**ACTE POLICY COMMITTEE MEETING**

**November 30, 2016 – 3:00 p.m.**

**Westgate Hotel, Conference Room 7**

**Attendees:**

Eric Ripley (in place of Nancy Mulvey), Jeanette Capshaw, Jane Bowen, Wendy Perry, David Hughes, Jeanette Thomas (in place of Monica Marsh), Dan Smith

**01) Call to Order Janet Goble**

**02) Welcome and Introductions Janet Goble**

**03) Affiliate Updates**

**i) National Council of Local Administrators** **Eric Ripley**

The 2016 Best Practices conference was held September 29-30 in Tampa, FL. There were 301 attendees with the conference being held in partnership with Region II. The conference focused on promoting CTE best practices and innovations and was the best attend conference to date. Next year’s conference will be held in Albuquerque, New Mexico, September 28-30, 2017. The call for presentations will be posted on the website in January, 2017.

**ii) Career and Technical Education Equity Council Jeanette Thomas**

The National CTEEC conference was held September 26-27, 2016, in Tulsa, OK. The conference highlighted “Towards Cultural Proficiency” and targeted special populations. The 2017 conference will be held the last week of September 2017 in the Tulsa area. The call for presenters will be posted on the website in March, 2017.

**04) Policy Manual**

During the ACTE Administration Business Meeting a motion was made to change the policy concerning running for Vice President of Administration to a minimum of two candidates could run for this position. The motion was made by Dwight Hughes and seconded by Jeanette Capshaw. The motion carried. The Vice President – Elect of Administration will have the opportunity to shadow the current Vice President of the Administration Division for one year.

**05) Fellows Doug Major**

Doug Major gave an update on the Fellows Program and reported that seven fellows had been selected for next year. Participants in the programs participate in monthly conference calls and blogs, are assigned a mentor, develop a leadership portfolio, attend the National Policy Seminar and the ACTE Vision Conference. Doug encourage the Administration Division to sponsor a fellow for FY18.

**06)** **Affiliates**

The Administration Division is planning the professional development agenda for next years’ ACTE VISION and Best Practices conference. To encourage members of the ACTE Business Division to join NCLA the renewal for both organizations will occur at the same time. The Administration Division supports VISION by providing door prizes and refreshments during the conference.

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**07) Budget**

The ACTE Administration Division current budget is as follows:

$10,952: VISION $3,211; NPS reception $2,000; travel $3,780; CTEEC $750; NCLA; $500

The committee discussed the fact that this year the reception for NCLA that occurs during National Policy Seminar conflicts with a reception at the Swiss Embassy. A motion was made to split the $2000 designated for the NCLA reception at NPS between the two affiliates (NCLA and CTEEC) if a determination is made not to have reception due to the conflicting reception at the Swiss Embassy. The motion was made by David Hughes and seconded by Dwight Hughes. The motion carried.

**08)** **VP-Elect**

Three great candidates are running for the position of Vice President of Administration and the committee members were encouraged to vote.

**09) VISION 2016**

1. A subcommittee organized the pre-conference session.

2. The business meeting was held early due to the election.

3. The State of Employer Engagement in CTE will occur jointly with the Guidance Division on Friday afternoon.

4. Networking for the ACTE Administration Division will occur after general division opening session.

**10) VISION 2017**

VISION 2017 will be held in Nashville, TN, December 7-9, 2017.

**11) General Discussion**

▪Membership is at 4,788 as of 11/15/16.

▪NPS 2017 Conference: The NPS conference will be held March 13-15, 2017.

**12) Adjournment Janet Goble**