



North Carolina Association for Developmental Education

Executive Board and Officers

Jennifer Leigh, President
Ashley Parrott, President-Elect
Wes Anthony, Past President, Professional Liason
Torrey Burden, Secretary
LaKisha Cherry, Secretary-Elect
LaRonda Lowery, Treasurer
Cherise Millsaps, Conference Site Coordinator

Jennifer, NCADE President
c/o Pitt Community College
P.O. Drawer 7007
Greenville, North Carolina 27835
(252) 493-7744
www.ncade.net

2016-2017

Tammy Bishop, Awards Chair
Laura Kalbaugh, Membership Chair
Kris DeAngelis, Webmaster
Lucretia White, Eastern Regional Chair
Gabiella McCutchen, Central Regional Co-Chairs
Krysten Buchanan, Western Regional Chair
Joanne Matz & Jami McSwain, Conference Registrars

EXECUTIVE BOARD MEETING MINUTES

Friday, February 10, 2017

Wake Technical Community College – Northern Wake Campus
6600 Louisburg Road, Building F, Room 215, Raleigh, NC

10:30 a.m. – 2:30 p.m.

Members Present: Jennifer Leigh, President; Wes Anthony, Past President; LaKisha Cherry, Secretary-Elect; Cherise Millsaps, Conference Site Co-Coordinator; Laura Kalbough, Membership Chair; Lucretia White, Eastern Regional Chair; Gabriella McCutchen, Central Regional Co-Chairs; and Tammy Bishop, Awards Chair

I. **CALL TO ORDER**

President Jennifer Leigh called the meeting to order at 10:32am.

II. **APPROVAL OF MINUTES**

Laura Kalbaugh motioned to approve the minutes from the October 9th meeting and Ashley Parrott seconded them, so the minutes were approved.

III. **REPORTS**

- Treasurer Report: President Jennifer Leigh moved the account from the State Employee Credit Union to BB&T because they no longer handle non-profit accounts. Our treasurer, LaRonda Lowrey, completed the switch of accounts.
 - i. Current balance is 11,000 in checking and 24,000 in savings.
- Awards: Tammy Bishop motioned to send NADE a check for 350.00 for military hero fund for the NADE conference and President Jennifer Leigh seconded it.
 - i. Tammy reported that Western Piedmont Community College won the National Award for Outstanding Program. President Jennifer Leigh will accept the award

on their behalf at NADE during the business meeting on Thursday since no one from their college will be attending.

- Membership: Laura Kalbaugh
 - i. Due to Hurricane Matthew affecting the attendance of the NCCCS conference so registration fees transferred into paid membership dues for all non-attendees covering the next year. This saved the organization approximately \$3,000 instead of losing \$10,000.
 - ii. In preparation for the Fall NCADE conference, President Jennifer Leigh purchased new banners, pens, cozies, t-shirts, and buttons promoting “DevEd Works” to spread awareness and the significance of Developmental Education.
 - iii. Laura reported that currently there are 174 current paid members of NCADE and all others have been purged.
 - iv. Laura Kalbaugh suggested that NCADE send a membership invitation to all colleges without representation within the state although they may not have a dedicated department.
- Webmaster: Currently our webmaster, Kris De’Angelis, is on maternity leave. However, Ashley Parrott suggested that talking points and pictures to be added to the website to tell exactly what NCADE is and the services provided from the organization.
 - i. Ashley also suggested that media releases are drafted so that pictures taken at subsequent events are allowed to be published on the website. In the future, this form will be added to the registration form for NCADE.
 - ii. The Executive Board discovered that NCADE does not have a mission statement so it was decided that an email exchange begin by President Jennifer Leigh using the established by-laws.
 - iii. Gabby volunteered to update the website and regional pages to reflect the upcoming Spring Conferences during the absence of Kris.

IV. **OLD BUSINESS**

- T-shirts: President Jennifer Leigh will check the website to see if anyone has paid for any t-shirts online and if so get them distributed appropriately. Please encourage all members with a t-shirt to wear it at the Spring Regional Conferences.
- Kristen motioned that we increase the NADE scholarship from \$500 to \$750 and Tammy seconded that motion. Therefore, the motion as accepted by Jennifer to increase it. The Spring newsletter will indicate these changes. Tammy reminded the board that all scholarship applications have to be received by April 7th to be considered.

V. **NEW BUSINESS**

- New Position: Wes Anthony provided an update regarding his new position as the Director at Kellogg and requested that NCADE provide a full scholarship this coming year if possible. However, the board decided that would not be appropriate at this time. Wes also encouraged fellow developmental educators to apply to the McGraw-Hill scholarship for \$3,000.
- Wes, on behalf of NCADE signed a reciprocal agreement with Tyfi to co-host at the NCADE Conference on October 6th. Wes stated he will reach out to Past President, Glynis Mullins, to sign a reciprocal agreement with NCMATYC in the near future.

- Kellogg now has a white paper coming out to provide information on upcoming events. President Jennifer Leigh would like to create a flier to advertise the Kellogg scholarship from NCADE.
- As the professional liaison Wes requested that he is allotted a budget of \$200 a year to travel and promote NCADE at various conferences included but not limited to NCADE, SCADE or NCMATYC. President Jennifer Leigh motioned to allow Wes a \$200 budget and Gabriella seconded the motion. Therefore, it will now be a \$200 allotment every calendar year upon board approval for Wes to travel and set up booths/vendor tables to promote NCADE.
- CCRG: Laura Kalbaugh provided an update from the statewide CCRG initiative. Some of the information provided was the following:
 - i. There are currently 7 model community colleges that are participating to meet the legislature requirements.
 - ii. There will be several regional meetings to provide an update of legislation along with a timeline, and a question/answer session to the model colleges including PCC, Davey Tech, and AB Tech. The school districts will also be attending as well.
 - iii. In the fall of 2018 a full roll out of high schools will begin to impact the community colleges and in the fall of 2019 the goal is to try to get continuity across the state.
- 2017 Spring Regionals:
 - i. President Jennifer Leigh stated that she would contact Past Conference Site Chair, Allison Flowers, to share her to do list from last year to send to all of the current site coordinators.
 - ii. President Jennifer Leigh will send out the Call to Conference as well the proposal to each regional chairs. The conference cost are as follows: \$15.00 for members and \$25.00 for non-members. The deadline for proposals is March 10th and the registration deadline is March 20th.
 - iii. Wes will be responsible for calling vendors for all three regions and he will have all the vendor information to the regional chairs by March 6th. The vendor fee will be \$150.00 if they plan to attend and \$200 if the vendor will send in materials to be set-up/returned.
 - iv. Currently there is not a theme set for the State Conference in the fall.
 - v. Conference refunds will only be given on a case-by-case basis.
 - vi. President Jennifer Leigh will find out if a google document is correlated with online registrations and if it can be separated by region.
 - vii. Laura Kalbaugh will be sending out a complete membership list by region for cross listing for the conference registration.

VI. **Fall Conference:**

- Call to Conference should go out by August 15th
- Call for proposals should go out by May

VII. **NEXT MEETING**

- The next meeting will be June 5th from 10:30- 2:30 at Wake Tech.
- Laura will provide the specific location information.

VIII. **ADJOURNMENT**

- **Motion:** Laura Kalbaugh motioned for dismissal; properly seconded by Wes, the meeting was adjourned at 2:30 p.m. at Twisted Fork after lunch.

Respectfully Submitted,

LaKisha D. Cherry, Secretary- Elect