



National Council for  
State Authorization  
Reciprocity Agreements

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## SPE Advisory Committee Notes June 24, 2024

**Meeting Date:** Monday, June 24, 2024, 11:00am-12:15pm MT

**In attendance:** Alicia Armijo, Paige Smith, Sean Seepersad, LeAnn Detillier, Cyd Grua, Nick Marks, Charlotte Ochs

**Absent:** Amy Spies, Shelley Plutto, Kate McCartan

**NC-SARA Staff:** Emily Jacobson

### Agenda:

#### I. **Welcome & Review of Agenda – Emily**

Emily welcomed committee members to the meeting and introduced individuals who are new to committee meetings. Emily provided an overview of the agenda and future SPE Advisory Committee dates.

#### II. **2024 SPE Conference – Emily**

The at a glance agenda for the 2024 SPE Conference was reviewed with committee members. Emily provided an update on next steps and timelines for conference planning and let committee members know a more detailed agenda with session descriptions would be released this summer. Committee members liked the session on NC-SARA staff roles and shared ideas about internal staffing guides at their respective entities. Additional ideas discussed were the PMP and ensuring conference attendees had time to discuss not only the 2024 cycle but look ahead to preparing for the 2025 cycle, having time for SPEs to discuss best practices, and having documentation and dialogue surrounding federal regs and individual state laws such as closure laws. Committee members emphasized that it would be helpful to have any pre-work or documents for the conference in advance to review and come prepared for discussion.

#### III. **SPE Survey – Emily**

Emily gave a high-level overview of the SPE Survey draft and discussed rationale for the refreshed survey and short and long-term plans, including an interactive SPE annual survey session at the 2024 SPE Conference. She let committee members know that a draft of the survey would be sent out to them in the coming weeks so they could have time to review it and provide their feedback to NC-SARA staff. Committee members liked the idea of broadening the survey

and that thought was given to how to restructure the information NC-SARA is receiving and sending out to SPEs. They appreciated consideration being given to how NC-SARA communicates with SPEs and the overflow of information SPEs navigate in their SARA work from organizations such as NC-SARA, SAN, HELP, etc.

#### **IV. SPE Offboarding Process – Emily**

The rationale for creating a draft offboarding document was discussed with SPE Advisory Committee members and an update was provided on next steps for revisions. Emily screen shared the draft offboarding document with committee members and let committee members know that a draft of the document would be sent out to them in the coming weeks so they could have time to review it and provide their feedback to NC-SARA staff. Committee members discussed the importance of leaving examples of what their work looks like as a SPE for folks who would be new to the role and what might be helpful to have, such as how to find the most current pool of institutional contacts in their state.

#### **V. Committee Composition Discussion– Emily**

Emily provided an update for committee members on the draft membership guidelines and committee mapping project. She screen shared the draft guidelines and highlighted items that had been added to the document based on feedback received from SPE Advisory Committee members at previous meetings, including ensuring we're considering succession planning and incorporating a process for that. Committee members liked having 3 year-terms and suggested that terms in each region be staggered if possible. Emily let committee members know she would share the draft membership guidelines with them for further feedback in the coming weeks and that she hopes to have committee members revisit and finalize the document at their August meeting.

#### **VI. Other Items – All**

Committee members discussed whether there would be value in NC-SARA sending a letter to the department regarding federal regulations that SPEs could sign voluntarily. This idea had been discussed among a couple of RSCs and there had been interest from SPEs. Thoughts are that this letter could potentially hold more weight with the department, if NC-SARA and several member states were to collaborate. Emily told committee members she would share this idea with Marianne to see if it is something that had been discussed and if it might be of interest to the organization.

#### **VII. Next Steps & Adjourn**

Emily reminded committee members of upcoming meeting dates and adjourned the meeting.

**All remaining 2024 SPE Advisory Committee Meetings** - all occurrences will be held  
**11:00am-12:15pm MT:**

- Monday, August 19, 2024
- Monday, October 28, 2024
- Monday, December 16, 2024

**Zoom meeting information for all 2024 occurrences:**

**Join Zoom Meeting:**

<https://nc->

[sara.zoom.us/j/87856723058?pwd=SktkWGVKTmVnb0duUWxlQWlzQ0dldz09](https://nc-sara.zoom.us/j/87856723058?pwd=SktkWGVKTmVnb0duUWxlQWlzQ0dldz09)

**Meeting ID:** 878 5672 3058

**Passcode:** 648025

**One tap mobile:**

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