



**NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS**  
**BOARD MEETING MINUTES**  
**January 29, 2013**  
**Phone Conference**

**Participating Executive Committee Members**

President: Sandra Gonzalez (Schenectady County Community College)  
Past President: Lynn Burbank (University of Minnesota, Duluth)  
President-Elect: Kent Scheffel (Lewis and Clark Community College)  
Treasurer: Jeannette Carter (Pennsylvania College of Technology)  
Secretary: Greg Kleinheinz (University of Wisconsin Oshkosh)  
Member at Large: Linda Allen (Hawkeye Community College)

**Participating Committee Chairpersons and Representatives**

Accreditation Committee: Becky Carter (Indiana University)  
Governmental Relations Committee: Jaclyn Dumond (Univ. of Southern Indiana)  
Membership Committee: E.J. Anderson (Rio Salado College)  
Research Committee: Diana Johnson (NorthWest Arkansas CC)  
4-Year Private Institutions: Dennis Waller (Northwest Nazarene University)  
4-Year Public Institutions: Fabiola Juarez-Coca (Boise State University)  
2-Year Institutions: Karl Madeo (Tompkins Cortland CC)

**Participating Ex-officio:** Adam Lowe, Executive Secretary

**Absent:** Communications Committee Chair, Brandon Kowallis (Salt Lake CC)

Call to order by President Sandra Gonzalez: 10:05 a.m., CST

**Consent Agenda**

**Motion by Scheffel, second by Anderson to accept the Consent Agenda Items (listed below), motion carried.**

Consent Agenda Items

1. Approve Minutes from the October 27 and October 30, 2012 Board Meetings
2. Accept Reports from Committee Chairs and Officers

3. Extend Consulting Services Contract with Peter Swatsburg for Strategic Planning Facilitation Services through December 31, 2013
4. Grant Emeritus Status to Ginger Ramsden

### **Non-Consent Agenda**

1. *Accept Treasurer's Report*

#### **Motion by Anderson, second by Burbank to accept the Treasurer's report.**

The report was briefly discussed as attached to the Board Meeting packet.

#### **Motion carried.**

2. *Adopt Budget for Calendar Year 2013*

#### **Motion by J. Carter, second by Allen to accept the proposed budget.**

Discussion centered on the proposed transfer of \$69,000 from reserve funds to the current budget period. Kent pointed out that the Board has been willing to adopt deficit-spending budgets the past three years to invest in strategic growth of the organization. Even with this philosophy NACEP has had positive net income over those three years due to increased revenue from membership growth, conference revenue, and contracts for professional development and technical assistance. Budgets for committee and strategic planning initiative expenses generally have not been fully spent. Lynn asked about the relative amount of revenue from membership dues and conferences. Lowe referred to the 2012 Profile & Loss statement which showed NACEP received approximately \$110,000 in membership dues and accreditation fees. He estimated net revenue from the 2012 conference, once final payments are received, at \$34,000 which includes \$16,000 in sponsorship revenue.

#### **Motion carried.**

3. *Proposal to Establish an Independent Accreditation Commission*

#### **Motion by Burbank, second by Anderson to discuss the proposal.**

Discussion centered on Implementation Plan item 2.D.2 regarding the process by which future revisions to the Standards would occur due to uncertainty regarding the future composition of a restructured Board and how successful the Accreditation Commission will be. Due to uncertainty of the Board make-up and that of the Commission, some expressed concern about potential non-accredited members on the Board making decisions about the standards and that the Commission might need additional oversight until it matures. Discussion also centered on whether the "required evidence" adopted by the Board would be considered changing the standards since they are interrelated.

**Motion by Burbank, second by Scheffel to accept the proposal.**

**Motion by Anderson, second by J. Carter to amend the motion to insert the words "Board and" in the final sentence before the word "membership."**

**Motion carried.**

Motion by B. Carter, second by J. Carter to amend a sentence to read: "The current Accreditation Committee shall cease upon the end of the April Board meeting."

**Motion carried.**

Motion by Burbank, second by J. Carter to accept the revised motion.

No further discussion.

**Motion carried.**

4. *Proposal to Establish Affiliated State and Regional Chapters of NACEP*

**Motion by Anderson, second by B. Carter to approve the proposal:**

*That NACEP enable state and regional alliances of concurrent enrollment partnerships to become designated affiliated chapters of NACEP. Any Affiliated Chapter or NACEP member institution may request that NACEP formally endorse a member-hosted conference. The Program Development Committee (currently consists of the Member at Large and the three Institutional Representatives) should review and approve all such proposals, create an application process, and further refine the guidelines for affiliated chapters and endorsed conferences. The Board of Directors should approve any proposals by affiliates for a group tax exemption using NACEP's 501(c)(3) charitable status.*

Lowe highlighted the changes since the prior version was presented for discussion in October. No discussion.

**Motion passed.**

5. *Revisit Definition of Concurrent Enrollment*

**Motion by Burbank, second by B. Carter to discuss the proposal.**

Discussion centered on the removal of high school credit from the definition, an alternative phrasing, and whether to include programs that utilize college faculty in the definition. Additionally, a desire by many board members that, while NACEP may have a definition of concurrent enrollment, there should be some flexibility expected as programs and states have slightly different definitions.

It was also discussed that after listening to a recording of the July meeting it was determined that the minutes did not accurately reflect the definition as adopted by the Board.

**Motion by Burbank, second by B. Carter to amend the minutes of the July Board meeting to add in the words "to high school students" to the definition of concurrent enrollment, so that it now reads:**

NACEP defines concurrent enrollment as college credit-bearing courses taught by college-approved high school teachers to high school students.

**Motion carried.**

6. *Discussion: Timeline for Creating the 2014-16 Strategic Plan*

In the interest of time, President Gonzalez suggested Board members review this discussion item material on their own and discuss this as needed following the meeting.

7. *Proposal to Establish Ad-Hoc State Policymakers Leadership Committee*

**Motion by Dumond, second by Allen to accept the proposal as distributed.**

Discussion centered on if the term 'policymaker' was appropriate and what that means.

**Motion by Burbank, second by Allen to change the wording to remove the term "maker" and to read:**

*To establish a State Policy Leadership Committee and ask the President to appoint a Committee Chair. The Committee will be charged with the following tasks:*

- *Organize regular virtual meetings with dialogue on particular topics and use other electronic tools to facilitate communication and information sharing;*
- *Hold a workshop or leadership forum in conjunction with NACEP National Conference, NACEP Day on the Hill activities, and/or other conferences of education policymakers;*
- *Produce publications such as resource materials or issue briefs; and*
- *Reporting periodically to the Board of Directors.*

**Motion carried.**

8. *Good and Welfare*

- The Board members were reminded of our upcoming meeting in April in Chicago, Adam will be sending logistics information as the date approaches.

- A quarterly report to the members to help keep them more informed about NACEP activities is in the works.
- Adam mentioned that strategic planning is underway, our consultant Peter Swatsburg has conducted over a dozen key informant interviews and will be meeting with the Executive Committee for 1.5 days in March to lay the groundwork for the April strategic planning session with the full Board.
- Jaclyn and Adam are discussing a Capitol Hill briefing with Jobs for the Future and Bard College in March before legislative activity commences. This would be in addition to the May NACEP membership trip to DC, which they plan to broaden to include a wider range of professional development activities for members.

**Motion to adjourn by Burbank, second by Allen.**

**Meeting adjourned at 12:02 pm CST.**