Bio-Medical Science Academy organized a student-led group called the Metro Tech Hunger Fighters. This community service project raised awareness of the struggles associated with hunger in Oklahoma City. Students did several projects throughout the year, including creating a Facebook page, conducting food drives, volunteering for the Regional Food Bank of Oklahoma and hosting a Hunger Walk. Their efforts resulted in collecting many cans and baskets of food for several shelters, as well as receiving publicity on TV, Radio, newspaper and web to help raise awareness.



Biomedical Sciences Instructor, Karen Upton and Site Director, Pam Ashley

Partners for Progress Award

Chesapeake Energy Corp. was recognized by OKACTE at the Career Tech Summer Conference as Metro Tech's Partner for Progress 2012. The award recognizes businesses that have made outstanding contributions to the improvement, promotion, development and progress of career and technology education. Chesapeake Energy Corporation received this award for assisting Metro Tech with the Project SEARCH™ program. Chesapeake donates office and classroom space for teachers and interns involved in the program. Project SEARCH™ is an educational program for young adults with disabilities, ages 18-24, wishing to complete training to gain employment. Students learn and work on-site at Chesapeake and are given support through on-the-job coaching and work-site accommodations, with the ultimate goal of independence.



Daesha Brinson with Project Search student at Chesapeake Energy Corp.

Partnerships & Social Responsibility

Builds relationships with colleges, businesses, and community organizations and fulfills societal responsibilities with key communities

Metro Tech BIS Client Makes Metro 50 Again!

The Greater Oklahoma City Chamber selected Long Wave, Inc. (LWI) as one of the top 50 fastest growing businesses in Oklahoma City. This is the ninth time that Long Wave has received this award. Phil Miller of LWI has been a business and industry client of Metro Tech for several years, and his business has grown quickly through the years. LWI staff have received training, consulting and funding for their business such as writing federal proposals, quality management, safety management, financial management systems and information technology. Through this training and funding, in 2012, Long Wave, Inc. was able to effectively train five new employees that increased their annual payroll by \$263,000. Long Wave, Inc. is a federal government contract company headquartered in Oklahoma City. The organization also celebrated its ninth year as an Inc. 500/5000 Fastest Growing Private Companies award winner.



Phil Miller, owner of Long Wave, Inc.

MCA Awarded LEED Gold Certification!

The Metro Career Academy (MCA) was awarded Gold certification by LEED (Leadership in Energy and Environmental Design). Established by the U.S. Green Building Council and verified by the Green Building Certification Institute (GBCI), LEED is the nation's preeminent program for the design, construction and operation of high performance green buildings.

MCA achieved LEED Gold certification for energy use, lighting and water conservation and for using materials found within 500 miles of the site. The facility's green roof garden and landscaping are made of Oklahoma native vegetation. This is one example of incorporating a variety of other sustainable strategies. By using less energy

and water, the MCA saves money for businesses, taxpayers and reduces greenhouse gas emissions, contributing to a healthier environment for students, employees and the larger community.

Another important aspect of the building that produces energy savings is an innovative, insulated exterior cladding called Outsulation, manufactured by Dryvit Systems. Placing insulation on the outside of the building, air leaks are sealed so the cool or hot air is kept inside the structure, saving on energy costs. The MCA is the first LEED Gold certified CareerTech building in Oklahoma.



Metro Career Academy (MCA)

Economic Development

Training & programs that support economic development of Oklahoma

The 24th Annual Job & Wellness Fair

Metro Technology Centers held its 24th Annual Career Options Job and Wellness Fair April 20, 2012. The job and wellness fair is held toward the end of each school year to help students and the public find employment. Over 80 vendors participate in the event each year to provide a wide variety of employment options. Health checks were also provided to job seekers to help them stay healthy during their job search. With this event, Metro Tech hopes to complete its mission of preparing people for successful employment and life in a global society.



Utilities Department's Safety Performance Improved by 50%

With the help of Metro Technology Centers, The City of Oklahoma City Utilities Department has seen a 50% reduction of incidents over the last five years. A plan was developed in 2007 and implemented a year later. Over the last four years, Metro Tech has trained a total of 29,694 employees in 2,799 classes. Safety training included trenching, shoring, excavating, confined space entry/rescue, Hazwopper, hazardous communication and heavy equipment operations, just to name a few. The City of OKC Utilities serves more than 500,000 people in Oklahoma City and some suburbs with outstanding quality water from Lake Stanley Draper, Lake Hefner and Lake Overholser water treatment facilities.



Economic Development

Training & programs that support economic development of Oklahoma

Metro Tech Provides Training to Large Energy Firm

Since March 8, 2012, Metro Technology Centers has conducted (or scheduled) 27 Excel and word classes for Continental Resources employees. Both teacher and class evaluations of the training have been excellent.

Continental Resources relocated their headquarters from Enid to Oklahoma City in early 2012, and has hired hundreds of new employees. Additional classes on PowerPoint and VISIO will also be provided. To date, approximately 162 class hours of training has been provided for over 270 students.

Continental Resources is a Top 10 petroleum liquids producer in the United States and the largest leaseholder in the nation's premier oil play. Founded in 1967, Continental's growth strategy has focused on crude oil since the 1980s. The company reported total revenues of \$1.6 billion for 2011 and is on track to triple production and proved reserves from 2009 to 2014.



Continental Resources

TIP Economic Impact through Metro Tech Training

Client	TIP Amount	New Jobs Created	Annual Increase in Payroll
Company A	\$24,307.50	25	\$720,220.00
Company B	\$77,373.79	26	\$1,088,000.00
Company C	\$11,177.25	5	\$362,593.00
Company D	\$1,719.38	4	\$152,896.00
Company E	\$34,614.57	180	\$6,720,000.00
Company F	\$10,710.00	4	\$83,200.00
Total	\$159,902.49	244	\$9,126,909.00

TIP (Training for Industry)

Economic Development

Training & programs that support economic development of Oklahoma

ClimateCraft, Inc.

Training for Industry Program (TIP) is low-cost to no-cost training, provided by career technology centers, that helps businesses expand their workforce. In existence since 1968, Oklahoma's TIP has provided start-up training for virtually every sector of industry. Through Metro Tech, ClimateCraft, Inc. received TIP funding to hire and train 25 new workers. This represents an increase in new wages of \$720,220 annually. ClimateCraft, Inc. is an industry leader in the manufacturing of custom air handling units. Their units can be applied in most healthcare, institutional, commercial and industrial applications.



Bud White, Vice President of Operations,
Joe Capello, President, ClimateCraft, Inc.

Oklahoma City Metro Area Market Position: Percent of Enrollments by Area Technology Centers

School	Industry Training & Development	Adult & Career Development	Career Majors	Total Enrollments
Metro Tech	18%	14%	17%	17%
School B	16%	1%	5%	11%
School C	10%	40%	28%	20%
School D	19%	14%	16%	17%
School E	13%	6%	9%	11%
School F	7%	18%	12%	10%
School G	13%	6%	8%	10%
School H	3%	2%	6%	3%

Economic Development

Training & programs that support economic development of Oklahoma

Tinker Air Force Base Partnership

Since 2001, the Air Logistics Center (ALC) at Tinker Air Force Base (TAFB) has partnered with Metro Tech's Aviation Maintenance Technology (AMT) program to employ Airframe and Powerplant mechanics certified by the Federal Aviation Administration (FAA). Metro Tech has helped to fill the need of replacing the large number of Tinker mechanics who are eligible for retirement. Over 1,300 Metro Tech students have worked full-time or part-time at the ALC, earning a combined annual income of over \$54 million. The partnership has made a significant impact on Oklahoma City's economic development.



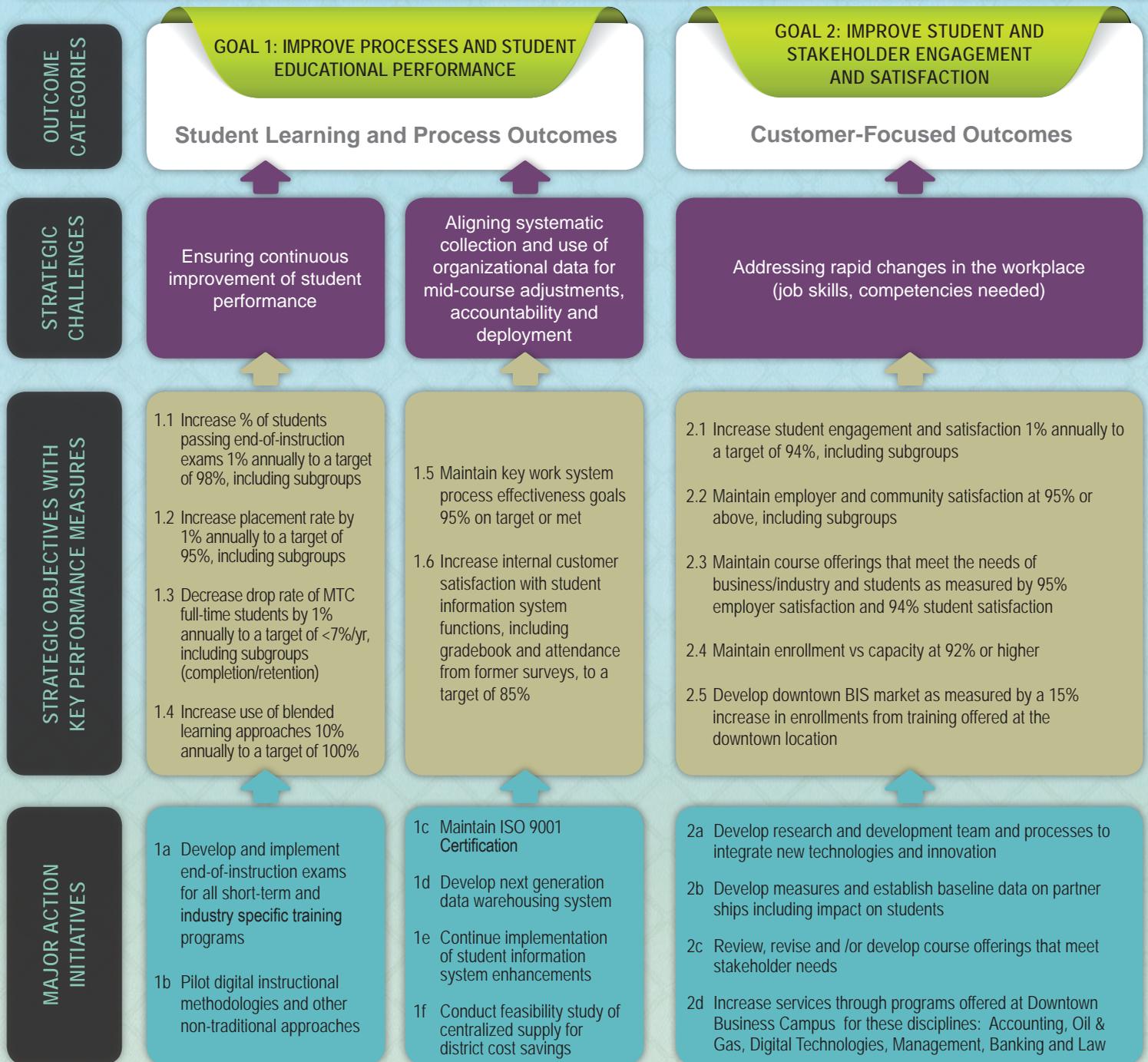
Business and Industry Clients

Advanced Technology Coating	Kids Zone	Okla. Student Loan Authority
Aerotek Service Associates Inc.	Landmark Construction Group LLC	Okla. Teachers' Retirement System
Affinia Group	Latino Community Development Agency	Okla. Tourism and Recreation Dept
Air Technologies of OKC, Inc.	Long Wave, Inc.	Okla. Turnpike Authority
American Fidelity Assurance Company	Mary Mahoney Medical Center	Omnitech
Analytical Research Labs	Metro Technology Centers	OU Medical Center
Autry Technology Center	Modular Services	PL Studios, Inc./Digital Tutors
Bevco Inc	NewView Oklahoma	Platinum Technologies Group
Blastrac	OG&E (Oklahoma Gas & Electric)	Public Strategies, Inc.
Cameron	OK Primary Care Association	Ram Products
Central OK Habitat for Humanity	Okla City-County Health Department	Reel-O-Matic
Chefs Requested	Okla. City Housing Authority	Salvation Army OKC Metropolitan
City of Oklahoma City	Okla. City Museum of Art	Sandridge Energy
Cox Media	Okla. City Public Schools	Scott Manufacturing
D H French Construction	Okla. County React Team 2620	SKF Sealing Solutions
Equipment Technology, Inc.	Okla. Dental Association	Southern Oklahoma Technology Center
First Staffing Group	Okla. Dept. of Agriculture	Sunbelt Oilfield Supply
Flanco Gaskey	Okla. Dept. of Career & Technology Education	Trinity Tank Car, Inc.
Flintco Construction	Okla. Dept. of Corrections	TVC Marketing
Grace Living Centers	Okla. Dept. of Human Services	Union Standard Insurance Group
Greater Oklahoma Horse Show	Okla. Dept. of Rehab	USDA Risk Management Agency
H-I-S Paint Manufacturing Company, Inc.	Okla. Dept. of Rehabilitation Services	uTphone
Inland Machine	Okla. Dept. of Transportation	Valve Sales, Inc.
J Thomas Construction	Okla. Public Employees Retirement System	Veterans Admn. Medical Center
Jatco Inc	Okla. Quality Foundation	Western Industries
Jennings Cook & Teague P.C.	Okla. State Construction Industries Board	White Engineering Associates, Inc.
Kellogg & Sovereign Consulting	Okla. State Regents for Higher Education	YWCA - Oklahoma City

2013 Performance Excellence Plan

Our Mission

Metro Technology Centers prepares people for successful employment and life in a global society.



PEP = Performance Excellence Plan

SPEP = Site PEP

DPEP = Department PEP

CPEP = Classroom PEP

IPEP = Individual PEP

GOAL 3: IMPROVE FACULTY AND STAFF ENGAGEMENT AND CAPABILITIES

Workforce Outcomes

Maintaining high-quality workforce given anticipated retirements

- 3.1 Maintain employee retention at 90% or higher
- 3.2 Maintain employee engagement and satisfaction at 88% or higher
- 3.3 Maintain employee satisfaction with support services at 93% or higher
- 3.4 Accomplish effective succession planning for 100% of management and leadership positions

- 3a Review/update district Human Resource Plan to include job descriptions and salary scale
- 3b Create professional development plan to address key district initiatives based on staff-identified needs
- 3c Develop an employee health and wellness plan

GOAL 4: STRENGTHEN LEADERSHIP AND GOVERNANCE ACCOUNTABILITY

Leadership and Governance Outcomes

Using systematic evaluation and improvement cycles of learning for our governance and leadership systems and processes

- 4.1 Maintain 85% or higher employee satisfaction with leadership effectiveness
- 4.2 Maintain 100% regulatory, safety, accreditation, and legal compliance
- 4.3 Maintain per capita giving to support MTC's key communities at current levels

- 4a Systematize use of data for organizational improvements and learning
- 4b Improve internal communication, cascading three-deep to all levels of the organization
- 4c Implement a master planning calendar that reflects campus-wide: activities; meetings; and planning, budgeting and decision cycles
- 4d Align efforts to support key communities

GOAL 5: MAINTAIN STRONG AND STABLE FINANCIAL AND MARKET POSITION

Budgetary, Financial, and Market Outcomes

Maintaining fiscal stability and accountability

Improving market perception of MTC

- 5.1 Maintain or increase current revenue streams
- 5.2 Maintain 25% annual energy cost avoidance from baseline data
- 5.3 Maintain or increase process improvement cost savings of 0.5% of total budget

- 5.4 Increase the market share for total enrollments by 0.5% annually to a target of 20%
- 5.5 Increase by 15% annually the number of businesses served by Business and Industry Services

- 5a Continue pursuit of alternative revenue sources
- 5b Sustain the Energy Management Plan, expanding to include resource conservation

- 5c Pursue new and emerging markets including downtown business sector and Hispanic communities
- 5d Develop and implement a faculty and staff ambassador program



Metro Technology Centers
Preparing for Life

405.424.8324

www.metrotech.edu

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.