# **NCDA Board of Directors Meeting Minutes**

# **Tuesday, May 8 and Monday, May 21, 2018**

**Via Conference Call**

**MAY 8**

**Present:**

Paul Timmins, President

David Reile, Past President

Spencer (Skip) Niles, President-Elect

Kathy Evans, President-Elect-Elect

Brian Hutchison, Treasurer

Sharon Givens, Trustee

Celeste Hall, Trustee

Seth Hayden, Trustee

Wendy LaBenne, Trustee

Hyung Joon Yoon, Trustee

Lakeisha Mathews, Trustee

Melissa Venable, Secretary

Deneen Pennington, Executive Director

Meeting was called to order by President Paul Timmins at 3:01pm ET, May 8th.

Roll Call was conducted by Melissa Venable.

**Approval of the Agenda** (Paul)

MOTION was made by Skip to accept the agenda.

Seth seconded.

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

**Approval of February Minutes** (Melissa)

MOTION was made by Celeste to accept the minutes with no changes.

Sharon seconded.

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

**Report Out on Action Items** (All)

Veterans Committee Collaboration – Melissa provided an update from the Veterans Committee, which coordinated with the Government Relations Committee recently to work on congressional TAP hearings. Seth also recently presented a webinar, “Assessing and Addressing the Career Development Needs of Military Service Members and Veterans.”

Counselor Ed Academy – Seth provided an update on plans to shift the focus to early career professionals; 13 people in the upcoming class. The academy leaders are receptive to Board recommendations. They are moving forward with a conference presentation, mentorship, and project-based ideas. Discussion continues on how to evaluate the experience and outcomes of the academy.

International Relations Task Force – Formed under Paul’s direction to determine NCDA goals with International work. Skip will chair. The group includes Scott Fisher, Alberto Puertas, Joon, Connie Pritchard, and Deneen. First meeting is May 22. Recommendations anticipated in Phoenix.

ACTION ITEM - Deneen will work with others to review/revise CPI evaluations for more information about who attends and motives for attendance at these events. Will be able to address in August, after Phoenix conference and before Portland CPI. Gaining input.

**Treasurer’s Report** (Brian)

We are currently in month 7 of 12 month cycle; over 50% through our fiscal year.

Under Expenses in the report, Board Contingency – two sub categories, State Divisions (travel to –present) and Coalition (Latin affiliate). We are over budget with these small line items.

Training and curriculum development – breaking down into sub categories in the report. There is a pilot in South Dakota. Currently over budget for that line item as well. Deneen anticipates funds coming in from South Carolina and South Dakota to cover training.

Credentialing application revenue is currently lower than expected. In the original budgeting process we planned to run a deficit this year.

MOTION was made by Skip to accept the report.

Seth seconded.

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

**Membership Report** (Deneen)

As of the end of April, the organization has 5,061 members, which is slightly ahead of last year’s number with similar percentages. Applications coming in steadily each week.

**Consent Agenda (one motion approves all topics)** (Deneen)

Kentucky State Division Bylaws and new Charter

-Reapproved – the bylaws will move on to the Annual Membership Meeting in June

New Career Convergence Associate Editors

-Information provided by the Web Editor to Board members prior to meeting

Additional Bylaws Amendments for June approval

- In the section about committees and councils – recommending not be separately listed here to avoid frequent need for changes. Describe instead in policy and procedures manual.

Certified School Career Development Advisor Credential

- Moving forward as scheduled.

Approval of New Commissioners

-Applications have been reviewed by the commission and moved forward for approval.

MOTION was made by Kathy to approve the consent agenda.

Celeste seconded.

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

**Update from the National Coalition for Career Development** (David)

There is a Western Pathways meeting at the end of May that David, Cynthia, and Alberto will attend in Salt Lake City. They are presenting a session on credentialing and the need for career guidance at high school level and younger.

September 11th is the national convening session in DC of the coalition and its members. NCDA will be well represented. Brief presentation slots have been requested in Phoenix by Bill Symonds, as well as time in several meetings. They will include a flyer in registration packets to alert attendees to the work of the commission. Skip’s role with sub-committee was clarified, and he will also attend this September event.

A brief announcement by Bill, David, and Kathy will happen in Phoenix, prior to the second keynote.

**Update from the Presidential Task Force Meeting about NCDA’s Training Needs** (Paul)

Additional training opportunities have been identified, as well as replication of current initiatives, such as the pilot in South Dakota. In depth conversations about school and career development facilitator training are in progress. A document provided to the Board in advance by Deneen includes details of the task force membership, which includes a mix of stakeholder groups. This task force developed initial recommendations for information purposes right now, to be discussed further and voted on in Phoenix.

Current FCD Advisory Council will be reorganized and expanded in terms of responsibilities, to focus on all of NCDA’s training needs, to include continuing education. Training and Education Council and Credentialing Commission, will be separate but coordinated groups. Will need a committed group of members and there are open questions related to identifying potential members and how they would be selected and/or approved.

Deneen shared that currently the sale of FCD materials is NCDA’s third largest revenue source.

School Career Development Advisor Credential – not yet formally approved, although we’ve developed training and moved ahead with a pilot. The Board needs to approve as a credential. In addition to South Dakota, South Carolina has a group interested in another pilot. Deneen shared that the SD pilot revealed benefits and challenges, particularly related to trainees without career development experience. Mark Danaher is advising on what the online platform should look like. Another pilot is needed, and SC has agreed to do this and has some self-funding. This will take place during the month of June; 8 people who are already doing the work, and who will become reviewers when it opens to the public, will be involved.

MOTION was made by Celeste to approve.

David and Sharon seconded.

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

**State Divisions/Committee/Council Updates**

Awards Committee – Recommendation (Celeste)

- Need to postpone this update. Recommendations for the Board are forthcoming. Time on Agenda in Phoenix will be allocated for this.

Ethics Needs Clarification (Lakeisha)

- Worked with David to discuss the issue and talk with Ethics Committee to develop a more formal process for dealing with complaints. The member in question took feedback from the committee and made recommended changes to her website.

The Committee submitted these questions to the board for discussion:

* Is there a difference between a complaint and an ethical dilemma?
* Who is responsible for handling complaints?
* Should there be a formal process to follow up with all parties?
* Who will enforce decisions related to complaints and dilemmas?

Discussion included: a complaint may not include an ethical breech or violation; a decision tree to outline the flow of a complaint within the organization through to resolution would be helpful; Ethics Committee could provide input on where behavior breaches the NCDA Code of Ethics, but is not a judicial group; Ethics Committee mandate includes *"... investigating (if called upon by the ACA Ethics Committee or the NCDA Board) complaints of alleged violations of the ethical standards of ACA and NCDA and referring complaints to ACA for adjudication, if necessary.*"

ACTION ITEM: Lakeisha – Work with Ethics Committee chair, someone from HQ, and one other board member (Seth) to draw up a decision chart to follow through with the recommendations and be amenable to the Ethics Committee. This may include recommending a potential change of current descriptions and processes.

International Credentialing Book Funding (Joon)

Joon provided a document in advance of the meeting. He provided an update on finances and additional budget needed for project completion. Plan is to make this work available at the June NCDA Conference. Joon is working as project manager.

Discussion included:

* The NCDA Publications Development Council (PDC) is empowered with making decisions about publications, and they turned this down.
* PDC expressed in their feedback some concern about the low potential revenue. We should not undermine their authority.
* This was to be a resource document intended for the website, but purpose seems to have changed over time. Communication issues involved; not clear if a book as end product was intended at the outset of the project.
* Additional budget requested to provide hard copies to authors. There are also additional costs related to completing introduction and conclusion chapters, as well as copyediting (e.g., pagination) and copyrighting. Project was under budget last year, but no budget this year.
* It is currently on the website.

MOTION made by Joon to use and fund outside resources to complete the final copyediting. Communicating with authors the change in plans related to printing hardcover copies.

Kathy seconded.

WITHDRAWN after further discussion.

MOTION by Joon for NCDA to allocate $2,000 to complete the book project (copyediting) with outsourced, non-NCDA HQ resources.

Kathy seconded.

4 No, 2 Yes, 4 abstentions.

Motion fails.

Additional discussion was ongoing.

MOTION was made by David to allow Joon to move forward to complete with outside resources and funding, for posting on NCDA website

Kathy seconded.

WITHDRAWN after further discussion.

The Board tabled the discussion in order to provide an opportunity to retrace the history of this project and the steps that were taken as it moved through NCDA’s processes and conversations.

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Meeting was called to order by President Paul Timmins at 2:01pm ET on May 21st.

Roll Call was conducted by Melissa Venable.

**May 21**

**Present:**

Paul Timmins, President-Elect

David Reile, Past President

Spencer (Skip) Niles, President-Elect

Kathy Evans, President-Elect-Elect

Lisa Severy, ACA Governing Representative

Sharon Givens, Trustee

Celeste Hall, Trustee

Seth Hayden, Trustee

Wendy LaBenne, Trustee

Hyung Joon Yoon, Trustee

Lakeisha Mathews, Trustee

Melissa Venable, Secretary

Deneen Pennington, Executive Director

**Agenda**

**Conference Preparations (All)**

Deneen reported that we are just shy of last year’s registration numbers at this time; 1,000-1,100 are anticipated. She distributed and reviewed the Board Schedule. A facilitator is identified, as well as Board attendance, at each event. Board members are asked to attend the State Leadership Training session for at least the introductions portion.

- Board Meetings

Will take place all day Tuesday and a half day on Wednesday, which is dedicated to visitors and guest features, including: LobbyIt.com, PAC in China, ACA (tentative), Bill Symonds, and Credentialing Commission

- First Timers’ Coffee

“Coffee with a Board Member” drawing wanted again this year. The Board was asked if they were willing to participate, and no one declined. Email Deneen with any questions.

- Constituency Meetings

Deneen shared that all meetings all covered, as well as Leadership Academy coordination. Paul clarified the expectations for these meetings with Trustees, and recommended connecting with experienced Trustees to develop an outline. Everyone who attends should find ways they can fit in with NCDA. Concreate ideas of how to participate, network, find support, etc. are helpful. Use time in ways that make sense for your group as a community.

- Annual Membership Meeting

Deneen will disseminate scripts for the General Sessions and Annual Meeting soon. It is anticipated that 60 attendees from international countries will be represented.

- Supervisor Training

Session is filled.

**State Divisions/Committee/Council Updates**

Presidential Task Force to Discuss NCDA’s International Work (Paul)

Skip will chair this task force. First meeting scheduled. Focus is on all the ways NCDA connects internationally.

State Divisions Update (Wendy)

Two members will help with training at conference. Great job happening with webinars. LinkedIn strategies are being developed for CDAs. A review of the state CDA handbook is taking place. Template marketing materials for CDA leaders to access are planned for development.

Publications Council Book Recommendation (Joon/Deneen)

Joon has a potential conflict of interest with this topic. Deneen shared this proposed new monograph for next fiscal year. Don Schutt is the author of “Promising practices in employee career development programs.” The PDC recommends this for publication.

MOTION was made by Skip to move forward with publication.

Celeste seconded.

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

**Research – Funding for NCDA Values Study (Joon)**

Joon reviewed the discussion which began at the Charleston CPI. Due to timing of Second Century Fund application process, additional funding resources are needed for this project now, primarily to fund graduate student travel.

Board recommend procedures have been completed. The survey is completed. Interviews are ongoing and almost completed. Data analysis has begun. Joon provided some insight into emerging findings with more to be shared at the conference.

Two graduate students will be traveling to the event to host a table in the expo area to inform members about this study, and encourage participation in the next survey. The final product will provide a set of values that meets the needs of the Long Term Plan. Joon shared that publication of the results is anticipated in Career Convergence and possibly CDQ.

Discussion supported the potential value of the results of this study for future decision-making and support of NCDA members.

MOTION was made by Kathy to allocate $2,067 to this study to help with its completion.

Skip seconded.

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

ACTION ITEM: Paul and Deneen will follow up with Brian on the allocation of this funding.

**International Credentialing Book Funding (Joon)**

Additional materials related to prior decisions and conversations were provided to the Board in advance via email. The board reviewed this information on the call and discussion from May 8th was continued. No contract was issued for a publication, while a motion was approved to create a Task Force to research the topic. The content created has been shared on the NDA website and is currently available to members. The PDC did not recommend publication. Joon’s request for funding was revisited, with a goal to finalize the work as a professional resource.

MOTION was made by David to allow Joon to move forward to complete the project at his expense, copyediting the resources that are now online and adding Chapters 1 and 14.

Kathy seconded.

10 votes yes, 1 abstention.

Motion passes.

Joon is also requesting the acquisition of an ISBN number from NCDA. This may need to be approved by the PDC.

MOTION was made by David to allow Joon to pursue discussion with PDC about the option of allowing this online document to receive an ISBN number and be available for printing at a requester’s expense.

TABLED after further discussion

ACTION ITEM: Deneen – return to PDC to clarify their earlier feedback on this work, and possibilities within this motion. More insight to be brought back to the Board at June meeting.

**University of Colorado, Colorado Springs Request for Support (Paul)**

Documentation was provided to the Board in advance, to include a description of the planned academic program, which included eligibility for NCDA credentials. Questions and discussion included:

* Will FCD requirements be met in the curriculum of this program? How would this be accomplished? And do we have access to the program of study to see the degree requirements?
* How would course instructors be vetted? They would need to be FCD Instructors.
* There is a lack of a precedence for requests like this. What would that mean for us as an organization? What would the criteria be for saying yes or no?
* Deneen shared that there has been one letter of support sent for a master’s degree program in school counseling. This was before the NCDA credentialing program.

ACTION ITEM: Paul – Paul will connect with the person submitting this request to discuss questions about curriculum, instructors, and expectations of support.

Sharon moved to adjourn; Celeste seconded. Unanimous vote to adjourn at 4:37pm.

*First draft of minutes sent to President and Deneen on May 25, 2018 by Melissa Venable*