

**Administrator's Institute Advisory Board**  
**Annual Meeting**  
**September 19, 2018, 10:30 am, virtual**

**Attendees:** JP Regalado – Chair, Stephanie Hands – outgoing Chair, Stephanie Kraft-Terry, Chrissy Davis Jones, Amy Sannes, Kate Southwick, Jarrett Kealey; EO Liaison – Jennifer Rush

**Unable to attend:** Francis Atuahene, Jennifer Dale, Cornelius Gilbert, Rubab Jafry O'Connor,

**New email for JP Regalado – Chair:** [agentjpr@gmail.com](mailto:agentjpr@gmail.com)

**Agenda**

- Introductions
  - Welcome new members!
    - Stephanie Kraft-Terry, Rubab Jafry O'Connor
    - Extending Term: Stephanie Hands
  - Thank you outgoing members!
    - Amy Sannes, Francis Atuahene
- Review our mission/purpose
- Review 2018 Institutes' Evaluations
  - Past attendance numbers

Date	Location	Admin	Seminar
2016	Mesa, AZ	178	133 - Analytics
2017	Daytona Beach, FL	136	86 - Using Data
2018	Daytona Beach, FL	152	26 - Research
  - Administrators' Institute:
    - Past few years we have added a second track to encompass current trend of having positions that oversee advising over multiple campuses
      - Over last 3 years, approximately a third of attendees make up Track B
    - Incorporated a "choose your topic" plenary into the schedule where the participants directed the open forum topic discussions
  - Seminar:
    - We knew we were going to take a hit on the 2018 Seminar topic due to the topic but felt it was important to offer especially with the opening of the Research Center at NACADA
- Update on 2019 Administrator's Institute Faculty and 2019 Seminar Topic
  - Faculty have been selected for the Institute and we will have two interns this year in Track A
    - Have a good mix of diversity: institutions, geographic, positions held, ethnic
    - Reinvention Collaborative will be sending three individuals to serve as faculty in Track B
  - Seminar topic: Creative Collaborations and Purposeful Partnerships Seminar – *Leveraging Relationships for Student Success*
    - Seminar recommendations are given by this Advisory Board and faculty to the Management Team for consideration
  - Marketing for the three events will start directly following the Annual Conference
- Update on 2019 Internships applications and selections
  - Change to intern application for Summer/Assessment/Administrator's Institutes
    - Incorporated a reference section instead of recommendation letters
  - Institute Chair presentation at the Annual Conference
    - Passing the Torch
    - Presented by the outgoing chairs and EO liaison
    - Shows how to become involved as Institute Faculty/Intern and Advisory Board and the collaborations between the groups
    - Could this become a Webinar to better define the differences between the events and the expectations of attending the events?
      - We do have pre-event videos for Assessment and Summer Institutes explaining the event and what is expected; have not had the opportunity to incorporate into the Administrators' Institute
- Ideas for future Seminar Topics
  - Core Competencies – potential proposal coming in
  - Politics in Higher Ed
  - Legal and Ethics
  - Technology
  - If you have thoughts on session topics for the Seminar, please contact JP Regalado
- Questions about 2018 End of Year Report
  - We will be creating the goals for 2019 in early November, if you have thoughts please contact JP Regalado