

DRAFT Administrative Division Meeting Minutes DRAFT
October 3, 2015, 1:00-5:00 p.m.
Las Vegas, Nevada

From 1:00 to 2:30 p.m., the Administrative Division and the Regional Division met for a joint professional development session on sustainable leadership.

1. Welcome, introductions, agenda review

After a brief break following the joint professional development session, members regrouped in Roman 2 for the Administrative Division meeting. Present were Tomarra Adams, Maxine Coffey, Leigh Cunningham, Peggy Goe, Yvonne Halden, Stephanie Hands, Bob Hurt, Jennifer Joslin, Kerry Kincanon, Karen Lewis, Dan Turner for Tom Mabry, David Marchesani, Cynthia Pascal, Terri Farr-Behnke, Sandy Waters, David Marchesani, Brett McFarlane, Marsha Miller, Cecilia Olivares, Carol Pollard, JP Regalado, Adrienne Ridgeway, Jennifer Rush, Casey Self, David Spight, Kathy Stockwell, Karen Sullivan-Vance, Ryan Tomasiewicz, Steven Veveiros.

Agenda review included the following objectives:

- Connect as a Division
- Follow up on the joint professional development session with continued conversation about sustainable leadership as it relates to the committees and advisory boards
- Initiate work on a sustainable leadership outcome for 2015-2016
- Engage with colleagues about the advisory board/committee agendas, goals, and outcomes for 2015-2016

2. Small group work: Sustainable leadership plan

Division members divided into smaller groups for an overview of activity from the Administrative Division/Regional Division professional development session, discussion and opportunity for chairs to connect with other chairs who have/could have work in common, and reporting out to the larger group. Discussion questions and a feedback form were provided to start the conversations.

Kerry collected the feedback forms, which will be scanned and returned to Division chairs in such a way that incoming chairs can benefit from the group's collective wisdom. Brett asked group members for important suggestions/points to capture from the discussion; they included:

- Considering a chair-elect position, even if informal
- Identifying a cycle of involvement
- Meeting with people in advance to jump-start readiness for group work and meeting goals
- Making sure chairs know in advance which expenses are/are not funded by NACADA
- Being ready to change, think out of the box, and consider past feedback
- Devising a more organized way to communicate with other committees/advisory boards
- Ensuring chairs know the "additional" annual conference expectations of them besides attending scheduled meetings
- Making sure new chairs know when they assume their role and are "in charge"
- Identifying and addressing silos, overlaps, and communication or programming gaps
- Considering how to address a need for programming for more experienced members
- Sharing information and accomplishments with the membership beyond the Division

- Discussing committee/advisory board plans as the goals are being created to avoid decisions being made in a vacuum

Brett brought up three topics that surfaced in the feedback forms and the Google Doc that had been opened for dialogue to better understand issues that arise; they were:

- A need for member involvement and engagement
- A need for more effective communication to prevent duplication of efforts and the perception of overstepping work boundaries – these are normal occurrences when an organization is achieving, and are opportunities to move forward in collaboration and synergy
- A need for timely information

Brett noted the above items are good ideas to think about and discuss, and are positive signs that things are happening and necessary change is occurring.

3. Dialogue on common concerns identified in feedback forms

Division members divided into five groups with discussion prompts including:

- What committees, advisory boards or other entities will you connect with in the coming year to augment your work?
- What strategies will you use in the coming year to communicate with your committee/advisory board to keep them engaged and on task, and to help achieve your goals and outcomes?
- Are there specific things you want or need from the Administrative Division Chairs, Reps and/or the Executive Office to help you execute your agenda in the coming year?

Each group was asked to share one idea from the ensuing discussion; they included:

- Each group should know not only its own strategic goals, but also the strategic plan for the next three to five years
- More feedback from members would help as we work on goals (many don't respond to surveys) and summaries of information will shorten preparation time for working on goals
- Meeting more frequently as a Division to focus on one or two topics and communicating more frequently in other ways would help move work forward
- Regroup soon after annual conference committee/advisory board meetings while ideas are fresh
- Get information out to the larger constituency and make sure committee/advisory board ideas are action items, not just talk

4. Announcements and adjournment

Kerry announced that the Monthly Update to Board and Council will now be emailed to all NACADA elected and appointed leaders. Brett distributed the infographic of the year's work in the Administrative Division, large "Ask Me" buttons for leaders, and NACADA's Vision, Mission, and Strategic Goals. Committee and advisory board reports noting work plans for the coming year should be sent by November 1 to Brett and Kerry, and will also be reviewed by Charlie Nutt and Vice President Dana Zahorik, as well as being made accessible to all on the NACADA web site. Reminders were given to attend the Leadership Dinner and Business/Town Hall Meeting, and the meeting was adjourned.