



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS

BOARD MEETING MINUTES

October 22, 2013

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)

Committee Chairpersons and Representatives

Accreditation Commission:	Jaclyn Dumond (University of Southern Indiana)
Communications Committee:	Brandon Kowallis (Salt Lake Community College)
Governmental Relations Committee:	Doug Binsfield (Central Lakes College)
Membership Committee:	E.J. Anderson (Rio Salado College)
Research Committee:	Diana Johnson (NorthWest Arkansas Community College)
Secondary School Partners Committee:	Joni Swanson (Mt. Vernon School District)
4-Year Private Institutions:	Dennis Waller (Northwest Nazarene University)
4-Year Public Institutions:	Tim Stetter (University of Washington)
2-Year Institutions:	Karl Madeo (Tompkins Cortland Community College)

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

Absent: Lynn Burbank

Guests: NACEP Staff Members Kim Mobley and Tanesha Langhorne. Bitsy Cohn, Colorado Community College System; Tammy Ward, Arapahoe Community College; Brandon Protas, Community College of Denver; Amanda Corso, Illinois Community College Board; Aime'e Julian and Lynn Reha, Illinois Center for Specialized and Professional Support.

Meeting called to order on 10-22-13 at 8:30 am. Sandy welcomed two new members joining the Board:

- Joni Swanson – Secondary School Partners Committee Chair
- Tim Stetter - 4-Year Public Institutional Representative

1) *Update on 2015 National Conference in Denver from local conference hosts.*

Bitsy Cohn, Tammy Ward, and Brandon Protas shared background on the local host committee for the Denver 2015 conference, organized by the Colorado Community College System with co-chairs from two of the metro-Denver colleges and a larger committee that will continue to expand as additional volunteers are recruited. They provided background on concurrent enrollment in Colorado and the significant changes and growth over the past few years. They shared information about the conference hotel – the Hyatt Regency – and thanked the Board for taking an early electronic vote to ensure that the contract was signed to guarantee our booking.

2) *Update on 2014 National Conference in Chicago from local conference hosts:*

Amanda Corso, Aime'e Julian and Lynn Reha discussed progress on the 2014 conference since they last met with the Board in April. They highlighted the design that was used for the ad on the back of the 2013 conference program, and noted that the imagery and style will be replicated in an upcoming save the date postcard, for the spring mailer, for email announcements and for the conference website. They noted recent developments in dual credit in Illinois and received preliminary feedback from conference host committee members who were in attendance in Jacksonville. The host committee will be meeting in November to discuss potential speakers, themes, and sponsors.

3) *Discussion: Debriefing the Conference*

With some of the guests still in attendance, the Board reflected on the successes and challenges of this year's conference and identified ideas for implementing at future conferences.

4) *Discussion of Proposed Operating Budget for Calendar year 2014*

Jeannette started a discussion of the draft of a proposed budget that she distributed. She noted that 2014 will be the first year we see the full impact of the Board's April decision to invest cash reserves in expanding our staff, including associated office expenses. She noted that as a result this year's budget appears significantly in the red. She emphasized that this budget is not sustainable, and noted the importance of expanding our revenue base to support needed expenses.

Jeannette assured the Board that we have sufficient reserves to cover any losses this year, but without additional revenue the budget is not sustainable in the long term. Adam noted that the Board has never previously requested that he focus his efforts on revenue growth, but that it is clear at this stage he will need to devote time to growing our income through grants, corporate conference sponsors, income-producing services such as workshops, and additional professional service contracts. There was extensive discussion on various line items in the budget. Jeannette mentioned the financial pressures required greater accuracy on budgeting committee expenses, and proposed one line item for all committee expenditures rather than individual line items. She noted that we have also not yet included any funding for Strategic Planning Activities.

She noted that she only received one suggestion for potential Finance committee members. She would still like to recruit 2-3 members with a finance background to assist in developing financial policies. The Budget will be adopted at the January Board meeting.

5) *Discussion: Debriefing Board Restructuring Conversations*

Sandy reported on the listening sessions and the Task Force meeting held during the conference. She was pleased with the conversations but continues to feel a need to be more inclusive and bring more people into the conversation. A few new ideas arose:

- Add Committees that don't have Board representation.
- An External Advisory Board
- A Non-Accredited members committee

The Task Force will review comments from meeting and come back to Board with recommendations before its January 2014 meeting. Discussion about the inclusion of non-accredited members on the Board was very divisive during the sessions and the benefits of this change may not justify the divisiveness it may cause among the membership if it moves forward now. Sandy will suggest to the Task Force that we not proceed with the non-accredited members on the Board at this time.

6) *Good and Welfare*

Diana mentioned that she had a few conversations with individuals interested in NACEP publishing research on concurrent enrollment, including perhaps a book and/or a journal. She will convene a subcommittee of the Research Committee to prepare a proposal.

Jaclyn raised questions that arose during the by-law debate on the external member on the Accreditation Commission. She requested that Board members send her suggestions of the types of individuals this person should be and possible candidates. She noted that the bylaws that were adopted did not define whether or not this person would be a voting member of the Commission or not.

Motion by Greg, second by Kent that the External member of the NACEP Accreditation Commission would be a non-voting member. Motion carried.

Adam reviewed the schedule for the April Board meeting in Denver, beginning the morning of Thursday, April 24th and continuing through noon, Saturday, April 26th.

EJ moved to adjourn the meeting, Jeannette second. Motion carried.

Meeting adjourned, 11:45 am