

MINUTES
TENNESSEE C/PS ASSOCIATION OF SKILLSUSA
FALL BOARD MEETING

NASHVILLE, TN
NOVEMBER 15, 2025
11:00 A.M. CST

Roll Call: Members Present

- Kristan Odom, Member
- Michael Tinsley, Member
- Josh Kirkman, Member
- Jake Self, Member
- Ernestine Peete, Member
- Dr. Sharon Couch, Member
- Mike Mercer, Member
- Cynthia Rutledge, Member
- Sheila Anderson, Member
- Daphne Brown, State Director

Members Present via Video Conference

None

Members Present via Telephone

None

Members Absent

None

Guests Present

State Officers and Advisors

Meeting Called to Order

The meeting was called to order at 11:00 A.M. CST by State Director Daphne Brown.

Introductions

Board members introduced themselves and provided updates regarding their institutions, workforce partnerships, and SkillsUSA Tennessee College/Postsecondary activities.

Approval of Meeting Agenda — Action

MOTION TO APPROVE THE MEETING AGENDA AS PRESENTED.

MOTION: Peete

SECOND: Mercer

VOTE: UNANIMOUS

Approval of Previous Meeting Minutes — Action

MOTION TO APPROVE THE PREVIOUS MEETING MINUTES AS PRESENTED.

MOTION: Couch

SECOND: Kirkman

VOTE: UNANIMOUS

Review of Organizational Governance Structure — Information/Action

State Director Daphne Brown presented proposed updates to the organizational bylaws and governance structure for SkillsUSA Tennessee College/Postsecondary. Discussion included clarification of Board and Advisory Board responsibilities, statewide workforce alignment, governance accountability expectations, and organizational sustainability.

Officer Title Restructuring — Information/Action

The Board discussed updates to the state officer leadership structure and officer title alignment. Discussion included restructuring officer titles to a Vice President leadership structure to better align with postsecondary leadership expectations and national leadership practices.

MOTION TO APPROVE THE TRANSITION OF STATE OFFICER TITLES TO A VICE PRESIDENT LEADERSHIP STRUCTURE BEGINNING WITH THE 2025–2026 OFFICER TEAM.

MOTION: Kirkman

SECOND: Couch

VOTE: UNANIMOUS

Advisory Board Governance Integration — Information/Action

The Board discussed formally integrating the State Advisory Board into the organizational governance structure to strengthen workforce development collaboration, industry engagement, and statewide representation.

MOTION TO FORMALLY ESTABLISH THE STATE ADVISORY BOARD AS PART OF THE GOVERNANCE STRUCTURE OF SKILLSUSA TENNESSEE COLLEGE/POSTSECONDARY.

MOTION: Mercer

SECOND: Rutledge

VOTE: UNANIMOUS

Board Membership Transition — Information/Action

The Board recognized and thanked Sheila Anderson for her service and support to SkillsUSA Tennessee College/Postsecondary.

A recommendation was presented to transition the Postsecondary Education Representative position to Joshua Higgins, TCAT Hartsville, as part of the updated governance structure.

MOTION TO APPROVE THE APPOINTMENT OF JOSHUA HIGGINS TO THE SKILLSUSA TENNESSEE COLLEGE/POSTSECONDARY BOARD OF DIRECTORS / STATE ADVISORY BOARD.

MOTION: Peete

SECOND: Mercer

VOTE: UNANIMOUS

Bylaws Review and Recommendation — Action

The proposed bylaws revisions were reviewed in full by the Board, including governance structure updates, officer leadership restructuring, advisory board integration, organizational accountability measures, and sustainability practices.

MOTION TO RECOMMEND APPROVAL OF THE REVISED SKILLSUSA TENNESSEE COLLEGE/POSTSECONDARY BYLAWS AS PRESENTED.

MOTION: Couch

SECOND: Kirkman

VOTE: UNANIMOUS

Fall Leadership Conference and Officer Development — Information/Action

Discussion occurred regarding enhancement of statewide leadership development programming and state officer training opportunities.

Kristan Odom and Daphne Brown discussed incorporating CliftonStrengths leadership development training into the State Officer program to strengthen self-awareness, communication, team dynamics, and leadership growth among state officers.

MOTION TO APPROVE THE INTEGRATION OF CLIFTONSTRENGTHS LEADERSHIP DEVELOPMENT TRAINING INTO THE SKILLSUSA TENNESSEE COLLEGE/POSTSECONDARY STATE OFFICER TRAINING PROGRAM.

MOTION: Couch

SECOND: Kirkman

VOTE: UNANIMOUS

Regional Business and Industry Liaison Structure — Information/Action

The Board discussed establishing East, Middle, and West Tennessee Business and Industry Liaison responsibilities as part of the regional advisor leadership framework to improve workforce partnerships, employer engagement, sponsorship development, and statewide industry collaboration.

MOTION TO APPROVE THE CREATION OF EAST, MIDDLE, AND WEST TENNESSEE BUSINESS AND INDUSTRY LIAISON RESPONSIBILITIES AS PART OF THE REGIONAL ADVISOR LEADERSHIP STRUCTURE.

MOTION: Mercer

SECOND: Couch

VOTE: UNANIMOUS

State Leadership and Skills Conference 2026 — Information/Action

State Director Daphne Brown presented updated information regarding the 2026 State Leadership and Skills Conference (SLSC). Due to the earlier National Leadership and Skills Conference schedule and statewide calendar alignment needs, the conference will be held in March 2026 rather than the traditional April timeframe.

The Board discussed continued collaboration with the SkillsUSA Tennessee high school division and approved Chattanooga, Tennessee, as the host location for the 2026 conference.

MOTION TO APPROVE CHATTANOOGA, TENNESSEE, AS THE HOST LOCATION FOR THE 2026 STATE LEADERSHIP AND SKILLS CONFERENCE IN COLLABORATION WITH THE SKILLSUSA TENNESSEE HIGH SCHOOL DIVISION, WITH THE CONFERENCE TO BE HELD IN MARCH 2026.

MOTION: Peete

SECOND: Kirkman

VOTE: UNANIMOUS

Board Governance and Financial Accountability Training — Information

State Director Daphne Brown reviewed annual Board Governance and Financial Accountability training materials with the Board, including fiduciary accountability, internal controls, financial oversight, strategic planning, Tennessee Board of Regents alignment, and State Standards of Excellence governance expectations.

Other Business

Discussion occurred regarding future workforce development partnerships, statewide collaboration initiatives, student leadership pipeline development, and expansion of advisor leadership support structures.

Next Meeting

The next Board meeting will be held during the 2026 State Leadership and Skills Conference.

Meeting Adjournment

MOTION TO ADJOURN MEETING AT 1:15 P.M. CST

MOTION: Odom

SECOND: Mercer

VOTE: UNANIMOUS