I. Welcome and Introductions – Terry Musser welcomed the group and attendees introduced themselves. Present were Terry Musser, Pamela Marsh-Williams, Kerry Kincanon, Karen Lewis, Heather Doyle, Brett McFarland, Lisa Laughter, Sherrie Jensen, Nora Allen Scobie, Sam Murdock, Wendy Troxel, George Steele, Jayne Drake, Stephanie Hands, Karen Boston, Carol Pollard, Jeanette Wong, Jo Anne Huber, Yvonne Halden, Bill Torgler, Bruce Norris, Maxine Coffey, Leigh Cunningham. Absent: Blane Harding, Adam Duberstein, Brian Russell, Jose Rodriguez.

II. Consent Agenda: Approval of Minutes from May 7 Meeting – Torgler moved and Norris seconded to approve the minutes of the May 7 Administrative Division meeting via Adobe Connect; motion carried.

III. Accomplishments of Committees and Advisory Boards – All
   A. Jeanette Wong noted that the Publications Advisory Board has established a five-year cycle for reviewing, updating and rewriting all publications.
   B. Karen Lewis and Kerry Kincanon shared that the Awards Committee developed recommendations for awards readers, and worked with the EO to improve the Awards Reception.
   C. Sherrie Jensen noted that the Membership Committee has updated guidelines for allied members.
   D. Bill Torgler and Stephanie Hands said the Administrators’ Institute Advisory Board has implemented a new and aspiring administrator component.
   E. Brett McFarlane described significant NACADA investment in technology via supplemental budget request to the Finance Committee, the creation and pilot of training for committee members via Adobe Connect, refinements in investment strategy, and continuation of making finances as transparent and understandable as possible.
   F. Wendy Troxel noted the Research Committee has reconceptualized the research proposal process for students, increased the amount of funding available for research grants, and completed formal guidelines for surveys to prevent survey overload of members.
   G. Jayne Drake said potential consultants can apply to the AACS Advisory Board online and an apprenticeship program is being formulated; also proposed are changes in how consultant requests are processed and invoiced.
   H. Lisa Laughter noted the operating hours of the Member Career Services Committee both at the annual conference; committee members present a career services panel at the annual conference and at as many regional conferences as possible.
I. Carol Pollard said the ELP Advisory Board has completed an electronic presentation about the ELP for all regions; the AB also plans at least two publications and several AAT articles this year.

J. Yvonne Halden indicated more information is being distributed by the Webinar Advisory Board, which is also reviewing more sponsored broadcasts from commissions and interest groups.

K. George Steele noted that the Technology Committee is collaborating with the Technology Commission on survey processes, and is working with the EO on social media initiatives.

L. Joanne Huber said the Summer Institute Advisory Board had two mentee/mentor teams at SI; the initiative worked very well and will be continued. Criteria for SI faculty are being reviewed.

M. Nora Allen Scobie and Sam Murdock said the Professional Development committee has carried its data mining goal forward pending possible restructuring of the committee and operationalization of the leadership development task force’s recommendations.

N. Heather Doyle said the Diversity Committee is working to refine the committee’s purpose and better reflect its goals.

O. Bruce Norris noted the Annual Conference Advisory Board reviewed satisfaction survey comments from the past five years and is analyzing the information for trends and possible changes.

IV. Visioning and Goal Setting – Musser commended Division chairs for the excellent level of accomplishment, collaboration and communication during the past year. Charlie Nutt, Josh Smith, Joanne Damminger and JP Regalado spoke briefly to the Division and thanked chairs for their work as well. Rich Robbins conducted a workshop activity with the group on identifying, working through and planning for an outcome so that chairs would have a model to take to their respective committees and advisory boards in planning their year’s work.

V. Outcomes and Planning – Robbins led the group in working through an Administrative Division outcome which would ask each committee and advisory board to review its purpose and infrastructure needs. Musser asked each unit to work on this outcome and possibly an additional outcome pertaining to their unit’s purpose and charge. Robbins offered his assistance to unit chairs as they complete their plans and reports.

VI. Concluding Remarks and Adjournment – The meeting was adjourned at 4:40 p.m.