

CAPEA Executive Council Meeting

Thursday, January 21, 2010

9:30-11:00 am PST

Approved (March 6, 2010) minutes

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- (indicates attachment)

Executive Council members present: Wayne Padover, Delores Lindsey, Tony Avina, Dan Cunniff, Franca Dell'Olio, Robert Kladifko, Deb Erickson, Thelma Moore-Steward, Linda Hauser, Phil Mirci, Louis Wildman, Cheryl Ward, Floria Trimble, and Chris Thomas

- President's Welcome and Report Wayne Padover
Meeting convened by President Wayne Padover at 9:30 AM as members reported in to the conference call. He reported on the following:
 - 1) Dr. Padover welcomed CAPEA Journal Associate Editor, Franca Dell'Olio and Editor, Philip Mirci. Senior Editor, Deb Erickson, noted that Past President, Dr. Phyllis Hensley, was also providing mentoring to the new editors.
 - 2) Goal 12c, AASA Relationship: Dr. Padover noted he is still working toward making contact with AASA leadership. He will give a progress report at the February Exec. Committee meeting.
 - 3) Goal 13, CAPEA Awards Program: Dr. Louis Wildman and Dr. Deb Erickson agreed to provide leadership as related to this goal. An update will be given at the March meeting.
- President-Elect's Report* Don Wise
Knowing he could not attend today's meeting, Dr. Wise sent his report to members of the Council by email. Wayne, Cheryl, Floria, Linda and Delores gave updates for the Spring Conference:
 - Hotel arrangements are complete and Don will continue working with the hotel manager to clarify the "CAPEA" block of rooms when members call for reservations;
 - A list of area restaurants will be provided to Conference attendees;
 - The Program committee is confirming titles for some of the presentations;
 - UCEA speaker can not attend due to schedule conflict;
 - Overall conference costs are consistent with prior conferences;
 - Conference announcement and Call for Proposals were emailed to all members;
 - Chris, Membership Chair, will email all CAPEA Coordinators to distribute the Conference flyers to new and/or non-CAPEA faculty and doctoral students as a way to increase attendance and new members.
- Secretary's Report Delores Lindsey
 - Secretary Delores presented the unapproved Minutes from the Executive Council 12/3/09* meeting for approval by the Council. Louis moved to accept the attached minutes for approval by the Council; Floria seconded the motion; Wayne asked for discussion—no discussion; he called for the question; Council voted to approve the minutes of 12/3/09.

- Secretary Delores Lindsey presented the unapproved Notes, Executive Committee, 12/17/09* meeting for approval by the Council. Tony moved to accept the attached minutes for approval by the Council; Thelma seconded the motion; Wayne asked for discussion—no discussion; he called for the question; Council voted to approve the Notes of 12/17/09.
- Delores reported she is researching how to make member registration and Conference Registration an on-line process. She will report back to the Council at a future date.

Treasurer's Report *

- Treasurer Thelma Moore-Steward reported a balance adjustment of \$.70. The ending balance as of 01/13/10 is \$26,853.63
- Thelma reported that disbursements to the publishers for CAPEA journals have not yet been made.
- Bob moved to approve the Treasurer's Report as reported today;
- Floria seconded the motion;
- No discussion on the Report.
- Motion approved to accept Treasurer's Report.

- Past President Report

Phyllis Hensley

In Phyllis' absence, no Report was given today on:

- Action Plan, Goal #6, Assisting New Members; or
- CAPEA Journal, 2008-2009 update.

- Membership Report

Dr. Chris Thomas, Membership Chair, reported that he will send Spring Conference flyers to Membership Committee Coordinators to distribute among faculty and doctoral students at all member campuses.

- CAPEA Journal Report-2009-2010

- Action Plan, Goal #9

Dr. Deb Erickson reported that the CAPEA Journal's Call for Papers was sent to Gary Kinsey for posting to the CAPEA website. The Journal's theme is : *Leading and Learning: Supporting Adult Development for All Educators*. Deb welcomed Franca and Phil as new editors for the Journal. Deb reported the next 2009-2010 CAPEA Journal should be ready to distribute to members by Fall Conference, 2010. She noted that the 2008 and 2009 Journals will be arriving to members soon.

- Diversity Chair Report

- Action Plan, Goal #8*

Dr. Delores Lindsey reported the Diversity Committee has done some preliminary planning to address the need for speakers and presentations at CAPEA Conferences. Tony suggested the committee might consider as Conference speakers and presenters, local administrators and districts that have a proven track records of employing administrators of color.

- Historian's Report
 Dr. Louis Wildman gave updates about the "Heritage Project". He has conferred with Gary Kinsey and Richard Feldman for launching the Heritage Project on the CAPEA website. Members will submit items for posting directly to Louis. He is the primary reviewer to determine the items that are accepted and posted. He requested 3 volunteers to serve as Assistant Editors for the items he determines might need further review or editing. The volunteers are: Dan Cunniff, Bob Kladifko and Deb Erickson.

- NCPEA Report Gary Kinsey/Louis Wildman
 - Action Plan, Goal #12a*
 Dr. Wildman reported the NCPEA Conference will be held in Washington, D.C. in August 2-6, 2010. He and Gary Will give a full report of Goal 12a at the March Council meeting.

- CAPEA Technology/Website Report Gary Kinsey/Louis Wildman/Dan Cunniff
 - Action Plan, Goal #11*
 Drs. Cunniff and Wildman reported the goal of the committee is to make the CAPEA website more useful to CAPEA members. The Heritage Project is an example of how the Website can benefit CAPEA members.

- CSBA Report Ron Leon
 -Action Plan, Goal #4*
 Dr. Leon will give a full report at the March meeting.

- * Legislative and CCTC Relations Bob Kladifko/Gary Kinsey
 - Action Plan, Goal #14*
 Dr. Kladifko indicated that he will continue to send Legislative updates to the membership through Wayne and Delores. Council members engaged in a discussion about the need for more pro-active involvement with legislation focused on IHEs and pk-12 education. Members also discussed CAPEA's interaction with ACSA through the ACSA/CAPEA Committee and CAPEA's role with CCTC. Currently, Dr. Gary Kinsey, as a member of the Commission serves as CAPEA's rep to CCTC as part of our outreach efforts. Deb shared as a reminder that, as per Larry Birch, CCTC will begin a full review of the Leadership Program Standards in two years. She reminded Council members of the outstanding relationship CAPEA has with Larry Birch from CCTC Staff in preparation for the Program Standards review and revisions. Bob indicated he wanted to work with Tony and others to develop a CAPEA Legislative Platform consistent with the CAPEA Legislative Relations Goal # 14.

- ACSA-CAPEA Report
 - Action Plan, Goal #3*

Dr. Tony Avina offered the Action Plan as a “proposed” draft. He will confer with the committee and give a full report at the March meeting.

- UCEA Report

-Action Plan, Goal #12b*

Dr. Linda Hauser report was delivered earlier on the agenda due to her schedule conflict. She has spoken with Michelle Young, Executive Director of UCEA about the focus for CAPEA to *mine* (Action Plan item #3) (I got a bit confused on this one, not sure I listened well enough, although I do think you have it!) the UCEA website through twitter and blogs. Linda reiterated that Michelle is very committed to working with CAPEA as partners. Linda will communicate UCEA website information and resources to CAPEA members.

Linda also reported that part of the Action Plan evaluation is to collect survey data from CAPEA members. She noted that other Action Plans also indicated “member survey” and we might want to look ahead to combining the survey questions from all committees into one instrument rather than send multiple surveys to members. Council members quickly concurred and suggested Don Wise might be the member to help design the survey through Survey Monkey.

- Other Business

1. Request approval of the Heritage Project to be housed on the CAPEA Website

President Padover requested the approval of the Heritage Project to be housed at the CAPEA Website; Louis moved to approve the request; Bob seconded the motion; no discussion; Motion approved.

2. Request approval to invite representatives of the Educational Leadership Programs of the University of Nevada, Reno and the University of Nevada, Las Vegas to attend the CAPEA, 2010 Spring Conference

President Padover requested approval for the above stated invitations; Louis moved to approve the request; Tony seconded; no discussion; Motion approved.

2. Other: No items were added to the agenda

President Padover noted:

Next Executive Council Meeting – March 6, 2010 (12:15 p.m.) following Sp. Conf

Next Executive Committee Meeting – **February 18, 2010, (9:30 a.m)**