



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS

BOARD MEETING MINUTES

January 28, 2014

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 (Univ. of Southern Indiana)
Communications Committee:	Brandon Kowallis (Salt Lake Community College)
Governmental Relations Committee:	Doug Binsfeld (Central Lakes College)
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:	Tim Stetter (University of Washington)
2-Year Institutions:	Karl Madeo (Tompkins Cortland CC)
Secondary School Partners	Joni Swanson (Mount Vernon School Dist., WA)

Participating: All Executive Committee members, Committee Chairpersons and Representatives; Adam Lowe, Executive Secretary (Ex-officio), Kim Mobley, Director of Communications and Membership Services (Invited).

Meeting called to order at 1:05 pm.

Welcome/Roll Call

Consent Agenda

1. Approve Minutes from the October 18 and October 22, 2013 Board Meetings
2. Accept Reports from Committee Chairs and Officers Non-Consent Agenda

Move by E.J., second by Doug to accept the consent agenda.

Motion carried.

Non-Consent Agenda

1. Accept the Treasurer's Quarterly Report

Moved by Greg, second by Tim S. to accept the Treasurer's Report.

Jeannette gave a brief explanation of the preliminary 2013 year-end Profit & Loss statement and Balance Sheet. She noted that not all the accounts have been reconciled, and that some of the categorization of income and expenses being reviewed. She commented that our year-end position was better than expected, and that our cash position at the end of the year is one of our lowest as the conference expenses have all been paid but membership dues are not yet collected. Discussion centered on the financial outcomes of the 2013 conference, which cannot be readily determined from our statements as they are prepared on a Cash Basis and some expenses and revenue cross fiscal years. Adam agreed to send a summary of conference revenue and expenses.

Motion carried.

2. Adopt Budget for Calendar Year 2014, including Strategic Planning Items

Moved by Lynn, second by Linda to accept the budget as presented.

A prior draft of the budget was discussed at the October 2013 Board meeting. Jeannette pointed out those areas that differ from the prior draft. Initial discussion focused on the Chicago national conference revenue and expenses, as they are based on 600 attendees. This would be an increase from previous meetings, but feasible given the strong interest and membership base in Illinois and surrounding states. Given the higher cost of holding the conference in Chicago, registration costs will need to be higher. However, projections seem to be probable since dual enrollment is large in Illinois and should be a big draw.

The transfer from reserves that is proposed in the budget is in line with previous years and ideally will not be necessary if we succeed in growing revenue to offset our staff expense growth. Diana mentioned that the funding for research was for mini-grants and committee activities, not the multi-institutional research project for which grant funds will be needed.

There was some discussion of the increased budget for the Accreditation Commission. Adam noted that there were some 2013 expenses for the Commission that were paid in early 2014, and Jaclyn discussed the Commission's requests for added funds in order to support the cost of the external member, professional development for Commissioners, and increased costs as the Commission continues to mature.

Motion carried.

3. *Discussion: Implementation Plans for the 2014-16 Strategic Plan*

The discussion was informational only, no votes were taken on this issue. Kim and Adam updated the Board on the so that all members knew what to expect as we begin the implementation of the recently adopted plan. There was some discussion of the role of the Primary Responsible Parties in crafting implementation plans and the Executive Committee in overseeing implementation. The April meeting will focus on a few action steps for which Board input will help shape the direction that the Primary Responsible Party will take.

4. *Discussion: Final Report of the Board Restructuring Task Force*

Sandy presented the five changes proposed by the Task Force. It was decided that they would be discussed one at a time and voted to give guidance to the Board's efforts to craft conforming bylaw amendments that will be presented to the membership for vote. These are listed below as 1-5.

Moved by Joni, second by Karl to accept number 1.

- 1) The Accreditation Commission Chair would replace the Member-at-Large representative on the Executive Committee

The discussion focused on the issue of whether or not the Accreditation Commission Chair should serve on the Executive Committee or not. The Task Force recommended that this individual should be on the Executive Committee to facilitate better communication, and that it made sense to keep the size of the Executive Committee at 6 members.

Motion passed.

Motion by Diana, second by Lynn to accept number 2 with the minor language change.

- 2) To eliminate the Membership Committee as a standing committee.

As a Standing Committee, the Chair automatically serves on the Board of Directors. This change would allow the Board to reduce back to 14 members now that the Secondary School Partners Committee Chair serves on the Board. The Membership Committee has always had the lowest participation by our members, and its functions are now largely handled by staff rather than volunteers. The Board could decide to keep the Committee as a non-standing committee, if there is a continuing need for a volunteer committee.

Motion passed.

Moved by Kent, second Jeanette to accept number 3.

3) Secondary School Partners would be added as an elected representative. This proposal would change the position's status from a Standing Committee Chair to an Elected Representative. The discussion focused on two facets of this proposal. First, should the term "Secondary School Partners" be changed to "Secondary School" to convey a level status with postsecondary members. The discussion related to the clause recommended by the Task Force "only those from schools affiliated with a NACEP-accredited partner would be eligible for election." The term affiliated was discussed, particularly as many of our existing secondary members, including some long-time active members, only offer courses from non-accredited programs. It was the consensus that the term 'affiliated' was a loose term and could be left in, but further refinement of the text would be needed as bylaws were drafted to ensure that the position represents the wide range of our secondary membership.

Motion passed with one "no" vote.

Moved by Jaclyn, second by Kent to approve #4.

4) Four-year private representative becomes – "Private Representative"
The discussion was brief as it reduces the perception that 4-year institutions have greater representation on the Board.

Motion passed.

5) Board recommended to form a new (not standing) committee for credit transfer issues.
There was no vote on #5, since this a bylaw amendment is not needed. The Board encourages those interested in this topic to create a proposal for an ad hoc or special committee.

5. *Discussion: Modernizing the Bylaws*

Sandy proposed a timeline for modernization of the bylaws. Limited discussion focused on whether it was feasible to be completed before the fall elections. This timeline included:

Feb./March –	Board works on wording.
April –	Board discussion/decision if ready for legal review.
May –	Legal consulting.
June/July –	Final Board discussion/approval.
By end of July –	Sent to membership for discussion/review.
August –	Electronic membership vote (before elections so members know composition)

Sandy will be asking Board members to work on specific sections.

6. *Discussion: Draft Multi-Institutional Research Plan*

Due to time, constraints, Diana introduced the plan and asked for feedback by email from the Board on the priorities and direction that the proposed studies should take. She will send out specific questions to the Board requesting feedback.

7. *Good and Welfare*

- a. Reminder to talk to qualified individuals who might run for Board elections this year (Secretary, President-elect, and 2 Year Representative)
- b. Kim will take feedback from the Board on the private online discussion Board and Brandon will look into ways of speeding up the website.

Sand moved to adjourn the meeting, motion passed.