



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS BOARD MEETING MINUTES September 2, 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:	Vacant
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:	Kathleen Burns (University of Missouri – St. Louis)
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)
Executive Director (Ex-officio):	Adam Lowe (NACEP)

Absent: Diana Johnson and Karl Madeo.

Meeting called to order on September 2, 2014 at 3:00pm Eastern Time.

1) Approve List of Persons Selected for Placement on the Ballot for Elected Positions.

The Nominating Committee submitted a list of seven candidates for the three positions up for election this year: President-elect, Secretary, and Representative from Two Year Institutions. On August 3 a Call for Nominations was emailed to 400 individuals affiliated with colleges and universities sponsoring our 92 accredited programs. The Nominating Committee received nine nominations of individuals by the deadline of Friday, August 22, seven of whom accepted their nominations and submitted biographies. The Nominating Committee reviewed their qualifications and recommends that the Board include the following individuals on the ballot:

President-elect	
Tim Stetter	University of Washington - Seattle
Secretary	
Diana Johnson	NorthWest Arkansas Community College
Melissa Murray	Pennsylvania Highlands Community College
Two Year Institutional Representative	
John Miller	College of Southern Idaho
Jon Bryant	Herkimer County Community College
Lisa Stephenson	West Kentucky Community & Tech College
Loralee Stevens	Johnson County Community College

Kent moved to include the Nominating Committee's slate of candidates on the ballot for the 2014 Board of Directors elections. The motion was seconded and passed.

Tim Stetter recused himself from the discussion and voting on this item, and joined the conference call after this vote was complete.

2) Approve Entering into a Contract to Hire a Certified Public Accountant

Jeannette and Adam introduced this agenda item, noting that the organization underwent a full audit of the 2012 financial records, and we plan to do a full audit every three years. During in-between years, we will undergo a more limited financial review by a Certified Public Accountant (CPA) who will also prepare our annual federal tax filing and provide us with advice on financial procedures and accounting. Our previous auditor/CPA firm is located in St. Louis and was selected primarily because of proximity to the records held at the time by Kent Scheffel and due to the favorable rate they provided on the audit. As per our contracting requirements, Jeannette and Adam reviewed three bids from CPA firms, including:

- C.J. Schlosser (Illinois – previous firm)
- Mig Murphy Sistrom (North Carolina)
- Sherri Rose (North Carolina)

After reviewing their qualifications and bids, they recommended Mig Murphy Sistrom as her firm specializes exclusively on advising nonprofit organizations and provided a reasonable cost estimate for completing the work. Jeannette moved that NACEP contract with Mig Murphy Sistrom, CPA, PC for Certified Public Accountant services. The motion was seconded and passed.

3) Approve Entering into a Contract to Hire Legal Counsel

Adam discussed the organization's past limited need for legal counseling, and identified two projects that warranted NACEP retaining counsel:

- (1) to prepare and file an application with the IRS for a Group Exemption Letter to enable state and regional chapters to operate as 501(c)(3) charities under our umbrella exemption.
- (2) to review our approach to bylaw revisions to ensure they addresses effective nonprofit governance policies, and are legally sound.

As per our contracting requirements, Sandy and Adam reviewed multiple bids from lawyers that specialize in nonprofit law and have experience with group exemptions and related national/state-chapter governance relationships, including:

- Marty Martin (North Carolina)
- Cullinane Law Group (Texas)
- Pillsbury LLC (Washington, D.C.)
- Smith Anderson (North Carolina)

After reviewing their qualifications and bids, they recommend Cullinane Law Group as they firm focuses exclusively on legal services for nonprofit organizations, has done hundreds of group exemption filings with 100% success rate, has worked with national associations and accreditors, and regularly conducts bylaw rewrites and legal risk analysis for nonprofits. Cullinane would do this project on a fixed price contract. Tim moved that NACEP contract with Cullinane Law Group for legal services; motion seconded. Discussion focused on the process and timeline for bylaw revisions and how long the lawyers will be on contract for. Motion passed.

4) Amend the 2014 Budget

To enter into these contracts, Adam suggested amendments to the line-item budget to provide sufficient funds for legal services. Jeannette moved that the 2014 Adopted Budget is amended as follows:

	Adopted	Amended	Difference
Accounting Services	\$4,000	\$2,500	-\$1,500
Legal Fees	\$2,000	\$3,500	\$1,500
Total	\$6,000	\$6,000	\$0

The motion was seconded and passed.

5) Good and Welfare

Adam reported that our new Events Coordinator / Office Administrator Eric Hoover completed a successful first two weeks of work and that Tanesha Langhorne aided in the transition and completed her last day of work after two weeks of overlap. He reported that 550 people registered for the national conference by the Early Bird deadline and that membership applications surged at the same time.

Kathleen moved to adjourn the meeting. The motion carried.