

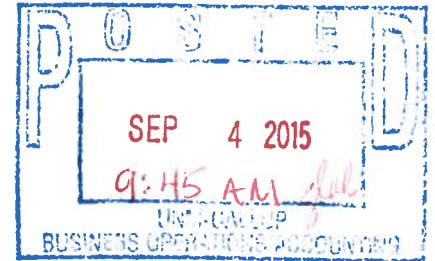
University of New Mexico-Gallup Campus
Staff and Faculty Mini-Grant Application Form
For 2015 - 2016 Fiscal Year

(please type or print)

Division: Center for Career & Technical Education
Project Title: SkillsUSA Start-Up

New Project: Yes X No _____

Have you received funding this fiscal year? Yes _____ No X



1. Description of the project:

The advisors of the SkillsUSA Chapter at the UNM Gallup Campus are seeking funding to purchase official SkillsUSA clothing for its student members. The UNM Gallup Campus Chapter of SkillsUSA was recently reinvigorated during the 2014-2015 academic year, targeting students enrolled in career and technical education programs of study under the umbrella of the Center for Career and Technical Education. SkillsUSA is a fifty-one year old national organization that serves more than 300,000 students and advisors annually; approximately 13,000 chapters exist within 54 states and US territories. SkillsUSA focuses on career and technical education, and its mission is to empower its members to become world-class workers, leaders, and responsible citizens. Student members can become engaged in leadership activities, competitions, and scholarship application. SkillsUSA strictly adheres to a dress code: formal attire (official SkillsUSA red blazer, black slacks/skirt, white shirt, black socks/hose, and black shoes) is required during certain SkillsUSA competitions and events, while occupationally related competition clothing (shirts/slacks) are required per each competition's technical standards.

The cost of official SkillsUSA clothing ranges from \$22.00 to \$118.00 per item. We are seeking "start up" funding in order to provide competition clothing for our student members. Fund-raising activities are planned throughout the 2015-2016 academic year in order to secure monies for conference registrations, lodging, and transportation. The UNM Gallup Campus SkillsUSA Chapter will be participating in, at minimum, three conferences during this year:

- New Mexico SkillsUSA Community Outreach and Leadership Conference in Gallup, NM from October 31 – November 2, 2015,
- New Mexico SkillsUSA Leadership Conference and Competition in Albuquerque, NM from March 30 – April 2, 2016, and
- National SkillsUSA Leadership Conference and Competition in Louisville, KY from June 20 – 25, 2016.

In April 2015, seventeen of our student members participated in competitions during the NM Leadership Conference and Competition in the following categories: Career Pathways Showcase (two three-person teams), Welding Fabrication (one three-person team), Welding (two individual competitors), Job Interview (one individual competitor), Job Skill Demonstration A (one individual competitor), Job Skills Demonstration open (three individual competitors), Extemporaneous Speaking (one individual competitor), and Customer Service (one individual competitor). This initial group garnered the following accolades:

- Gold medal in Career Pathways Showcase/Human Services for three students enrolled within Fire Science Technology; competitors “educated” judges on the importance of Incident Command Systems (ICS)
- Gold medal in Welding Fabrication for three students enrolled within Welding Technology; competitors received specifications for a project (jack stand) prior to the competition; team designed a blueprint that included required procedures and welds; blueprint was submitted to judges; students built the jack stand during the competition
- Gold medal in Extemporaneous Speaking for one student enrolled within Fire Science Technology; student was given a topic and had five minutes to prepare his speech, which was made in front of three judges
- Silver medal in Career Pathways Showcase/Industrial Technologies for three students enrolled in Welding Technology; competitors “educated” judges on the importance of lab/shop safety
- Silver medal in Customer Service for one student enrolled in Health Careers; competitor demonstrated customer service skills (i.e., dealing with complaints, multiple customers, answering customer questions, and speaking with a customer on the telephone)
- Bronze medal in Welding for a student enrolled in Welding Technology; had to demonstrate welding techniques for six different types of welds
- Bronze medal in Job Skill Demonstration A for a student enrolled in Fire Science Technology; competitor demonstrated how to don and doff fire bunker gear and explained the importance of each article of gear as he was donning it.

The majority of our students are receiving Pell Grants or other types of financial aid and/or assistance. The members of the UNM Gallup Campus SkillsUSA Chapter are not any different – they simply do not have the funds available to purchase the clothing items for formal events and competitions. Per US Census data, McKinley County had 35% of its population living below the poverty level between 2009 and 2013. The UNMG Campus Chapter of SkillsUSA is asking for assistance for its student members in order to be able to fully engage in SkillsUSA activities and events with the possibility of disqualification and/or penalties because of inappropriate attire.

The clothing items will be kept/maintained by the UNM Gallup Campus SkillsUSA Chapter – they will not become the “property” of the student member utilizing them for said competitions. A system of check out/check in for SkillsUSA competition clothing will be implemented and adhered to by the Chapter members.

2. Rationale for how the project will benefit the faculty, staff, students, UNM-G, or the communities at large:

Should this funding be granted to the UNMG Campus SkillsUSA Chapter, it will greatly benefit the students involved in this organization. Having the required clothing for competitions will allow the student members to participate without the chance of them being penalized per the individual contest. Those contests in which our students will be competing and will require specific uniforms/clothing include, but are not limited to:

- Automotive Refinishing
- Automotive Service Technology
- Carpentry
- Collision Repair Technology
- Cosmetology
- Crime Scene investigation
- Criminal Justice
- Medical Terminology
- Nail Care
- Teambuilding (construction)
- Welding
- Welding Fabrication
- Welding Sculpture.

We have had a very positive response to the SkillsUSA Chapter at UNMG. Our students are able to participate in state and national events, during which time they are engaged in discipline-specific skills building, teambuilding, and leadership training. Involvement in events sponsored by SkillsUSA enables our students to display and demonstrate skills and knowledge learned through course work at the UNM Gallup Campus. In October 2015, the UNMG Campus hosted the New Mexico Skills Service Learning and Leadership Conference, during which time our campus hosted approximately three hundred secondary and post-secondary students and chapter advisors from across the state. The students were involved in community services projects at the following locations:

- Demolition of the “old” Zuni Rodeo Grounds
- Kamp Kiwanis structure repair
- Playground of Dreams refurbishing

- Manuelito Children's Home repair.

In April 2015, a team of UNMG students represented our campus at the New Mexico SkillsUSA Leadership Conference and Competition, which was held in Albuquerque. Those members who earned gold medals qualified for a berth to compete at the national level, which occurred in June 2015.

UNMG received positive press in local newspapers from these events, and students were guests on the Barbara Stanley Show, during which time they explained the SkillsUSA organization and their involvement in the Chapter's activities. The Center for Career and Technical education maintains a Facebook page, which posts information about events and awards.

As of this writing, I do not have quantitative data regarding the number of CCTE completers that have entered the UNMG post-secondary ranks. I have requested said data from our Institutional Researcher because the CCTE administration and faculty are seeing greater numbers of former CCTE students enrolling into college certificate and Associate Degree programs. We do utilize SkillsUSA as a tool for recruiting and retaining students, given the success of our initial group of members during the 2014-2015 academic year. In turn, the University benefits from the greater student enrollment and retention rates. We also have students who are savvy as to the various systems in place at the post-secondary level – Admissions, Placement Testing, Advisement, and Financial Aid – all areas that are introduced to the CCTE students during their spring semester in the program.

SkillsUSA allows for faculty members to mentor and guide their students. Joe Sanchez, Robert Encinio, and I have worked with this organization for the past few years, basically to "learn the ropes." We are of a collective mindset that we always look for a student's strengths, encouraging students to building upon them, rather than identifying and constraining students per their limitations. This organization has allowed students from our campus to compete at a national level based upon discipline-specific knowledge and demonstrable skills gained through course work at the UNM Gallup Campus. We are honored and privileged to be able to work with this group of energetic and enthusiastic young people. They have demonstrated a great deal of professionalism, devotion, teamwork, and encouragement toward one another. The greater Gallup community will benefit from these students when they fully enter the workforce. Our students have been exposed to positive reinforcement and experiences and they have realized the potential that they possess.

In October 2015, the UNMG SkillsUSA Chapter will again host the state event, which has been renamed the Community Outreach and Leadership Conference. We anticipate hosting approximately three hundred students and SkillsUSA advisors once again. We have secured work sites at the following locations in the greater Gallup community that will receive assistance from New Mexico SkillsUSA members:

- Jim Harlin Community Pantry
- Playground of Dreams
- Battered Families Services, Inc.
- Manuelito Children's Home
- Veterans Helping Veterans.

The opportunity provided by this service learning conference will allow UNMG students and faculty to “pay it forward” to the community. UNMG SkillsUSA members will be working alongside community members, UNMG faculty, and SkillsUSA members from across New Mexico. We have already made arrangements to begin working the local Lion's Club in other outreach projects to make community services one of our chapter's on-going activities.

3. Expected outcomes or products of this project:

As previously stated, this funding will allow the UNMG SkillsUSA Chapter to purchase clothing required by the national organization for discipline-specific competitions. Without said items, our members can be penalized and/or disqualified from competitions. Our Chapter is in its infancy, with fundraising as one of its priorities; however, given the poverty levels within McKinley County, the majority of our student members simply cannot afford the items listed within the budget breakdown table. Given the success that our students displayed during their initial year of SkillsUSA competition, we are anticipating similar, if not greater, accomplishments in the future.

SkillsUSA affords our students the opportunity to display and demonstrate their talents and skills at the state and national levels. We are giving these students a chance to grow and develop their potentials. SkillsUSA is focused on career and technical education, which is making a resurgence given that the United States is in great need of skilled workers. Gone are the days of “vocational” education, during which time students concentrated on task-oriented learning; today's career and technical education integrates hands-on learning with academics (language arts, communication, mathematics, sciences, humanities), as well as critical thinking, problem solving, and teambuilding.

UNMG will be able to utilize this state-level conference as a tool for recruiting new students to our campus and its programs of study, as well as a retention tool for students enrolled within a CCTE program of study (articulate into post-secondary certificate/degree programs of study) and current college students within their chosen field of study. The University can also use this event, and subsequent SkillsUSA events and activities (community service projects, state competitions, and national competitions) to garner positive press coverage for the levels of student success that the institution is achieving. As stated earlier, the small, initial group of competitors that earned a number of gold, silver, and

bronze medals, proves that our students have the high caliber skills, talents, aptitudes, and abilities to become prepared to enter the workforce at a global level.

4. Describe the timeline for the project, resources needed, and the person responsible for each action step.

When

Should funding be awarded through this application, the UNM Gallup Campus SkillsUSA Chapter will begin purchasing requested items during the Fall 2015 semester. Depending upon receipt of funds, this purchasing process can be accomplished in a very short time line, being it is one order through the SkillsUSA (online) Store.

Action Step

Should funding be awarded, the “resources needed” will be selected and purchased via the online SkillsUSA Store. Should funding not be granted via this application, the student chapter will be responsible for holding fundraising events and activities to cover the cost of said articles of clothing.

Resources Needed

Should funding be awarded through this application, the UNMG SkillsUSA Chapter will need the assistance of the Center for Career and Technical Education Administrative Assistant III to perform the purchasing through the use of her P-card or the generation of an purchase requisition.

Responsible Person

The three advisors for the UNMG SkillsUSA Chapter, Robert Encinio, Joe Sanchez, and Ann Jarvis, will be responsible for making the purchase of the above-listed articles of clothing. They will also oversee the check-out/check in systems of clothing to student members and the storage of these items.

5. Estimated budget with justifications:

This request includes the following articles of official SkillsUSA clothing:

Item Description	Quantity	Unit Price	Extended Price
Blue Work Pants	10	\$38.00	\$380.00
Blue Oxford Work Shirt	10	\$32.00	\$320.00
Khaki Work Pants	10	\$38.00	\$380.00
Khaki Work Shirt	10	\$40.00	\$400.00
Shipping/Handling			\$20.00
Total			\$1500.00

The above-listed items of official SkillsUSA competition clothing are required in the following contests. This is mandated by National SkillsUSA through their technical standards (contest rules, regulations, and procedures), which must be strictly adhered to in order for a member to participate in a competition area.

Blue Work Pants and Blue Oxford Work Shirts are required for the following contests:

- Automotive Service Technology; three individual competitors allowed per institution
- Automotive Refinishing Technology; three individual competitors allowed per institution at state level
- Collision Repair Technology; three individual competitors allowed per institution at state level
- Crime Scene Investigation; one three-person team allowed per institution at state level
- Criminal Justice; three individual competitors allowed per institution at state level
- Firefighting; three individual competitors allowed per institution at state level

Khaki Work Pants and Khaki Work Shirts are required for the following contests:

- Carpentry; three individual competitors allowed per institution at state level
- Teambuilding (construction); one four-person team allowed per institution at state level
- Welding; three individual competitors allowed per institution at state level
- Welding Fabrication; one three-person team allowed per institution at state level.

6. What other funding sources have you explored? Give details.

(Note: funds for this mini-grant must be expended by June 30, 2016)

The UNMG SkillsUSA Chapter will be submitting grant application/proposal to SkillsUSA for one or two funding opportunities through Lowe's – *SkillsUSA Lowe's 2016 Community Service/Campus Improve Grant Application*. The application

deadline has not yet been published; however, this usually occurs in December. The focus of the Campus Improvement Grant will be to request funding to purchase official SkillsUSA formal attire (red SkillsUSA blazers) for our membership. These items cost \$118.00, and our students simply cannot afford this cost. This grant application focuses on “schools in need,” a definition that UNMG and its student populations meets.

The grant application includes the following sections:

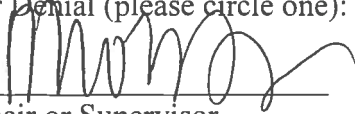
- Contact information
- Percentage of students in school eligible for free/reduced lunch
- Percentage of students in school that are Pell Grant recipients
- Single SkillsUSA section (one training program)
- School wide chapter (multiple training programs)
- Total requested
- Project description
 - Process used to identify the need and proposed solution
 - Students’ roles in process
 - Lowe’s involvement in project
- Project impact and sustainability
 - Primary group benefitting from project
 - Secondary impact of project
 - Community benefits
 - Direct impact upon SkillsUSA members and advisors
 - Sustainability plan for project
 - Number of people being impacted overall by project
- Project partners
- Statements of support
- Project timeline and specifications
- Project budget
- Public relations/Social media plan.

7. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair, Dr. Yi-Wen Huang, at yhuang75@unm.edu, within two weeks upon the completion of the project.

Agreed.

Prepared by (please type or print): Ann E. Jarvis Date: 08/31/2015

Approval or Denial (please circle one):

Approval

Division Chair or Supervisor

9/2/15
Date


Approval or Denial (please circle one)

Approval

Chair, Mini-Grant Committee

9/16/15
Date

Approval or Denial (please circle one)

Approval

Director of Business Operation

9-16-15
Date

Reason(s) for denial. (Applicant may resubmit proposal for 2016-17):

Due to Mini-Grant Committee by 09/04/2015
Decisions will be announced by no later than 09/25/2015