



ACTE Administration Division Policy Committee Meeting

Monday, November 29, 2021

9:00 - 10:00 AM (CT)

Join Zoom Meeting

<https://us02web.zoom.us/j/86194570930?pwd=aG55d085ZHVJSU1IT0QxaEJsODZjOT09>

Meeting ID: 861 9457 0930

Passcode: 198416

AGENDA

- Welcome & Roll Call: **Eric Ripley (VP)**, **Julie Pack (Region II)**, Cindy Stover (Region III), Starlinda Sanders (Region IV), James Taylor (Region V), **Martin Hanley (Bylaws)**, **Kim Gambill (Nominating)**, **Jeanette Capshaw (Secretary)**, **Wendy Perry (Fellow)**, **Sharon Gordon-Moffet (NCLA President)**, **Michael Connet (ACTE)**
- Updates from VP
 - *Eric provided a brief update on activities of the Admin Division and indicated the meeting priority for the Policy Committee is the review of the upcoming VISION conference and opening session. Eric also recommended that Scott Rogers (Pennsylvania) be appointed to serve the remainder of Nancy Mulvey's (Region I) term, expiring June 30, 2022. Motioned by Martin Hanley, seconded by Julie Pack, motion carried.*
- 2021 & 2022 Fellowship Update
 - Wendy Perry (2021 Fellow)
 - *After a year-delay, the committee wished Wendy great success as she embarks on her fellowship experience.*
 - 2022 Fellow Announcement
 - *It was announced that Suzi Raiford has been selected as the 2022 Fellow for the Admin Division. Suzi works as the Business and Industry Liaison for the South Carolina Department of Education.*
- Affiliate Organization Updates
 - CTEEC
 - *Gloria Wallace will be attending the CareerTech VISION conference and provide an update during the opening session on CTEEC.*
 - NCLA

- Sharon Gordon-Moffet provided an overview of the year-to-date activities of NCLA, including a recap of the Best Practices & Innovations Conference, renaming of the Distinguished Service Award to the Dr. Gerald Paist Distinguished Service Award, membership engagement resources, and invitation to the 2022 Best Practices Conference in North Falmouth, MA. Sharon will not be attending the CareerTech VISION Conference, but NCLA will have a representative from the board of directors to present during the opening session.

- Division Membership & Budget Updates
 - Division Membership - *Administration Division membership as of November 16 was 3,900, which was in increase since the previous meeting.*
 - Division Operating and Designated Funds - *Balance of \$11,750. Eric has received reimbursement of the summer and fall travel expenses, which will be noted on the next budget statement.*

- VISION 2021 Final Updates
 - First-Time Attendee Orientation (Virtual) - Thursday, Dec 2 (7:00 - 8:00 am)
 - *Committee members were invited to attend the first-timer virtual session if available. The virtual session is replacing the former in-person breakfast which was part of previous in-person CareerTech VISION conferences.*
 - Business Meeting & Opening Session - Thursday, Dec 2 (11:00 - 12:00)
 - *A reminder was provided that the Business Meeting and Opening Session was decided by the committee to be combined, and held in-person only. The location is Room 392 of the Ernest N. Morial Convention Center. After rich discussion, Eric will purchase gift cards and tickets to provide to attendees as a give-away. It was recommended by the committee that the practice of providing gift cards be reevaluated in the preparation of next year's division budget and to consider possible replacements/ideas.*
 - Hospitality Room - Friday, Dec 3 (10:00 - 5:00) - Drinks Only
 - *The Administration Division is partnering with the New, Related Services and Career Counseling Division to host the hospitality room. Due to COVID precautions, only water, coffee, tea, and soda will be provided. Committee members were encouraged to stop in and visit with attendees.*

- 2021 National Policy Seminar Plans
 - *Scheduled for March 21-23, 2022, the conference looks to be held in-person, with potential for online participation. There are some legislative offices that have not resumed in-person meetings, which could impact the agenda for the conference. It was noted that the Administration Division and NCLA have partnered to cost-share (50/50) a reception for NPS Attendees, and that NCLA Board of Directors has approved continuing this if the conference is held in-person. This will be further discussed during the January/February policy committee meeting.*

- Best Practices and Innovations in CTE 2022 Conference
 - Need Committee Members to Assist with Review of Call for Proposal Strands

- Need Committee Members to Assist with Evaluation of Sessions (same with VISION 2022)
 - *After CareerTech VISION, the call for proposals for both the 2022 Best Practices & Innovations Conference, and 2023 CareerTech VISION will be released. Committee members will be needed to assist in the selection of the session strands and speakers.*
- Content for Future Newsletters
 - *Eric provided a reminder that the Winter newsletter is due January 15 and committee members were encouraged to send ideas for content.*