

MINUTES

ACTE Administration Policy Committee

Dec. 6, 2017

11:00 a.m. (Delta Island A)

Call to Order Janet Goble called the meeting to order at 11:03 AM CST.

Welcome Present:

Introductions Angela Barnes, Oklahoma;
Brandy Smith, Idaho;
Bryce Myers, South Carolina;
Dan Smith, Minnesota;
Dave Keaton, Maine;
David Hughes, Arkansas;
Dena Irwin, Indiana; (Acting Secretary)
Doug Bush, Michigan;
Ed Van Avery, Louisiana;
Greg Hale, Idaho;
Janet Goble, Utah;
Jeanette Thomas, Iowa;
Julie Kenny, Maine;
Lyndon Oswald, Idaho;
Michael Connet, ACTE;
Patrick Biggerstaff, Indiana;
Starlander Sanders, Arkansas;
Tom Applegate, Ohio;
Tonya Tracy, Idaho;
Twyler Earl, Oklahoma,
Wendy Perry, Oklahoma;

**Affiliate
Updates**

1. Career and Technical Education Equity Council: Jeanette Thomas
 - a. There were 100 attendees at the strategic planning meeting prior to the conference in Tulsa, Oklahoma.
 - b. The Equity Council is available to help other organizations with equity, diversity, and access; use them as a recourse for training.
 - c. Jeanette asked us to look at program for some sessions that they have listed for special populations.
 - d. They are revamping their bylaws and developing their marketing plan.
 2. National Council of Local Administrators: Dave Keaton
 - a. Dave distributed a report to those in attendance (see Appendix A) that outlined their current initiatives and membership:
 - i. Best Practices and Innovations (BP&I) in CTE Conference
 1. Held in New Mexico in September 2017, with over 400 attendees
 2. Next year's conference will be in Louisville, Kentucky, September 26-28.
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- ii. #NCLAchat is a Twitter “chat” that focuses on current issues pertinent to the role of the CTE administrator.
 - iii. NCLA awards two Berryman scholarships (new attendees are eligible for complimentary conference registration and \$750 travel stipend) that are given each year to CTE administrators that attend the BP&I in CTE Conference.
 - iv. Extensive work on website highlights membership, scholarships, the name change strategy which is similar to FFA, and the social media presence using Twitter.
 - v. Dues are \$20 a year for membership; please join anytime of the year.
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Policy Manual Janet distributed a sheet with the proposed “policy and planning committee” revisions from the old verbiage. Janet explained the need for the revisions and asked for discussion. None was raised. A motion was made by Dan Smith (Minnesota) to accept the revisions as presented. Seconded by David Hughes (Arkansas). Motion carried. See Appendix B for the adopted updates in the verbiage including the term limits and standing committee member appointments.

Fellows Janet announced that the Administration Division now has two fellows; one is for new administrators, while the other is for more seasoned administrators. Serving as our fellows this year are Kaleen Barnett, New Professionals Fellow cohort – (unable to attend this conference due to a trip out of the country) and Christopher Neff, Experienced Fellow cohort – (Christopher can only be here on Friday so be sure to introduce yourself to him as he will be in the Admin Division “Conference Information Center” (AKA hospitality room)).

Janet explained the admin budget paid for one fellow while the other fellow was paid from another ACTE account.

Patrick Biggerstaff will talk more about the fellows during business meeting on Friday.

Budget Line Items:

- VISION \$2608;
- NPS reception \$2,000;
 - “Today’s Class” was a co-sponsor; held Monday night instead of Sunday
- Travel \$4,632;
- Fellow \$1,000;
- CTEEC affiliates \$500;
- NCLA affiliates \$500

Total amount to be utilized is \$11,240.

VISION 2017 Janet shared a few highlights for the VISION 2017 Conference:

1. Admin 101: A Bootcamp for New Administrators (25 in attendance and it is quite an eclectic group) and Admin 201: Advanced (offered Wednesday afternoon);
2. First Timers’ Orientation – Thursday, 7:00 am (Presidential Ballroom C/E) Sponsored by the Army; please attend and help with networking;

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3. Division opening session, Thursday 11:45 (Presidential Ballroom C/E) great for networking; round table discussions;
 4. Division Conference Information Center (Lincoln A) most admin sessions are near this area (AKA hospitality suite);
 5. Networking reception (Lincoln A) 6:00 start; totally sponsored by Ford Next Generation Learning, first 50 people get a free drink, snacks, cash bar available
 6. Pathways to Prosperity for ALL Students (joint session with Guidance Division), Thurs 2:00-5:00 (Governor's Ballroom A/E) panel discussion; renowned speakers will be participating;
 7. Business meeting, Friday 5:00 (Delta Ballroom D); lovely division gifts in lieu of food this year; must be present; Steve DeWitt, ACTE Deputy Executive Director and Alisha Hyslop, ACTE Director, Public Policy will provide a legislative update.
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VISION 2018 Janet reminded everyone to attend next year's VISION Conference in San Antonio, Texas.

Discussion Janet shared new membership numbers as of November 15, 2017, we have 4,952 admin division members.

The NPS will be held March 5-7, 2018 with an evening reception. NCLA would like to co-sponsor the reception.

Best Practices 2018 Michael Connet asked those in attendance for ideas for sessions and tours we would like to see offered at the Louisville conference next year. Specifically, Michael asked "What are the top 4-5 hot topics for CTE Administrators arena?" "How many have attended a best practices conference?" Two people raised their hands.

Impromptu responses from the attendees included:

Tom Applegate (Ohio): New technology, new initiatives come about, hot button?? suggested call for proposal will be opening shortly after this conference to mid-February at acteonline.org; look for Best Practices September 26-28 in Louisville

Starlinda Sanders (Arkansas): Industry certifications that are relevant; looking for new and creative pathways that marry across CTE pathways; tear down silos; she can provide one speaker possibly

Lyndon Oswald (Idaho): Cell phone usage issues; how to deal with this issue; Who do you want to hear talk about this? A college/university tech person?? Gave CEO example of "I told you three times to put your phone away. You're fired."

Bryce Myers (South Carolina): Computer science; can't find teachers to teach content, curriculum needs to be relevant; staffing as an administrator

Janet Goble (Utah): Suggested *Techniques* magazine; from Microsoft TEALS program

Julie Kenny (Maine): Hiring trade instructors; no one applied; suggested speaker utilized trades; equity across the States, form of a panel from different States for diversity of ideas

Dave Keaton (Maine): Speakers not helpful, trade associations could be tapped for speakers

"Creative Hiring Practices" Topic

Starlinda Sanders (Arkansas): Speaker partially funded by industry in a high school, she believes the school is named Gentry High School

Jeanette Thomas (Iowa): Alternative teacher certifications, classroom management and technical skills; dual credit issues transferring knowledge or just credits??

"Access and Equity" Topic

Doug Bush (Michigan): Alternate teacher certifications as a possible idea

"What is happening in the local community in Louisville that you would like to see?"
"Full day or 3-4-hour tours of interest?"

Urban Bourbon Trail is next door to hotel - hospitality and tourism; ballpark, Churchill Downs, Louisville Slugger; river cruise, school/career center/academies, Ford plant, advanced manufacturing feature; career tech on University of Louisville campus, Jewish hospital, Six Flags, Mohammad Ali Museum, show refurbished advanced manufacturing from old assembly line to new tech, old skill sets, Equestrian studies in conjunction with a school of business

Janet closed by reminding everyone to speak to her or Patrick for help at any time and attend the breakfast on Thursday morning starting at 7:00 AM as well.

Adjournment Janet adjourned the meeting at 11:57 AM CST.

POLICY AND PLANNING COMMITTEE

The membership of the Policy and Planning Committee shall be determined by the operating policies of the Administration division with all appointments subject to approval by the ACTE Board of Directors. The term of office for members of the Policy Committee shall vary in length as determined by the Policy Committee, be three years beginning July 1 following the appointment (see rotation schedule below). Members may be appointed for a second term and may not serve more than two consecutive terms. The Policy Committee may appoint additional ex-officio members to serve on the Policy Committee.

ROTATION FOR POLICY COMMITTEE MEMBERS

July 1 – June 30
3-Year Appointments^

Region 1	2016-2019	2019-2022	2022-2025
Region 2	2015-2018	2018-2021	2021-2023
Region 3	2015-2019*	2019-2022	2022-2025
Region 4	2015-2018	2018-2021	2021-2023
Region 5	2015-2017**	2017-2020	2020-2023
NCLA	2015-2017	2017-2020	2020-2023
CTEEC	Current President	Current President	Current President

*Serve an extra year during the transition to a 3-year rotation schedule

**Serve 2-year term to facilitate transition to a 3-year rotation schedule

^Committee members may serve 2 consecutive terms

ACTE STANDING COMMITTEE MEMBERS

July 1 – June 30
2-Year Appointments

Bylaws	2017-2019	2019-2021	2021-2023
Nominating	2016-2018	2018-2020	2020-2022
Resolutions (Jan 1- Dec 31)	2017-2019	2019-2021	2021-2023

Purposes: The policy committee shall serve as an executive and planning group whose primary function is to facilitate the achievement of the general purposes of the Division by coordinating the activities of the members as follows:

- Maintaining active national leadership in Career and Technical Education.
- Encouraging high professional standards among its members.
- Disseminate information to our members.
- Inform members of the division of policies and issues of ACTE as they relate to the development of career and technical education.
- Providing a mechanism for effective communication from members to ACTE staff.

The Policy Committee will hold an annual meeting at the VISION Convention, and other scheduled meeting(s) as deemed necessary by the Vice President.

Official members:

- o The Vice President of the division
- o One representative from each affiliated organization
- o One member from the Division from each of the five ACTE regional areas

Ex officio members (non-voting):

- o The Vice President-Elect
- o One designated representative from each of the ACTE standing committees
- o The executive director of the ACTE
- o One designated representative from each of the affiliated and section organizations of the division
- o A representative from United States Department of Labor
- o A representative from the US Department of Education

Officers of the Policy and Planning Committee:

Chairperson - the Vice President of the division shall serve as chairperson of the Policy and Planning Committee throughout tenure in that office and shall appoint a secretary from the committee membership. The chairperson shall preside and direct the affairs of the committee.

NCLA Report to the Policy Committee of the Administrative Division of ACTE December 2017

The National Council of Local Administrators of Career and Technical Education was formed in the 1940's as a vehicle to serve the needs of the local CTE administrator. NCLA is governed by a board of CTE administrators representing ACTE's five regions and CTE administrators at large. NCLA is legally incorporated in the state of Florida. Tom Applegate, former national ACTE board member and national ACTE president serves as the executive director. NCLA is an affiliate of the ACTE Administrative Division

Within the last year NCLA undertook a process to look at its core mission and purpose and to realign it with the needs of CTE administrator. As a result of the process we have dropped the name National Council of Local Administrators and assumed our name as NCLA. This is similar to what FFA did in dropping Future Farmers of America as its name and adopting FFA. We have established the following as our focus and mission:

At NCLA we believe we're better together. As a national synergy of CTE administrators we connect forward-thinking educational professionals, contribute to the nation's economic prosperity and create opportunities for transformational professional development.

Through next-gen ideas, innovations and best practices we bring national solutions to local challenges-building a future of shared excellence. Together we are changing the CTE paradigm and improving the outcome for our students, organizations and communities.

Current Initiatives

Our major initiatives include:

1. A yearly Best Practices and Innovations in CTE conference. NCLA developed the conference in 2006 and invited national ACTE to join us as a co-sponsor in 2008. We have enjoyed a successful relationship over the past 10 years and look forward to continuing the relationship with ACTE. Strong programming has made this conference a premier professional development event for the CTE administrator. The conference is intended to be a boutique conference allowing CTE administrators the opportunity share ideas as well as to create and/or expand their professional network. This past year's conference held in Albuquerque, New Mexico in September, brought in over 400 attendees. Next year's conference will be in Louisville, Kentucky –September 26-28, 2018.

2. New this year is our monthly NCLAchat. The web based "chat" focuses on current issues pertinent to the role of the CTE administrator. The moderated "chat" pre-discussion questions are distributed to all NCLA members.
3. Each year NCLA awards two Berryman scholarships to CTE administrators to attend the Best Practices and Innovations Conference. The scholarships are for administrators who haven't previously attended a Best Practices Conference. The scholarships include complimentary conference registration and a \$750 travel stipend.
4. The webpage for NCLA is newly re-designed and can be viewed at ncla-cte.org. Information regarding applications for the Berryman Scholarship and other important NCLA can be found on the website.

Membership

NCLA membership is growing which is recognition of the important role the organization fills in the professional needs of the CTE administrator. We currently have a membership of over 1000 members which represents a growth of over 20% in the last year. We invite all ACTE members of the administrative division to become NCLA members for only \$20 per year. You can add NCLA membership to your ACTE membership by going to the ACTE website, acteonline.org, and clicking on the ACTE membership page. You may also join by check or school purchase order. Information on membership is on the ncla-cte.org website.