



**National Alliance of Concurrent Enrollment Partnerships
Board Meeting Minutes
July 9, 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: Linda Allen, Brandon Kowallis, EJ Anderson, Christine Denecker, Deanna Jessup, Loralee Stevens

Meeting called to order by Kent Scheffel at 3:00 pm (CST).

Agenda

1. Approve Minutes from the April 10-11, 2015 Board of Directors Meeting

Motion was made by Jaclyn to approve the minutes from the April 10-11, 2015 Board meeting. Seconded by Kathleen. Motion passed.

2. Review Quarterly Financial & Membership Reports

Doug gave the financial report. Overall, the organization seems to be on track for the year in revenues and expenditures.

Conference revenue is strong, due to increased conference rates and faster collections this year. Membership dues collection is up. 86% of renewals have already been collected.

While Professional Services appears to be losing money, it includes some expenses booked in January for the Arkansas Accreditation Institute, for which revenue was received in 2014. The cost of the part-time Research and Data Analyst is reported under staffing, instead of Contracted Professional Services as was budgeted for since Elizabeth was hired as an hourly part-time employee rather than our paying a consultant.

Jaclyn moved to approve the financial report. Sandy seconded. Motion passed.

3. Approve Chapter Affiliation - New England Alliance of Concurrent Enrollment Partnerships

The New England Alliance of Concurrent Enrollment Partnerships submitted an application to affiliated as a regional chapter of NACEP.

Kathleen moved to approve the application. Tim seconded. Motion passed.

4. Approve Creation of Accreditation Services Manager/Consultant Position

The Executive Committee recommended Board approval of hiring a part-time, Accreditation Service Manager/Consultant to help with the Accreditation process. Funds (\$5,000) for the position exists in the 2015 Accreditation Commission budget. The expectation is for this individual to work 100-200 hours during 2015 to support the efforts of the commission, with 2016 staffing needs to be determined later.

Motion made by Joni to approve the position. Seconded by Tim. Motion passed.

5. Adopt Emeritus Membership Policy

After considerable discussion, a motion was made by Tim to table this discussion. Seconded by Kathleen. Motion passed. Issues with current proposal was the length of the form, the fact that the nominee had to complete the form themselves and lack of a rubric to assess. One suggestion was to have past-presidents serve as a nomination/selection committee for the Emeritus members. Kent will work with the committee to reassess the process and application.

6. Approve Nomination of Emeritus Membership Status for Jill Thorne

Motion made to approve Jill's nomination by Sandy. Seconded by Jaclyn. Motion passed.

7. Adopt Reserves Policy

Doug presented a proposal to establish a reserves minimum to ensure the Board upholds its fiduciary responsibility to monitor the organization's cash flow.

Kathleen made the following motion:

That the Board establish a reserves minimum of 33% of the non-conference budget on a yearly basis. If the total cash balance falls below the reserve minimum at the end of any month, the Treasurer shall notify the President who shall call a special meeting of the Board of Directors.

Seconded by Joni. Motion passed.

8. Plans for Board Meetings at the October 2015 Conference

The Board will meet all day Saturday, October 24th and half day on Wednesday, October 28th. The conference is Monday and Tuesday. Sunday is for pre-conference workshops.

9. Good & Welfare

- Some work has been done on the proposal for Special Interest Groups. The Board will discuss at its October meeting.
- Committee Structure
 - Kent noted that he is not planning to appoint a membership committee chair for the 2015-16 term due to an overlap of roles between the committee and staff positions.
 - Dennis' term ends in October as the four year private institution representative.
 - The Board may at times invite ad hoc or special committee chairs attend Board meetings. When desired, the President simply needs to issue the invitation to any guest to attend Board meetings.
- Nominations and Elections
 - The Member at Large and Four Year Private Institution Representative positions will be up for election this summer
 - Nominations are due at the end of July.

Motion made to adjourn by Kathleen. Seconded by Jaclyn. Meeting ended at 2:15 CST.