



## **National Alliance of Concurrent Enrollment Partnerships**

### **Board of Directors Conference Call Meeting Minutes**

**July 19, 2011; 3-5 p.m., EDT**

#### 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: Karl Madeo (Tompkins Cortland CC, NY)

Board members in attendance: Lynn Burbank, Sandy Gonzalez, and Kent Scheffel, Ginger Ramsden, Elena Samson, Becky Carter, Julie Williams, Jaclyn Dumond, Gillian (Jill) Thorne, Dennis Waller, Fabiola Juarez-Coca, and Karl Madeo.; E.J. Anderson joined the meeting late, at 4 p.m.; Jill Thorne left the meeting at 4 p.m., and Sandy Gonzalez left at 4:17 p.m.

Board members absent: Ted Ungricht.

Also attending: Adam Lowe, NACEP Executive Secretary

1 Call to order by President, Lynn Burbank: 3:06 p.m., EST

2 **Minutes**

3 **Consent Agenda**

4 Items on the consent agenda included the following motions:

- 5 • **Approve minutes from the April 15-16, 2011 Board meeting**
- 6 • **Accept reports from the standing committee chairs and Board officers**
- 7 • **Grant Emeritus status to Cyndy Crist**
- 8 • **Fix August 1, 2011 as the date of record for eligibility for voting in the 2011 Board**
- 9 **elections**
- 10 • **Fix August 1, 2011 as the date of record for eligibility for voting in the 2011 annual**
- 11 **business meeting**

12 Karl requested the April 15-16 Board meeting minutes be removed from the consent agenda to  
13 correct an item.

14 **Kent moved to accept the consent agenda; motion seconded; unanimously approved.**

15 **Non-consent Agenda**

- 16 • *Program Accreditation*

17 **Kent moved to go into executive session to discuss program's accreditation status;**  
18 **motion seconded; unanimously approved.**

19 Before moving into the Executive Session discussion, Lynn reminded Board members that our  
20 Board Member Conflict of Interest Policy dictates that members must recuse themselves from  
21 discussion and voting on any accreditation matter involving an institution where they have a  
22 real or perceived conflict of interest, which includes:

- 23 • your own institution, if it is up for a vote;
- 24 • any institution located in your same state;
- 25 • any out-of-state institution that has a possibility of direct competition with your
- 26 program;
- 27 • any institution for which you have served as a volunteer coach or otherwise have a
- 28 personal or professional interest in.

29 **Sandy moved to end the Executive Session; motion seconded; unanimously approved.**

30 Lynn Burbank announced the following programs have been awarded NACEP accreditation:

- 31           ▪ Dutchess Community College (Poughkeepsie, NY) - College Connection  
32           ▪ Hudson Valley Community College (Troy, NY) - College in the High School  
33           ▪ University of Arkansas Community College at Hope (Hope, AR) - Your Bridge to College  
34           Concurrent Enrollment Program

35           Lynn announced that four programs previously accredited by NACEP earned continued  
36           accreditation:

- 37           ▪ Finger Lakes Community College (Canandaigua, NY) - Gemini Program  
38           ▪ Indiana University (Bloomington, IN) - Advance College Project  
39           ▪ Rio Salado College (Tempe, AZ) - Dual Enrollment  
40           ▪ Syracuse University (Syracuse, NY) – Project Advance

- 41           • Approve April 15-16 Board Minutes

42           **Karl moved to correct lines 5-7 of the April 16, 2011 minutes to read:**

43                       **E.J. moved to remove the *Policy on Fielding Requests for NACEP***  
44                       ***Workshop Presenters* item off of the table, and to adopt the revised**  
45                       ***Guidance on Fielding Requests* as distributed.**

46           **The motion was seconded and approved unanimously.**

47           **Julie moved to accept the April 15-16, 2011 Board meeting minutes as**  
48           **amended; motion seconded; motion approved.**

- 49           ▪ Approve List of Persons Selected for Consideration as Nominees for Elected Positions

50           Karl Madeo is currently serving as the Two Year Postsecondary Institution  
51           Representative, appointed by President Lynn Burbank to complete Peggy Sadler’s  
52           Board term when Peggy retired. Since Karl submitted his name as a candidate for  
53           this position, he recused himself from the discussion.

54           The Nominations Committee received three nominations of individuals from  
55           accredited programs for the Two Year Public Institution Representative position,  
56           and voted to submit all three candidates to the Board for approval. (Karl is on the  
57           Nominations Committee and recused himself from this vote.) The committee posted  
58           biographies of the three candidates on the NACEP Ning site for Board review. The  
59           Nomination Committee’s nominations are final unless any nominee is rejected by a  
60           three-fourths vote of the board. The nominees are:

- 61                       ▪ Diana Johnson- Northwest Arkansas Community College  
62                       ▪ Rhonda Christiansen Low- Salt Lake Community College  
63                       ▪ Karl Madeo- Tompkins Cortland Community College

64           **Elena moved to approve all three candidates for the slate that will be**  
65           **submitted to the membership for vote for the Two Year Post Secondary**  
66           **Institution Representative; motion seconded; unanimously approved.**

67     ▪    Discuss Potential Jacksonville 2013 Conference Bid and Contracting with a Conference  
68     Planning Services Firm

69  
70           NACEP has considered hiring a conference service provider to assist with the  
71           national conferences, which would provide:

- 72           ▪    more consistency from conference to conference
- 73           ▪    greater ability to control costs of conference planning
- 74           ▪    assistance to institutions that would like to host the conference, but don't  
75           have in-house conference planning services

76           Previously, the Board asked Sandy to send out requests for bids to conference  
77           planning providers. She received three bids from commercial providers, all of which  
78           were out of NACEP's price range, and one bid from a postsecondary institution, that  
79           was closer to what NACEP can afford. Sandy asked the Board's permission to send  
80           out a second request for proposals using the NACEP listserv, specifically targeting  
81           postsecondary institution conference planning services, as well as experienced  
82           individual planners. The Board discussed and approved Sandy's request, but asked  
83           her to explain to the one institution that submitted a bid that the bid is still under  
84           consideration.

85           The Jacksonville, Florida group interested in submitting a bid for the 2013  
86           conference is led by the Duval County Public Schools, which is not yet a NACEP  
87           member. Longstanding Board policy requires that the Conference Host Committee  
88           be led by a NACEP member in good standing. Sandy has additionally requested that  
89           Duval Schools include a postsecondary institution as a co-host. NACEP would also  
90           need to provide conference planning services in order for Florida to host the  
91           conference. Discussion regarding what services would be expected from a  
92           conference planner and what services would be expected by the conference host  
93           committee followed.

94  
95           The Board asked Sandy to initiate further conversations with the Jacksonville group,  
96           in order to clarify the expectations and requirements of hosting a NACEP  
97           conference, and to guide the Florida group in developing a more detailed conference  
98           proposal to submit to the Board at the October, 2011 Board meeting.

99  
100     •    NACEP Wordmark Guidelines

101           Julie provided the Board with a PowerPoint presentation that explained the proposed  
102           Wordmark Guidelines, and displayed a variety of configurations of the logo and wordmark,  
103           which include a shorter version of the logo that uses less vertical space by eliminating the  
104           organization's name:



105  
106  
107           The Board discussed the possible confusion created by adopting more than one logo, as well  
108           as the importance of researching whether an additional trademark is necessary if an  
109           additional logo is approved.

110

111 **Julie moved that the Board approve use of the additional configuration of the shorter**  
112 **configuration of the NACEP logo, as presented; motion seconded; motion carried, with**  
113 **two oppositions.**

114 **Julie moved that the Board approve the tagline: “Advancing quality college courses in**  
115 **high school;” motion seconded; unanimously approved.**

116 Discussion: The logo might be used without the tagline, but the tagline should not be used in  
117 printed or digital documents to describe NACEP, without the logo or organization name.

118 Adam and Julie will investigate the cost to trademark the additional logo, wordmark and  
119 tagline.

120 ▪ Acceptance of the Treasurers’ Quarterly Report

121 Kent reviewed the highlights of the quarterly report with the Board, answering a  
122 few questions.

123 **Julie moved to accept the Treasurer’s Quarterly Report, as submitted; motion**  
124 **seconded; unanimously approved.**

125 ▪ Discuss Volunteer Job Descriptions

126  
127 In discussing progress on the Strategic Plan, the Executive Committee stressed to  
128 the Board that we continue to build on the strategies identified in the volunteer  
129 training that was conducted at the spring Board meeting. One of the strategies the  
130 trainer presented was the development of job descriptions for potential committee  
131 members. The committee chairs were reminded to develop volunteer job  
132 descriptions for their respective committees, using the job description template  
133 provided at the training. The descriptions should be completed and emailed to  
134 Adam and the Executive Committee by October 1, 2011, for editing prior to the  
135 October conference, so that the committee chairs are able to recruit qualified  
136 volunteers for their committees.

137  
138 Some committees might require regional volunteers for specific jobs and it was  
139 suggested that Ginger, Jaclyn and E.J. work together to split the country into regions,  
140 so that all committee chairs recruiting volunteers for tasks specific to a region use  
141 consistent regions.

142  
143 ▪ Good and Welfare

144 Ted Ungricht is recuperating from his recent surgery; Adam will contact him to  
145 determine when he will be able to continue with Board duties.

146 Julie reminded those who offered to donate money for the flowers sent to Jan  
147 Erickson, in memory of her sister, should pay Julie \$5 at the October conference.  
148 This sparked a discussion regarding adding a benevolence line item to the NACEP  
149 budget, which will be added to the agenda items for the October Board meeting. As

150 a framework for the discussion, Dennis offered to create a document outlining the  
151 guidelines of the use of funds in the proposed benevolence line item.

152 **Elena motioned that we adjourn the meeting; motion seconded; approved.**

153 The meeting adjourned at 4:25 p.m., EDT

154 Respectfully submitted,  
155 Ginger Ramsden