



**National Alliance of Concurrent Enrollment Partnerships  
Annual Business Meeting  
Sunday, October 20, 2013 | 1:00 PM Eastern Daylight Time  
Champions Ballroom of the Sawgrass Marriott Hotel  
1000 PGA Tour Blvd, Ponte Vedra Beach, FL 32082**

**Minutes**

**Board of Directors**

President:	Sandra González (Schenectady County Community College)
Past President:	Lynn Burbank (University of Minnesota, Duluth)
President-elect:	Kent Scheffel (Lewis & 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)
Accreditation Commission Chair:	Jaclyn Dumond (University of Southern Indiana)
Communications Committee Chair:	Brandon Kowallis (Salt Lake Community College)
Governmental Relations Committee Chair:	Doug Binsfield (Central Lakes College)
Membership Committee Chair:	E.J. Anderson (Rio Salado College)
Research Committee Chair:	Diana Johnson (NorthWest Arkansas Community College)
4-Year Private Postsecondary Institutions:	Dennis Waller (Northwest Nazarene University)
4-Year Public Postsecondary Institutions:	Fabiola Juarez-Coca (Boise State University)
2-Year Postsecondary Institutions:	Karl Madeo (Tompkins Cortland Community College)
Executive Director (Ex-officio):	Adam Lowe (NACEP)

**Participating:** All members of the Board of Directors except for Lynn Burbank (medical leave).

1 President Sandy González called the meeting to order at 1:00 p.m.

2 **1. ROLL CALL**

3 Treasurer Jeannette Carter reviewed the sign-in list and confirmed that 41 of 89 voting institutions  
4 (46%) were represented in the meeting. She confirmed the presence of a quorum necessary for  
5 conducting business, as established in the bylaws (20%). Voting representatives present were  
6 recorded as follows:

<b>Present</b>	<b>Institution</b>
Becky Latting	Arkansas State University-Beebe
Gale Yates	Arkansas State University-Jonesboro
Fabiola Juarez-Coca	Boise State University
Doug Binsfeld	Central Lakes College
Jessica Dempsey	Central Washington University
June Prince	College of the Ouachitas
Deborah Schmitt	Erie Community College
Laurel Klinkenberg	Hawkeye Community College
Karen Swanson	Indian Hills Community College
Becky Carter	Indiana University
Jennifer Redwine	Indiana University-Purdue University Fort Wayne
Jill Pippin	Jefferson Community College
Loralee Stevens	Johnson County Community College
Kent Scheffel	Lewis and Clark Community College
Mary Ellen Fuquay	Missouri Baptist University
Marian Borgmann-Ingwersen	Nebraska Wesleyan University
Kathryn Beadle	Northeast Iowa Community College
Diana Johnson	NorthWest Arkansas Community College
Dennis Waller	Northwest Nazarene University
Pam Allen	Ohio Dominican University
Sally Whitney	Onondaga Community College
Beverly Hunsberger	Pennsylvania College of Technology
Sue Wilson	Purdue University North Central
EJ Anderson	Rio Salado College
Brandon Kowallis	Salt Lake Community College
Sandra González	Schenectady County Community College
Robert White	Southern Arkansas University Tech
Amy Berry	Southwest Minnesota State University
Gerald Edmonds	Syracuse University
Karl Madeo	Tompkins Cortland Community College
Gillian Thorne	University of Connecticut
Judy Wahrman	University of Findlay
Michelle Christopherson	University of Minnesota-Crookston
Barbara Perushek	University of Minnesota-Duluth
Julie Williams	University of Minnesota-Twin Cities
Kathleen Burns	University of Missouri - Saint Louis
Jaclyn Dumond	University of Southern Indiana
Tim Stetter	University of Washington - Seattle
Gregory Kleinheinz	University of Wisconsin-Oshkosh
Ted Ungricht	Utah Valley University
Heather Moffat	Vincennes University

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## 8 **2. READING OF THE MINUTES OF THE PRECEDING MEETING**

9 President Sandra González asked each voting member to review the minutes prepared by former  
10 Secretary Ginger Ramsden that were distributed to all meeting attendees.

11 **Jaelyn Dumond moved to approve the minutes of the October 28, 2012 Business Meeting, as**  
12 **distributed. The motion was seconded by Heather Moffat and approved unanimously, with no**  
13 **discussion.**

## 14 **3. REPORTS OF COMMITTEES**

15 Attendees were provided written copies of the Committee Reports, prepared by each Committee  
16 Chairman.

## 17 **4. REPORTS OF OFFICERS**

### 18 a. Treasurer's Report

19 Attendees were provided written copies of the Treasurer's Report. Treasurer Jeannette Carter  
20 highlighted the following aspects of NACEP's financial condition:

- 21 • The organization's net assets as of January 1, 2013 were \$235,575. Year-to-date revenue  
22 was \$243,948 and expenses were \$186,126 for a balance of \$293,397 as of September 30,  
23 2013.
- 24 • Membership dues are the largest source of revenue and growth in membership has been the  
25 primary contributor to the organization's financial stability.
- 26 • In the past year NACEP has increased staffing to 2.6 FTE and added office space.
- 27 • An audit of NACEP's 2012 financial accounts is underway and will be complete by the end  
28 of the year.

29 She also announced that Tim Stetter of University of Washington was the winner of the Four Year  
30 Public Institutional Representative on the NACEP Board of Directors and that he would begin their  
31 duties at the conclusion of the Annual Business Meeting.

32  
33 **Dennis Waller moved to approve the Treasurer's Report; motion seconded, carried with no**  
34 **discussion.**

### 35 b. President's Report:

36 President Sandy González reported that the Director of Communications and Member Services staff  
37 position was created in direct response to needs identified in the process of preparing the 2014-16  
38 strategic plan. The Executive Secretary title was changed to Executive Director to better reflect the  
39 level of responsibility associated with the position, particularly due to the job's increased role in  
40 supervising staff and in representing the organization in public forums, with the media and with  
41 policy-makers.

42  
43 She reported on the establishment of the Accreditation Commission this spring, and the long-term  
44 vision for that group to take responsibility for the accreditation process and policies. The Board has  
45 proposed bylaw amendments (agenda item 6) to codify the establishment of the Commission and to  
46 transfer some authority from the Board to the Commission.

47  
48 President González reported on the process of and progress toward creating a 2014-16 Strategic  
49 Plan. She shared the two strategic goals adopted by the Board:

- 50     ▪ **Strategic Goal #1:** Provide a comprehensive program of membership services to anticipate  
51     the needs of a changing educational environment.
- 52
- 53     ▪ **Strategic Goal #2:** Develop and promote NACEP as the authoritative resource and  
54     influential voice for concurrent enrollment policy
- 55

56 She reviewed many of NACEP's accomplishments in the past year, including a new Washington  
57 Policy Seminar, two Congressional Briefings, an Accreditation Institute in Missouri, and a New  
58 England regional conference on concurrent enrollment.

59

60 She thanked the members of the Ad Hoc Committee on Board Restructuring that was convened  
61 after last year's Business Meeting to examine adapting governance structures to the changing  
62 organization. Some of their initial recommendations are included in proposed bylaw amendments  
63 (agenda item 6). She requested attendance at the two Board Restructuring Listening Forums during  
64 the conference, so that Board members and members of the Ad Hoc Committee could continue to  
65 receive member feedback. The Ad Hoc Committee and the Board continue to discuss governance  
66 reforms related to criteria for board seats, redistribution of institutional representatives, revising  
67 committees, adding/eliminating roles, and the possibility of adding an external member to the  
68 Board.

## 70 **5. OLD AND UNFINISHED BUSINESS**

71 No old business was presented.

## 72 **6. NEW BUSINESS**

73 New business to be presented at the Annual Business meeting must be submitted to the Board at  
74 least thirty (30) days prior to the meeting date. President González introduced three by-law  
75 amendments proposed by Board of Directors and distributed to the attendees. The text and  
76 justification for the proposed amendments was sent electronically to members on September 25 and  
77 NACEP made available to members an electronic discussion board for advance conversations.

### 78 **a. Amendments to add the Secondary School Partners Committee as a standing committee of 79 NACEP with representation on the NACEP Board of Directors.** *(The bylaws currently*

80 *explain that standing committee chairpersons hold seats on the Board of Directors.)*

81 Proposed amendment (in the form of a substitute) to Article X (Standing Committees):

- 82     ▪ Standing committees shall include: Research, Membership, Communications, ~~and~~  
83     Governmental Relations, Secondary School Partners and Nominating.
- 84

85 Proposed amendment (new section) to Article X. Section 6. (Description of Standing  
86 Committees):

- 87     ▪ The Secondary School Partners Committee strengthens the Alliance by discussing and  
88     sharing issues of concurrent enrollment most significant to Secondary Partners in the  
89     Alliance. The Committee has the authority to:
  - 90         ○ Make proposals to the Board of Directors concerning NACEP policy
  - 91         ○ Provide support and professional development to secondary partners within NACEP
  - 92         ○ Identify national trends and developments on the secondary level that affect
  - 93         concurrent enrollment

- Help NACEP communicate with Secondary Partners regarding activities, decisions and issues within NACEP

Jill Pippin moved to approve the amendments as proposed, seconded by Gillian Thorne. Discussion centered on the importance of this move to acknowledge that the organizational structure needs to reflect the critical role that secondary schools play in concurrent enrollment. Motion carried unanimously.

**b. Amendments to change the name from Accreditation Committee to Accreditation Commission; define the responsibilities of the Commission regarding the accreditation process and application decisions; to delineate members of the Commission; and to allow for election/appointment of Commission members.**

Proposed amendment (in the form of a substitute) to Article IV. Section A.

- The Alliance shall be managed by the Board of Directors which shall consist of not less than 13 members. Each member shall be at least nineteen years of age. The Board of Directors shall include: the NACEP Officers (President, President-elect, Secretary, Treasurer, Member-at-Large, Immediate-Past President), the Chairpersons of the Standing Committees, the Chairperson of the Accreditation Commission and one (1) Representative from among the Institutional Members in each of the three categories, as set forth in Article V...

Proposed amendment (in the form of a substitute) to Article V. Section B.

- ...The Board of Directors shall number no less than thirteen (13). Members of the Board of Directors shall include: the NACEP Executive Committee (President, President-elect, Secretary, Treasurer, Member-at- Large, Immediate-Past President), the Chairpersons of the Standing Committees, the Chairperson of the Accreditation Commission, and one (1) Representative from among the following three Institutional categories: Four-year Public Postsecondary Institution, Four-year Private Postsecondary Institution, and Two-Year Postsecondary Institution.

Proposed amendment (in the form of a substitute) to Article X. Section 5 (Propose to change to Article XI, with succeeding Article numbers advanced by one number).

- The Accreditation Commission is responsible for the review and documentation of a post-secondary institution's application for NACEP accreditation. The Commission will determine by vote, after a thorough analysis and recommendation by a review team, whether applications are denied or approved.

Additionally, the Commission is responsible for:

- Assisting institutions with the application process
- Promoting thorough understanding of the NACEP standards
- Establishing accreditation process policies
- Seeking and training qualified review team members.
- Making recommendations and voting on changes in standards (changes in standards must be approved by both the Accreditation Commission and the NACEP Board of Directors)

140 The Chair of the Accreditation Commission will serve on the NACEP Board of Directors.  
141 Section I. Commission members. The Commission is composed of not fewer than nine (9)  
142 members.

- 143  
144 A. Qualifications. To be eligible to serve on the Commission, Commissioners must:
- 145 ○ Represent an institution that operates a NACEP-accredited concurrent enrollment
  - 146 partnership (with the exception of the External Member),
  - 147 ○ Have prior service as a NACEP peer reviewer, or demonstrated knowledge of NACEP's
  - 148 standards and equivalent experience with other accrediting organizations, and
  - 149 ○ Not serve simultaneously on the NACEP Board of Directors (with the exception of the
  - 150 Commission Chair).

151  
152 B. Appointments. The following four (4) positions will be appointed by the NACEP  
153 President, with the approval of the NACEP Board of Directors: Chairperson, Vice-Chair, at-  
154 large member, external member. In making appointments, the Board should consider  
155 geographical regions and types of institutions represented.

156  
157 C. Elections. The following five (5) positions will be elected to the Commission by the  
158 NACEP membership: two (2) representatives from two-year institutions, two (2)  
159 representatives from 4-year institutions, and one (1) representative from a private institution.

160  
161 The policies regarding the process of election will be the same as for members of the  
162 NACEP Board of Directors.

163  
164 Section II. Terms. Commissioners' terms shall last for two years, with no term limits except  
165 for the position of Chair who may serve no more than two consecutive terms as Chair.

166  
167 A. Terms will be staggered.

168  
169 B. In the event of a vacancy in the Chair the NACEP President shall appoint an individual to  
170 serve out the remainder of the term. In the event of a vacancy for any other position, the  
171 Commission Chair, with the approval of the Commission, shall appoint an individual to  
172 serve out the remainder of the term.

173  
174 Section III. Budget. On an annual basis, the Commission shall propose a budget and any  
175 accreditation application fees for consideration by the Board of Directors.

176  
177 President González presented an amendment to the proposal that was submitted by Julie  
178 Williams in advance of the meeting. The Williams amendment would insert the following  
179 sentence among the Commission's responsibilities:

- 180 ■ Establishing a process for systematic review of the standards

181  
182 Jaclyn Dumond moved to approve the proposed bylaw changes with the Williams amendment.  
183 The motion was second by Ted Ungricht. Discussion then ensued about the qualifications of the  
184 External Member. Representatives of the *Task Force on an Independent Accreditation*  
185 *Commission* explained the intent of this position is to bring in outside perspectives and

186 experience, and to represent the public interest. It is a common feature of accrediting  
187 commissions and is considered best practice according to standards in the accrediting field.  
188 Task Force member Kent Scheffel listed several possible types of individuals who might serve  
189 in this role. A number of questions were posed about the role of this representative.

190  
191 Jerry Edmonds proposed an amendment to strike the reference to the External Member.  
192 Kathleen Burns seconded the motion. Further discussion ensued about whether additional  
193 clarification might be added instead that would further clarify the role of the external member.  
194 The motion was defeated 14-17.

195  
196 Jerry Edmonds proposed an amendment to the sentence regarding the Commission's  
197 responsibility for changing the Standards to read "Making recommendations and voting on  
198 changes in standards (changes in standards must be approved by the NACEP-accredited  
199 membership)." Discussion focused on past practices regarding the adoption and revision of the  
200 Standards, and the necessity of accredited programs voting on the revisions versus providing  
201 input. The motion passed 24-4.

202  
203 President González asked for any further motions, hearing none she called for a vote on the  
204 amended motion. Motion carried.

- 205  
206  
207 **c. Amendments to revise and clarify the voting process on bylaw amendments, to eliminate**  
208 **authority of the Board of Directors to make changes to the By-laws without membership**  
209 **approval; to eliminate confusion on when members vote on bylaws; to allow for wider**  
210 **participation among accredited members by allowing voting on By-law amendments to**  
211 **take place electronically during elections or by Board-established electronic votes; and to**  
212 **add timing and content details regarding advance notice to NACEP membership on By-**  
213 **law proposals.**

214 Proposed amendments to Article XI (in the form of a substitute):

- 215 ■ The By-laws may be adopted, amended or repealed by a majority of eligible members  
216 participating in the vote. Only representatives of post-secondary institutions with NACEP-  
217 accredited concurrent enrollment partnerships may vote, with each institution allowed one  
218 vote.

219  
220 The By-laws may be brought to the membership for an electronic vote during normally  
221 scheduled elections, or by means of electronic voting when the Board of Directors deems it  
222 necessary.

223  
224 In all cases of By-law amendments, the membership must be notified by e-mail or mail of  
225 the intent to amend the By-laws with a concise statement of the proposed changes and  
226 explanation of intent. As provided in Article VIII, membership must receive at least ten days  
227 but not more than fifty days notice before the scheduled date of such meeting or voting.

228  
229 Tim Stetter moved to approve the amendment as proposed, seconded by Julie Williams. Julie  
230 Williams proposed an amendment in the form of a substitute for the final paragraph:

- 231       ▪ In all cases of by-law amendments, the membership must be notified by e-mail or mail of  
232       the intent to amend the by-laws. Such notification will include 1) a concise statement of the  
233       proposed changes, 2) an explanation of the intent, 3) an invitation to participate in an online  
234       forum and in a conference call to discuss the proposed change(s), and 4) information about  
235       how and when to access the forum and participate in the conference call. Membership must  
236       receive at least 30 days notice but not more than 50 days notice, before the scheduled date of  
237       such meeting or voting.  
238

239       Sally Whiting moved to approve the Williams amendment, seconded by Ted Ungricht.  
240       Discussion focused on whether or not letters should be sent by post in addition to email. The  
241       Williams amendment to the proposed motion carried. President González called for further  
242       discussion on the amended motion, hearing none she called for a vote. The amended motion  
243       carried.

244       **7. GOOD AND WELFARE**

245       None.

246       **8. ADJOURNMENT**

247       EJ Anderson motioned to adjourn the meeting; Doug Binsfeld seconded, the motion was approved.  
248       The meeting adjourned at 2:35 p.m.

Respectively Submitted,  
Greg Kleinheinz, NACEP Secretary