



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS BOARD MEETING MINUTES June 18, 2014

Executive Committee Members

President:	Sandra Gonzalez (Schenectady County Community College)
Past President:	Lynn Burbank (University of Minnesota, Duluth)
President-Elect:	Kent Scheffel (Lewis and Clark Community College)
Treasurer:	Jeannette Carter (Pennsylvania College of Technology)
Secretary:	Vacant
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:	Diana Johnson (NorthWest Arkansas Community College)
Secondary School Partners Committee:	Joni Swanson (Mt. Vernon School District)
4-Year Private Institutions:	Dennis Waller (Northwest Nazarene University)
4-Year Public Institutions:	Tim Stetter (University of Washington)
2-Year Institutions:	Karl Madeo (Tompkins Cortland Community College)
Executive Director (Ex-officio):	Adam Lowe (NACEP)

Absent: Kent Scheffel, Lynn Burbank, Jaclyn Dumond

Guest: Kim Mobley, Director of Communications and Member Services

Meeting called to order on June 18, 2014 at 1:00pm Eastern Time. Sandy welcomed Kathleen Burns who joined the Board as Governmental Relations Committee Chair. She thanked the Board members who attended for gathering on short notice, as she thought it was more effective to discuss and vote on these items on a teleconference than by electronic mail.

Approve Consent Agenda

Linda moved to approve the Consent Agenda. The motion was seconded and passed. The Consent Agenda included the following two resolutions:

- Fix August 1, 2014 as the Date of Record for Eligibility for Voting in the 2014 Board Elections
- Fix August 1, 2014 as the Date of Record for Eligibility for Voting in the 2014 Annual Business Meeting

1) Approve Presidential Appointment of Kathleen Burns as Governmental Relations Committee Chair

Sandy reported that she and Kent vetted four individuals who expressed interest in the position and submitted biographical details upon request. She provided the biography of their top choice, Kathleen Burns of the University of Missouri – St. Louis. Jeannette moved to approve the President's appointment of Kathleen Burns. The motion was seconded and passed.

2) Accept the Treasurer's Report

Jeannette presented the 2nd quarter report that was provided in advance of the meeting. She noted that over 90% of the budgeted membership dues revenue was collected in the first half of the year; and that we added as many new members in the first half of this year as all of last year. The reports include some registration fees from early registrations for the conference, and additional revenue is expected from workshops NACEP has been contracted to run for the Connecticut Board of Regents. On the expense side she reported that an additional \$40,000 deposit was paid to the conference hotel in Chicago, and noted the financial savings on the Spring Board meeting thanks to the meeting being held at the Community College of Denver.

3) Strategic Planning: Discussion of Action Step 1-3-4: Enhance the role of the Secondary School Partners Committee.

Joni, with Kim's assistance, presented the history of secondary school involvement in NACEP and the strategic planning action steps related Objective 1-3: Increase engagement of secondary partners in NACEP. They shared the results of the new conference scholarships for high school staff, and in particular the promotional benefits of running the contest, which attracted people who weren't otherwise aware of us or hadn't considered attending the conference. Many NACEP postsecondary members distributed the scholarship announcement widely among their secondary partners. They also shared figures on secondary membership and participation in the national conference. Discussion centered around two main questions:

1. How do we get the existing 275 colleges and universities to talk about NACEP with their secondary partners and educate them about NACEP?
2. How do we enhance leadership opportunities for secondary partners in all aspects of our organization?

Discussion focused on some of the challenges and opportunities to further engagement.

4) Hiring an Events Coordinator/Office Administrator & Related 2014 Budget Amendment

Adam reported that Tanesha will be moving to Atlanta for personal reasons and leaving NACEP this summer. She joined NACEP as an administrative assistant in November 2012 and worked an average of 25 hours per week up through November 2013 when she cut her hours back. To cover some of her job functions we hired a student intern for the spring semester, but this has proven inadequate to keep up

with our needs. In considering our current and future staffing needs and financial constraints, and after discussing with Kim and consulting with the Executive Committee, he recommended that we hire an *Events Coordinator/Office Administrator* on a full-time or seasonally full-time basis. To accomplish this, we would need to forgo a conference management services contract for the 2015 National Conference in Denver. A full-time employee earning \$35,000 would be approximately cost-neutral in 2015 once employer taxes and the retirement benefit is factored in.

Linda moved that NACEP hire an Events Coordinator/Office Administrator at a salary not to exceed \$35,000. Her motion proposed to amend the 2014 Adopted Budget as follows:

	Adopted	Amended	Difference
Support Staff Wages	\$15,912	\$22,912	\$7,000
Employee Benefits	\$5,861	\$6,736	\$875
Payroll Taxes (Employer's Share)	\$12,252	\$12,952	\$700
Total	\$34,025	\$42,600	\$8,575

The motion was seconded. Discussion began with questions about whether we would still need additional conference management support even with this hire, Adam reported that he did not think so given that all three staff members would have conference planning experience. Discussion focused on the trade-offs of full vs. part-time staff, and the ability to recruit someone with more experience with a higher salary vs. less experience at the budgeted salary. There were also questions about NACEP's limited benefits package, and whether the lack of employer-sponsored health insurance would be a detriment to recruiting candidates. The motion passed.

5) Good and Welfare

Because of time constraints, Sandy removed the following items from the agenda:

- Bylaw Revisions
- Recruiting Conference Sponsors
- Establishing Promotional Partnerships with Vendors

She briefed the Board on the plans for bylaw revisions, including a legal review of the proposed approach and amendments. She will discuss the concept of streamlined bylaws accompanied by a Board manual at the October business meeting, but will not be proposing any amendments during this meeting.

Jeannette briefly mentioned a desire to increase corporate sponsorship of the conference, and encouraged all Board members to approach businesses that they have worked with.

Brandon will discuss the feasibility of other promotional partnerships at a later Board meeting.

Adam updated the Board on Greg Kleinheinz' recent promotion & need to resign from the Board due to his promotion limiting his availability for NACEP activities.

Linda moved to adjourn the meeting at 4:30pm. The motion carried.