



**National Alliance of Concurrent Enrollment Partnerships  
Board Meeting Minutes  
October 25, 2014**

**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:	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 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:** Joni Swanson

**Guests:** Deanna Jessup (incoming 4-Year Public Institutional Representative), Kim Mobley, Director of Communications and Membership Services and Eric Hoover, Event Coordinator/Office Administrator

Meeting called to order at 9:00 am (CST).

Consent Agenda

1. Approve Minutes from the April 24-26, 2014 Board Meeting
2. Approve Minutes from the June 18, 2014 Board Conference Call
3. Approve Minutes from the September 2, 2014 Board Conference Call
4. Accept Reports from Committee Chairs and Officers
5. Record the Board's Electronic Vote on a motion to Approve Presidential Appointments of Standing Committee Chairs and Treasurer for 2014-15

6. Approve a Motion to Terminate, by Mutual Agreement, the July 2012 *Agreement to License Integrated Evaluation System (IES) Software between NACEP and Canusia Solutions*, effective immediately.

Kent moved, Jaclyn seconded to approve consent agenda. Motion passed.

### Non-Consent Agenda

1. Proposal from the Research Committee to fund a study on *The Impact of Concurrent Enrollment on Postsecondary Access and Success in Arkansas*

Diana Johnson, NACEP Research Chair presented a proposal for funding from Jason Taylor, Faculty at University of Utah. The proposal is in alignment with the Research Committee recommendation to conduct smaller statewide studies to develop seed data for NACEP to pursue larger grants. The amount of the funding was for \$4000 (\$2500 in the fall which is currently budgeted and \$1500 in the spring)

Motion to fund the proposal was made by Lynn. Seconded by Jeanette. Motion passed.

2. Proposed Revisions to Membership Categories

Discussion on current membership categories and how to reduce confusion and encourage growth among the different types of Partner Members – in particular high schools and state educational agencies. Currently these organizations join in the broad Partner category. Without bylaw amendments, the Board does not have authority to change membership categories. Consensus of the group was to proceed with recognizing secondary and state sub-categories of the Partner Member class in publications and the website.

3. Accept the Treasurer's Quarterly Report

Jaclyn moved to accept the Treasurer's report. EJ seconded. Motion passed.

4. Discussion of Proposed Operating Budget for Calendar Year 2015

A proposed 2015 budget was presented to the board for consideration and review.

Key questions and issues raised:

- NACEP needs to reduce cost of conference by looking for less expensive locations, lowering catering costs, pass on cost for optional conference activities to attendees and increase of number of partnerships. NACEP needs to start generating more revenue from the conference.

- NACEP needs to refocus the Integrated Evaluation System project to developing a data aggregation tool. This project will need some funding in 2015.
- Not all members are applying for reaccreditation. How do we increase the value of accreditation? What is the impact to the budget?
- While the Board intentionally drew on reserves on 2015, the organization needs to make progress in 2015 toward not having a negative budget. Flexible expenditures for 2015 include conference expenditures, and strategic planning and committee budgets. Membership dues have remained static for many years, but require a bylaw amendment to be changed.

Jeanette will continue to work with Adam on the budget based on the board discussion and present a final proposal in January.

#### 5. Discussion on By-law Modernization and Board Policy Manual

During the spring drafting of modernized By-laws, the Board proposed removing many procedural aspects so that the By-laws focus more clearly on governance, voting, legal responsibilities, membership rights, and structural matters. To do so, the board would need to create a policy and procedures manual that would include those procedures. Sandy suggested that it would be prudent to have the procedures manual drafted by the time the Board brought any proposed by-laws to the membership for review. NACEP will contract with legal counsel to help review and restructure the by-laws. The contract is expected to be signed in November.

#### 6. Review Conference Schedule and Responsibilities and Business Meeting

Timeline for conference and Board member responsibilities was distributed by Adam.

#### 7. Review Status of the Strategic Plan Implementation

Adam reviewed the status of the Strategic Plan action items.

1-1-1: Phone interviews were conducted to attempt to determine services the membership would like to see provided by NACEP. This year's conference evaluation also has a question concerning NACEP member services.

1-1-2: Fee structure for different events has been established and implemented.

1-2-1: At the spring board meeting, this action item was discussed and removed. Funding for this project was moved to other action items.

1-2-2: The State Policy Committee has had three virtual meetings and will hold a workshop at this year's conference. Partnerships have been explored with ECS,

SHEEO, State Directors of CTE, Lumina Foundation and the Center for College and Career Readiness and Success.

1-3-1: This year's national conference had an increase in high school attendees and presenters. The question was raised as to what the Board wanted to achieve with this action item. A research project on how other professional organizations interact with their secondary partners was proposed.

1-3-2: Done

1-3-3: Draft has been developed. The plan needs to be distributed.

1-3-4: Increased awareness and membership growth. State chapters have significant participation of secondary partners.

1-4-1: Telephone surveys were done. Need to develop next steps.

1-4-2: In 2014 to date, NACEP had a record 84 new members. Many new practices have been implemented, including some identified during spring strategic planning session. A comprehensive plan needs to be written to guide continued growth.

2-1-1: Need to develop RFP for a data aggregation tool to collect data from the One-Year out and Four Year out member surveys. Board is providing funding for Arkansas study.

2-1-3: Program Development Committee has developed two draft issue briefs.

2-2-1: A state chapter has been approved in Ohio. New England, Minnesota, and Michigan are drafting by-laws.

2-2-2: NACEP has collaborated on three issue briefs with ECS. Partnerships are being developed with State Higher Education Executive Officers and College and Career Readiness and Success.

2-2-3: State Policy Leadership Committee has surveyed key stakeholders and brainstormed some ideas. The committee needs to develop an implementation plan.

2-3-1: Marketing plan is outlined, an environmental scan drafted, stakeholders surveys conducted. Next steps to formalize a strategy, identify a consultant to help with implementation.

2-3-2: Waiting on committee strategic plan to be complete.

Move to adjourn by Lynn. Seconded by Kent. Motion passed. Meeting ended at 3:30 pm (CST)