



NACEP BOARD OF DIRECTORS MEETING

October 24, 2015

8:30am - 3:30pm

Community College of Denver

Denver, Colorado

Minutes

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: Christine Denecker

Guests: Patrick Cannon, Eric Hoover (agenda item 5)

Meeting called to order by Kent Scheffel at 8:30 am (MST).

Consent Agenda

1. Approve Minutes from the July 9, 2015 Board Conference Call
2. Accept Reports from Committee Chairs and Officers
3. Record the Board's Electronic Vote on a Motion to Hire a full-time Director of Accreditation & Member Services

4. Record the Board's Electronic Vote on a Motion to Approve Presidential Appointments

A motion to approve the consent agenda was made by Linda Allen and seconded by Doug Binsfeld. Motion Passed.

Non-Consent Agenda

1. Accept the Treasurer's Quarterly Report

Total Income as of September 30	\$512,820
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Total Expenses as of September 30	\$614,573
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Currently, NACEP has received most of the revenue from the conference. The conference had an increase in sponsorships this year helping to defray some of the costs. The organization pay most of the bills in November. NACEP met its “stretch goal” for membership and this is reflected in higher membership dues revenue.

2. Executive Director Performance Review

The Executive Committee recommended awarding Adam a bonus of \$1,800 for the 2015 year. A motion was made by Linda Allen to accept the recommendation and seconded by Deanna Jessup. Motion passed.

3. Staffing

Adam presented the Board with thoughts on staffing needs as the organization continues to grow. Interviews for the Director of Accreditation and Membership were taking place during the conference. Other possible staffing needs include support for seasonal conference registration, communication, research, public relations, state chapters, governmental relations, and development. Considerable discussion on the benefits and drawbacks of hiring a public relations firm and the possibility of combining some of the needs into single full time positions.

4. Discussion of Proposed Operating Budget for Calendar Year 2016

Adam presented a draft budget for FY 2016. Key discussion points:

- Conservative revenue predictions with consideration of possible lost membership due to increase in fees
- Total budgeted income would be \$680,000
- Total budgeted expenses would be \$603,207
- Total budgeted for strategic planning and initiatives was \$32,500

- There was considerable discussion on the strategy and goal behind the conference scholarship for secondary partners and if the scholarship was achieving the goal. One recommendation was to ask state chapters to take a larger role in providing funds for secondary partners to attend the National conference.

5. Selection of 2017 National Conference Location

Eric Hoover and Adam Lowe presented information on costs, projected revenues and location facilities for the 2017 National Conference location. The advantage to going to Pittsburg, PA was lower cost. The advantage to going to Washington DC in 2017 would be the ability to educate new administration staff and congressional members on concurrent enrollment. After considerable discussion, EJ Anderson moved to hold the 2017 conference in Washington DC. The motion was seconded by Loralee Stevens. Motion passed.

Discussion of holding the Washington Policy Seminar as a pre or post-workshop for the conference occurred and received favorably by the Board.

6. Adopt Emeritus Membership Policy

This was a continuation of the spring discussion. The original recommendations and process were piloted with Jill Thorne. The application process was labor intensive. Discussion centered on the purpose of the status and its benefit to NACEP. Discussion focused on involving past-presidents in reviewing the designation, the process, and policy for Emeritus Status.

7. Proposal Regarding Establishing Special Interest Groups

As part of the initiative to revitalize the NACEP standing committees and increase member engagement, a proposal was presented to establish Special Interest Groups. For a Special Interest Group to be established, an individual or group of individuals would need to complete an online form housed on the NACEP website. The Board and Staff would review the request for approval. The individual who completes the request would be considered the chair or convenor of the Special interest group and facilitate the group meetings and discussions. Special Interest Groups would be expected to provide a periodic report to the Board of activities. Kathleen Burns made the following motion:

Upon request by a member, the Board may create Special Interest Groups to facilitate member networking, resource sharing, and professional development around a common topic of interest.

Procedures

- **Establishment.** Special interest groups would be formed by member request through an online application. They would be vetted through the NACEP board and staff to ensure there is no overlap with current standing committees. If the group fell under one of the current committees they would be asked to work with that committee to address the desired need.
- **Maintenance of Status.** Special interest groups would file biannual reports to the Board. They would have to have three documented activities per year to maintain the current special interest group standing. Those activities could include webinar, conference call, meetings at NACEP conference.
- **Lead or Facilitator.** The initial SIG Lead or Facilitator would be the member requesting the special interest group. Members of the group could then elect another chair as needed.
- **Support for SIG.** NACEP staff would provide communications tools such as a listserv, discussion board, web meeting, conference call lines, a website.

The motion was seconded by Jaclyn Dumond. Motion passed.

8. Review Conference Schedule and Responsibilities and Business Meeting

Adam took the Board through the conference schedule, highlighting specific responsibilities and providing data on conference attendees.

9. Approaches to Developing the Next Strategic Plan

The Board discuss the history, goals, format, and timeline for strategic planning. There was as strong consensus that an outside facilitator was needed for the process, and a desire to revisit the vision and mission statements. Jaclyn Dumond made a motion to move forward with developing a new three year strategic plan to include mission & vision and hiring a facilitator to work with the Board. The motion was seconded by Doug Binsfeld. Motion passed.

10. Good and Welfare

- Kent expressed his thanks to all the Board members leaving the Board at the end of the conference (Linda Allen, Brandon Kowallis, Dennis Waller and EJ Anderson)
- Adam noted a need to get the National Conference Planning Committee operational very quickly after the 2015 conference to begin planning the 2016 conference.

Meeting adjourned at 2:30 pm (MST)