

Dear <D>, <F>

Sustaining the proud heritage, values, and mission of community colleges is a primary part of AACC's mission. It is through preparing effective leaders to fill the leadership gap that community colleges will be able to fully serve the nation's next generations. Thanks to the support of the Kellogg Foundation, AACC is launching a new community college leadership initiative called Leading Forward, whose goal is to produce an integrated plan that addresses the national need for community college leaders. As we noted in an earlier email, the first phase of our work is a series of four leadership summits over the next five months.

The first summit will be the AACC Leadership Summit of Affiliated Councils, to be held in Washington, D.C., on November 18, 2003. We invite your council to help us meet this challenge by designating two members from your council to attend this important meeting.

Please read below for more about our plans, including important travel information and "to do" requests. ***Note the two important RSVP dates: October 13 for summit attendance, and October 21 for information about your council.***

Background

As part of the Kellogg grant, AACC will convene a series of four summits to meet with key stakeholders in the community college leadership field – AACC's Affiliated Councils; colleges, consortia, or statewide systems that offer "grow your own" programs; rural and tribal colleges; and universities that offer graduate programs in community college administration. We want to understand current thinking about approaches to community college leadership, the continually shifting needs of leaders and colleges, and how we can collaboratively prepare and sustain leaders in the future.

The summits will focus on current leadership curricula and programs offered by AACC and the four summit groups. Our goal is to reach the following outcomes:

- Understanding how to work collaboratively to develop a more comprehensive, integrated, and national roadmap of leadership development offerings and curricula that assist future community college leaders – of all types – in charting out their leadership paths
- Inventory of offerings and map of knowledge, skills, and values for effective leadership
- Strategies to create or modify existing leadership development programs

Meeting Logistics

AACC will fund travel and hotel costs for your council's two participants. Attendees are to arrive on Monday, November 17. A light reception will be held early evening, 6:00 –

7:00 pm. The meeting will begin on Tuesday morning at 8:00 am and last until 5:00 pm. Breakfast and lunch will be provided. We are hoping that most people will be able to return home after the meeting on Tuesday or, at the latest, Wednesday morning.

The hotel is the Sofitel Lafayette Square located at 806 15th Street, N.W., Washington, DC 20005. Tel : 202/730 8800, Guest Fax : 202/730 8500. The Sofitel Washington at Lafayette Square is located at Lafayette Square, which borders the White House. The McPherson Square Metro rail station is only one block away. Please **do not** contact the hotel for your reservation: email the RSVP form to Robin Allen at rallen@aacc.nche.edu by October 13, 2003. AACC will handle the reservations by providing the hotel with a master list.

Washington is served by three different airports: Reagan National (DCA), Baltimore Washington International (BWI) and Dulles International (IAD). Reagan National airport is the closest to the city, but they seldom have the lowest airfares. BWI and Dulles are both about 45-60 minutes from Washington, but there are shuttle and taxi services that can bring you into the city. The general cost of a cab to the hotel from National Airport is \$15 to \$17; Dulles Airport, \$65 to \$70; or BWI Airport, \$65 to \$70. Airport Express serves all three airports. The approximate fare from Dulles, \$30; and BWI, \$40. Airport Express will only pick up from National Airport for groups of 5 or more, at a rate of \$9 per person (www.airportexpressdc.com). The SuperShuttle also serves all three airports. To calculate the fares, see their Web site at: www.supershuttle.com. Even with the extra cost of the shuttle or taxi, the price may be much lower than landing at National. The Metro (subway system) is available directly from National Airport. Please refer to the Web site for more information (www.wmata.com).

We realize that some council members might have recently been in Washington, D.C. for AACC's November meetings. After trying unsuccessfully to coordinate the summit with that meeting, we decided on this date so that we can begin this important work and involve you and your council from the start.

"To Do" List

RSVP by October 13. Complete the attached form and return it to Robin Allen at rallen@aacc.nche.edu.

Please complete items 1 and 2 below and email your comments to Nan Ottenritter at nottenritter@aacc.nche.edu by October 21.

1. Provide a definition of "leadership development" by briefly addressing the following questions: (a) What is it? What does it encompass? (a) How can it be delivered? (c) How can it be measured? Your answers will help us to begin an intentional reflection process and dialogue about leadership that will continue at the summit. We will compile the responses and send them out with the pre-summit materials.

2. The following information concerning your council's leadership development activities was gathered from your 2001-2002 annual report to AACC and your council's Web site. If the description is incomplete, please forgive any omissions and provide additional information that will give us an accurate picture of your current leadership development activities.

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Feel free to update, explain, or reconfigure this information and email it to Nan Ottenritter in the following format:

- a. Council name:
- b. Name of leadership initiative(s):
- c. Year the council's leadership program started:
- d. For whom is this program designed (i.e. mid-level student services staff; etc.)
- e. Approximate number of completers per year:
- f. Topic areas typically covered:
- g. Length of program:
- h. How participants are tracked (if they are):
- i. If you do not currently have a leadership development program . . . are you planning to offer one in the near future? Do you want to have one? Have you considered partnering w/another group?

Please be concise in your descriptions as this information will be compiled in an excel spreadsheet as a council "leadership map." We will send the map, along with the pre-summit materials, to all attendees two weeks before the meeting in order to begin our discussions from a common baseline. If your council does not currently offer a leadership program (which is just fine – not all councils need to be doing that) just let us know so we can indicate that on the map. In that case, you might want to review the map to identify other council programs for possible points of collaboration.

We hope you can join us. Your presence is critical to the success of this meeting and of the Leading Forward project! Thank you, in advance, for your prompt return of the requested materials and your attendance at the summit. If you have any questions, feel free to contact Nan at 202.728.0200 x230 or nottenritter@acc.nche.edu.

Sincerely,

Nan Ottenritter
Coordinator, Leading Forward

Lynn Barnett
Co-Director, Leading Forward

Margaret Rivera
Co-Director, Leading Forward

RSVP

Leading Forward
AACC Leadership Summit of Affiliated Councils
Washington, DC
November 18, 2003

Email to Robin Allen at rallen@aacc.nche.edu by October 13, 2003.

Participant's Name:

Council Name:

Council Address:

Business Phone:

Email:

Contact Phone (if different from above):

Fax:

Hotel arrival date/time:

Hotel departure date/time:

Check one: smoking room non-smoking room

Check here if you have any special physical or dietary needs and attach an explanation. An AACC staff member will contact you.

Thank you!