

ACTE CareerTech VISION 2020

Health Science Education Division Policy Committee Meeting Minutes

**November 18, 2020
4:30-5:30 PM (EST)
(Virtual)**

- I. Call to Order: Linda Romano
- II. Welcome: Linda Romano, HSE Division Vice President
- III. Members present: Linda Romano, Mark Grigsby, LaDonna Selvidge, Holly Strand-Rysgaard, Kandy Smitha, Maggie Cox
- IV. Appointment of Secretary for Minutes- LaDonna Selvidge taking minutes.
- IV. Approval of the Agenda
 - A. LaDonna Selvidge made a motion to approve the agenda as presented.
 - B. Kandy Smitha seconded the motion to approve the agenda as presented.
 - C. Members voted verbally.
 - D. The agenda was approved as presented.
- V. Review and approval of the Minutes (VISION 2019)
 - A. Mark Grigsby made a motion to approve the minutes as presented.
 - B. Holly Strand-Rysgaard seconded the motion to approve the minutes as presented.
 - C. Members voted verbally.
 - D. Minutes were approved as presented.
- VI. HSE Vice President Update: Linda Romano
 - A. Year in Review: Since March 13th, the one initiative that Linda has tried to convey is one of support. She has sent several emails and e-blasts emphasizing the importance of supporting each other and connecting with each other. She started a “Dear Linda,” blog that started before the pandemic where teachers would write in questions, but after COVID started it became more of a means of support and connection for teachers who were struggling with lessons and trying to figure out what to do. She has been reaching out and developing relationships with HSE members and networking with other member in other divisions to provide that supportive connection through the ACTE organization. Linda has emphasized how ACTE is “always there” and since she was an extension of ACTE she was “always there” for those who needed support. She has also been trying to really reach out and get members to think about themselves through self-care. Self-care is one of her platforms that she has been promoting. All of us get very busy supporting our families and students that we forget about ourselves. Self-care that includes mindful breathing, yoga stretches, giving eyes a break from the computer, and realize that it only takes a minute to regroup which is very important during this time. Also, she has done

some sessions with speakers as a support. She has poured herself into this Vision conference to help make it an “oasis” of connections – she created the Hospitality Room that will be on December 3rd, 1p-7p. She has several things scheduled pertaining to self-care that members can learn and even take into the classroom or do virtually with students. Linda is proud to be a part of the IAED advisory committee that has developed a mentor program in which she is a mentor. She complimented the work the IAED has done so far in bringing “light” into classrooms, communities, etc., with a different lens. Within ACTE, she has really tried to incorporate IAED into the HSE’s Policy and Procedures Manual. Another item in her platform pertained to bridging with partners, for example HOSA, etc., and working with the HSE policy committee to include all health organizations in ACTE. She has maintained the ability to volunteer for HOSA and the HFTPS awards. She represented Best Practices at the New York and North Carolina CTE conferences. She was also part of the NCHSE. She stated that she has been very honored to serve as the HSE Vice President and this is her last business meeting. One of the things that she is most proud of and one of her biggest accomplishments is the ACTE HSE Fellows. The Fellows networking and the leaders that have come out of it has been wonderful.

VII. ACTE Updates: LeAnn Wilson, ACTE Executive Director:

- A. LeAnn Wilson thanked everyone for being a part of the policy committee. She stated that ACTE is an organization of volunteers and cannot exist without its members. The fact that we are willing to serve is very appreciated by ACTE. Although membership numbers have slightly decreased, the ACTE board did a great job in preparing for emergencies such as this catastrophe and the organization has healthy financial reserves to carry the organization through this time of the pandemic – it reflects good stewardship and responsibility of the organization. She expressed much thanks to the committee members and their participation.

VIII. Reports:

A. Financial: Linda Romano

1. Budget = \$3,600
2. Operating account balance = \$3,581
3. Designated fund account balance = \$263
4. Catherine B. Junge Scholarship Endowment Fund Balance = \$3,952

B. Membership: Linda Romano

1. Current FY20 membership = 1,405 members
2. FY19 = 1,446
3. Policy committee focus will be to analyze the membership data and decide actions for increasing membership.
4. LeAnn Wilson made a statement for us to encourage membership in our states. Membership is approximately 25% of ACTE’s revenue. They are seeing a drop because of COVID, but if the rate continues to drop, ACTE will reach out to the states for support.

5. LaDonna Selvidge asked if the division has ever used surveys to investigate why membership is not growing. Linda Romano stated no, but surveys and other things that effect membership needs to be looked at and discussed.
6. Kandy Smitha asked if ACTE sends out membership reminders as she did not receive her reminder. Mark Grigsby stated the same. LeAnn Wilson explained that all states are different with reminders but ACTE uses the “drip sequence” in which there is a process of notifying members regarding membership renewals. LeAnn stated that ACTE’s emails might be filtered more aggressively by school systems as more members are verbalizing lack of emails from ACTE. Linda Romano stated fire walls might be an issue. Holly Strand-Rysgaard stated that when the ACTE meetings went virtual, it was probably easier for people to forget. LeAnn Wilson suggested to “wrap” ACTE membership fee into the conference fee to make the process easier.

C. Nominating Committee: Kevin Johnson (lead), LaDonna Selvidge, Mark Grigsby
LaDonna Selvidge reported:

1. The Nominations Committee met several times this past summer in July to review applications for the HSE Vice President’s position.
2. Six applications were received.
 - a) Four out of six applicants qualified for the Vice President position.
 - b) Two applicants did not meet the application requirements.
3. The four applicants who qualified were interviewed via Zoom and judged against a rubric that was developed by the Policy Committee to document fairness of the process. Previously, there were no specific guidelines to judge applications/interviews. LaDonna shared her screen and explained the rubric with the group.
4. All applicants were notified of either acceptance or nonacceptance.
5. The committee forwarded two nominees to ACTE for the general election.

D. Preparation of Policy Committee Report for Business Meeting

1. LaDonna Selvidge will provide the Policy Committee report at the HSE Business meeting tomorrow.

IX. Discussions:

- A. COVID uptake from Policy Committee members
 1. Members discussed how COVID was affecting their workplace.
- B. Manual work completed last year
 1. Linda stated that the manual had been revised twice in the past and more work needs to be done especially in the area of IAED.
- C. Identify work needing to be done and set schedule
 1. Linda requested volunteers to assist her for the remainder of her term that ends at the beginning of January, 2021.
- D. Elections/New Fellow/Division Awards
 1. Doug Jones is the new HSE Fellow. He will receive a plaque at the Open Session.

2. Mark Grigsby is the Awards Chair. He reported that we only had four people apply for the awards and one did not qualify. Mark announced the winners:
 - a) Teacher of the Year: Denise Abbott
 - b) Outstanding CTE: Gina Kirby
 - c) Award of Merit: Cynthia Cox

E. IAED

1. Linda Romano elaborated in how we really need to review the HSE manual and make sure that we look at it for revisions through the lens of an IAED mindset. The Nominations Committee included an IAED component in the awards rubric that was utilized for the applications this year for the HSE Vice President position.

X. New Business:

A. Goal Planning:

1. Schedule work for re-evaluation of the Draft Manual (look specifically for IAED compliance)
2. Division Award process/Use of Portal
3. Membership Recruitment (ideas to increase/recruit)
4. Bridge/integrate other health groups with ACTE HSE, for example NCHSE.
5. Develop a mentorship with new CTE teachers.
6. Incorporate IAED in all processes.

- B. The committee decided to wait for the installation of the new HSE Vice President in January, 2021, before moving forward in working on the goals.

XI. Announcements

- A. HSE Business Meeting, Thursday, November 19th, 2:00-3:00PM (EST)
- B. HSE Open Session, Wednesday, December 2nd, 1:30-2:30pm (EST)
- C. HSE Hospitality Room Events, Thursday, December 3rd, 1:00-7:00pm (EST)

XII. Adjournment:

- A. Meeting adjourned at 5:40PM (EST)