American Association of Community Colleges
Affiliated Council

National Council on Student Development

Name of Affiliated Council

Annual Report

July 1, 2014 - June 30, 2015
AACC AFFILIATED COUNCIL ANNUAL REPORT

Under the guidelines established by the AACC Board of Directors, each AACC-Affiliated Council is required to submit an annual report by August 15 of each year. The report should cover the period July 1 - June 30, which is the Board approved reporting year. Please provide all information requested. Failure to submit a complete report by the due date may result in withdrawal of affiliation. Information about 2015 - 2016 activities will be posted on the AACC website. Reports will be made available to the Board Liaison and Staff Contact for each Council.

Reports are to be submitted electronically by August 15, 2015, to Jennifer Tinch, COAC Liaison at jtinch@aacc.nche.edu.

General Information

Affiliated Council Name:  National Council on Student Development (NCSD)

Year for which report is submitted:  July 1, 2014 - June 30, 2015

Person submitting report:  Tyjaun Lee, Ph.D.

Affiliated Council position:  President

Professional title (please write out):  Vice President for Student Services

Complete Address:  301 Largo Road

City:  Largo  State:  MD  Zip:  20744

Phone:  301-546-0412  Fax:  301-546-0186

Email:  leeta@pgcc.edu

Affiliated Council website address:  www.ncsd-aacc.com

Year Affiliated Council was founded:  1974
Membership Information

1. Current number of members: __84____ Individual __48__ Institutional

2. Month/Year when newly elected officers assume positions: __N/A____________________

3. Length of officers’ terms: __N/A (Board Stay) Current board members will remain until organization has transitioned from previous third party vendor.____________________

Please include the following:
   X Roster of current officers for 2014 to 2015
   X Roster of next year’s officers for 2015 to 2016 (if known)

2016 AACC Convention Information

2016 AACC Convention meeting/forum contact: __Susan Edwards____________________

Name of person responsible for submitting paperwork for the meeting/forum: __Susan Edwards____________________

Title: __Secretary____________________

College/Institution: __National Council on Student Development (NCSD)____________________

Address: _1625 Eastover Drive__

City: __Jackson____________ State: _MS__ Zip: _39211_______

Phone: __601-984-3541__________ Fax: _______________________

Email address: __susan.edwards@ptk.org____________________

Please list the name of the person from your organization who will read and review proposals for the 2016 AACC Annual Convention. Readers will receive materials in October 2015.

Name: __Tyjaun Lee____________________

Title: __President____________________

College/Institution: _Prince George’s Community College____________________

Address: __301 Largo Road____________________

City: _Largo_____________ State: _MD _ Zip: _20774________

Phone: __301-546-0412___________ Fax: __301-546-0186________

Email address: __leeta@pgcc.edu____________________
Future Affiliated Council Meeting Dates

AACC will post your Affiliated Council meeting dates on the AACC website Event Calendar with a link to the organization’s website. Please provide us with information on the meetings you wish posted.

Annual Meeting(s):

**Meeting Name:** _NCSD Board of Directors Meeting_____________________

Dates: _October 24, 2015_____________________________________

Start and End Times (if applicable): ___8:00 a.m. – 5:00 p.m. ______________

City/State: __Baltimore, Maryland ______________________________________

Hotel/Other: __Embassy Suites Baltimore Inner Harbor _______________________

Theme: __Board of Directors Meeting_____________________________________

Description:___Annual Board of Directors Meeting________________________

Post on AACC website: _____Yes ___X___ No

If yes, please provide link: _____________________________________________

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**Meeting Name:** _The First Student Women’s Leadership Institute__________

Dates: __October 22-24, 2015___________________________________________

Start and End Times (if applicable): _8:00 a.m. – 5:00 p.m. ________________

City/State: _Baltimore, Maryland_________________________________________

Hotel/Other: __Embassy Suites Baltimore Inner Harbor _______________________ 

Theme: _Empowerment Career Readiness, Lifestyle Development, and Financial Literacy

Description: _Student Leadership Institute focus on networking and building relationships

Post on AACC website: ____X____Yes _____ No

If yes, please provide link: _http://www.ncsd-aacc.com/student-womens-leadership-institute/
Meeting Name: _NCSD National Conference

Dates: _October 25-27, 2015

Start and End Times (if applicable): __8:00 a.m. – 5:00 p.m.

City/State: _Baltimore, Maryland

Hotel/Other: _Embassy Suites Baltimore Inner Harbor

Theme: _Refocus, Resiliency, and Renewal

Description: _National Conference dedicated to community college student affairs professionals

Post on AACC website: _Yes ___No

If yes, please provide link:_http://www.ncsd-aacc.com/2015-ncsd-national-conference/

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Meeting Name: _____________________________________________________

Dates: _____________________________________________________________

Start and End Times (if applicable): ____________________________________

City/State: ________________________________________________________

Hotel/Other: ______________________________________________________

Theme: __________________________________________________________

Description: _____________________________________________________

Post on AACC website: _____Yes _____No

If yes, please provide link:____________________________________________
Meeting Name: _______________________________________________________

Dates:________________________________________________________________

Start and End Times (if applicable): ______________________________________

City/State: ____________________________________________________________

Hotel/Other: __________________________________________________________

Theme: __________________________________________________________________

Description: __________________________________________________________________

Post on AACC website: ____ Yes ____ No

If yes, please provide link: ________________________________________________

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Meeting Name: _______________________________________________________

Dates:________________________________________________________________

Start and End Times (if applicable): ______________________________________

City/State: ____________________________________________________________

Hotel/Other: __________________________________________________________

Theme: __________________________________________________________________

Description: __________________________________________________________________

Post on AACC website: ____ Yes ____ No

If yes, please provide link: ________________________________________________

If you have additional meetings, please list below.
Leadership Programs

AACC is interested in partnering with the Affiliated Councils on various leadership programs. Please list the title, date, and location of leadership programs your affiliated council will host between June 2015 - June 2016.

NCSD Leadership Institute: NCSD's Community College Student Development Leadership Institute is designed to nurture participants for career advancement in Student Development. Using the "Reclaiming the American Dream: Community Colleges and the Nation's Future" as the foundation for the Institute, the Institute will provide an exciting opportunity for participants to share ideas, engage in critical discourse, and learn from each other while preparing to meet the challenges facing our profession.

Publications

Please list any and all publications by your Affiliated Council.

N/A

Statement of Affiliated Council’s Purpose and Goals

Please include a statement of the overall purpose and goals of this Council/Organization. The guidelines for affiliation require that a Council’s bylaws support the purposes and objectives of AACC.

An Affiliated Council of the American Association of Community Colleges CONSTITUTION The National Council on Student Development is an affiliate council of the American Association of Community Colleges (AACC) and the only organization solely dedicated to serving the needs of student development professionals in the community college. NCSD is the nation's primary voice for sharing knowledge, expertise, professional development and student advocacy for community college student development professionals.

I. NAME

This organization shall be known as the National Council on Student Development: An Affiliated Council of the American Association of Community Colleges.

II. PURPOSES

The Council is committed to the following purposes:

A. To provide and promote leadership in student development by enhancing opportunities for training and leadership of student development professionals.
B. To promote and foster student development in community colleges by focusing on student success for a diverse cross section of students.

C. To enhance and support social and workforce development in communities and to assist in forwarding the overall mission and effectiveness of the community college.

D. To initiate and be responsive to American Association of Community Colleges in policy formulation which affects student development.

E. To serve as a central collection and dissemination agency for information on historical, current and future trends in the field of community college student development.

III. MEMBERSHIP

Membership in the Council shall be open to all professionals involved or having an interest in student development in community colleges. Membership may be individual or institutional. The membership period shall be effective on an annual basis.

IV. DUES

Members shall pay individual or institutional annual dues as approved by the Executive Board. Dues received from a new member after January 1 of a given fiscal year constitutes payment for the succeeding fiscal year.

V. EXECUTIVE BOARD AND SPECIAL INITIATIVES

A. Executive Board - The Executive Board shall be the affirmed Officers of the Council; the President, President Elect, Secretary, Treasurer, Past President, Director of Communications and Publications, Director of Membership and Marketing, At-Large Directors and the Executive Director of the National Office hired by the Executive Board. The duties of the Executive Board shall be as specified in the By-Laws.

B. SPECIAL INITIATIVES

The President may appoint chairs and members of Special Initiatives as needed. These appointments shall be made with the approval of the Executive Board. The duties of the chairs and members of the Special Initiatives shall be as specified in the By-Laws.

VI. ELECTION OF OFFICERS

A. Nominations and Elections Committee - The Past President, President, and President Elect shall serve on the Nominations and Elections Committee. The Past President shall serve as the chairperson of the Nominations and Elections Committee.

B. Nominations - The Nominations and Elections Committee shall be responsible for submitting a slate of candidates for all open positions to the Executive Board by February 1 of
Approved by AACC Board of Directors, April 20, 2013

each election year. The Executive Board shall either approve or modify and submit the slate of candidates to the membership no later than March 1 of each election year.

C. Ratification of Slated Candidates - The Executive Director will conduct ratifications by e-mail. Ratification shall be by simple majority of active members submitting valid ballots.

D. Terms of Office - The President Elect shall serve a three-year term as President Elect, President and Past President. The Secretary and Treasurer shall serve two-year terms. The Secretary shall be elected in even numbered years and the Treasurer in odd numbered years. The Communications and Publications Director and Membership and Marketing Director shall serve two-year terms. The Communications and Publications Director shall be elected in odd numbered years. The Membership and Marketing Director shall be elected in even numbered years. At-Large Directors shall be elected to serve a two-year term by the voting membership. Two shall be elected in even numbered years and two in odd numbered years. All terms of office shall coincide with the fiscal year.

E. Vacancies In the event of a vacancy from the Executive Board, the President shall make an appointment to fill the unexpired term, subject to the approval of the Executive Board.

VII. MEETINGS

All meetings shall be conducted by Roberts Rules of Order.

A. Executive Board - The Executive Board shall meet a minimum of two times annually including one meeting scheduled in conjunction with the annual conference. Special meetings of the Executive Board may be called by the President or upon request of the majority of the Executive Board members. A quorum shall consist of a simple majority of the voting members of the Executive Board.

B. Annual Council Business Meeting A minimum of one Council business meeting of the general membership shall be held annually.

C. Announcement of Council Business Meetings Announcement of the date, time and location of the Council business meetings shall be sent to the general membership no later than one month preceding the date of the meeting.

VIII. FINANCES

A. Fiscal Year The fiscal year shall be July 1 to June 30.

B. Fiscal Policy - The Executive Board shall adopt a budget for each fiscal year. The Executive Board may accept gifts and grants on behalf of the council and direct the President or a designee or the Executive Director to enter into contracts with appropriate persons or agencies to perform services consistent with the purposes of the Council.

C. Budget The annual budget of the Council shall be recommended by the Treasurer to the Executive Board for approval.
D. Use of Income and Assets All of the income and the assets of the Council shall be used solely for the purposes of the Council. No part of the assets shall be distributed to the members.

E. Dissolution In the event of dissolution or other termination of the Council, title to all assets shall rest in such organization which qualifies under Section 501(c)3 of the Internal Revenue Code of 1954 or any successor provision thereto (as members may select by vote).

X. AMENDMENTS TO THE CONSTITUTION

A. Proposed amendments to the Constitution may be submitted in writing by the membership to the President or the Executive Director.

B. The President or the Executive Director will send written notice of any proposed amendments to the Constitution to the members of the Executive Board at least two months prior to the date of the annual Council business meeting.

C. All proposed amendments must be approved by a simple majority of the Executive Board before being submitted to the membership at the annual Council business meeting for a vote of those members present.

D. The Constitution shall be amended or rescinded at the annual Council business meeting by an affirmative simple majority vote of those members present.

BY-LAWS

By-Laws may be established to assist the organization to run effectively.

A. Membership Active members shall be those individuals or institutions who support the purposes of the Council and who pay dues established by the Executive Board. Institutional membership may include up to ten persons employed by the same college. Each member is entitled to one vote on issues presented to the Council.

B. Organizational Structure - The Executive Board shall consist of the affirmed Officers of the Council; the President, President Elect, Secretary, Treasurer, Past President, Director of Communications and Publications, Director of Membership and Marketing, four At-Large Directors and the Executive Director of the National Office hired by the Board of Directors.

C. Conduct of Business - The Executive Board shall conduct specific business of the Council as called upon by the President or other members of the Board. In addition, it shall approve all recommendations of the Nominations Committee. The Executive Board shall be responsible for appointing an Executive Director. The Executive Director shall carry out the responsibilities as chief executive officer and execute the business and administrative operations of the National Office. The Executive Board may elect a Council member to run for the AACC Board of Directors as a representative of the Council. This candidate shall be a current member of the Council and shall have served as a member of the Executive Board. The Executive Board
shall consider and approve all proposed amendments to the Constitution and By-Laws prior to their submission to the membership of the Council.

D. Executive Board Responsibilities

The President shall:
• Maintain a strategic direction for the Council and provide a Strategic Plan to the membership.
• Conduct all meetings of the Executive Board and the annual Council membership meeting.
• Appoint all Chairs and Liaisons except for the Nominations Committee. These appointments shall be made with the approval of the Executive Board.
• Coordinate the activities of the Officers, Executive Board and National Office.
• Serve as a custodian (along with Treasurer) of the Council bank account.
• Serve as a liaison and represent the Council at the meetings of the American Association of Community Colleges and prepare an annual report following the Association guidelines.
• Serve on the Council of Chairs and the Commission on Academic, Student Development and Community Resources of AACC.
• Ensure that the Constitution and By-Laws are followed and that members of the Council are informed about student development matters deemed important. Represent the Council at meetings of the AACC when requested to do so.
• Accept or request a resignation in the event an Officer, Director, Chair or Liaison cannot carry out his or her duties.
• Appoint a member to fulfill the duties of the vacated position until the next election in the event of a resignation.
• Work with the Past President to hold an immediate election if the position is that of the President-Elect.
• Serve on the Nominations and Elections Committee.
• Seek and accept funds from both public and private sources and enter into appropriate contractual agreements in order to implement the stated purposes of the Council with the approval of the Executive Board.
• Evaluate with the Executive Board the activities of the National Office including the Executive Director on an annual basis.
• Fulfill any other duties as appropriate.

The President Elect shall:
• Plan and develop the annual conference and Leadership Institute in conjunction with the Executive Director and the Conference Coordinator/Institute Coordinator.
• Facilitate the annual conference.
• Preside at meetings in the absence of the President.
• Serve on the Nominations and Elections Committee. Coordinate and submit a program presentation on student development to be held as part of the American Association of Community Colleges’ annual convention.
• Submit all meeting room requests for the AACC Convention.
• Serve as the alternate to the Council of Chairs and a Commission of AACC as appointed.
• Assist President and Past President in the evaluation of the National Office and Executive Director on an annual basis.
• Perform other duties as the President may require and serve in the absence of the
President.

The Past President shall:
• Serve as the chairperson of the Nominations Committee.
• Seek general nominations from the general membership and putting forward a slate of candidates for Executive Board consideration and action.
• Serve as an advisor to the President.
• Hire an auditor at the completion of the Treasurer's term of office.
• Assist President and Past President in the evaluation of the National Office and Executive Director on an annual basis.
• Perform other duties as the President may require.

The Secretary shall:
• Record and distributing the minutes of all meetings of the Executive Board and the annual business meeting.
• Maintain the official records and correspondence of the Council.
• Work with the National Office to ensure all records of the Council are submitted to the archives at Bowling Green University (OH).
• Fulfill any other duties as requested by the President.

The Treasurer shall:
• Propose and seek approval of the annual budget of the Council at the spring Executive Board meeting for the fiscal year beginning in July.
• Propose and seek approval of the annual budget of the Conference and Leadership Institute at the spring Executive Board meeting for next year's conference/institute.
• Work with the National Office on maintaining Corporate or and Conference Sponsors.
• Develop and maintain a long-term financial plan.
• Make regular financial reports to the Executive Board and the membership at the annual meeting.
• Serve as the custodian of the Council bank account and credit card along with the Executive Director and the President.
• Maintain the financial records of NCSD and process the accounts payables.
• Reconcile the monthly bank statements.
• Monitor investments and propose renewal or use of those investments.
• Complete the appropriate IRS form every year as required.
• Hire an auditor to audit the accounts at end of the term of office with the assistance of the Past President.
• Perform other duties as the President may require.

The At-Large Directors shall:
• Provide advice to the Executive Board on student development issues.
• Provide advice to the Executive Board on strategic planning issues and future direction.
• Recommend information for inclusion in Council publications Identify members who may serve as future Council leaders.
• Act as a point person to develop and maintain contacts with AACC and other groups at the
national level who are committed to community college student issues and needs.
- Communicate about community college student issues and needs from NCSD to AACC, ACCT, ACE and other organizations associated with the policy community.
- Work cooperatively with AACC and other policy groups committed to community college students (e.g. NASPA, ACPA, etc.) and other AACC Councils.
- Act as a liaison to special initiatives.
- Perform other duties as the President may require.

The Communications and Publications Director shall:

Work with the National Office to:
- Solicit, gather and edit copy for Council newsletters.
- Create and send regular communications to the membership via email.
- Solicit, gather and edit copy for the annual conference and leadership institute brochures and program.
- Create and edit materials that are posted to the Council's website.
- Submit articles to the Community College Times and other publications as appropriate.
- Attend Executive Board meetings and report on activities.
- Solicit, gather and edit copy for the annual monograph documenting the annual conference.
- Solicit and edit copy for white papers produced as a result of Council work.
- Work with the appropriately assigned board member to: Inform members about pending and passed federal legislation that impacts their students and colleges.
- Provide information on website concerning policies affecting community college students.
- Provide links to pertinent information found on the web.
- Edit position papers as assigned by the Board.
- Submit articles to be included in NCSD newsletters.
- Post information on website suggesting ways for Student Development staff to work through their colleges to influence state and federal legislation.
- Perform other duties as the President may require.

The Membership and Marketing Director shall:

Coordinate with the National Office to:
- Develop and implement a membership recruitment campaign.
- Develop and implement a membership retention plan.
- Attend Board meetings and report on activities.
- Perform other duties as the President may require.

The Executive Director shall:
- Carry out responsibilities as chief executive officer and execute business and administrative operations of the National Office.
- Formulate plans and advise on policies for the accomplishment of the NCSD's goals and, upon approval of the Executive Board, be responsible for their administration.
- Advise on the annual budget of the NCSD and assist in securing funds through the Corporate Sponsor Guidelines.
- Work with the Treasurer for budget implementation and fiscal management of NCSD's funds.
Approved by AACC Board of Directors, April 20, 2013

• Advise on the strategic direction for NCSD and support the Council's strategic planning efforts, including communicating strategic plans to members.
• Support the NCSD in increasing visibility and growth through the execution of membership services, including the preparation and dissemination of electronic and print information.
• Assist in the planning and implementation of professional development and leadership development initiatives, including awards programs.
• As appropriate, fulfill other duties described elsewhere in the Bylaws or assigned by the Executive Board.
• Inform the Executive Board of programs and procedures considered to contribute to the effectiveness of NCSD and the Executive Board.
• Serve as an ex officio member of the Executive Board, without a vote.
• The President may appoint Chairs and members of Special Initiatives approved by the Executive Board to fulfill specific assignments as needed.

E. Amendments to the By-Laws

1. Proposed amendments to the by-laws may be submitted in writing by the membership to the President or the Executive Director.

2. Written notice of any proposed amendments to the By-Laws will be sent by the President to the members of the Executive Board at least one month prior to the date of the annual Council business meeting.

3. All proposed amendments must be approved by a simple majority of the Executive Board before being submitted to the membership at the annual Council business meeting for a vote of those members present.

3. The By-Laws shall be amended or rescinded at the annual Council business meeting by an affirmative simple majority vote of those members present. NCSD Constitution revised April 1999, October 2000, September 2004, and October 2006.
Affiliated Council Program Activities for the Current Year
July 1, 2014 - June 30, 2015

Please tell us about pertinent Council/Organization Activities, including annual and regional meetings, seminars and workshops; information on new and on-going publications; and any other information that may be of interest to your colleagues and the AACC. This information will be photocopied and shared with all AACC Councils, and Board and Staff Contacts.

NCSD had a Board of Directors' Meeting in San Antonio, TX April 19, 2015 during the AACC Convention.

Affiliated Council Program Activities for Next Year
July 1, 2015 - June 30, 2016

Please tell us about pertinent future Council/Organization Activities, including annual and regional meetings, seminars and workshops; information on new and on-going publications; and any other information that may be of interest to your colleagues and the AACC. This information will be photocopied and shared with all AACC Councils, and Board and Staff Contacts.

- NCSD Board of Directors Meeting, Baltimore, MD October 24, 2015
- The First Student Women's Leadership Institute, Baltimore, MD October 22-24, 2015
- NCSD National Board of Directors Meeting: October 25, 2015 (Baltimore, MD) and April 23, 2016 (Chicago, IL)

Additional Supporting Materials

Please complete your report by also remitting electronically with your report:

A copy of your audit report with the balance sheet for the period July 1, 2014- June 30, 2015.
Your Affiliated Council’s constitution and by-laws, if there have been changes.
Any and all other supporting materials that you wish to send (brochures, publications, etc.)

All materials are due to AACC by **August 15, 2015**.

Jennifer Tinch
Affiliated Council Annual Report
American Association of Community Colleges
One Dupont Circle, NW
Suite 410
Washington, DC 20036
jtinch@aacc.nche.edu
2014-2016 NCSD Board of Directors

President
Tyjaun Lee, Vice President for Student Services
Prince George Community College
301 Largo Road
Largo, Maryland 20774-2199
Ph: 301-546-0412
LeeTA@pgcc.edu

Past-President
Ken Ray, Vice President, Student Services and Enrollment Management
Hillsborough Community College
39 Columbia Drive
Tampa, FL 33606
Ph: 813-253-7054
(Cell) (813)417-7471
kray6@hccfl.edu

Secretary
Susan Edwards, Dean of Academic Affairs and Honors Program
Phi Theta Kappa Honor Society
1625 Eastover Drive
Jackson, MS 39211
Ph: 601.984.3541
susan.edwards@ptk.org

Treasurer
Dan Lufkin, Vice President Student Affairs
Thomas Nelson Community College
99 Thomas Nelson Drive
Hampton, VA 23666
Ph: 602-984-3541
lufkin@gatewaycc.edu

Communication & Publications Director
Kevin Wade, Program Director, Student Support Services
301 Largo Road
Largo, Maryland 20774-2199
Ph: 301-546-7571
(Cell) 252-548-5095
wadekj@pgcc.edu

Linda L. Garcia, Vice President of Community College Relations
National American University – Roueche Graduate Center
6836 Austin Center Boulevard, Suite 270
Austin, TX 78731
Ph: 512-541-8365
lgarcia@national.edu

At-Large Director
Gloria McCall, Vice Chancellor
Kentucky Community & Technical Community College
300 North Main Street
Versailles, KY
Ph: 859-256-3555
(Cell) 216-287-0146
(iPhone) 859-797-5497
gloria.mccall@kctcs.edu

At-Large Director
Sonya Pearson, Vice President Student Affairs
Mesa Community College
145 North Centennial Way
Mesa, AZ 85201
Ph: 480-461-7443
Sonya.pearson@mesacc.edu

At-Large Director
Tony Summers, Vice President for Student Development
Richland College
12800 Abrams Rd.
Dallas, TX 75243
Ph: 972.238.6202
TESummers@dcccd.edu

Program Director (2015-2016)
Kathy Webb, Consultant
Comprehensive Business & Technology Solutions
Ph: 804-503-7617
kathy.webb@gmail.com

Membership & Marketing Director