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**NCDA COMMITTEE REPORT FORMAT**

(please prepare your committee report in a MS Word document using the format below)

**COUNSELOR EDUCATOR ACADEMY**

**March 15, 2025**

List of Chair and Co-Chair(s) with full contact information and e-mail address:

Chair: Arden Szepe (arden.szepe@doane.edu)

Doane University, College of Education

Master of Arts in Counseling Program

303 N. 52nd Street

Lincoln, NE 68504

402-467-9007

Co-Chair: Jackie Peila-Shuster (jackie.peila-shuster@colostate.edu)

Counseling & Career Development

School of Education

1588 Campus Delivery

Colorado State University

Fort Collins, CO 80523-1588

970-491-7757

List Committee Members (no contact information required):

Chaiqua Harris, Jen Murdock-Bishop, Carrie Sanders, Angie Smith, Janine Rowe, Yas Hardaway, David Paul, Diana Charnley, Lisa Cardello, Suzy Wise, Julie Cerrito, Tiffany Brooks

**Committee/Council Activities to Date**

* Solicited CEA 2025 applications; Reviewed 31 CEA applications for 2025 CEA
* Committee sub-group reviewed and selected CEA 2025 cohort
* Notified cohort members and confirmed attendance/participation; 11 participants have confirmed
* Notified NCDA of accepted cohort members
* Began planning CEA
	+ Jackie/Arden met to create tentative plan
	+ CEA committee meeting on 3/26 for planning
* Coordinated with Melissa and Galaxina regarding participants, budget, planning, etc.
* Coordinated with Galaxina to confirm Marty’s availability to speak to CEA participants

**Projected Plan/Work Planned to be Completed through September 30.**

* Complete planning of CEA
* Facilitate CEA prior to NCDA conference
* Hold CEA committee meeting during NCDA conference to review goals for 2025/2026

**Suggested length:** limit to one page

Submit to your board liaison electronically to your board liaison with a copy to dpenn@ncda.org by March 15, 2025. Please include a copy to your board liaison.

**Budget Requests:**

At any time during the year, a committee may make a budget request to the board through their board liaison. A written proposal, with a description of the project, goals and objectives, and a detailed budget should be sent in an official format that can be provided by your liaison. The board will review all requests for consideration at its next board meeting. The Board meets every other month. See the Planning Calendar for specific dates.