2023 Administrators’ Institute Annual Advisory Board Meeting
August 31 | 1:00 pm CENTRAL | Virtual

Minutes

Attendees:
Stephanie Kraft-Terry (Chair), Kevin Thomas (incoming Chair), Leticia Wilson, Jason Barkemeyer, Kacey Gregerson, Dawn Coder, Randell Price, Dana Zahorik, Susan Corner, Jennifer Rush (Liaison)

Unable to attend: Karri Wakefield, Leah Frierson

- **Welcome & Greetings** Stephanie Kraft-Terry (Chair) Kevin Thomas (In-coming Chair)
- **Thank you** to our Advisory Board Members & Acknowledgement of potential new Members
  - **Current**
    - Kevin Thomas, University of Central Arkansas (2021-2023, 2024-2026 Chair)
    - Stephanie Kraft-Terry, Chair, University of Hawaii at Manoa (2021-2023, 2024 outgoing Chair)
    - Dawn Coder, Pennsylvania State University (2022-2024)
    - Leah Frierson, Washington University (2022-2024)
    - Susan Corner, University of Victoria (2022-2024)
    - Randell Price, Ohio University (2022-2024)
    - Jason Barkemeyer, University of Houston (2022-2024)
  - **Outgoing**
    - Kerri Wakefield, University of Michigan (2021-2023)
    - Leticia Wilson, Delmar College (2021-2023)
  - **POTENTIAL Incoming**
    - Kacey Gregerson, University of Minnesota (2024-2026)
    - Dana Zahorik, Fox Valley Technical College (2024-2026)

- **Advisory Board Roles**
  - Management Team
    - Chair, in/out Chair, Executive Director and Executive Office liaison
  - Members
    - Sit in on Advisory Board meetings, offer suggestions on curriculum etc.
  - Recommendations for new members – for March
    - Ideas can be sent to Stephanie or Kevin
    - Looking for a balance of Institution types, locations, skill levels etc.

- **AI Goals**
  - Increase awareness and attendance for AI
    - Panel with NACADA Advising Administration Community – June 29th, 2022
    - Administration of Advising Community listserv communication
    - Annual Conference AI Visibility
    - 2022 Presentation at Annual Conference: *Passing the Torch: Expanding the Leadership Within the NACADA Institutes*
  - **Comments:**
    - 152 attendees in 2023, Orlando, FL
  - Will be presenting a mini-Administrators’ Institute at the 2023 Annual Conference (pre-conference)

- **2024 Event**
  - 2024 Administrators’ Institute - February 5-7, 2024 – Raleigh, NC
  - **Comments:**
    - Canada for future event?

- **Review 2023 End of Year Report**
  - See email attachment: AI23-EoYReport
  - **Comments:**
    - No comments offered
• 2025 Events and beyond
  o Search is underway
    ▪ May be in a cooler environment due to the California No Fly List and trying to keep hotel costs down.
  o Comments:
    ▪ Keeping it in the warmer areas helps with travel issues etc.
    ▪ Is an international Institute an option? UK, Netherlands etc.
    ▪ Is virtual an option?

• Review of Administrators’ Institute 2023
  o See email attachment: AI23-OverallEval-AdvBrd
  o Board feedback on AI content
  o Comments:
    ▪ Pillar session – decrease in attendance, looking to incorporate the content into other areas and consider new topic for a session.
    ▪ Potential topics:
      • Management – how they are pulled in multiple directions?
      • Specific to mid-level administrators – leading from the middle, new to the field
      • How to supervise professional staff type sessions
      • Partnership/Collaborations with other Institutional entities (student affairs/academic affairs)
      • Legislation changes and how they affect advising