



**National Alliance of Concurrent Enrollment Partnerships
Board Meeting Minutes
April 10, 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:	Doug Binsfeld (Northeast Iowa Community College)
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: Doug Binsfeld and Linda Allen

Guests: Kim Mobley, Director of Communications and Membership Services and Eric Hoover, Events Coordinator/Office Administrator.

Meeting called to order by Kent Scheffel at 9:00 am (EST).

Introduction of Board members.

Consent Agenda

1. Approve Minutes from the January 27, 2015 Board Conference Call
2. Accept Reports from Committee Chairs and Officers
3. Record the Executive Director's Performance Goals 2015

Motion made by EJ to approve the consent agenda. Seconded by Kathleen. Motion passed.

Non-Consent Agenda

Approve Presidential Appointments of NACEP Accreditation Commission Members

- Member at Large: Marian Borgmann-Ingwersen
- External Member: Robie Cornelius

Motion made by Jaclyn to approve. Seconded by Sandy. Motion passed.

Accept the Treasurer's Quarterly Report

Adam summarized the report provided in the Board meeting packets. He highlighted the following areas:

- Cash reserves at the end of 2014 were the lowest they have been historically, as a result of investment in staff expansion and due to the high costs of the 2014 National Conference in Chicago.
- First Quarter 2015 Revenues
 - 70% of membership renewals have already been collected.
 - 24 new members this year.
 - Anticipated upcoming revenue includes:
 - Accreditation fees, which are mostly collected in the summer.
 - An Accreditation institute in Minnesota scheduled for May 1st.
 - May Washington Policy Seminar currently has 30 registrants.
- First Quarter 2015 Expenses
 - 2015 Conference expenses include hotel deposit and printing.
 - Total expenses for the first quarter are 13% of budgeted expenses for the year.

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

Proposal to Increase Membership Dues

With the growth in staffing and expenses, NACEP increasingly needs to identify opportunities to increase revenues. Membership dues are our most stable source of unrestricted revenue and fund the core of our operating expenses. The \$133,000 in membership dues in 2014 represented 25% of our total income. While conference revenue represented 68% of our income, virtually all of that income is spent on conference expenses. The organization has relied on cash reserves the past two years to finance our growth, and the Board adopted a 2015 budget with a \$14,000 net loss. Revenue increases are necessary to sustain the positive work the organization is doing and achieve a balanced budget for 2016. Since NACEP's founding in 1999, annual membership dues have been virtually unchanged.

The following Accreditation Fees were first implemented in 2010 and have remained constant:

Annual Fee for Accredited Members	\$100
Accreditation Intent Form Filing Fee	\$100
Accreditation Application Processing Fee	\$300
Reaccreditation Application Processing Fee	\$200

Our accreditation process is extremely cheap compared to other program accreditors, both in terms of fees as well as the lack of site visit expenses that programs need to cover. Article III of the bylaws covering membership states that the Board of Directors establishes annual fees.

Proposal

Beginning in calendar year 2016, the following rates be in effect for NACEP membership dues and accreditation fees:

Annual Membership Dues

Post-Secondary Members	\$500
Partner Members	\$150
Individual Members	\$50
Emeritus Members	\$0

Accreditation Fees

Annual Fee for Accredited Members	\$100
Accreditation Intent Form Filing Fee	\$100
Accreditation Application Processing Fee	\$400
Reaccreditation Application Processing Fee	\$300

Analysis

Based on the 2015 budget estimates, the proposed increases in Membership Dues would increase revenue by \$16,250. A \$100 increase in the Accreditation & Reaccreditation Application Processing Fees will increase revenue by approximately \$2,500 based on an estimated 25 applications per year.

Discussion

Discussion of the proposal centered around four main elements:

- Effect of increase in fees on membership numbers and applications for accreditations.
 - One suggestion was to provide prospective members with a reduced-price trial membership for the first six months.
- \$495 vs. \$500 due to the psychological threshold of \$500 as well as purchasing rules some institutions have (e.g. if \$500 is the threshold for additional payment justification and reporting)
- Increasing accreditation fees as currently-accredited members obtain additional value from NACEP. Discussion emphasized the importance of continuing to stress the value of being an accredited program through marketing.
- The importance of returning NACEP's operating budget to the black and prevent future dips into reserves to meet strategic initiatives and growth.

Tim moved to increase dues and fees effective January 1, 2016 with the following changes:

Annual Membership Dues

Post-Secondary Members	\$495
Partner Members	\$150
Individual Members	\$50
Emeritus Members	\$0

Accreditation Fees

Annual Fee for Accredited Members	\$200
Accreditation Intent Form Filing Fee	\$100
Accreditation Application Processing Fee	\$400
Reaccreditation Application Processing Fee	\$300

Jaclyn seconded the motion. Motion passed

Reserves

After some discussion of Doug Binsfeld's suggestion the Board establish a reserves minimum, Dennis moved that we table the discussion of setting a reserve minimum until the Board has a recommendation for our accountant on an optimal reserve balance. Jaclyn seconded the motion. Motion passed.

Reviewing Potential 2017 National Conference Location

On January 23, 2015, the Board adopted a new policy for the national conference hosting process directing NACEP staff to research locations and present to the Board a few options each year. The policy also included a rotation cycle, with the 2017 national conference scheduled to occur in the East, which we have defined as the 14 Atlantic states plus Vermont, Pennsylvania, West Virginia, and the District of Columbia. Staff eliminated Connecticut from consideration given our 2011 conference in Mystic, and the southeast given our 2013 conference in Jacksonville, Florida. Staff then looked at cities & destinations listed on Cvent's *Top 50 Meeting Destinations*, as well as other destinations with good airport access and multiple venues that can accommodate a conference of 1,000 attendees.

Staff narrowed the list down to the following 7 destinations, and provided background materials on each:

- Baltimore, MD
- Boston, MA
- New York, NY
- Philadelphia, PA
- Pittsburgh, PA
- Richmond, VA
- Washington D.C

The Board directed staff to continue to evaluate Pittsburg, PA, Washington DC and Baltimore, Maryland as possible conference sites in 2017.

Discussion Regarding Establishing Special Interest Groups

At the heart of NACEP's network is the growth of our members through professional networking and development. In the early years this was accomplished via committees that were necessary for the management and operation of the organization. As NACEP has grown, our need for involving members has increased and changed. One of the possible ways of doing so is by establishing Special Interest Groups based on job role and/or interest.

Special Interest Groups could engage members in a variety of different activities, including:

- Holding web/tele-conferences, and/or e-mail discussions
- Preparing resources and materials that can be shared on the NACEP website
- Submitting proposals for organized sessions at the Annual Conference
- Organizing special events and workshops, whether virtual or in person
- Creating content for Issue Briefs, blog posts, and other publications

Networks was suggested as a different term from Special Interests Groups. The Board did not want to limit these groups to the conference, but wants to encourage activities throughout the year. EJ and Christine volunteered to work with Kim to develop a process for creating a Special Interest Group or Network.

Approve Nomination of Emeriti Membership

EJ moved to award Emeritus Membership to the following individuals:

- Brenda Abbott
- Jeannette Carter
- Karl Madeo
- Gayle Rogan
- Sue Wilson

Kathleen seconded. Motion passed.

Considerable discussion followed concerning the development of guidelines and a process for awarding Emeritus status. There is minimal cost to NACEP for emeritus memberships, we send annual membership packets (~ \$3.00) and offer conference discounts (rarely utilized). Current requirements are 1) five consecutive years of membership in NACEP and 2) outstanding professional service. Some considerations that were mentioned:

- Must the person be from an accredited program?
- What about secondary and state agency members (we have one emeritus who retired from a state agency)?
- Do we need to increase the number of years?
- Need to define outstanding service.

Sandy and Loralee volunteered to work on guidelines.

Updates

- *2015 Conference* – Adam gave an update on speakers and plans for the upcoming conference. Save the date cards have been mailed; working on program schedule. The conference will feature outdoor conversations again, and include school visits for the first time in many years. This year, the conference will also have a marketing competition for CEP marketing materials/posters. Registration for the conference will open in May. Board meeting will be on Saturday and Wednesday morning.
- *State Activities/Chapter* – Kim provided a handout covering recent state activities and proposed state chapters.
- *Accreditation Commission* – The Accreditation Commission will be meeting later in April and is expected to award accreditation to 12 programs. The Commission has received 24 intent forms from programs seeking to apply in 2015.
- *Government Relations* – Thirty people registered for the Washington Policy Seminar. The *Elementary and Secondary Education Act* is up for reauthorization with disagreement between the house and senate. Adam is working with other advocacy groups and congressional offices to strengthen the role of dual and concurrent enrollment in the act.
- *Teacher Evaluation Initiative* – NACEP will be submitting a grant application to provide training opportunities for potential CEP instructors in six states in the Rocky Mountains. The grant would provide prospective teachers with loans to complete a Masters' degree with 18 graduate hours in the field of study, which they could repay through service teaching concurrent enrollment.
- *NACEP Staffing* – Kim will be going on maternity leave in June. Plans are to hire a temporary full-time staff member to help with communications and member services for 3 months. In addition, NACEP will be hiring a part time research analyst to help with research projects particularly the collection of member survey data.
- *Regional Accreditors* – HLC has issued new criteria for faculty qualifications that would require the all college faculty to have the masters with 18 graduate hours with some exceptions. Colleges are expected to have a plan in place by January 2016. Adam will try to get some clarification on the timeline for NACEP members. This could have significant impact on states where these are not the current qualifications for faculty.
- *By-laws* – The lawyer will begin the review of the by-laws after completing the group exemption application that would enable NACEP to provide its 501(c)(3) status to state affiliates. Tim, Adam and Sandy will meet with the lawyer to discuss the direction. If we proceed with By-law revisions, they can be presented at the conference and voted on electronically.

Good & Welfare

- Tim Setter spoke about the University Professional & Continuing Education Association conference he attended in Washington DC last week. He noted several similarities to NACEP as far as size and scope. The main difference is that they charge considerably more for conference registration and membership. They also hold regional conferences.

- NACEP recognitions such as teacher or faculty liaison of the year was brought up. A working group had drafted a proposal, but was not implemented. Diana agreed to work with a group to review the proposal and work on implementing the awards.

Move to adjourn by Jaclyn. Seconded by Tim. Motion passed. Meeting ended at 11:00 am (EST)