

Dear:

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. The first phase of our work is a series of four leadership summits over the next three months.

On March 26, 2004 we will convene the AACC Summit on Leadership in Underserved Areas in Washington, D.C. We invite you to participate in this important meeting. If you are unable to come you may designate a member from your college or group to attend.

Please read below for more about our plans, including important travel information and "to do" requests. ***Note this important RSVP date: February 25 for summit attendance and information about your program.***

Background

Besides this summit, AACC is gathering key stakeholders from AACC's Affiliated Councils; colleges/states/consortia with grow your own programs; 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 cover travel and hotel costs. Attendees should arrive by Thursday, March 25 for a light reception to be held from 6:00 to 7:00 pm. We hope you can join us and greet other attendees. The meeting will begin on Friday morning at 8:00 am and last until 4:00 pm. Breakfast and lunch will be provided. We are hoping that most people will be able to return home after the meeting on Friday or, at the latest, Saturday morning.

The hotel is the Loews L'Enfant Plaza Hotel located at 480 L'Enfant Plaza SW, Washington, D.C. Tel: 202.484.1000, Fax: 202.646.4456. The hotel is accessible from the L'Enfant Plaza Metro Station. Please **do not** contact the hotel for your reservation: email the RSVP form to Nan Ottenritter at nottenritter@aacc.nche.edu by February 25. AACC will handle the reservations by providing the hotel with a master list.

Washington is served by three different airports: Washington Reagan National Airport (DCA), Baltimore Washington International (BWI) and Dulles International Airport (IAD). Reagan National airport is the closest to the city, but it seldom has the lowest airfares. BWI and Dulles are both about 45-60 minutes from Washington, but shuttle and taxi services can bring you into the city. The general cost of a cab to the hotel from National is \$15 to \$17; Dulles, \$65 to \$70; or BWI, \$65 to \$70. Airport Express serves all three airports. Airport Express will pick up from National Airport only 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 is available directly from National Airport. Please refer to www.wmata.com for more information.

“To Do” List

By February 25 please complete the RSVP form found at the end of this document and return it to Nan Ottenritter, Leading Forward Manager, at nottenritter@aacc.nche.edu.

By February 25 also complete items 1, 2, and 3 (if applicable) below and email your comments to Nan Ottenritter, Leading Forward Manager, at nottenritter@aacc.nche.edu. Please be as concise as possible with your descriptions. Your answers will help us 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.

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?
2. Address the following: What makes a leader effective in your institution? What makes a leader effective in your community? What challenges do you face in recruiting and retaining leaders?
3. If your institution currently offers leadership development activities, complete the following to give us an accurate picture of them. If there are multiple programs please provide separate entries for each program. Please be concise in your descriptions as this information will be compiled in an excel spreadsheet as a “leadership inventory.” We will send this compilation, along with the pre-summit materials, to all attendees

one week before the meeting in order to begin our discussions from a common baseline.

- a. College/Organization Name, Phone Number, Fax Number, URL:
- b. Name of leadership program:
- c. Program contact information: First Name, Last Name, Title, Organization, Street Address, City, State/Province, Zip/Postal Code, Work Phone, FAX, E-mail:
- d. Year the leadership program started:
- e. For whom is this program designed, what is the intended audience? (Any geographic restrictions? Any restrictions on current or projected position/level in college? Any specific targeted populations?)
- f. Approximate number of completers per year:
- g. Topic areas typically covered:
- h. Length of program:
- i. How participants are tracked (if they are):
- j. How is eligibility of participants determined?
- k. Who are the partners involved in offering this program?
- l. Do you offer continuing education units, a certificate of completion, or another credential?

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 cooperation and your attendance at the summit. If you have any questions, feel free to contact Nan at 202.728.0200 x230 or nottenritter@aacn.edu.

Sincerely,

Nan Ottenritter
Manager, Leading Forward

Lynn Barnett
Co-Director, Leading Forward

Margaret Rivera
Co-Director, Leading Forward

Cc: George Boggs
Arina Zonnenberg

RSVP

**Leading Forward
AACC Summit on Leadership in Underserved Areas
Washington, DC
March 26, 2004**

Email to Nan Ottenritter at nottenritter@aacc.nche.edu by February 25, 2004.

Participant's Name:

Organization Name:

Business Address:

Business Phone:

Email:

Overnight Mail Address (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!