



**National Alliance of Concurrent Enrollment Partnerships
Board Meeting Minutes
January 27, 2015**

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:	Vacant
Secretary:	Diana Johnson (Northwest Arkansas Community College)
Member at Large:	Linda Allen (Hawkeye Community College)

Committee Chairpersons and Representatives

Accreditation Commission:	Jaelyn 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: Adam Lowe for the first two items on the agenda at the beginning of the meeting

Guests: None

Meeting called to order by Kent Scheffel at 1:05pm (CST).

1. Consent Agenda

The consent agenda included the following items:

1. Approve Minutes from the October 25, 2014 Board of Directors Meeting
2. Approve Minutes from the October 25, 2014 Joint Board of Directors and Accreditation Commission Meeting
3. Approve Minutes from the October 29, 2014 Board of Directors Meeting
4. Accept Reports from Committee Chairs and Officers

Sandy moved to accept the consent agenda. Seconded by Jaelyn. Motion passed.

2. Proposed Contract Renewal for Adam Lowe

Kent reviewed the proposed changes to Adam’s 2015-2017 contract. Linda moved to accept the proposed contract. EJ seconded. Motion passed.

Adam Lowe joined the meeting.

3. Proposed Contract Renewal for Kim Mobley

Kent reviewed the proposed changes to Kim’s new contract. Jaclyn moved to accept the proposed contract. Joni seconded. Motion passed.

4. Proposed Presidential Appointment of Doug Binsfeld as Treasurer

Kent presented Doug Binsfeld as a candidate for the position of Treasurer on the NACEP Board replacing Jeanette Carter. Tim moved to approve the appointment. Lorelee seconded. Motion passed.

5. Proposal to Change Conference Hosting Process for 2017 and Beyond

Adam presented a proposal to change the conference hosting and bidding process beginning with the 2017 conference, developed in consultation with the Executive Committee. For the past four years, NACEP has contracted with university-based conference services teams for registration management and other logistical support – these and many of the conference host committee responsibilities are now handled by the NACEP staff. This has reduced the role of the concurrent enrollment staff on local host committees largely to programmatic decisions such as selection of the conference theme, speakers, and breakout session presentations.

Kathleen moved to accept the following proposal. EJ seconded:

For national conferences organized for 2017 and beyond, that:

1. The Board eliminate the Local Host Committee bidding process and direct NACEP staff to research locations and present to the Board a few options each year.
2. The location of the conference rotate each year through one of three regions of the country: East, Central, West. After Denver (west, 2015) and Louisville (central, 2016), the 2017 conference location should be in the east.
3. The Local Host Committee would be replaced by a National Conference Program Committee that would recruit and involve local members as needed for planning the conference.

Discussion focused primarily on the role and selection of the National Conference Program Committee. It would not be considered a standing committee, but an appointed committee by the Board president.

Motion passed.

6. Review 2014 Preliminary Year End Financial Reports

Adam presented a preliminary year end fiscal report. Key information he presented:

1. Accreditation fee revenue was lower than budgeted, due to lower numbers of applicants than expected.
2. Membership dues were 25% more than budgeted due to significant growth in new memberships and higher rates of renewal.
3. Workshop revenues were up due to offering four workshops in 2014 (2 in Connecticut, 1 in Michigan and 1 in Arkansas)
4. While conference revenues were higher, conference cost were also higher with significantly higher Audio/Visual costs than budgeted for. He provided the Board with a separate conference accounting report, showing only \$4,000 in net revenue
5. Increased operational cost due to increased salary costs of new staff.
6. Deficit of \$56,822 for the year which was lower than budgeted (\$134,560).

Jaclyn moved to accept the preliminary year end documents. Chris seconded. Motion passed.

7. Adopt the 2015 Budget

Adam presented a proposed budget for 2015. Key information:

1. Membership dues were increased to reflect higher numbers resulting from 4th quarter new members, and the Partner category is broken down in the new sub-categories.
2. NACEP's contract to provide technical assistance to Green River State College is included in both revenue and expenses.
3. The Committees and Board Initiatives section was eliminated with expenses and revenues moved to operational areas of the budget. The bookkeeping system will begin tracking both functional expenses (e.g. printing, postage, telecommunications) and program expenses (E.g. Committee Expenses & Strategic Planning Initiatives).
4. New expense categories in Operations & Administration and Professional Services Expenses to reflect inclusion of Committee/Board expenses.
5. Staff Expenses reflects proposed salary changes and Kim's planned maternity leave

EJ moved to approve the proposed budget. Linda seconded. Motion passed.

8. Discussion of the Overlap of Communication and Membership Committees

Some board members have noticed overlap in the role of the communication and membership committees and recommend combining the committees to reduce redundancy and confusion in responsibilities. During the discussion, two conflicting views were expressed. One, the membership committee is a large responsibility and needs to have its own committee. Second, that the by-laws and lack of a procedures manual or handbook are part of the problem. If roles were more clearly defined then all NACEP committees could be more effective in meeting goals. Tim, Adam, Brandon, EJ and Kim will meet to develop clear roles and responsibilities for

each committee or a recommendation for merging the committees. Any such recommendation will be presented at a future Board meeting.

9. Good and Welfare

- Thank you to Brandon for developing the high school listserv. This has enable a great deal of discussion for our secondary partners.
- Adam is traveling to Arizona on February 12, to meet with state concurrent programs. Currently there are 150 people registered for the event.
- Suggestion to increase membership dues to help generate additional revenue.
- Sandy moved the Board pass a resolution to thank Jeanette Carter for her service on the Board as treasurer and other contributions to NACEP. Motion seconded by Tim. Motion passed.
- Next Board meeting, bring nominations for emeritus NACEP members.
- Washington Policy Seminar will be May 7th and 8th.
- NACEP will be hosting an Accreditation Institute in Minneapolis this spring.
- NACEP will be hosting a follow-up training in Connecticut this summer.
- Other upcoming events include a round-table discussion with concurrent programs in New Mexico and statewide meetings in California and Pennsylvania.
- Tim and Joni are presenting on concurrent enrollment in Seattle Washington next week.
- Kim is working on a “Year in Review” piece for 2014.

Move to adjourn by EJ. Seconded by Kathleen. Motion passed. Meeting ended at 2:15 pm (CST)