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***NCDA Board of Directors Meeting***

**June 24 - 25, 2019**

**Houston, TX**

**Attendees**

Spencer Niles, President

Lisa Severy, ACA Governing Rep Patrick Akos, Trustee

Paul Timmins, Past-President Sharon Givens, Trustee

Celeste Hall, Trustee Seth Hayden, President-Elect-Elect

Melissa Venable, Secretary Lakeisha Mathews, Trustee

Brian Hutchison, Treasurer Hyung Joon Yoon, Trustee

Deneen Pennington, Executive Director

Not present on June 24 (only):

- Kathy Evans, President-Elect

- Carolyn Jones, Trustee

**Meeting Called to Order by Spencer Niles at 4:15 PM CT.**

1. **Approval of the Agenda (Spencer)**

MOTION was made by Celeste to approve the agenda.

Seconded by Seth.

Motion passes unanimously (no opposing votes, no abstentions).

1. **Approval of the May Minutes (Melissa)**

MOTION was made by Brian to approve the minutes.

Seconded by Lakeisha.

Motion passes unanimously (no opposing votes, no abstentions).

1. **Report out on Action Items (All)**

* Pricing Structure (Sharon, Paul, Carolyn)

Paul shared that a survey went out to FCD instructors, and that they are looking at competing resources with Mary Ann. This group will circle back on this after the conference.

1. **Membership Report and Promotional Membership Revisited (Deneen)**

As of the end of May there are 4679 members. Currently 40% of credential earners are not members; would be a good group to address with promotional memberships if we bring this back next year.

Deneen will report back on trends related to membership in constituency groups.

Discussion included:

* In the method of joining, do we need new categories? Who is joining through FCD processes? Need to identify these in the membership report. Potentially create a third category to see the impact on membership numbers.
* A six-month promotional membership vs. one year is also possible.
* We could be more promotional/intentional with credential earners in general – reminders about need for continuing education, value of NCDA memberships, etc. perhaps quarterly.
* Clarify alternative pathway credential earners – same or different promotional memberships? These will be primarily international meaning added costs for mailing (could go electronic).
* Promotional memberships should not apply to lapsed members – one per lifetime.
* Is it possible to package FCD training and credentialing? Enhanced membership option that includes maintenance fees, registry, etc.

Motion to renew free promotional membership for FCD completers one year and non-member new credential earners would receive free membership for one year.

Joon moved to create a one-year promotional membership for FCD completers and new credential holders, who have not held previous membership.

Lisa seconded.

Discussion:

* Should there be a tier for the second year as an incentive? Deneen shared that this is in a way already in place as they can come in as *new professional* now (which is a discount from *regular* membership)
* Membership dues increased two years ago.

Joon amended the motion to include “beginning on October 1, 2019.” Lisa agreed.

Motion passes unanimously (no opposing votes, no abstentions).

Brian moved that all alternative pathway credential awardees should also be offered the promotional membership with a policy that all membership materials are provided electronically, starting October 1, 2019.

Lisa seconded.

Discussion:

* *Career Developments* would need to be provided electronically, but not in competition with Career Convergence. Would this electronic version go to all international NCDA members?

Brian withdraws the motion.

Discussion:

* Could make print versions of *Career Developments* an upcharge, like *CDQ*.
* Should we go electronic for all members? We could put link in members only area of the website. Deneen shared operational options. Postage savings could be significant. What about the preferences for different reading modalities? Let members check preference with membership with no upcharge - option to “opt in/out” of print or electronic. Printing is currently charged by number of items printed. Is it possible to ask membership, by constituency? Currently mail to international addresses of those paying full membership dues (i.e., not promotional).

Motion made by Patrick that all membership applications or renewals ask members to check print or electronic for *Career Developments*.

Seconded by Lakeisha.

Discussion:

* More info needed about the cost of printing. ACTION ITEM: Deneen can provide more info for next meeting with anticipated start of Oct 1.

Patrick withdraws the motion.

Discussion:

* Would we be providing electronic version of *Career Developments* to promotional members and International members?

Motion made by Joon to provide electronic version of *Career Developments* to promotional members and paid international members, starting October 1.

Seconded by Patrick.

Discussion:

* There’s a cost to develop the PDF, but potentially a savings in postage. How this happens is important – how readily would membership be able to share via email vs via log in? Log in preferred as this publication is a membership benefit. A downloadable PDF may be preferred format.

Motion passes unanimously (no opposing votes, no abstentions).

Motion made by Brian to provide all Alternative Pathways credential awardees with one-year promotional members, starting Oct 1, 2019.

Seconded by Patrick.

Motion passes unanimously (no opposing votes, no abstentions).

1. **Treasurer's Report (Brian)**

We budgeted well for the year and are moving forward as expected with annual patterns. Revenue is at 69% of estimates. Publications are down, but new career assessment offering may result in an increase. Expenses are at 51% of estimates with upcoming outlay for the conference. Credentialing budget currently negative, but all technology fees have been paid upfront. We are breaking even thus far this year.

Discussion:

* The new marketing consultant started mid March. The initial initiatives are promising; already building webinar numbers. Potential for improvements in other areas are coming.
* Where are we with process of others to become training providers? There is an application fee to become a provider with annual maintenance fee. They can advertise on the website for an upcharge.
* The fluid review process for payment has been modified, entering via the NCDA portal. Better accounting and tightened process are the result, but we still get people paying without completing. A 90-day time limit to complete the process is now in place.
* Where are webinars numbers in the report? Under professional development. There is an uptick in interest of people who want to provide – diversity committee, Connexus topics reviewed for top ones, NCD Day, among others. What about bundling these? Average attendance is around 25; 50 considered very successful. Might be good to offer up past Krumbolz webinar as a tribute – discounted or free to members. Pay for CEUs, but free to just watch. Promote via marketing consultant.

1. **2019 Houston Conference Update (Spencer and Deneen)**

Overall, registration numbers look good. PDIs did extremely well this year and there are a lot of competing options on the program. A little more than one-third of registrants are first-timers, as usual for the annual conference.

Discussion:

* Could we track second-timers? Yes.
* Supervisor training is a competing option on the program – should we offer at other times of the year as well? Currently a limited number of trainers available. NCDA owns supervision training and school training. Potential issues with pricing, exclusion, conflicts of interest. On the agenda for this meeting.

1. **Updates/Requests from Constituency Groups**
2. Counselor Ed Academy and ACES (Patrick)

AECS commission – Patrick asked the group why do we not have more of a role in ACES? It does not have related commissions, but an interest network may be an answer to gather people at that conference who are teaching career topics. We proposed a session that was not accepted this year.

Discussion:

* Does the Board think we should get an interest network going? Could become a feeder, a way to reach this group. It could be part of the Trustee role. We’ve never funded anyone to go to that conference.
* What about other constituency groups and their relevant conferences? Right now we have no presence with ACES.
* We haven’t been very intentional in getting sessions accepted. We could make an impact that way.

Counselor Ed Academy – This is not a large group, and may have value, but the current academy may not be the best format to serve them. It was a good first generation program, but it does not share or foster skills related to how to conceptualize and design a career course. Need a talent pipeline in this area. A 2.0 curriculum may be needed. What support do we provide to master’s-level people in higher ed who are teaching a career course? Need to reach the audience of people who have to teach this course at their institutions, but don’t have the background. We used to have a relevant clearinghouse and network at NCDA in the 1980s. Right now this is an investment of time and money that is not monitored.

ACTION ITEM: Patrick - No interest in ACES right now, Patrick will pull info together and come back in October with more info. A task force is needed to look at academy goals, strategies for moving forward and offer suggestions and recommendations. Seth and Celeste are also interested, possibly also Melinda and Rebecca.

The meeting adjourned for the evening at 6:15 pm CT.

- - - - - - - - - - BREAK - - - - - - - - - -

The meeting reconvened at 8:10 am CT.

Skip resumed the meeting with an open discussion of the general needs the field, and NCDA as an organization, preparing to serve students and clients in the future. Culture, strategic planning, resources, and staffing should all be considered. What would be required to elevate the work and the organization? We need continuity in the voice of NCDA regardless of leadership. ACTION ITEM: The president, president-elect, and president-elect-elect will develop a proposal to move forward on this.

**8. Membership Initiative (Seth, Kathy, Sharon, Melissa)**

Sharon shared that the group developed some recommendations over multiple conversations. Some ideas include an exit survey of those not renewing. Reviewing the NCDA Value Study data related to membership. Conducting a Town Hall at a future conference, membership drive at conferences, and looking at conference evaluations for insight. There is a potential need for a membership task force to discuss retention, promotional memberships, and other related topics.

Discussion:

* Packaging membership fee with conference fee.
* Consider perceived value of membership, by constituency group, before conducting a membership drive.
* Connect more consistently with credential holders for engagement.
* Conduct engagement with membership to let them tell us what they need – develop ways for them to submit thoughts and questions providing NCDA with dynamic feedback.
* Turnover in field is a contributing factor. Reaching new population of career services professionals, not licensed, coaching, etc. how do they find NCDA? Not organically.
* Connecting with employers, as with Boeing at the Charleston CPI, could be helpful.
* Connecting with policy makers, local governance at CPIs and conference – outreach to political communities, inviting them to attend, gain awareness of membership and expertise.
* External relations with HR professionals providing update to career practitioners. Who is working with labor unions on issues of career development?

ACTION ITEM: Task force (Seth and Trustees) – this group will dedicate attention to this with continuity across meetings, and across constituency groups. They will look at existing data, resources, website, branding, to streamline the path for members in each constituency group. Look for signals in PDI attendees, etc. Develop strategy and execution plans, and capacity to fulfill. Leadership Academy projects could also become a part of this as part of a more systemic-level initiative led by incoming Trustee at Large.

ACTION ITEM: Sharon (and others?) plan for a Town Hall session at Cleveland CPI and Minneapolis Conference.

**9. Updates/Requests from Constituency Groups Continued**

1. Definition of Terms (Sharon)

Sharon presented this work group’s discussions on definitions of common roles used in career services contexts, i.e., career coach, career counselor, etc. This is a project of her constituency group.

Discussion:

* Consult with author of upcoming NCDA-endorsed monograph on coaching.
* Refer to competencies for credentials.
* What is our goal with this definition process? So far, for private practice constituency to think about how they describe the work they are doing. NCDA endorsement not intended.
* Problems and challenges related to defining for the organization - perspectives differ, contexts differ.
* Look at Mark Savickas’ work for the 100th anniversary of NCDA.
* There is an overall vagueness of language in the industry as a whole. Shifting landscape over past years continues.
* Website currently has posted a career providers comparison chart.
* This is important work, however, to provide guidance to those who aren’t sure what credential, training path, etc. they should pursue.
* This topic goes back to strategic planning, what do we want to be known for? What services do we want to provide and to whom? Our mission is broad. Where do we want to move the needle over the next 3 to 5 years? Commitment to credentialing program needs to be considered as well.

1. **Updates from Work Groups**
2. CDQ Editorial Board Approval for 2019-2020 (Patrick)

Seth and Brian recused themselves from this conversation as potential appointees.

Information was provided in advance with details about each appointees. Deneen has full bios available per request. The Editor serves for 6 years and current editor’s term coming near completion.

Patrick made a motion to accept the Editor’s recommended appointments to the CDQ.

Paul seconded.

Motion passes unanimously (no opposing votes, no abstentions).

1. Leadership Academy (Lakeisha)

Lakeisha led a discussion about the role of the incoming Trustee at Large, to be focused on the Leadership Academy. Specific expectations for this role are currently unclear. The focus should be on the academy’s mission to develop a pipeline of leadership within the organization, and immersion of participants in NCDA. How autonomous will the volunteer committee be with the new Trustee in place?

The Trustee should guide the process of matching mentees and mentors, defining these roles, and encouraging board members as mentors when possible.

1. Approval of Manual Revision

Proposed changes by Tom and Mason, the co-chairs were presented to the Board. Tom and Mason will present later in the meeting.

1. Mentoring Program

Clarification needed. Right now the first year of the program focuses on NCDA professional development.

1. Fellows Recommendation (Carolyn)

Carolyn reminded the group of prior discussion and proposal for criteria changes was provided in advance. This proposal is designed to clarify the criteria for qualification as a Fellows designee, the second highest recognition given by the organization. Deneen shared some of the context of recent nomination and selection experiences. Discussion has included the Awards Committee. Proposed changes were presented, including the requirement of 10 years of membership, increased from five years, which realign the criteria with the intent of the award.

Upon reviewing the proposal, the Board made two recommendations:

1) In the third proposed change, create a serial list of five items, removing several instances of the word “or” and adding commas in the following:

*Engaged in education and training, practice or research, or policy development or political action in career counseling and development.*

2) In first proposed change, correct typo: recognize(s): “The designation of fellow is conferred to recognize outstanding and substantial …”

3) In the second proposed change, remove the word “professional” and update the years of membership to 10, “10 years of membership.”

Brian moved to accept all of the proposed changes with the three editorial changes documented in the minutes (above).

Kathy seconded.

Motion passes unanimously (no opposing votes, no abstentions).

1. Career Convergence New Associate Editor (Deneen)

Deneen presented the request from Melanie. There were three applicants, all with solid potential for involvement in the future. This applicant’s qualifications were viewed as the closest match to the position’s needs.

Paul moved to accept the nominee for new associate editor.

Lisa seconded.

Motion passes unanimously (no opposing votes, no abstentions).

1. PDC Request – New Holland Autobiography Publication (Joon)

Joon shared that this proposal includes a more detailed plan for the publication. Additional individuals committed to doing the work to make this manuscript viable for publication. Previous concerns were that this book will not have an audience. However, subsequent conversations show that there is a potential for sales, as Holland is a foundational figure in the field, for archival purposes. Joon is looking at publication costs. There has been resolution in the past year of questions regarding Holland’s family.

Deneen shared estimated costs for all monographs are approximately $7500 to produce and print first ~500 copies. It is a good time for this publication to be added to the available titles. A lot of work has already been done, reducing overall costs.

Discussion included:

* This could be a good case study for a marketing initiative related to launching a new publication. It could also be a series with Parson’s book, etc. We need case studies of launches of different types of publications.
* Important for NCDA to have ownership of this kind of work.

Brian made a motion to accept the PDC’s request to publish the Holland manuscript.

Seth seconded.

Motion passes unanimously (no opposing votes, no abstentions).

F. TEC and SCDA Plans (Sharon)

Sharon shared recent discussions with the TEC. Next steps include developing a proposal process for those who want to provide training. Issues to be addressed include: refinement of existing selection process of those who facilitate (criteria). An update on what’s happening with SCDA, background and transition with those involved, was also provided.

Discussion:

* Appointment of Master Trainers. Unclear how these individuals are recruited and selected, currently seems exclusionary. Need clear system moving forward. May require hard decisions and strong direction to get strong people to add to our training component.
* Board reviewed the history of SCDA. The intent that anyone in K-12 could take, has morphed into additional prereqs, credentials, etc. It also reduces field of who can instruct. Was to be a standalone credential.
* Potential conflict of interest in creating criteria and curriculum, and being a trainer offering the curriculum.
* Current structure is not aligned with initial intent.
* Concerns include a lack of data across four completed pilot groups.
* An instructor training is needed soon. Need a proposal out for master trainers – those with experience in the schools. Qualified trainers based on experience, not unique to credential holding.
* Need systems for proposals for training, for master training position,
* Currently an ethics issue. Conflicts of interest exist.
* Should the Board develop a policy to suspend your training when you are on the Committee? Recuse yourself from instructor and master trainer training. “Unfair advantage” as per NCDA conflict of interest policy. Does not currently address committee members.
* Don’t want to lose the 40-hour training offering that was part of the original intent.

Recommendations for SCDA include:

* Sunsetting the SCDA design team
* TEC to develop criteria and application process for master trainers, and issue RFP to K-12 constituency group
* Return to 40-hour training
* End pilot testing of SCDA
* Board clarification of management, roles, and processes
* Put proposal process in place
* Develop criteria (and possibly a team) that will serve to review proposals and applications. Reviewers need experience, but should not plan to offer the programs themselves.
* Separate responsibilities and roles of developing curriculum and selecting instructors.
* Board liaison involvement in any process or policy development.

Brian moved to define the SCDA course as a 40-hour training, as identified in the original RFP for its development that does not require FCD training, which contributes to eligibility for the credential.

Patrick seconded.

Motion passes with 10 votes yes, 3 abstentions.

Brian moved to disband the SCDA design team and put in place an ad hoc group that includes the TEC chair, Board liaison to TEC, board K-12 Trustee, staff liaison to TEC, and NCDA Executive Director to develop a plan of action, which will be reviewed and endorsed, first by TEC then by the Board, before official launch of program, taking place by September.

Patrick seconded.

Motion passes unanimously (no opposing votes, no abstentions).

Lisa moved to amend the NCDA Conflict of Interest and Duty to Disclose Policy to include NCDA Council and Commission members as part of the leadership team.

Kathy seconded.

Motion passes unanimously (no opposing votes, no abstentions).

Further discussion included involving the ethics committee with the NCDA leadership of conflict of interest and duty to disclose policy on an annual basis. They might also provide a summary to the Board and identify areas for discussion in an advisory capacity. We need to operationalize the collection of signatures. ACTION ITEM: Deneen to develop an annual administrative task to develop a leadership roster with monitoring by HQ staff.

1. **ACA Bylaws Review (Spencer and Lisa)**

As a division of ACA, the biggest issue is a potential expectation that anyone holding a national or state office should be an ACA member. We have always asked that NCDA President and ACA Rep be members, but not anyone in State CDA leadership positions. No changes anticipated.

1. **Multi-State CDA Conference (Brian)**

Brian shared conversations about a potential joint conference coordinated by the PA, NY, and NJ state groups, with the purpose of igniting purpose and passion for state-level work across these three states. Does the Board endorse pursuit of this? It would be a pilot project with little available funding through the state divisions. Initial ideas include potential speakers, NCDA Board presence, and a moderated panel in a one-day program. Potential for site visits on a second day. Brian would serve as chair and his institution is in a good location for these groups. Known expenses include campus food services and speaker fees.

Discussion:

* Seems in parallel with NEC, New England Consortium, and another region where joint events are happening very well.
* Need to decide on logistics of financial collaboration. Grants possible. Should states individually or collectively request?
* This could be a better model for CPIs in the future, though these are booked out until October 2020 – target this timeframe.
* Celebrate and highlight these state groups, draw in more interest in that regional area. Start with CPI format as a draft.
* Get dates and university agreements in place for space as quickly as possible. MACA is also interested in participating.

1. **Shared Values Update (Joon)**

Joon introduced his student team and presented a new video about the values study to be played during the membership meeting this week. A plan to finalize the prioritization of values is the next step. A detailed report was provided to the Board prior to the meeting. The top three values emerging are Diversity and Inclusion, Innovation, and Community. But this is not the whole picture. We need to look at priorities of values by different groups: length of membership in organization, leadership service, ethnicity, gender, etc. What has been determined a priority so far in the study? This question could have been interpreted as it doesn’t need work or development. The team will collect more input during the conference and report next month. There is a table in the conference Showcase area and a plan for engaging with those who visit the booth. Biggest differences so far are in age groups and constituency groups.

Discussion:

* Less than 10% of membership has participated. Goal of 15% after conference. Data is still not complete due to low numbers of participants in specific groups.
* The 10-15 year membership group may be a dynamic activating agent group at this point in time, leadership potential.
* Priority list vs. overall rank order. Accountability and Innovation identified as high priority. Part of Accountability is being accountable for the values we’ve discovered.
* Add survey URL to a general session slide. Joon will share prompts and reflection questions via email, feel free to share widely.

Recommended next steps begin with:

1. Highlight related NCDA efforts through various media (Branding)
2. Use values for decision-making and accountability at all levels of the organization
3. Use values for visioning and strategic planning
4. Use values for conference planning
5. Periodic communication to members about how the organization is using these values to move forward. And to check in with how they are feeling and what they are experiencing.

The Team Action Plan was also shared. Including concrete tactics for responding to each value, as suggested by members participating in the study. Formal report of results expected by July 31st.

Board needs to also plan for continuity for this project as Joon transitions off of the Board at the end of this term.

Skip shared that this project has been lot of work and a long process. The team was recognized by Penn State College of Education. Joon and hos team were applauded for their persistence with this project.

Further discussion:

* Need for larger number of participants to use for decision making
* Increased awareness of wide range of member characteristics, not all have same needs, preferences, perspectives
* Need for a tool (e.g., Values Report Card) that pulls all of this together and be used by Board consistently over time
* Important for strategic planning purposes, then putting into action, mapping values to strategic goals.
* Setting a precedent for initiating feedback from members, listening to what they want and need so that they can help shape the future of the organization.

1. **Coalition for Career Development Update (Brian)**

Western Pathways event - Brian attended in Portland at the Coalition’s request for an NCDA speaker. The experience was not as anticipated. However, the level of interest in credentials in general was high. Symonds requests NCDA attention be called to:

* Participating in another national summit in DC in December
* Promoting the SCDA curriculum and cert
* Producing an annual condition of career development report
* Forming state chapters to help drive action

NCDA does not have an established agreement with the Pathways effort. Current practices are not reciprocal. Clarification of expectations of the relationship is required in the future, perhaps putting an MOU in place. Need to consider what we would expect and move forward to include serving as provider for SCDA. ACTION ITEM: Skip and Deneen will draft a letter.

1. **Planning for FY 2019-20 (Kathy and Deneen)**
2. CPIs

Need to decide on presentations in Cleveland based on topics recommended by the state group. Is there Board interest? Paul Hartung was recommended. Also possibly Mark Savickas.

1. Planning Calendar Draft

Deneen will forward after the conference.

1. **Leadership Academy Report (Tom and Mason)**

Skip shared the Board’s appreciation with Mason and Tom for all that they and Diana have done for the academy. The importance of this academy to the organization is evident in the number of current board members (5) who are alumni, and in the new design of a Trustee position focused on the Leadership Academy specifically.

Lakeisha as Board Liaison to the academy shared her understanding of the challenging past year, and appreciation for the work Tom and Mason have done to move us forward.

Tom and Mason led the Board through their recommendations, which were provided in advance of the meeting. Mason will be the Leadership Academy chair, and is heading up changes in the manual, which have been a collaborative effort throughout the year. Mason will help identify a co-chair in the coming months.

Main points of the proposal:

* One, two-year cohort at a time
* Limited class sizes (6)
* Goal: more Board oversight of project focus and meeting the needs of the organization. Aligned with mission and vision
* First group would roll out in October 2020, selected from application process, then bring them into Atlanta conference in 2021 for a professional development experience that includes the mentor/mentee relationship, expectations of project. Second year: project work and presentation in Anaheim 2022.
* Extending committee member terms from two to three years.
* Benefits of participation remain the same.
* Allow alumni to join the committee without a waiting period.

Discussion included:

* In the past there have been 12-15 applicants each year. Current group of 15 applications is on hold.
* Why wait until Atlanta? Time to update and implement recommended by Tom and Mason.
* Financial concerns not warranted as this is a proven investment in leadership succession.
* More details about plan for the two years:
  + Select 6-8 from existing applications, get them prepared to attend the conference, begin thinking about projects, match up with mentors. Conference calls throughout the year.
  + Year two is focused on executing the project. Committee monitoring progress, mentees, mentors. Participants then present their project at the second conference.
  + Once we get past Anaheim conference, two-year cycle starts again. Presentations every other year. Some money savings anticipated in the “off” year.
  + Overall goal for participants is learning more about the mechanics of NCDA, Board, Executive Office, operations, collaborations – how it all works.
* Who should be mentors? Board could develop a prescribed list of appropriate mentors.
* Should mentors and mentees match, i.e., projects align with constituency groups? Perhaps a good place to start, but not necessarily a requirement, could have a match around a committee area (like veterans) or other topic. But be careful not to pursue personal interest projects.
* New trustee incoming should have some buy-in. All nominees have been through the academy so will be some familiarity.
* Possible new projects around membership as previously discussed in this meeting’s agenda.
* After current application group. Be purposeful with skills and interests sought with needed project areas in mind.
* Potential for one large group project in the first year? Which might include some face time with the Board offering direct feedback. Second year, individual projects with some choice when familiar with process and expectations.
  + Group project could be hard to do, due to timing.
  + Current time frame is not a full 24 months (18 months). Would need to back up the application process to extend.
  + Guide connectivity among the participants between selection (Jan) and when they first meet in person (June). Possibility of a group project is there.
  + Work on ways to build community at a distance that isn’t necessarily related to projects.
* Committee consists of three other members with Mason right now, two others transitioning out. Need to recruit two in October. Could keep it at four. Will also have the new Trustee. Should two more be recruited now? Do we need 6 on Committee if only having 6 candidates? Especially if committee terms move to three years.
* Does one of the committee members have to be a Brain Trust member? This was in the manual. Change committee membership requirement to academy alumni. Board members should expect to serve as mentors, not as committee members.

Board in agreement with three-year terms for this Committee’s chairs. Mason is in year one now, on hold, then two years with next class.

Motion was made to adjourn. Unanimous vote to adjourn at 4:53 pm CT. Meeting adjourned.

*First draft of minutes sent to the President and Deneen on July 9, 2019 by Melissa Venable.*