



National Alliance of Concurrent Enrollment Partnerships

Board of Directors Conference Call Meeting Minutes

January 19, 2011; 2-4 p.m., EST

Executive Committee Members

President: Lynn Burbank (University of Minnesota, Duluth)
Past President: Ted Ungricht (Utah Valley University)
Vice President: Sandra Gonzalez (Schenectady County Community College)
Treasurer: Kent Scheffel (Lewis & Clark Community College)
Secretary: Ginger Ramsden (University of Southern Indiana)
Member at Large: Elena Samson (Finger Lakes Community College)

Committee Chairpersons and Representatives

Accreditation Committee: Becky Carter (Indiana University)
Communications Committee: Julie Williams (University of Minnesota, Twin Cities)
Governmental Relations Committee: Jaclyn Dumond (University of Southern Indiana)
Membership Committee: E.J. Anderson (Rio Salado College)
Research Committee: Gillian Thorne (University of Connecticut)
4-year Private Postsecondary Institutions: Dennis Waller (Northwest Nazarene University, Idaho)
4-Year Public Postsecondary Institutions: Fabiola Juarez-Coca (Boise State University)
2-Year Postsecondary Institutions: Peggy Sadler (Salt Lake Community College)

Board members in attendance: E.J. Anderson, Lynn Burbank, Becky Carter, Jaclyn Dumond, Sandy Gonzalez, Ginger Ramsden, Elena Samson, Dennis Waller, Julie Williams, Fabiola Juarez-Coca and Kent Scheffel, Jill Thorne, and Ted Ungricht.

Board members absent: None (Jill Thorne joined the meeting at 2:36 p.m. and Ted Ungricht joined the meeting at 2:58 p.m.)

Also attending: Adam Lowe, NACEP Executive Secretary

1 Call to order by President, Lynn Burbank: 2:04 p.m., EST

2 President Burbank appointed Dennis Waller as Parliamentarian for this meeting.

3 **Minutes**

4 **Consent Agenda**

5 Items on the consent agenda included the following motions:

- 6 • **Approve Prior Minutes from the October 24, 2010 and October 26, 2010 board**
- 7 **meetings**
- 8 • **Accept reports from the officers, standing committee chairs, institutional**
- 9 **representatives, the Executive Secretary, and the Secondary School Partners**
- 10 **committee chair.**
- 11 • **Grant Emeritus status to Peggy Sadler**
- 12 • **Grant Emeritus status to Ted Leahey**
- 13 • **Approve Sandy Gonzalez as an ambassador for the NACEP Speakers and Ambassadors**
- 14 **program**
- 15 • **Approve Jill Thorne as an ambassador for the NACEP Speakers and Ambassadors**
- 16 **program**
- 17 • **Approve the positions of President, Past-President, President-Elect, and Executive**
- 18 **Secretary as ambassadors for the NACEP Speakers and Ambassadors program**
- 19 • **Extend the consulting services contract with Peter Swatsburg for strategic planning**
- 20 **facilitation services through December 31, 2011**
- 21 • **Grant permission to Jerry Edmonds to republish the NACEP report *Promoting Quality:***
- 22 ***State Strategies for Overseeing Dual Enrollment Programs* as a chapter in his**
- 23 **forthcoming book on concurrent enrollment**

24
25 Elena requested adding a discussion item at the end of this meeting, referencing the Accreditation
26 Committee report. She would like to know if the four programs that submitted reaccreditation
27 applications this cycle are being reviewed under the new or the old standards. President Burbank
28 approved the request, if time allows. Adam suggested if time does not permit discussion of this
29 item, that Elena may request a private conversation with the Accreditation Committee Chair for
30 clarification.

31
32 **Julie Williams moved to accept the Consent Agenda, with Elena's discussion at the end of this**
33 **meeting , or a private conversation with Accreditation Committee Chair, if time does not**
34 **allow discussion; motion seconded; unanimously approved.**

35 **Nonconsent Agenda**

- 36 • ***Appointment to fill the vacancy for the Two-Year Public Institutional Representative***
- 37 ***position***

38 **Ginger moved to go into executive session to discuss applicants; motion seconded;**
39 **unanimously approved.**

40 **Lynn Burbank motioned to move out of executive session; motion seconded;**
41 **unanimously approved.**

42 Lynn announced that Karl Madeo has been appointed by the board to serve out the
43 remainder of the Two-Year Public Institutional Representative term.

44 • ***Strategic Planning: Adopt Action Plans and Remove Redundant Action Step***

45 **Julie Williams moved to approve the elimination of Step 1 of Objective 2 of the**
46 **Strategic Plan previously adopted by the board; motion seconded; unanimously**
47 **approved.**

48 **Sandy Gonzalez moved to launch the Action Plan, as currently described in the**
49 **distributed Strategic Plan documents, with the understanding that the steps may**
50 **evolve throughout the implementation process; motion seconded; unanimously**
51 **approved following discussion.**

52 Discussion: After reviewing the Strategic Plan documents, Julie Williams noted that the end
53 date on Goal 2; Objective 3; Action Step 1 should be changed to December 2011. Adam Lowe
54 will correct the document before public distribution.

55 • ***Revise Calendar Year 2011 Budget to Include Strategic Initiatives (\$27,550)***

56 **Elena Samson moved to approve the revised budget as submitted; motion seconded;**
57 **unanimously approved following discussion.**

58 Discussion: Kent informed the group that this motion will allow him to transfer funds from
59 savings into the checking account to cover the potential costs associated with the Strategic
60 Plan; however, recognizing the current balance in the checking account, it probably won't
61 be necessary to transfer any additional funds.

62 • ***Adopt Officer Conflict of Interest Policy and Disclosure Form***

63 **Dennis Waller moved to adopt the Officer Conflict of Interest Policy and Disclosure**
64 **Form; motion seconded. Dennis introduced a friendly motion to change the**
65 **disclosure notification from President and Secretary to President and Executive**
66 **Secretary. The motion passed unanimously.**

67 The Parliamentarian noted that minor changes could be made to this document in the
68 future without a formal motion.

69 • ***Proposal for NACEP to join the Pathways to College Network managed by the Institute***
70 ***for Higher Education Policy as a Partner Member***

71 **E.J. Anderson moved for NACEP to join the Pathways to College Network as a Partner**
72 **Member; motion seconded; unanimously approved.**

73 • ***Proposal to license an online survey and data aggregation tool for NACEP members to***
74 ***use for evaluations***

75 **Julie Williams moved to place the Canusia proposal on the table for discussion;**
76 **motion seconded; unanimously approved.**

77 Discussion: Several board members participated in the January 12th webinar facilitated by
78 the Canusia staff, and all were impressed with the software capabilities. Strengths and
79 weaknesses were discussed. Jill and her graduate assistant researched several commercial

80 software packages, including Zoomerang, Survey Monkey and Survey Gizmo, all which have
81 survey capabilities, but are not able to provide the same level of customization and
82 aggregate data as Canusia. Three of the board members' institutions currently contract
83 directly with Canusia and are pleased with its ease of use and data reporting ability.

84 The subject of privacy of data was discussed and the board felt it would be useful to poll
85 NACEP member institutions to determine if they feel access to the use of survey software
86 would be beneficial, and if provided, would they use the software; if not, why?

87 **E.J. moved that President Burbank appoint an Ad Hoc Committee to investigate**
88 **NACEP's use of survey software and the feasibility of programs to use the software,**
89 **and to bring back recommendations to the Board at the April Board meeting; motion**
90 **seconded; one objection, motion approved.**

91 • ***Whether to Invite Ad Hoc Secondary School Partners Committee Chair to Participate in***
92 ***April and October Board meetings***

93 **Julie moved that the Ad Hoc Secondary School Partners Committee Chair be a full,**
94 **non-voting participant in all Board meetings and discussions, in person and**
95 **electronically, report to the Board on the same schedule and in the same manner as**
96 **other committee chairs and receive the same benefits NACEP provides to the**
97 **Directors of the Board for the time limit of one year, or when the Strategic Plan**
98 **Committee charged with reviewing Board structure determines otherwise; motion**
99 **seconded; three in favor, eleven opposed; motion failed, after discussion.**

100 Discussion: If the Ad Hoc Secondary School Partners Committee Chair effectively becomes a
101 Board member at this time, it sets a precedent for future Ad Hoc committee chairs sitting on
102 the Board. Part of the Strategic Plan includes a committee to review the structure and
103 composition of the Board, and determining how the Secondary School Partners Committee
104 Chair fits into the Board structure should be a part of that review process.

105 ***Good and Welfare***

106 Lynn reminded the Board of the dates of the spring board meeting, April 14-16 in Seattle,
107 WA.

108 Jill announced that details regarding the fall conference in Mystic, CT will be announced to
109 the membership soon.

110 Sandy and Adam are coordinating posting the new NACEP bylaws on the web.

111 President Burbank stated that she and Elena will confer with the Accreditation Committee
112 Chair, Becky Carter, to discuss Elena's question regarding the standards under which
113 reaccreditation applications are currently being reviewed.

114 Adam recused himself from participating in the final discussion and left the meeting.

115 • ***Progress Report from Executive Secretary Search Committee***

116 Elena, chair of the Ad Hoc Search Committee for the Executive Secretary position reported
117 that 230 applications had been submitted. After eliminating candidates who did not meet
118 the qualifications of the position, as described in the posted job description, 141
119 applications remained. The search committee is currently reviewing these applications,

120 with goal to determine candidates to phone interview by the end of the week. If, after the
 121 phone interviews, the committee determines face-to-face interviews are necessary, they
 122 will make arrangements at that time. The committee would like to recommend a candidate
 123 for the Executive Secretary position to the Board by the beginning of March, 2011.

124 **Ginger moved to adjourn the meeting; motion seconded; unanimously approved.**

125 Meeting adjourned: 4:15 p.m. EST

126 Respectfully Submitted,

127 Ginger Ramsden

ACTION ITEMS -October 25 & 26, 2010 Board meeting; January 19, 2011 Board conference call

Action item	Responsible person(s)	Due date	Status	Meeting date; Ref. line #
Review Strategic Planning work and reorganize it in an easier format.	Ted, Adam, Peter	November 15	Completed	10/26/10; 91-92
Review the reorganized document and suggest priorities.	Executive Committee	Before Thanksgiving	Completed	10/26/10; 92-93
Board members will provide feedback and budget information pertaining to the Executive Committee's Strategic Plan suggested priorities.	Entire board	Before January meeting	Completed	10/26/10; 93-94
Search committee will develop position description, and coordinate job posting and interview process for the Executive Secretary position.	Past president, Ted Ungricht; Vice President, Sandy Gonzalez; Member at Large, Elena Samson	Candidate selected by March 1	Completed	10/26/10; 104-106; 1/19/11; 123
Correct the strategic Plan document, specifically Goal 2; Objective 3; Action Step 1 before public distribution.	Adam Lowe	Before public distribution	Completed	1/19/11; 53-54
Distribute and collect the Officer Conflict of Interest Policy and Disclosure Form	Adam Lowe	Within a reasonable amount of time	October 2011 conference in Mystic	1/19/11; 63-66
Join the Pathways to	Adam Lowe, on	Within a	Completed	1/19/11; 71-72

College Network as a Partner Member	behalf of NACEP	reasonable amount of time		
Investigate NACEP's use of survey software and the feasibility of programs to use the software; bring back recommendations to the Board	Ad Hoc Committee- Adam Lowe, Lynn Burbank, Julie Williams, Jill Thorne, Ginger Ramsden	April Board meeting	Recommendation has been sent to Board for discussion at April Board meeting.	1/19/11; 87-90
Post new NACEP Bylaws on the web site	Adam Lowe & Sandy Gonzalez	Within a reasonable amount of time		1/19/11; 110

ACTION ITEMS- From January 2010 Board Meeting

Action item	Responsible person(s)	Due date	Status	Meeting date; Ref. line #
Create a proposal for the hiring of a consultant for the Research Committee.	Jill and Adam	April 12 (date has passed)	In process	109