



August 27, 2014

KANSAS ADVISORY COMMITTEE FOR CAREER AND TECHNICAL EDUCATION

ORGANIZATIONAL STRUCTURE

I. Statement of Purpose

The purpose of the Kansas Advisory Committee for Career and Technical Education (KACCTE) is to provide business and industry a unified voice to advocate and provide recommendations for continuous improvement for Career and Technical Education to, including but not limited to, the Kansas State Department of Education, the Kansas Postsecondary Technical Education Authority, the State Workforce Board and the Kansas Board of Regents, have schools come to KACCTE, more visible to Kansas Board of Education on issues relating to:

- Development and promotion of a seamless system for a delivery of technical education between secondary and postsecondary education.
- Integration of business and industry workforce development needs and trends in Kansas into a seamless CTE system.
- Program improvement in secondary CTE programs.
- Provide Business/Industry perspective on what a student has to know and be able to do to be College and Career Ready.

II. Membership Composition

Membership on the Kansas Advisory Committee for Career and Technical Education shall consist of an individual representing the following constituencies.

Business/Industry Members (voting):

- 1 representative of each of the 16 career clusters identified by the Kansas State Department of Education as leading to high-demand, high-skill, and high-wage jobs in Kansas.
- Representatives of trade and professional associations and business organizations (1 Representative per career field, maximum of 4 total)
- Kansas State Board of Education member
- Representative from the Technical Education Authority

Advisory Members (non-voting):

- Representative from the Department of Labor

- Representative from the Department of Commerce
- Representative from the Kansas Board of Regents
- Assistant Director of Academic & Technical Education for KSDE or designee.
- Four secondary CTE directors

III. Term of Committee Membership

Business/Industry members shall serve a term of three years. Business/Industry members are eligible to serve a second term. New members shall be appointed at the June meeting. To maintain membership, business/industry members must be employed in the cluster area they represent. If a member no longer is employed in their respective cluster area, he/she will finish the current year and end their term at the next annual (June) meeting.

If a member cannot fulfill their term, the membership sub-committee will find a replacement and the new member will serve the remaining term for the departed member as opposed to beginning a new three year term.

Advisory Members may serve as long as they continue in their position representing the organizations selected to be part of KACCTE.

IV. KACCTE member Selection and Vacancies

The KACCTE Chair shall appoint a subcommittee responsible for preparing a list of candidates for selection by the executive committee. Should a midterm vacancy develop on KACCTE, a representative member shall be appointed by the Executive Committee. KACCTE vacancies shall be filled with the same membership composition type as the individual leaving the committee. Terms shall begin and/or end at the June meeting.

V. Officers

The officers of KACCTE shall consist of Chair, a Chair-Elect and a Past-Chair and shall make up the membership of the executive committee. The committee shall elect a new chair-elect at the first scheduled meeting, also known as the Annual Meeting, of every other year. The term of office for committee officers shall be one year as Chair-elect, two years as Chair, and one year as Past-Chair for a total commitment of four years. Advisory members cannot serve as committee officers. Terms of office shall begin and end at the June meeting.

VI. Quorum

Five Committee members present, excluding staff representatives, shall constitute a quorum for committee decision and voting purposes.

VII. Recorder

KSDE staff or their designee will serve as the recorder of the meeting minutes. Minutes shall be sent to all committee members within 30 days after said meeting. Minutes shall be reviewed and accepted by the committee at its next regular scheduled meeting.

VIII. Voting

The members representing business/industry and each of the career clusters shall be entitled to vote. All other members (government and education) are advisers and shall not vote. All voting decisions shall be determined by majority vote of the members present.

IX. The committee shall have a minimum of four meetings per calendar year. Time and location of the meetings shall be decided by the Chair, in consultation with KSDE representatives. Special meetings may be called by the Chair or a majority of the committee. All expenses incurred by committee members to attend regular scheduled meetings shall be reimbursed by KSDE, or their designee, per established reimbursement policies and procedures for state institutions. There shall be one Annual Meeting, which shall be the June meeting each year.

X. Written Notice

KSDE or their designee, in consultation with the committee Chair, shall issue written notice of the date, time and location of all scheduled meetings not less than thirty days prior to said meeting. A draft meeting agenda shall be included with this notice.

XI. Changes To Committee Organizational Structure

Each committee member shall have a copy of the committee organizational structure. Any changes to the organizational structure shall first be reviewed by the Chair for appropriateness. The Chair shall then forward the requested changes to the entire committee no less than two months prior to the next scheduled meeting. All changes to committee organizational structures shall require a two-thirds majority vote.