



North Carolina Association for Developmental Education

Executive Board

Wes Anthony, President
Cherise Millsaps, Past President
Emily Moore, President-Elect
Torrey Burden, Secretary
John McHugh, Treasurer
Hilda Barrow, Conference Site Coordinator

Wes Anthony, NCADE President
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Joanne Matz & Jami McSwain, Western Regional Co-Chairs

Tammy Bishop, Awards Chair
Laura Kalbaugh, Membership Chair
Wilson Jones, Webmaster
Dana Sauls, Eastern Regional Chair
Tammy White, Central Regional Chair

EXECUTIVE BOARD MEETING MINUTES

Meeting Location: Wake Technical Community college – Perry Health Sciences Campus
2901 Holston Lane, HS2 330 – Raleigh, North Carolina

Friday, June 12, 2015
10:00 a.m. – 2:00 a.m.

Members Present: Wes Anthony, President; Emily Moore, President Elect; John McHugh, Treasurer; Hilda Barrow, Conference Site Coordinator; Tammy Bishop, Awards Chair; Laura Kalbaugh, Membership Chair
Via Conference Call: Cherise Millsaps, Past President; Torrey Burden, Secretary

I. **CALL TO ORDER**

President Wes Anthony called the Executive Board Meeting to order at 10:06 a.m.

II. **APPROVAL OF MINUTES**

The minutes of the March 27, 2015 Executive Board meeting were discussed. (Document was sent via e-mail prior to the scheduled meeting). Laura Kalbaugh moved for the minutes to be approved with the necessary corrections; seconded by Tammy Bishop; and the motion was carried.

III. **REPORTS**

- Treasurer Report: John McHugh
 - Documents sent via e-mail
 - Account Update:
 - Checking - \$7,096.26
 - Money Market - \$23,902.30
 - Share - \$29.72
 - Total - \$31,028.22

Discussion: Everyone was glad to see the increase in the account balance for the first time in a while.

Motion moved to approve the treasurer's report; properly seconded; and the motion carried.

- Awards: Tammy Bishop

- *John Champaign Memorial Award for Outstanding Developmental Education Program*

- One submission: Gaston Community College

Discussion: Gaston CC application is incomplete; submission not accepted for Program of the Year award. A recommendation will be made to them to reapply next year after adding additional information to the packet.

Motion moved by Hilda Barrow not to accept Gaston's application; properly seconded by Wes; and the motion carried.

- *Outstanding Alumnus of a Program Award*

- One submission: Darrin Miller from Cleveland Community College

Discussion: Wes will provide Darren's resume' before sending for submission at the national level.

Motion moved by Hilda to accept Darrin as the award winner; properly seconded by Laura; and the motion carried.

- *Outstanding Educator of the Year Award*

- Two nominations: Wes Anthony, Cleveland Community College; and Nancy Marquardt, Gaston Community College.

Discussion: (Wes left the room during the discussion for Cleveland CC nomination and John left the room for the discussion of Gaston CC). Both applications were complete; however resumes were not included in either packet.

Motion moved that Wes be awarded outstanding educator by Emily Moore; properly seconded by Hilda; and the motion carried.

Discussion: An open discussion was held on how to increase award nominations and to make sure that applicants submit complete applications. Hilda suggested an "Intent to Nominate" form be given out at the annual fall conference so that we can follow-up with those who are considering submitting nominations; reminders to be sent out in late January; and the submissions will be due during the regional conferences.

- Membership: Laura Kalbaugh

- As of today, we have 226 paid, current members.

- An additional 66 people have lapsed memberships.

- The following colleges are not currently members, but were former institutional members:

- Asheville Buncombe, Bladen, Caldwell, Durham Tech, Sampson, and Central Piedmont

- Edgecombe – does have some members that have renewed but not enough for institutional membership

Discussion:

- Suggestion was made to have executive board members contact the colleges as part of a membership drive: Wes – Central Piedmont and Caldwell; John – Asheville Buncombe Tech; Tammy – Edgecombe; Hilda – Durham; and Emily – Sampson and Bladen.

- Laura will look up institutions that have never had members and will work on finding contacts for those schools.

- Discussion regarding how to make the website more current and attractive for members. If membership can be paid online, this may be a way to increase membership.

- Professional Liaison/Conference Site Coordinator: Hilda Barrow

- The following organizations have accepted the professional liaison agreement and two of them sent representatives to the regional conferences:

- North Carolina Mathematics Association of Two Year Colleges (NCMATYC);

- North Carolina Teaching and Learning Association (NCTLA); and
- North Carolina Conference of English Instructors (CEI)
- Contacts have also been made with the North Carolina Adult Education Association and CLEA representatives, but no commitments have been made. Wes will contact Georgia and Tennessee.
- A suggestion was made to contact Two Year, First Year (Brad Bostain) organizations.
- Wes will work with SC Association for Developmental Education.
- NADE Mentoring New Chapter Proposal
 - Wes is working with new chapters to help them get started. Emily will help if needed. Also, Board members will be emailed if additional help is needed.

Discussion: Cherise, Past-President, will take on the duties of Professional Liaison Chair upon Hilda's retirement. Wes will go to all conferences that he can attend; he will also ask others on the Board to attend when he is not able. Additionally, Wes will take over Hilda's role as Conference Site Chair.

- 2015 Spring Regional Conferences
- 2015 NCADE Fall Conference
 - Personal information should be sent to Hilda or Emily; brought to the board for a roundtable.
 - Offer free booth space.
 - Hilda will send a copy of the contract. The contract will be ready for the next meeting.
- Web Site – Wilson Jones, Webmaster (report made by Wes).
 - It was undetermined if Wilson was able to follow-through with getting Pay Pal information for the website.

IV. OLD BUSINESS

- **To Do Lists**
 - Wes will work with Wilson to get a grant to get Pay Pal up and running on the Website.
- **2015 NCADE Spring Regional Conferences**
 - Spring Regionals were successful.
 - Attendance: Eastern - 69; Western - 61, and Central - 50
- **2015 NCADE Fall Conference**
 - Speaker: Hilda Barrow, past president of NADE. She expressed her gratitude for the opportunity.
 - Updates:
 - Laura made the motion that an invitation be extended to former board members to attend the luncheon; properly seconded by Wes; and the motion carried.
 - Emily was given approval to spend up to \$2,000 on conference expenses.
 - Vender form was approved.
 - Honor an Educator was approved. Emily will send proposed form to board members for approval before sending out.
- **Division of Regions**
 - Changes of whether to keep three regions or go back to two was up for discussion.
 - Discussion tabled until fall meeting.

V. NEW BUSINESS

- **New Legislation**
 - Discussion held. Details are unclear.
 - Senate has passed the bill, but the House has not taken it up yet.
 - Discussion of NCADE's role in how to move forward. Suggestion was made to have Wes draft a letter with Emily's help to the membership to inform them and help them respond.

VI. OTHER BUSINESS

- **Elections.**
 - Treasurer, Secretary and President-elect
 - Motion for John to continue the position of treasurer for one more year was made by Hilda; Wes seconded; and the motion carried.
 - Floor will be opened for nominations for Secretary and President-Elect.
 - Laura will sent out the call for nominations.
 - Wes will generate the list of nominees.
 - Laura will follow-up with the ballots
- **Increasing the value of NCADE membership**
 - Suggestion was made to create NCADE Redesign Consultants Program
 - Offer the service as a benefit of membership.
 - The board will pay for the gas and travel of board members who provide the service.

VII. NEXT MEETING

- The next meeting is scheduled to be held during the fall conference in Greensboro, NC. Hilda will let us know the location.

VIII. ADJOURNMENT

- **Motion:** moved for dismissal; properly seconded; and the motion was carried that the meeting be adjourned.
- The meeting was adjourned at 12:30 p.m.

Minutes were compiled from the notes of Emily.

Respectfully submitted,

Torrey M. Burden, Secretary