



**National Alliance of Concurrent Enrollment Partnerships
Board Meeting Minutes
October 29, 2014**

Executive Committee Members

President:	Kent Scheffel (Lewis and Clark Community College)
Past President:	Sandra Gonzalez (Schenectady County Community College)
President-Elect:	Tim Stetter (University of Washington)
Treasurer:	Jeannette Carter (Pennsylvania College of Technology)
Secretary:	Diana Johnson (Northwest Arkansas Community Coll.)
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:	Christine Denecker (The University of Findlay)
Secondary School Partners Committee:	Joni Swanson (Mount Vernon School Dist., WA)
4-Year Private Institutions:	Dennis Waller (Northwest Nazarene University)
4-Year Public Institutions:	Deanna Jessup (Indiana University)
2-Year Institutions:	Loralee Stevens (Johnson County Community College)
Executive Director (Ex-officio):	Adam Lowe (NACEP)

Absent: E.J. Anderson, Linda Allen, Deanna Jessup.

Guests: Kim Mobley, Director of Communications and Membership Services and Eric Hoover, Events Coordinator/Office Administrator. Additional guests from Denver, Louisville, and Iowa joined for specific agenda items.

Meeting called to order by Kent Scheffel at 8:00 am (CST).

Kent introduced new Board members.

Update on 2015 National Conference in Denver from Local Conference Hosts

An update on the 2015 NACEP National Conference in Denver was provided by Brandon Protas, Tammy Ward, Bitsy Cohn and Chelsey Harris. The following steps have been completed: committee formed, logo developed (graphic design is being provided pro bono by the Community College of Denver), DJ and photo both arranged for reception, and a timeline drafted. Some host suggestions include organizing a run and altitude awareness education for conference attendees. The planning committee intends to speak to the

Illinois planning committee about their experience and to Tim Stetter to get some best practices. NACEP will need to work with the host committee to adjust the budget for an increased projected attendance. The Community College of Denver has offered to once again host the Board meeting. Discussion on conference registration caps, plenary session formats, and breakout session themes.

Selection of 2016 National Conference Location

A proposal from the Iowa Association of Community College Presidents was presented by Katie Gilbert (Northeast Iowa Community College) and Todd Prusha (Kirkwood Community College). The committee included information on two possible cities, Cedar Rapids and Des Moines.

A proposal from the Kentucky Community & Technical College System (KCTCS) was presented by David Kennedy (Louisville Convention and Visitors Bureau) and Michael Quillen and Rebecca Emerson of KCTCS. The proposed site was Louisville, Kentucky.

Kathleen moved that we hold the 2015 conference in Louisville. Tim seconded. Jeanette abstained. Motion passed.

Executive Session

The Board went into executive session at 10:30 to discuss the Executive Director's performance evaluation and contract renewal. Executive session was adjourned at 11:05.

Discussion: Debriefing of Conference

- Need to get more corporate sponsors.
- Conference needs to become a revenue generator for NACEP; we need to review fees to ensure this is the case.
- As we grow, it is important to not lose the community aspect of conference.
 - Consider a second night of possible dinner "meet-ups" after the reception, which will likely be at the hotel in Denver
 - Whenever possible, keep the conference to one floor or confined space so we don't mix with other groups
 - Meals are effective times for networking, important to keep this as a feature as we grow.
- Continue to find ways of increasing the amount of opportunities for networking (one Board member suggested it should be 70% networking and 30% informational).
- Consider organizing optional school and site visits.
- Presentations during meals is disruptive and is a limit on our capacity. Whenever possible these should be avoided.
- One of the possible dates for Louisville overlapped with Halloween; there was consensus that we should avoid holding the conference on Halloween.
- Encouraging attendance at the Business meeting is always a challenge; consider holding it at a time when nothing else is happening.

- Need to continue to recruit additional high quality research presentations and build on the growth of presentations by high school representatives.
- Some presenters were unaware that they had internet access for their presentations.
- Some attendees requested free internet access in meeting rooms; we should explore how expensive this will be in future years.
- The NACEP 101 for the New Attendees breakfast was valuable, but there needs to be more information on the foundations of the organization for all conference attendees.

Program Development Committee

The Program Development Committee was created as an ad hoc committee four years ago. This committee became a catch all for a number of tasks that are not related. The recommendation is to disband the committee and reassign the remaining tasks to standing committees.

Tim Setter moved to dissolve the Program Development Committee moving any existing actions items to standing committees and change NACEP documents and marketing materials to remove the committee.

Kathleen seconded.

In discussion Sandy thanked the existing committee membership for their service.

Motion passed. Adam and Tim will bring together the existing committee chairs to review and assign remaining tasks.

Board Parliamentarian

Sandi moved to designate Dennis Waller as Board parliamentarian. Seconded by Kathleen. Dennis abstained. Motion passed.

Discussion: Revising the National Conference Location Selection Process

There was discussion that the role of local host committees has been changing, particularly with our hiring an Events Coordinator on staff. We might consider organizing conferences in locations we select based on geographic spread and the organization's priorities, without soliciting host bids. If we do away with the existing process, we need to let members currently working on bids know as soon as possible. Pros and cons of this change were discussed. Further discussion is necessary to develop a proposal.

Discussion: Promotional Partnerships

Brandon shared ideas on the possibility of NACEP developing promotional partnerships that might increase revenue. Discussion focused on what types of potential vendors would be included, how they would be vetted, how members might opt-out of such marketing, and

how much potential revenue could be generated. Further research into these questions would be necessary for a formal proposal to come forward.

Good and Welfare

- The Secondary Partners Committee is developing listserv for secondary members.
- Upcoming presentations and events:
 - Adam and Mike Quillen are presenting at the National Early College Conference in December
 - Adam and Joni are traveling to Orlando in December to present at the AVID National Conference
 - A New England regional chapter that is forming is hosting its first Professional Development Day in November
 - An Accreditation Institute will be held in Arkansas in December
 - Government Relations Committee will hold its annual Washington Policy Seminar in Washington DC in May
 - New Board member orientation will be held soon

Move to adjourn by Sandy and Kathleen. Seconded by Joni. Motion passed. Meeting ended at 12:05 pm (CST)