

**The ACTE New and Related Services Division
2019 Annual Policy Committee Meeting Minutes
Wednesday, December 4, 2019
10:30-11:30 a.m.
Hilton Anaheim, San Simeon AB**

Minutes recorded by Brenda Conell

The New and Related Services (NRS) Division Vice President Rachael Mann called the meeting to order at 10:38 a.m. Brenda Conell agreed to take the 2019 Annual Policy Committee Meeting Minutes. Rachael welcomed everyone in attendance and asked the Policy Committee members to briefly introduce themselves and the section/program they represent. She also requested guest members to introduce themselves and identify their section affiliation.

Rachael asked the NRS Policy Committee members to access “wakelet.com” site that she developed for members to access NRS Division resources or information such as: agenda, minutes, committee members, VISION 2019 presenters, etc.

Standing Committee Members in Attendance:

NRS Division Vice President – Rachael Mann

Bylaws Committee – Kirk Edney (retired this year and Kristy Barnett agreed to serve on the year 2020).

Nominating Committee – Brenda Conell

Resolutions Committee – Kristy Barnett

Committee Members in Attendance:

NRS Vice President - Rachael Mann
Career Academy - Kevin English
Sarah Grossi – CTE Scholars
Kelli Diemer – Work Based Learning
Chris Batterman – Instructional Management & Materials
Michael Wetzel - JROTC
Emily Sherwood – Special Populations
Brenda Conell – Support Staff
Tisha Richmond – Tech Prep

Guests:

Robert Barrow - JROTC (replacing Michael Wetzel effective Year 2020 due to retirement this year)
Marta Osuna - Special Population (collaborating with Emily Sherwood)
Karen Derrick - Support Staff

Approval of Agenda - Rachael requested the committee to review and approve the December 4, 2019 ACTE NRS agenda. Kevin English motioned to approve the agenda as presented. Kelli Deimer seconded and unanimously passed after a vote by the majority of members present.

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Review and Approval of NRS Policy Committee Meeting Minutes – Brenda Conell distributed few copies of the 2018 minutes. Michael Wetzel motioned to approve the minutes. The motion was seconded by Kevin English and passed unanimously after a vote from the members present.

Rachael provided an overview of New and Related Services (NRS) Division. She explained that NRS Division is an umbrella to all programs with a minimum of 25 members to become a section. A program can start to send a request of proposal to the NRS Vice President for consideration to start a section. Once approved, a program section can then grow the number up to 750 to become a division on national level if a section so chooses.

Committee Reports:

ACTE Bylaws Committee – Kirk Edney retired and not in attendance. Kristy Barnett agreed the incoming NRS Bylaws Committee Member Representative effective year 2020.

Rachael updated members regarding the Process of Nomination under the Article VII-Election of Board of Directors which will be presented and voted on to the Assembly of Delegates:

“The ACTE Nominating Committee shall present to the Assembly of Delegates at least two candidates for the office of president-elect. Additional nominations may be made from the floor providing each nominee has been interviewed and deemed compliant with applicable criteria in the Board Policy Manual by the Nominating Committee and is approved by the majority of the delegates voting. If there not two candidates for office, the office shall be declared vacant by the Board of Directors”.

Rachael also explained the rationale and pro if proposed Bylaws changes is adopted at the Assembly of Delegates session.

Nominating Committee - Brenda Conell reported that there are three candidates for ACTE President Elect and they will be presented at the Assembly of Delegates.

Resolutions Committee - Kristy Barnett and Rachael shared the Resolutions Committee Policy Update: During the ACTE board meeting at Vision 2019, the Board voted to dissolve the Resolutions Committee and shift to a Board Resolutions Process. ACTE staff will work to update the new policies in the policy manual as well as other mentions of the Resolutions Committee in the policy

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manual, on the website, and other supporting documents referencing the Resolutions Committee. The proposed Resolutions Policy changes will go into effect after Vision 2019. Regions and Divisions have the option to keep the Resolutions Committee, however, it will not exist at the national level. NRS will keep the position for the time being and will revisit and vote at a later date.

Section Reports:

Career Academy - Kevin English reported that the program is on the planning stage. The program's involvement in CTE in small learning community, college preparatory curriculum, partnership with employers, etc...will build a strong foundation in CTE.

CTE Scholars, Sarah Grossi – no report

Work-Based Learning/Youth Apprenticeship Program - Kelli Diemer reported that the program provides students with CTE learning experience in business and industry. She also shared program learning opportunities, resources, Perkins eligibility, and the upcoming ACTE's National & Iowa's 1st Annual Work-Based Learning Conference 2020 in Des Moines, Iowa scheduled on April 22 & 23, 2020 (with pre-conference workshop on April 21, 2020). Kelli also announced the program's high-quality newsletter this year.

Integration of Academics and CTE - Cheryl McFadden, no report

Instructional Management & Materials - Chris Batterman reported that he is fairly new at this program and in the learning mode. He added that he will research the program and will report on the next Policy Committee meeting.

Makers of Policy/Public Information - William Hudson, no report

ROTC - Michael Wetzel and Frank Barrow first extended their "Kudos" to Rachael for her leadership. Michael and Frank gave an overview of the ROTC program opportunities: 3500 offered programs worldwide (60 being offered to Region II), provides employability skills training, and collaborating with NOCTI focusing on workforce leadership geared toward ROTC. Michael shared that it is challenging to reach out to 3500 programs to recognize or see the value of JROTC bring to CTE. Michael also announced his retirement and the committee wished Michael best wishes. The committee also appreciated him for his involvement and valuable contributions to the division. Michael will be missed. Robert Barrow agreed to serve on the NRS Division Policy Committee representing ROTC.

Special Populations - Emily Sherwood and Marta Osuna shared the following items: working with youth and adults with disabilities; identifying who "Special Populations" are according to the new Perkins V criteria (disability, initiative, foster parents, etc); about 60 survey was sent out and received two responses.

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Support Staff - Brenda Conell reported that Support Staff Section is such a unique program and members would like to see a Support Staff Award on a national level. Brenda also shared that the Support Staff Award on a national level would be something to give back or ways to recognize its members.

Awards Program - Rachael requested for Brenda Conell to lead the awards program. Brenda agreed, however, she suggested that she would like to have more direction regarding the process. Kevin English volunteered to assist with the process.

Tech Prep - Tisha Richmond reported that she is new and on a learning mode. She shared that added that planning stage is in progress.

Other and Related - Alan Shotts, no report

New Business:

1. *ACTE Vision 2019* – Rachael announced Vision 2019 almost at 5000 in attendance and will probably exceed this number. She also encouraged all members to utilize and maximize the use of “hashtag #VisionCTE19” and see what’s happening in CTE.
2. *NRS Business Meeting Coverage* – Due to Rachael’s schedule conflict, she asked member volunteer(s) to run the NRS Business meeting. Kristy Barnett and Tisha Richmond graciously agreed to run the meeting today at 1:45 to 2:45 p.m. She also recruited members Brenda Conell and Karen Derrick to assist prior to and during the NRS opening sessions.
3. *First-Timer’s Breakfast* – Rachael encouraged first-timer’s attendees or spread the word to attend the breakfast session.
4. *NRS Division Opening Session* – Rachael highly encouraged members to attend the NRS professional development opening sessions and the NRS Division reception for networking opportunities.
5. *National Fellow Program* – Rachael notified members to apply and take advantage of fellow’s leadership program and if accepted, applicant will receive a national stipend via ACTE.
6. *AV Portable Projector* – Rachael presented a MEVO AV portable projector to be utilized during NRS Division and/or Section (if needed) meetings for livestreaming purposes. She explained that it cost about \$1000 to \$650 per session that needs an AV system and technical support during conference. It was suggested and agreed by the majority members present to purchase six (6) \$25 gift cards giveaways during the NRS Division opening session. Kevin English

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motioned the approval of \$900 to cover the cost of the portable projector, six (6) gift cards and candies for the for the NRS Division opening session. The motion was seconded by Mike Wetzel and passed unanimously after a vote from the members present.

7. *Ideas for Policy Committee Members Promo Items* – scheduled for discussion via conference call in 2020.
8. *Conference calls for Policy Committee* – Rachael will be scheduling calls for Policy Committee soon regarding the following updates: Section Membership

Announcements: Rachael notified members of the following:

- NRS Section Membership Update:

2019 New and Related Services Division Members Update	
Career Academy	217
CTE Scholars	284
Curriculum and Instructional Management	2
Information Technology	187
Instructional Management & Materials (IMM)	253
Integration of Academics & Career & Technical Education	304
Makers of Policy/Public Information	151
Other & Related Section	278
Research	20
Special Populations	513
Support Staff	398
Teacher Educators	9
Tech Prep	63
Work-Based Learning/Youth Apprenticeship (WBL	546
TOTAL	3,225

- VISION 2020 is schedule on *December 2-5, 2020*, Nashville, TN

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Due to time constraints for the room, only a portion of the agenda was covered. Rachael will send out a Doodle poll in January to schedule a virtual meeting to cover the remainder of the agenda. In 2020, the NRS policy committee will have a regular meetings throughout the year via conference calls.

Meeting Adjourned – Mike Wetzel motion to adjourn the NRS Policy Committee Meeting at 11:40 a.m. The motion was seconded by Kristy Barnett and unanimously passed after a vote by the majority of members present.