



**NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS**  
**BOARD MEETING MINUTES**  
**April 24-26, 2014**  
**Denver, Colorado**

**Executive Committee Members**

President:	Sandra Gonzalez (Schenectady County Community College)
Past President:	Lynn Burbank (University of Minnesota, Duluth) - Late
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:	[Vacant]
Membership Committee:	E.J. Anderson (Rio Salado College)
Research Committee:	Diana Johnson (Northwest Arkansas Community Coll.)
Secondary School Partners Committee:	Joni Swanson (Mount Vernon School Dist., WA)
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)
Executive Director (Ex-officio):	Adam Lowe (NACEP)

**Absent:** EJ Anderson, Diana Johnson, Joni Swanson

**Guest:** Kim Mobley, Director of Communications and Membership Services

Meeting called to order at 9:12 am (MST).

**Consent Agenda**

1. Approve Minutes from the January 28, 2014.
2. Accept reports from Committee Chairs and Officers

**Kent moved, Jaclyn second to approve consent agenda. Motion passed.**

**Non-Consent Agenda**

**1. Approve Presidential Appointments of NACEP Accreditation Commission Members**

a. Chair: Jaclyn Dumond, University of Southern Indiana

Jaclyn recused herself from the discussion and vote.

**Kent moved to approve, Dennis second to approve. Motion passed.**

b. Vice Chair: Victoria Zeppelin, Tompkins Cortland Community College

Karl recused himself from the discussion and vote.

**Jeannette moved to approve, Greg second to approve. Motion passed.**

**2. Recess Session.** Jeremy Anderson (President) and Jennifer Dounay Zinth (Senior Policy Analyst) from the Education Commission of the States (ECS) discussed their role in supporting state policy development through policy advising, papers, presentations, and databases. They shared some of their current and upcoming work related to dual and concurrent enrollment, and highlighted opportunities for continued collaboration between our organizations. They solicited suggestions from NACEP Board members on topics and resources to draw on for their upcoming issue briefs on dual enrollment.

**3. Treasurer's Report.** Jeannette presented the 1st quarter report and shared that we are in the 'income taking' point of the year. Membership dues revenue is ahead of last year, and represents our largest source of net revenue. She mentioned the continued progress toward consolidating our many accounts with one bank – PNC. She mentioned that the Connecticut Board of Regents will be buying memberships for a number of its colleges and will be contracting with NACEP to organize one or more professional development workshops. She highlighted a few 2014 expenses that carried over from the previous year for the Accreditation Commission and Strategic Planning. Since the report was produced, NACEP paid a second deposit of \$40,000 to the Hyatt Regency Chicago where our national conference will be held. Lastly, she reminded the Board that they received a copy of our 2012 financial audit, which had no significant adverse findings.

**Linda moved, Kent second to accept the Treasurer's report. Motion passed.**

**4. Strategic Planning Session.**

Action Step 2-3-1 – Kim and Brandon presented on “Working Towards a Communications Plan”. They also presented results from a phone survey they conducted with 25 contacts about NACEP and their programs. Issues raised during the talk were discussed by the Board, and generated additional ideas for NACEP benefits and services for members and non-members.

Action Step 2-2-2 - "Launch at least three partnerships with like-minded organizations to collaborate on research, best practices, professional development, or policy." Adam

shared some possible topics for collaboration within each of the four areas, to generate ideas from the Board on priorities and directions we should pursue with partnerships. Discussion focused on the need for both internal and external partnerships to relate to the strategic goals of increasing member services and raising our profile.

5. **Recess Session.** The board toured the Denver Hyatt Regency with Convention Services Manager Jill Harms and co-chairs of the Local Host Committee: Brandon Protas, Bitsy Cohn (CO Community College System), Tammy Ward (Arapahoe Community College), and Jerry Migler (Provost, CO Community College System).

6. **Review the Strategic Planning Budget for 2014**

The budget adopted in January 2014 included \$26,000 for Strategic Planning Initiatives. Sandy asked that the Board review the budget and see if there were areas where spending might be reduced or postponed.

She highlighted a few areas where funds are already committed:

These are:

1-3-2: Secondary scholarships for conference

2-2-1: Funds for meetings held by state/regional chapter organizing committees

2-3-1: Executive Committee previously discussed two proposals for spending authority from Brandon and Kim, decided to focus financial investment on the implementation phase of the communications strategy.

Discussion centered on whether or not to cut funds now, as we don't know what kinds of opportunities might present themselves by the end of the year. Past practice has been to budget for the full amount, knowing that only a portion of the projects will spend money in any given year.

For the Common Core action step, Kent suggested that this could be an area where we can leverage an existing partnership, possibly with an existing grant-funded project at Lewis & Clark.

A number of Board members suggested that Board decide on a target amount of funds to spend within the strategic planning line item for the year, and that once the amounts were established, responsible parties ought to have discretion to spend dollars as they see fit. The Executive Committee ought to continue to play a role in negotiating and approving large contracts, but should defer to responsible parties in identifying spending needs.

**Tim made a motion to decrease 2014 strategic plan budget from \$26,000 to \$19,500. Jeanette seconded.**

**Motion carried. No abstentions.**

## 7. **Modernizing the By-Laws**

Sandy shared her desire to modernize the entirety of the By-laws, given that they are cumbersome, frequently internally inconsistent, and were written over a decade ago. Earlier in the spring she asked a handful of Board members to look at sections that they are familiar with. She shared these with the Executive Committee for additional feedback. Later in the year, she intends to share our workproduct with an attorney who specializes in nonprofit governance.

Jeannette shared documents about what information is appropriate for inclusion in the bylaws and what ought to be considered policy and procedures. She emphasized that advice on good bylaw writing is that they be limited to matters such as governance structures, legal responsibilities, membership rights, and voting rights. After further discussion, the Board converged on the concept of developing a policy manual that could cover procedural and policy matters that do not need to be in the by-laws. As the Board discussed the by-laws, each section was scrutinized for what aspects were important to keep in by-laws and which could be removed and addressed in a policy manual.

Some of the issues discussed:

- **Should the non-discrimination statement be in the by-laws, and if so where?** It's a very important clause, but also one for which NACEP can be held legally responsible. Currently it applies to membership only and thus should be moved to a section and rewritten to apply to all activities.
- **List of Membership Rights/Privileges.** By appearing in the by-laws, this list is static and the provisions in the by-laws should be reduced to the key activities so that additions and changes can be done over time. There is no intent to restrict rights of the membership, but rather make the bylaws focus on those rights related to voting and right to hold office
- **Membership Meetings and Voting.** These sections need to be clarified and consolidated with related sections in other parts of the bylaws, to clarify how and when meetings occur, voting rights and procedures, such as designated representatives and proxies.
- **Board of Directors and Governance and Management.** Lynn shared her thoughts on these suggestions, mostly the need to reduce redundancy and improve consistency. She suggests that the Board consider removing the past-President from the Executive Committee to make space for the Accreditation Commission

Chair. Sandy suggested that the Board might consider eliminating from the Board entirely.

**It was moved by Tim, seconded by Kent to prepare bylaw amendments such that the Executive Committee be made-up of President, President-elect, Treasurer, Secretary, Accreditation Commission Chair and the Member-at-Large. Motion passed.**

- **Board of Director Elections.** To be consistent with last fall's amendments which allow electronic voting for by-law amendments, this section should explicitly allow electronic voting for elections, which is our current practice.
- **Nominating Committee.** The nominating section is very lengthy and needs to be streamlined and made consistent with other clauses in the bylaws. There are a number of important clauses on elections that need remain in the bylaws (e.g. vote tabulation).
- **Committees.** The Committee section includes extensive detail beyond what is necessary to identify the Standing Committees, named Special Committees, and articulate their authority.

9. **Good and Welfare**

Brandon presented new "NACEP-accredited program" logo designs that could be used by accredited programs. Brandon will revise as discussed and they will be available for distribution.

Jaclyn discussed progress toward appointing an external member for the Accreditation Commission. There has been an invitation sent out, but no response has been received from the candidate.

Accreditation Commission elections have been finalized and Becky Carter was elected as the Four Year Public Institutional Representative as was Leslie Hardaway, of NorthWest Arkansas Community College for Two Year Public Institutional Representative.

Conversations about the length of the 7 year accreditation terms identified a need to continue exploring ways of making sure institutions continue to adhere to the standards after earning accreditation.

**Move to adjourn by Jaclyn, second Jeannette. Motion carried.**