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***NCDA Board of Directors Conference Call***

**May 3, 2016 \* 3:00pm Eastern Time**

**Minutes**

Present:

Cynthia Marco-Scanlon, President Brian Montalvo, Trustee

Mark Danaher, Past President Carol Vecchio, Trustee

David Reile, President-Elect Wendy LaBenne, Trustee

Paul Timmins, President Elect-Elect Hyung Joon Yoon, Trustee

Ellen Weaver-Paquette, Secretary Kathy Evans, Trustee

Marilyn Maze, Treasurer Ray Davis, Trustee

Deb Osborn, ACA rep Deneen Pennington, Executive Director

**Meeting called to order by Cynthia Marco-Scanlon** at 3:03 pm, May 3, 2016

**Roll Call (Ellen Weaver Paquette)**

**Approval of the Agenda (Cynthia)**

**MOTION: to approve the agenda**

**Moved by Ray Davis, seconded by Marilyn Maze, all approved**

Discussion of John Long letter at end of agenda items

**Treasurers Report (Marilyn Maze)**

Consistent with expectations at this time

**Consent agenda**

1. Minutes approved from March (Ellen)
2. Approval of three members (Walter Lodes, Jim Peacock and Celeste Hall) to the CDF Advisory Council (Hyung Joon Yoon)
3. Approval of charter for Vermont and New Hampshire CDA to move on to the Membership meeting (Wendy LaBenne). We clarified a question on joint status. The 2 states will now be one unit (funding will be applied to the unit, not to individual states).
4. Approval of new Associate Editor (Nancy Miller) for Career Convergence (Deneen Pennington)
5. Awards Committee recommendation (Brian Montalvo). Clarification: there will be 2 different Outstanding Career Practitioner awards according to tenure/experience and the Exemplary Career Center Awards will be divided between university settings and non-academic settings (i.e. Government, Business, Non-profit, Community Organizations, etc.)

**MOTION:** to approve Consent Agenda with one motion to approve all items

**Moved by Deb Osborn, seconded by Kathy Evans, all approved**

**AGENDA:**

1. **Updates from all re: Committees**

a. Publications Committee - Deneen reports that Deb’s Teaching monograph will be ready for sale at Chicago conference

b. Veterans Committee – Ray Davis reported Co-Chairs Charles Lehman, Krysta Kurzynski, and Mike Marlowe of Automated Federation have designed a presentation for the Chicago conference to address veteran issues: “Counseling Veterans About Automation Careers”.

c. NCDA Government Relations Committee-Ray reported that Co-Chairs Niel Carey and Rebecca Dedmond have been working diligently with Brian Montalvo on a number of issues All are attending the Global Pathways Institute and have been working with the Manufacturing Skills Standards Council (MSSC) and Leo Reddy to advance the “Career Literacy” national movement. They completed an article, “The Need for Career Development” with LobbyIt’s Luke Wallwork. They have also been very active in the guideline development of Every Child Succeeds Act (2015). They have been active in providing input on the Higher Education Act, JOBS Act, and have provided the House Education and Workforce Committee hearings input on career counseling for the Every Child Succeeds Act. They are also collaborating with the School Career Counselor and Specialist Constituency to present, “legislative Reauthorization Effecting Career Counseling Delivery” and “government Relations Team Briefing: Making a Difference in Fostering a Better Workforce” at the conference.

d. Leadership Academy Committee and Diversity/Inclusion Committee– Carol Vecchio reports all in place for conference

e. Research Committee – Deb reported on CDQ award, connect research with membership

1. **Update from Credentialing Organizing Committee (Marilyn)**

Marilyn presented a report on the meeting (April 25, 2016) of the NCDA Credentialing Organizing Committee (COC). She reviewed roles, scope of the work, naming of credentials, the background investigation by the Committee of career related titles in United States and abroad, levels, names and descriptions of titles, the launch of the Career Services Provider Advisory Board (CSCAB), policy statements and future meetings.

**MOTION: To accept the credential titles as presented by COC for trademarking immediately and for presentation at the conference.**

**Moved by David Reile, seconded by Brian, all approved**

1. Renaming of CDF Advisory Council

**MOTION: to change the name of the CDF Advisory Council to the Career Services Provider Advisory Council**

**Moved by Marilyn,** seconded **by Joon, all approved**

1. Status of International Task Force

Originally, the CSP Advisory Council requested a review of career practitioner credentialing outside the US. Now that the COC has formed, the COC is taking over this request and asking for a taskforce to research all levels of career practitioner credentialing outside of the US. The COC asked if this research study could be a “special issue” of the CDQ so that researchers could get their work published in a refereed journal. A rough estimate of the cost for this would be $10,000 to $12,000 for a special issue. Other publication options may also be available. The Taskforce would have a one-year timeframe and would address the issues which the COC needs to have researched.

**MOTION: to create an International Taskforce to research credentialing and training in the field of career development around the world**

**Moved by Marilyn, seconded by Joon, all approved**

1. Plans for training for counselor educators

There have been requests for a curriculum for career counselor courses. We agreed that asking the CSP Advisory Council to create such a curriculum would not be appropriate and discussed who else could do this. The NCDA/ACES Commission has recently been dissolved by ACES because it does not fit their model. Perhaps this group would be willing to take on the challenge of defining the requirements/content for an NCDA approved career counseling curriculum? We also discussed the use of the Counselor Education Academy which is performing a similar function at the NCDA Conference. As we are still investigating what is needed, so no motion was appropriate.

ACTION ITEM: Deneen will ask the ACES/NCDA interest group to work with COC to help counselor educators develop a career counselor curriculum.

1. Conference info/updates provided via email to Ellen by Deneen on May 4, 2016

We have 983 registrants so far for Chicago. The Hyatt is now sold out and we are offering two other overflow hotels in walking distance to the Hyatt. The planning is going well; lots of excitement about the new Career Talks and Poster Session. We still have volunteer opportunities available so please tell your students/colleagues to contact [mpowell@ncda.org](mailto:mpowell@ncda.org) for more information.

1. Nominations/Elections Slate approval (Mark)

**MOTION: to approve the slate as presented**

**Moved by Paul Timmins, seconded by Ray seven approvals, 3 abstentions (Joon, Carol and Ellen)**

1. NCDA/ACES Commission (dissolved by ACES) Cynthia and Kathy

ACES dissolved its joint commission with NCDA without notice as it does not have any other commissions, it is now an interest group.

ACTION ITEM: Kathy will work with Melinda and Cynthia Marco-Scanlon to draft a response to ACES

1. SVP conference update provided via email to Ellen by Deneen on May 4, 2016

Cynthia, David, Paul and Deneen will attend the SVP Conference later this month at Florida State University. The leadership asked for a collaborative meeting where we can discuss potential research and sharing of publications. They are particularly interested in our new e-publishing vendor. We may also open discussions about hosting a future SVP conference as part of the NCDA Annual conference.

1. Bylaws revision (Paul)

Work continued after the Board meeting in February on details that was reviewed. Tasks can be reassigned amongst constituencies and trustees by adding the phrase “specific responsibilities under job titles in the policies and procedures manual.”

**MOTION: to approve the Bylaws as amended**

**Moved by Paul, seconded by Deb, all approved**

At 4:55pm, the Board of Directors went into Executive Session to discuss a member letter thus concluding the official minutes of the conference call.

Respectfully submitted,

Ellen Weaver Paquette, Secretary