

NCSCSL Society Business Meeting at Fall Focus  
October 29, 2011

Attendees: Lisa Anderson, Shelby Currier, Jordan Rapp, Stephanie Nesmith, Cessene Byers, Charlie Edens, Bruce Hawksworth, Chrysta McDuffie, Janis Milliken, Cynthia Callahan, Lisa Cremeans, Jennifer Cicali, Rebecca Tauber, Laine Stewart, Teresa Hutson

Introductions (11:41)

President's Report – Jesse Frank (11:46)

- Major concern is membership
  - o NSCSLS currently has 56 lapsed members
    - Will send out letters to lapsed members and will start a call campaign, to get these members to renew
- National/North Carolina Science Festival
  - o Events to be hosted by NSCSLS across the state
    - Examples include blood drives, lab tours, etc.
  - o Great opportunity to partner this with NMLPW
- Licensure Workshop held in Memphis, TN on November 11, 2011
  - o Jesse Frank and Jordan Rapp will be attending
- Annual Meeting
- Education Scientific Assembly
  - o Held October 28, 2011 WSSU

Elections – Lisa Anderson (11:51)

- Positions needing nominations:
  - o President
  - o President Elect
  - o Secretary
  - o Two Board of Directors Positions
  - o Two Finance Committee members
  - o Three Nominations and Elections Committee members

NCSCSL Leadership Academy – Lisa Anderson (11:53)

- Proposal approved by the Board of Directors on October 28, 2011
- See Leadership Academy Proposal and Application in Appendix I and II
- Applications will be available on November 1, 2011
- Applications due on December 1, 2011, decisions will be made by December 15, 2011
- Leadership Academy will meet once a month, will attend Carolinas Clinical Connection and Legislative Symposium

Treasurer's Report – Chrysa McDuffie (11:56)

- Deposits from ASCLS Dues and Carolinas Clinical Connection 2011 have been made
- Question raised regarding the financial need of pursuing licensure
  - o Jesse Frank estimates that we will probably need to have \$10,000 per year to pursue licensure
  - o Jesse stresses that we are in the beginning stages, laying the groundwork to pursue licensure
    - A task force has been created to start working on licensure for North Carolina

Additional information from Jesse Frank (12:00)

Charge for NCSCLS District Chairs:

- District Chairs have been asked within the next year to hold a CE event that will benefit a local charity throughout the state

Be sure to “Like” [North Carolina Society of Clinical Laboratory Science](#), [Carolinas Clinical Connection](#), and [NCSCLS President Jesse Frank](#) on facebook

Four committees have been created to effectively implement that strategic plan created by Lisa Anderson:

- Licensure Taskforce
- Publicity
- Membership
- Career Recruitment

If anyone is interested in joining a committee please contact Jesse Frank at [jessencscls@gmail.com](mailto:jessencscls@gmail.com). This is a great opportunity to get involved in NCSCLS!

Meeting adjourned (12:08)

## NC Leadership Academy Schedule

**Fall Focus:** NC-LA proposal approved at board meeting and **Interest meeting** for participants to be held after conclusion of FF on the 29<sup>th</sup>.

**Nov 1<sup>st</sup>:** Application distributed to membership

**Nov 12<sup>th</sup>:** Interest meeting @ Southpoint Barnes and Nobles Café (12:00-1:00pm)

**Dec 1<sup>st</sup>:** Application due

**Dec 15<sup>th</sup>:** Applicants notified

### **Winter Board (Feb 4-5<sup>th</sup>)**

Saturday: Board Meeting, brief meeting afterwards for questions and discussion

Sunday: Introductions & determine project  
Topic 1: ASCLS/NCSCLS 101, History of CLS, Intro to Lab organizations  
Topic 2: Team Building & Mentoring

**Feb 25<sup>th</sup>:** 1-Day Face to Face on a weekend

Topic 3: Networking (Prep for CCC)

Topic 4: Advocacy (Prep for Legislative Symposium)

**Leg Day (Mar 19-20<sup>th</sup>): Attendance required**

**Carolinas Clinical Connection (Apr 11-13<sup>th</sup>):** 3 day conference-required attendance @ board meeting, awards, @ least one Update (SA session), and Professionalism (Leadership Academy Talk)

Topic 5: Strategic Planning (on Wed. afternoon)

Topic 6: Communication & Leadership Skills (Two Friday morning sessions)

(assignment will be to read Crucial Conversations)

**May 19<sup>th</sup>:** 1-Day Face to Face on a weekend

Topic 7: Time Management and Organization

Topic 8: Delegation & Recruiting Leaders for Volunteer Societies

**Summer Board (June 16<sup>th</sup>):** Preparation for Annual Meeting

Saturday: Board Meeting, brief meeting afterwards for questions and discussion  
Preparation for Annual Meeting (Delegate training if needed)  
Summary of Experience to NCSCLS Board

**Annual Meeting (July 17-21<sup>th</sup>):** Attendance required at Annual Meeting to receive graduation “With Honors”.

**Fall Focus:** Graduation prior to Keynote

## NC Leadership Academy Financial Requirements

### **Financial burden on NCSCLS:**

Fall Focus: NONE

Nov-Dec (Interest meeting): NONE- get free space, make only an hour so no food or hotel necessary

Winter Board (2-DAY): Lunch with Board on Sat. (Second day at same location or free space)

Feb-Mar (1-DAY): NONE

Leg Day: Registration for each participant

Carolinas Clinical Connection (3-DAY): Registration for each participant

Apr-May (1-DAY): NONE

Summer Board: LUNCH with Board

Annual Meeting: assist participants as much as possible

Fall Focus: NONE

### **Financial burden on NC-LA participant:**

Fall Focus: Registration (if interested in attending interest meeting)

Nov-Dec (Interest meeting): NONE

Winter Board (2-DAY): LUNCH on second day unless sponsored

Feb-Mar (1-DAY): LUNCH unless sponsored

Leg Day: Travel and Room (may room with other participants to cut cost)

Carolinas Clinical Connection (3-DAY): Travel and Room (may room with other participants to cut cost)

Apr-May (1-DAY): LUNCH unless sponsored

Summer Board: NONE

Annual Meeting: fundraise additional funds needed to attend beyond what the board is able to provide

Fall Focus: Registration

# NC Leadership Academy Expectations and Eligibility

## **ADDITIONAL EXPECTATIONS OF PARTICIPANTS:**

- Each participant will be required to attend all meetings. (Employer must sign letter of support listing dates of all meetings; this will be submitted with application.)
- For each topic discussed, participants will complete a pre- and post- assignment. However, the majority of these assignments should be able to be completed in less than 2 hours.
- Each participant will be added to an active committee at Winter Board and will participate in all actives associated with this committee (interest of participants will be taken into consideration, but not all participants will get first choice)
- Each participant will be assigned a mentor at the Winter Board meeting.
- The NC-LA class will complete a project determined jointly by the class and current NCSCLS Board. This project should directly benefit current efforts/goals of NCSCLS.
- The class will put together a board report for each board meeting, updating the NCSCLS board on current topics being discussed and progress on project.
- Graduation is contingent on completing all course work at a satisfactory level, completion of a class project to a satisfactory level, and attendance at all meeting.
- Two levels of Graduation- NC Leadership Academy or NC Leadership Academy with Honors.

## **ELIGIBLE CANDIDATES & APPLICATION PROCESS**

- Must be NCSCLS member
- Must be PF1, PF2, or FYP
- Applicants will fill out application electronically and submit to the NCSCLS Board for consideration. The application will require a resume/CV, completed essay questions, and two completed recommendation forms. Applications will be available Nov 1<sup>st</sup> and must be submitted by Dec 1<sup>st</sup> to Lisa Anderson ([lisa.anderson.cls@gmail.com](mailto:lisa.anderson.cls@gmail.com)). Applicants will be notified by Dec 15<sup>th</sup>. (In future years, hopefully more time for application process.)



## **NORTH CAROLINA LEADERSHIP ACADEMY 2012**

### **PURPOSE:**

**The NCSCS Leadership Academy is designed to prepare NCSCS members for current and future leadership roles in the organization by providing a structured program of study of critical leadership topics.**

### **GOALS:**

- 1. Identify members with potential to become leaders in ASCLS/NCSCS and invest in their growth and development.**
- 2. Provide these high-potential leaders with skills required to step into leadership positions within ASCLS/NCSCS.**
- 3. Energize and grow NCSCS through strong leadership at all levels of the organization.**
- 4. Increase the future leaders' knowledge of ASCLS/NCSCS.**

### **BENEFITS TO THE PARTICIPANT:**

- 1. Develop skills that can be transferred to the work setting and life in general.**
- 2. Provide opportunities to learn from and dialogue with ASCLS/NCSCS leaders.**

3. **Provide opportunities to be mentored by NCSCLS leaders.**
4. **Acquire the confidence and self-esteem to step into leadership roles.**

**BENEFITS TO NCSCLS:**

1. **Strong leaders make strong organizations.**
2. **Shape the future of the organization and the profession at large.**
3. **Increase passion for ASCLS locally, regionally, and nationally.**
4. **Develop and grow members who can work on identified initiatives for NCSCLS.**
5. **A successful program will be an attractive member benefit and increase membership in NCSCLS.**

**CURRICULUM SUMMARY:**

**The following topics will be covered during the 7-month Leadership Academy.**

<b>ASCLS/NCSCLS 101</b>	<b>History of the Profession</b>	<b>Leadership Styles</b>
<b>Communication Skills</b>	<b>Organization Skills</b>	<b>Time Management</b>
<b>Mentoring/Coaching</b>	<b>Team Building</b>	<b>Networking</b>
<b>Recruiting Leaders</b>	<b>Strategic planning</b>	<b>Advocacy</b>

**P.A.C.E™ continuing education credits will be awarded for each session completed.**



# **NCSCLS LEADERSHIP ACADEMY**

## **CANDIDATE APPLICATION INSTRUCTIONS**

**Admission to the NCSCLS Leadership Academy will be through a competitive application process. Candidates must agree to a commitment of personal time and effort over 7 months in addition to a financial commitment for travel expenses to attend Leadership Academy workshops and activities. Candidates selected will be required to certify their intention and employers support to attend all workshops (see Form D for dates).**

### **ELIGIBLE CANDIDATES:**

**Candidates must be a current ASCLS PF1, PF2, or FYP member. Individuals may self-nominate or be nominated by any current ASCLS member. Current Student Members are not eligible for the Leadership Academy.**

### **APPLICATIONS:**

**Applications will be considered complete once NCSCLS has received the following:**

- 1- Signed Application Form (see Form A)**
- 2- Responses to 6 Essay Questions (see Form B)**
- 3- Resume/CV**
- 4- Two Completed Recommendation Forms (see Form C)**
- 5- Employer Commitment Form (see Form D)**

### **REFERENCES:**

Candidates are required to submit two (2) recommendation forms with their applications. The recommendation form is included with the application form (Form C). References should come from individuals who hold leadership roles in their communities, workplaces, ASCLS or other volunteer organizations, and can speak knowledgeably about your experience, strengths, weaknesses and potential as a leader.

### **APPLICATION INSTRUCTIONS:**

The application form (Form A), responses to 6 essay questions (Form B), resume/CV, recommendation forms (Form C), and employer commitment form (Form D) are to be submitted in **one electronic application packet**. If necessary, references/recommendations can be sent separately by individuals completing the forms. Forms coming directly from references should be sent to Lisa Anderson at [lisa.anderson.cls@gmail.com](mailto:lisa.anderson.cls@gmail.com). Candidates are responsible, however, for ensuring that these items reach NCSCLS by the application deadline.

In order for your application to be considered, NCSCLS must receive all completed materials by the application deadline of **December 1, 2011 at midnight**. Incomplete applications or applications received after this date will not be considered.

If you have any questions, please contact Lisa Anderson at [lisa.anderson.cls@gmail.com](mailto:lisa.anderson.cls@gmail.com). Receipt of complete applications will be acknowledged by email. All applicants will be notified of their acceptance status no later than **December 15, 2011**.



NORTH CAROLINA LEADERSHIP ACADEMY  
FORM A: APPLICATION

**A complete application packet includes:**

**Application Form with Signature**

**Responses to 6 Essay Questions**

**Resume/CV**

**Two (2) Recommendation Forms**

**Employer Commitment Form**

**Please send all materials in a single email with multiple attachments by  
midnight on **December 1, 2011** to Lisa Anderson at  
[lisa.anderson.cls@gmail.com](mailto:lisa.anderson.cls@gmail.com).**

**Applicant name:** \_\_\_\_\_

**ASCLS Member #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** North Carolina

**Zip:** \_\_\_\_\_

**Phone number: Work:** \_\_\_\_\_

**Home:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**In order to accomplish the objectives of the NCSCLS Leadership Academy, the full commitment and participation of each individual selected is necessary. Participants are expected to attend all NC-LA sessions as listed in the program curriculum (see dates on Employer Commitment Form). Individuals will be removed from the Academy if he/she does not perform in compliance with the stated requirements.**

**If selected, I am fully prepared to be an active participant and devote the time and energy required to complete the program. I understand that I will have some financial burden as all expenses (particularly travel, board, and food) will not be covered by NCSCLS. My signature below (electronic signature is acceptable) indicates that I understand the requirements for participation in the NCSCLS Leadership Academy and have completed this form to the best of my knowledge.**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**



NORTH CAROLINA LEADERSHIP ACADEMY  
FORM B: ESSAY QUESTIONS

**ESSAY GUIDELINES:**

**Please respond to each question below. Limit responses for each question to 250-300 words.**

- 1. Describe your level of activity/service with ASCLS at the local, state, regional or national level below. (Include offices held, meetings attended, service on committees, etc.) May exceed 250-300 words.**
- 2. Why do you want to be a participant in the NCSCLS Leadership Academy?**
- 3. Describe your top two leadership strengths and two areas of leadership that you want to improve.**
- 4. Leadership Academy participants will benefit from exposure to a wide-range of perspectives. What contribution – either in terms of unique experiences or special skills – would you bring to the Leadership Academy that would enrich and inform others?**
- 5. What do you expect to do with the experience and knowledge gained from participating in the NCSCLS Leadership Academy?**
- 6. Identify a current or past leader in any field of endeavor whom you admire. Explain why you hold him/her up as a role model.**



## North Carolina Leadership Academy Recommendation Form (C)

The NCSCS Leadership Academy is a 7-month program designed to prepare ASCLS/NCSCS members for current and future leadership roles in the organization by providing a structured program of study of critical leadership topics. Its goals are to:

- ◆ Identify members with potential to become leaders in ASCLS/NCSCS and invest in their growth and development.
- ◆ Provide these high-potential leaders with skills required to step into leadership positions within ASCLS/NCSCS.
- ◆ Energize and grow NCSCS through strong leadership at all levels of the organization.

Your evaluation will be an important part of the candidate's application. We are interested in your assessment of the applicant's past achievements as well as future potential.

**Applicant's Name:** \_\_\_\_\_

**Recommender's Name:** \_\_\_\_\_

**Recommender's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION I: Please rate the candidate on the following dimensions:**

<b>Dimension</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Outstanding</b>	<b>Unable to Judge</b>
<b>Leadership Ability</b>					
<b>Leadership Potential</b>					
<b>Interpersonal Skills</b>					
<b>Intellect</b>					
<b>Maturity</b>					
<b>Initiative/Motivation</b>					

<b>Commitment to ASCLS</b>					
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**SECTION II: Please let provide any additional comments you wish to make regarding the candidate.**

**Thank you for your effort to provide this recommendation. Please return the completed form to the applicant for submission or to Lisa Anderson at [lisa.anderson.cls@gmail.com](mailto:lisa.anderson.cls@gmail.com). Forms must be received by December 1, 2011.**



**NORTH CAROLINA LEADERSHIP ACADEMY  
FORM D: EMPLOYER COMMITMENT FORM**

**Applicant's Name:** \_\_\_\_\_

**Current Employment Position:** \_\_\_\_\_

**Current Employment Facility:** \_\_\_\_\_

**Current Employment Address:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_

**Supervisor Phone Number:** \_\_\_\_\_

**Dear Supervisor,**

**This letter is to inform you that your employee is seeking to participate in the NC Leadership Academy hosted by North Carolina Society for Clinical Laboratory Science. It is a 7-month education program requiring that the applicant attend all meetings listed below. By signing this document, you are confirming that the applicant, if accepted, will be able to attend these meetings to ensure requirements are met for graduation.**

**NC Leadership Academy Schedule**

**Sat-Sun, February 4-5, 2012 in Raleigh-Durham**

**Sat, February 25, 2012 in Durham**

**Mon-Tues, March 19-20, 2012 in Washington, DC for ASCLS Legislative Symposium (arrive Sunday night)**

**Wed-Thurs, April 11-13, 2012 in Charlotte, NC for Carolinas Clinical Connection (may arrive Tues. night)**

Sat, May 19, 2012 **in Durham**

Sat, June 16, 2012 **in Raleigh-Durham**

Tues-Sat, July 17-21, 2012 (Attendance Optional) **in Los Angeles, CA for ASCLS/AACC Annual Meeting and Clinical Lab Expo** (arrive Monday night)

**SUPERVISOR SIGNATURE AND**

**DATE:** \_\_\_\_\_

**APPLICANT SIGNATURE AND DATE:**

\_\_\_\_\_