

**ACTE Administration Division Business Meeting Minutes**

November 18, 2020, 1:00 - 2:00 PM (EDT) Virtual

Dr. Patrick A. Biggerstaff, VP

Mr. Eric Ripley, VP-Elect

Mrs. Jeanette Capshaw, Secretary

1. The November 18, 2020 Business meeting of the ACTE Administration Division was called to order at 1:00 PM by Division Vice President Dr. Patrick Biggerstaff. This meeting was held virtually via the Zoom platform. All participants were welcomed by the Vice President, who explained protocols for the virtual meeting. A slide deck was used to organize the presentation.
2. Approval of the meeting agenda was motioned by Cindy Stover, seconded by Kim Gambill, and formally approved by the Board. Approval of the December 6, 2019 Business Meeting minutes was motioned by Cindy Stover, seconded by Starlinda Sanders, and approved by the Board.
3. An Introduction of Candidates for the ACTE Presidency was presented by video. Candidates are Jon Quatman and Scott Stone. The Division Vice President encouraged all members to participate in the voting process.
4. Division Vice President-Elect, Mr. Eric Ripley took time to greet meeting participants and to describe his vision for the ACTE Administration Division. He noted many successes, such as engagements with division fellows and a successful Best Practices and Innovations Conference, and he acknowledged his commitment to continuing the growth of the division.
5. Dr. Julie Pack and Mr. Martin Hanley shared the Administration Division Fellows Report. Both fellowship participants shared their appreciation for having had the opportunity to grow as Administration Division leaders. Dr. Biggerstaff complimented both individuals on their performance and their positive attitudes throughout what was an atypical year that was significantly affected by the COVID-19 pandemic. He also announced Dr. Wendy Perry and Dr. Julliana Probst as the 2021 Fellowship participants of the ACTE Administration Division.
6. Representatives from CTEEC and NCLA shared Unified Division Affiliate Updates. Gina McPherson (CTEEC) announced that CTEEC would be dissolving due to decreased membership. The group no longer has the capacity to serve on the national level. Instead, they will focus on supporting members in the state of Oklahoma. CTEEC is exploring a relationship with the OK-ACTE PACE division because of the division’s focus on postsecondary educations and special populations. Gina expects this transition to take place between now and June 30, 2021. CTEEC will maintain its affiliation and its engagement with the ACTE Administration Division until that time. Eric Ripley, representing Sharon-Gordon Moffatt, spoke of NCLA’s successful partnership with ACTE as evidenced by a recent virtual Best Practices and Innovations conference. He also recognized the work of ACTE Board Member and NCLA consultant Rachael Mann. As a consultant for NCLA, Rachael has strengthened communications and partnerships to allow for administrator-focused social media initiatives, webinars, etc.
7. ACTE Executive Director LeAnn Wilson was featured in a video describing the many state-level and nationwide initiatives that ACTE is currently involved in. One strategic initiative that was highlighted was the IAED Mentorship Program that focuses on best practices and systems improvement regarding inclusion, access, equity, and diversity.
8. The Division Vice President provided an overview of the ACTE strategic goals. Meeting participants then participated in a brainstorming activity to generate ideas for setting division-specific goals that align with ACTE’s strategic goals. The following Policy Committee members assisted with the activity by managing breakout rooms: Eric Ripley, Martin Hanley, Julie Pack, Kim Gambill, & Nancy Mulvey. Several ideas are presented below:
	* Member Value and Engagement: Continue to offer/expand on continuing education opportunities and the ability to get evidence (credits/verification of hours) for endorsement/license renewals.
	* Leadership and Development: Encourage further engagement in the administration division in a variety of ways such as VISION participation, NCLA opportunities, and others.
	* Strategic Partnerships: Look at which "local" organizations have a national presence so we could contact them and replicate their approach within each state/region.
	* Innovation: Look for ideas from the ACTE Admin group. One area where membership is hoping to get information from others involves new and innovative ways to recruit students into our programs.
	* Advocacy and Awareness: Help ACTE to develop an ACTE "toolkit" that would be used to help build relationships with new leadership in state and federal government. This resource could include a fact/brag sheet, a general intro letter, and phone scripts.
9. The Division Vice President highlighted division membership trends, upcoming conference activities, and a review of division budgets. In spring 2021, a proposal will be put before members of the Policy Committee to modify the current budget. Due to a shift toward virtual meetings, several transportation-related and conference-related expenses will no longer be necessary.
10. Legislative Updates were presented ACTE’s Senior Director of Public Policy Dr. Alisha Hyslop. Dr. Hyslop noted that FY 21 appropriations and COVID-19 relief are current topics of discussion that would affect CTE. She also advised Perkins V recipients to review and rethink the information in Comprehensive Local Needs Assessments (CLNA) given disruptions caused by the COVID-19 pandemic. The overarching themes that must be considered include quality, equity, data-driven decision-making, systems alignment, Guidance, and Advisement. At the conclusion of the presentation, Dr. Biggerstaff thanked Dr. Hyslop and her team for their stalwart support and leadership in the areas of policy and advocacy.
11. The ACTE Administration Division adjourned its November 18, 2020, Policy Committee meeting at 2:00 PM (Cindy Stover (1st), Starlinda Sanders (2nd)). The next Business Meeting of the ACTE Administration Division will be held in November/December 2021.