



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS
BOARD MEETING MINUTES
June 24, 2013
Phone Conference

Executive Committee Members

President: Sandra González (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)

Committee Chairpersons and Representatives

Accreditation Commission: Jaclyn Dumond (Univ. of Southern Indiana)
Communications Committee: Brandon Kowallis (Salt Lake Community College)
Governmental Relations Committee: Vacant
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 CC)

Participating: All Executive Committee members, Committee Chairpersons and Representatives except as below; Adam Lowe, Executive Director (Ex-officio).

Absent: Linda Allen, Dennis Waller

Call to order by President Sandra Gonzalez: 12:05 p.m., CST

Agenda

- 1) *Approve the Hiring of Kimberly Byrnes as Director of Communications and Member Services*

E.J. moved, Kent second to approve the Hiring of Kimberly Byrnes as Director of Communications and Member Services.

Adam and Kent discussed the impressive list of 58 candidates that applied for the position, the process used by the Search Committee to narrow down the pool, and how Kimberly clearly rose to the top. A memo was distributed to the Board in advance of the meeting that described the process, Kim's qualifications, and included her resume. She recently relocated to the area and her references spoke very highly of her and her work. Based on a salary recommendation from the Search Committee, the Executive Committee approved Adam to begin negotiating with Kim pending Board approval of her hire.

Motion carried.

2) *2013 Budget Amendments*

Kent moved, Jeanette second a motion to accept 2013 Budget Amendments as presented in a memo attached to Board briefing materials.

The proposed amendments would increase expenses by \$41,125 for the remainder of 2013. It includes funding for Kim's salary, benefits, and employer taxes, and also funding for office rental, furniture, and equipment. Discussion involved stating that the organization's revenues remain strong and will be monitored as conference revenue is received. As discussed at the April Board meeting, continued revenue growth will be necessary to support these staffing levels. Reserve funds will need to be used for at least the next year. Adam and Tanesha have been looking at short-term office leases to provide flexibility for the future.

Motion carried.

3) *Review Progress on Strategic Planning*

Diana reported that her group has been meeting on Goal #2 and they will be working on a cost-benefit analysis over the next couple months. They hope to finalize their materials in early September 2013. Greg reported on Goal #1 and stated the templates were completed by the Goal #1 team and just needed some finalizing. Both Greg and Diana sent their templates out to the group via email.

4) *Review Timeline for Bylaw Amendments and Board Restructuring*

Discussion focused on the large amount of discussion that is necessary on this topic and the varied points of view. Sandy mentioned that she will draft bylaw amendments to be

considered this October which will include a proposal to add the Secondary School Partner Committee Chair to the Board. The Board will review these proposed amendments at its July meeting. Ample opportunities will be provided for member input on the proposed changes prior to the Annual Business Meeting. The handout "Timeline for Bylaw Amendments and Board Restructuring" reflected the Board's April discussion and decision to propose future amendments for a membership vote in July 2014 to implement Board restructuring proposals.

5) *Good and Welfare*

Jeanette is still looking for nominations for the Finance Committee. One Board member volunteered and one other nomination has been received by Sandy.

Kent moved to adjourn, second by EJ.

Meeting adjourned at 2:07 pm CST.