



SkillsUSA Kansas Foundation Board of Directors Meeting Minutes

March 8, 2022

Call to order

Meeting of SkillsUSA Kansas was held in persona and virtually in Hutchinson on March 8, 2022 at Kansas Cosmosphere in the Neil Family Classroom. The meeting was called to order at 10:02am, by President, Rob Murphy.

Attendees

Attendees included: Eric Tincher - Kansas Board of Regents (Online), Dr. Vera Brown - Kansas Board of Regents (Online), Crystal Roberts - Kansas State Department of Education (Online), PJ Reilly - Wichita Public Schools, Deb Hargrove - Alumni, Carey Keller - Alumni, Kent Thomas - Alumni, Denver Mishler - Alumni and Textron Aviation, Craig Bennington - Textron Aviation, Rod Murphy - DEPCO LLC, Chris Stephens - Viavi Solutions, Frank Avila - Manhattan Area Technical College, Kevin Bronson - Paola High School, Jeremy King - WSU Tech (Online), Jeremiah Harmon, Hutchinson Career Technical Education Academy, Roy Shafer - Coffeyville Community College.

Non-voting members: Becky Warren - SkillsUSA Kansas State Director, Jillene Cunningham - Hutchinson Community College Facilities Host, Travis Riebel - Hutchinson Career Technical Education Academy Facilities Host, Nathan McClanahan - Kansas State Fairgrounds Host, Lathe Smith - Student Representative

Guest: None

A quorum was established with 16 voting members present.

Members not in attendance

Members not in attendance included: Tori Magnett - Kansas SkillsUSA Financial Assistant and Alumni, Zach Zimmerman - Spirit AeroSystems, Butch Garst - Seward Country Community College, Dr. Mark Johnson - Consultant - National Honorary Life Member

Approval of Meeting Minutes

Roy Shaffer moved to approve the November 23, 2021 minutes. Kent Thomas seconded the motion. Minutes approved unanimously.

Budget Review

PJ Reilly gave the review:

- Resources available August 31· 2021 in the general fund is \$38,796.82
- Deposits \$42, 078.20, expenses \$27,639.07 for a current balance of \$53,235.95 as of 2/28/2022
- Two donations have been collected; 2021 Manufacturing Institute & Pacific Union Grant for \$10,000 and Textron Aviation Scholarship for \$20,000.
- Fairground rental will be paid today in the amount of \$12,500.
- The Hutchinson Sports Arena has been reserved for the KSC Awards Ceremony & Prize Room at no cost to the SkillsUSA Organization.
- The State Director reported the National Leadership & Skills Championship (NLSC) Conference fees have increased and that will be in the Gold Medalist packet for review.
- It was suggested, a safety guide for those attending the NLSC Conference in Atlanta be apart of the Gold Medalist Packet.

New Business

Introduction to New Member

- Chris Stephens of Viavi Solutions has been appointed to the SkillsUSA Board of Directors as a Business Industry Representative. Chris has been involved in SkillsUSA Kansas for many years and Chairs the Electronics Technology Competitions during the Annual Kansas State Championship Conference. The company he represents has had many names over the years, AeroSystems; Cobham, and now Viavi Solutions. The company produces testing equipment for Aircraft. The company has been faithful in hiring SkillsUSA students to work for them. The Board of Directors welcomes Chris Stephens.

State Directors Report:

- Membership:
 - There are 2,766 members - that is a gain of 204 members from 2021 and a loss of 794 since 2019. We are slowly bouncing back.
 - Post-secondary has 1275 student members, secondary has 1250, and middle school has 14 members
 - Post-secondary has 102 professional members and secondary has 125 members
- Roy Shaffer made a motion to approve the State Directors Report. PJ Reilly seconded the motion. Minutes approved unanimously.

State Officer Report:

Lathe Smith, SkillsUSA State Officer President, reported:

- The State Officer Team attended:
 - Citizenship Day Conference, January 12, 2022
 - Workshops with, guest speakers Joe Fingerhut and Frank Kitchens
 - State Officer President, Lathe Smith spoke before the State Board of Education telling about SkillsUSA and how the organization played a role in helping fellow students get through the pandemic, and how COVID impacted the organizations functions.
 - State Capital visit, January 13, 2022
 - The State Officer team met with State Representatives Richard Proehl, District 7 and Eric Smith, District 76. The officer team discussed issues facing CTE Programs & Student Organizations.
 - While at the Capitol the State Officer Team toured the Capital Building and met with Governor Kelly
- In February, the State Officer Team engaged with promoting SkillsUSA Week. The team received a Proclamation Certificate from Governor Kelly in recognizing SkillsUSA Week as February 7-14 and supporting Career and Technical Education.
- March through April, the State Officer Team will be busy organizing and planning out the Kansas State Championship Conference and sponsoring the “Meet the Employer” Event on Thursday evening, April 28, 2022.

Committee Meetings

Program Committee Report

Rod Murphy, committee chair, gave the report:

- Chapter of Excellence Awards:
 - Quality Chapter Award: 15 Chapters completed Level 1
 1. Field Kindley High School
 2. Fort Scott High School
 3. Hutchinson Career Technical Education Academy
 4. Labette County High School
 5. Neodesha High School
 6. Newton High School
 7. Paola High School
 8. Salina Area Technical College
 9. Valley Center High School
 10. Wichita East High School
 11. Wichita Heights High School
 12. Wichita North High School
 13. Wichita South High School
 14. Wichita Southeast High School

15. Wichita West High School

- Chapter of Distinction Award: 1 Chapter completed Level 2 CEP
 - Gold Level Award: Labette High School, District #7
- Advisor of the Year Nominee Process: Level 2 Completion gives a school the opportunity to nominate an Advisor of the Year. The nominees are collected and divided into the Districts in which they teach. (SkillsUSA Kansas has seven districts). The Program committee scores each nominee, the selects the seven District Advisors of the Year.
 - District #7 Advisor Nominee: Labette County High School students nominated Mrs. Kim McMunn, Health Science Instructor and SkillsUSA Sponsor of District #7. No other schools in District #7 completed CEP Level 2 and were not eligible to nominate an advisor for this award. The Program Committee approved Mrs. McMunn' s nomination and will be awarded District #7 Advisor of the Year.
 - Kansas Advisor of the Year: Selection from the seven district advisors of the year, the Program Committee selects the top score and approves the Kansas Advisor of the Year. The 2022 Kansas Advisor of the Year is Mrs. Kim McMunn, Health Science Instructor at Labette County High School.
- 100% Sections Awards: These are program within a Schools Chapter: Many schools have multiple programs representing their SkillsUSA Chapter. The programs enrolling 15 members or more are recognized for attaining 100% membership in SkillsUSA and supporting its goals and purposes. Kansas has 33 programs that have attained 100% chapters out of 18 Kansas Chapters impacting 1,532 members:
 1. Blue Valley West High School
Technical Drafting Program, Instructor Mike Vodehnal
 2. Destinations Career Academy
Computer Technology Program, Instructor Terri Fletcher
 3. Fort Scott Community College
Carpentry Program, Instructor, Travis Broxterman
 4. Highland Community College
Automotive Service Program, Instructor Michael Lindstrom
Electrical Technology Program, Instructor Duane Coder
 5. Hutchinson Career Technical Education Academy
Collision Repair Program, Instructor Brad Yoder
Welding Program, Instructor Jeremiah Harmon
 6. Hutchinson Community College
Technical Education Program, Instructor John Pendergrass
 7. Kansas City Kansas Community College Tech
Food & Beverage Services Program, Chef Richard McPeake
 8. KCKCC Pioneer Career Center
Building Trades Program, Instructor Robert Jenkins
Food & Beverage Service Program, Chef Kelly Jenkins
HVACR Program, Instructor Dave Wheatman
 9. Labette County High School
Electronics Technology Program, Instructor Marty Warren

- Health Science Program, Instructor Kim McMunn
- 10. North Central Kansas Technical College
 - Automotive Service Program, Instructor Richard Cox
 - Diesel Equipment Technology Program, Instructor Dalyn Diercks
 - Welding Program, Instructor Kyle Kopsa
- 11. Olathe Advanced Technical Center
 - Automotive Service Program, Instructor Jesse Williams
- 12. Osawatomie High School
 - Carpentry Program, Instructor Kyle Burger
- 13. Paola High School
 - Computer Technology Program, Instructor Ali McCullough
- 14. Salina Area Technical College
 - Diesel Equipment Technology Program, Instructor Mac Loucks
- 15. Wichita North High School
 - Automotive Service Technology Program, Instructor Don Stock
- 16. Wichita Northwest High School
 - Mixed Training Program, Instructor Sandra Pierce
- 17. Winfield High School
 - Engineering Related Technology Program, Instructor Mark Meadows
- 18. WSU Tech
 - Automotive Service Technology Program, Instructor James Lawhead
 - Aviation Maintenance Technology Program, Instructor Scott Simpson
 - Carpentry Program, Instructor Christopher Mounts
 - Criminal Justice Program, Instructor Clint Cartwright
 - Electronics Technology Program, Instructor Joseph Varrientos
 - HVACR Program, Instructor Brad Havner
 - Mixed Training Program, Instructor Jeremy King
 - Precision Machining Program, Instructor Michael Corby
 - Welding Program, Instructor Tony Williams

- The SkillsUSA Honorary Life Nominee for Kansas: Mrs. Deb Hargrove. The State Director received word from the National SkillsUSA Office that Mrs. Deb Hargrove will be honored on the national stage to be inducted in receiving the SkillsUSA Honorary Life Award June 2022.
- The Manufacturing Institute and Union Pacific Career Readiness Grant Award of \$10,000 will be used to promote members and career readiness in the Salina, KS area. The grant has been halted due to the grantees staff reorganization, but the funds are deposited in the SkillsUSA account, and the State Director will be meeting with the grantees in developing a timeline. The funds are targeted for the following purposes:
 - \$3,000 used for student membership
 - \$2,000 student career fair
 - \$4,000 increase female participation in contests
 - \$1,000 Connect to my Future Conference
- Calendar of events for 2022-2023 were submitted for review and approval:
 - October 27-30, 2022 KS Fall Leadership Conference - trying to also have the November Board of Directors meeting during this time and also stay on Saturday to judge

- Discussion took place and was decided to keep the November meeting but board members will come in on Saturday to help judge the conference contests.
 - Tentative November board meeting set for the 10th.
- District Competitions:
 - Create a task force to review to formula contests (Automotive Refinishing, Collision Repair, Automotive Service, Diesel, Welding)
 - Issue with the post-secondary classes and second semester not getting started until after district registration closing
 - Task force will survey programs that deal with these contests and go from there on best course of action

Meeting adjourned for the Contest Chair luncheon by President, Rod Murphy at 12:10pm.

The meeting was reconvened at 1:21am by the President, Rod Murphy.

Finance Committee Report

PJ Reilly, committee chair, gave the report:

- SkillsUSA Scholarships:
 - Lathe Smith, Labette County High School - Gold Level - \$750.00
 - Holden Vale, Labette County High School - Gold Level - \$750.00
 - Patience Griffith, Washburn Tech - Silver Level - \$500.00
- Tyler Loomis Scholarship:
 - No applicants
 - Becky will ask the family if the scholarship can be given to the gold medalist of that specific competition
- EJ Brock Scholarship: Will be given to the gold medalist in the Automotive Service competition
- Kelly McMurphy Architectural Drafting Scholarship: Is a \$500 scholarship that will be given to the gold medalist from both divisions.
- SkillsUSA Scholarship Review:
 - Very few applications in the past
 - Suggestion to combine both questions into one and make it one essay question
 - Recommendation for a box that has an 18 or older option instead of asking for parent signature
 - Needs to be reviewed before next year
- Banking signatures:
 - Jeremy King and Carey Keller are now authorized signers on the account.
 - There are 4 people who can sign: Jeremy, Carey, PJ Reilly, and Craig Bennington
 - Becky Warren only can sign in an emergency situation but it takes two signatures on any check

Governance Committee Report

Kevin Bronson, committee chair, gave the report:

- Revision of Constitution and Bylaws review:
 - Diversity, Equity & Inclusion:
 - Recommendation is to go with the National verbiage and guidelines
 - Put a box on registration with a pronoun dropdown that can be checked
- Line items to be discussed for approval:
 - **Article III, Section 1:** Roy Shafer made a motion to accept the wording as written. Jeremiah Harmon seconded the motion. Article approved unanimously.
 - **Article IV, Section 2:** Denver Mishler made a motion to accept the wording “proxy of at least on-third of the members” into the article. Roy Shafer seconded the motion. Article approved unanimously.
 - **Article VI, Section 3:** Roy Shaffer made a motion to accept the wording “video conference call” into the article. Jeremiah Harmon seconded the motion. Article approved unanimously.
 - **Article VI, Section 4:** Roy Shaffer made a motion to accept the wording “or conducted through video conference means” into the article. Jeremiah Harmon seconded the motion. Article approved unanimously.
 - **Article X, Section 1:** Jeremy King made a motion to table this article approval until a KSDE lawyer is present to clarify confusion of bonding.
 - A special virtual conference meeting will be called by Becky Warren when the lawyer can meet with the Board of Directors.
- Strategic Goals for FY 2022:
 - Integrating SkillsUSA into CTE classrooms
 - Establish a committee of 6 to look at SkillsUSA curriculum and see how teachers could integrate this into their classrooms
 - Concern: curriculum should be at no cost to professional members to use in their classrooms - right now it costs
 - Advocacy
 - Partnerships with Kansas Chamber of Commerce
 - Where are we going to go for a SkillsUSA home once we are out of KSDE?
 - Hire a fundraising & partnership manager
 - Conduct an annual parent support banquet at the local level
 - Conduct an annual school counselor workshop in August
 - Staff Development
 - Committee of 6 BOD members to review operations and finances of SkillsUSA in detail
 - Carey Keller, Jeremiah Harmon, Kevin Bronson, Travis Riebel, Rod Murphy, Jillene Cunningham
 - Revisit SkillsUSA Assistant position and need to hire it as soon as possible
 - Diversity, Equity & Inclusion
 - Make sure we are aligned with national guidelines and representing all of our members on promotional materials.

Other Business

- Jeremy King brought up a question about the Chapter of Excellence and the requirement of meeting Level 1 application status in order to be considered a chapter in good standing.
 - Becky said it is the recommendation of the national office that every chapter follow the Chapter of Excellence Program and so she put in place the suggestion that every chapter at least do the Level 1 of the CEP Program to be in good standing.
 - Also, in order to compete at state a chapter must be in good standing. Starting in 2022-2023 that means that every chapter needs to do the minimum of Level 1 in the CEP program.
 - Jeremy is very concerned about post-secondary programs that get students starting second semester and don't have time to recruit first semester or do events first semester. They are starting their chapters late Jan. or early Feb. and they don't have time to fundraise or do a community service event before the CEP deadline so they will never be a chapter in good standing, nor will they have students compete at state with this new requirement.
 - Becky hears the concern and understands it and would like to hear from other advisors from post-secondary schools and has tabled the discussion until the fall advisory meeting.

Roy Shafer moved to adjourn the meeting, Frank Avila seconded the motion. Motion carried. Meeting adjourned at 3:09pm.

Next meeting will be our special virtual meeting with the KSDE lawyer to be scheduled by Mrs. Becky Warren.

Next in person meeting will be held on July 15(this was on our calendar) at 10am, location Hutchinson and virtually through ZOOM.

Secretary: Carey Keller

Date of approval 7-15-2022