President Redwine called the meeting to order at 2:01 p.m.

1. Approval of April 27, 2016 Minutes
M/S/P North/Kwaterski “to approve the April 27, 2016 minutes as presented.”

2. Naylor Agreement – electronic vote
   - President Redwine reported that the updated agreement with Naylor was unanimously approved via an electronic vote.

3. Transition of Incoming Regional Reps
   - President Redwine noted that appointed incoming regional representatives will be included in meetings and board calls during the transition. This person is not eligible to vote until they officially come on board. The budget was built to include these representatives in attending the summer board meeting, as well as going forward.

4. 2015 Audit Approval
   - Mr. Garcia noted that the Finance Committee had no issues with the 2015 audit and recommended that the board approve it.

M/S/P Kwaterski/Ceja “to accept the 2015 NACAS audit.”

5. NACAS National Office Update
   - Ms. Finn reported that the rebrand RFP has been sent out. This will be discussed further at the summer board meeting. Pepsi was contacted and provided contacts from other associations that could be of help through our process.
   - Ms. Finn presented a version of the NACAS State of the Association at the KASA Annual Conference. She will be joining the Georgia state association meeting in September.
• Ms. Finn attended the CHEMA spring meeting and met many association executive directors and volunteer presidents/board chairs. She sees a number of opportunities for the partnerships in the future.
• NACAS has been looking at general services contractors and have decided to continue business with Hargrove for the annual conference.
• CCBO has decided to run an RFP process for services to manage their association. A decision will be made after October 15th.

6. Dashboard Report
• Ms. Finn reviewed the 2016 first quarter dashboard.
• It was suggested that the membership breakdown column include the previous year’s information for comparison.
• NACAS has a six-month trial membership for those having issues regarding membership dues payments because of budget cuts.

7. 2016 Annual Conference Overview
• Ms. Crouch reported:
  ▪ There are over 100 education session presentations and there is a waiting list in case of cancellations.
  ▪ There will be four NACAS Talks sessions. Following these, the four presenters will give an hour long session so that members will have the opportunity to choose which one they want to hear more from.
  ▪ The Monday general session speaker spot is still vacant. The committee is working with Pepsi to see if they can sponsor someone. Jeff Hayden will be the Wednesday closing general session speaker and members will receive a copy of his new book.
  ▪ Ed Foundation fundraisers: golf tournament at the Brickyard Crossing golf course; a new event - duck pin bowling, and the silent auction
  ▪ Two campus tours, one public and one private – Indiana University-Purdue University at Indianapolis and Butler University
  ▪ The closing event on Tuesday is titled “Jeans & Jerseys” and will be held at Lucas Oil Stadium. Attendees are encouraged to wear their favorite football jersey – NFL, college or high school. There will be a band and activities on the field. Attendees can take a tour of the stadium as well.
  ▪ New this year in the Business Solutions Center - if a business partner has a product that they would like to demonstrate for attendees, there will be an area where they will have 15-20 minutes to do so.
  ▪ The committee is working on ideas for a Sunday event with first timers within the regions.
  ▪ Statistics: 39% hotel pick up; 77 delegates registered; 169 10’x10’ booths sold representing 124 companies
  ▪ The committee will get a signed Indianapolis Colts jersey to auction off at the annual conference.
8. Professional Development Proposal for 2017

- Ms. De Lisle and Ms. Brooks presented a proposal for the Professional Development Committee.
- Ms. Brooks reported the attendance numbers for the three 2016 institutes:
  - Institute for Managers (IFM) at the University of Louisville – 19
  - Advanced Institute for Managers (AIM) at the University of Cincinnati - 15
  - Senior Executive Institute (SEI) to be held July 27-29 at the Follett Headquarters in Chicago – 21 registered to date
- In 2017, the IFM will be sponsored by FedEx and hosted in New Orleans prior to the South Regional Conference to allow consolidating travel costs for attendees. The committee decided that January is not a good time of the year to hold an institute. If this is successful in the South region, the IFM will be offered at other regions in the future to move them around the country.
- The 2017 SEI will be sponsored by Barnes & Noble and the host site is yet to be determined.
- There was feedback that the IFM and AIM have merged too much in their content and the Professional Development Committee is looking at the learning outcomes of these programs as to what should be the differentiators. The Advanced Institute for Managers will not be provided in 2017, but will be in 2018.
- Online education - there have been 18 webinars and virtual roundtables since 2015. There will be 24 offered in 2017, as well as one online course to offer comprehensive learning without travel expenses. The goal is to provide tools that encourage individuals to study for the CASP certification.
- Ms. De Lisle reviewed the budget impact of the 2017 professional development programs. The Professional Development Committee has been in discussion with the Finance Committee. An updated Professional Development Committee description was presented to the board. Proposed changes include:
  - The Professional Development Committee will work with the Annual Conference Committee on managing content, program and presenters for the Senior Management Program, Emerging Professionals Program and CASP Prep Course at the National Annual Conference.
  - The Professional Development Committee will have representation on the Program Committee for the National Annual Conference.
  - The Professional Development Committee will advise on format, learning outcomes, content, program, presenters and scheduling for the National Institutes and Workshops.
  - The Professional Development Committee will create opportunities for NACAS Core Curriculum training.

Action item:
- Post the Professional Development presentation in the NACAS Lounge once the PowerPoint is finalized.
M/S/P Reynolds/Garcia “to approve the revised Professional Development Committee description as presented.”

9. **Summer Board Meeting Agenda**
   - President Redwine reviewed the topics for the summer board meeting that are listed at the bottom of the agenda and asked if there were any additional topics to discuss. Planning for the 50th anniversary, membership growth, community college dues structure and FLSA were added.

10. **Community College Task Force Update**
    - Mr. Ceja reviewed the Community College Task Force update from April. Key survey findings were:
      - Despite some extremely large campuses, community colleges have significantly smaller auxiliaries with 27% under $1M in total volume and 26% from $1-5M
      - The only auxiliary managed services for most community colleges are bookstores (89%) and dining (81%)
      - Only 12% of respondents reported an ability and willingness to pay over $1,000 for an association membership with 53% maxing out at under $750
      - NACAS regional and national conference fees seem to be largely in-line with expectations
    - Two recommendations were presented to the board:
      a) Request that the Foundation consider a community college member scholarship similar to the Ladson fund
      b) Revise the dues structure to account for the dramatic difference between auxiliary related revenues and FTE between universities and community colleges
    - Discussion was held about offering a discount in the future for those who belong to both NACAS and CCBO if we continue to provide administrative support to that association. This could be added to the RFP that NACAS submits to CCBO.
    - Mr. Sirinek noted that if the NACAS board wants to create a community college member scholarship, the Education Foundation will support this. The Foundation could seek a business partner to help build this fund. This will be further discussed at the summer board meeting.
    - It was requested that the NACAS National Office provide comparative data on four-year institutions and where they fall into FTE categories, cross compare this data to community colleges and see where there may be possible conflict.

**Action items:**
- Mr. Ceja, Ms. Finn, Mr. Weicchart and Emily Welty, CCBO managing director to work on language to add to the RFP response to include a discount for joint membership with NACAS and CCBO.
- Mr. Dastoli to pull four-year colleges information to compare at the summer board meeting.
Other Business

- Discussion was held on the Fair Labor Standards Act (FLSA) and if NACAS should be addressing this to our members. Ms. Finn recommended that the Professional Development Committee look at this as a possible roundtable. It was noted that NACAS is not an expert on HR policy and it would be best to partner with another association on a webinar or roundtable on what campuses are doing regarding FLSA.

Action items:

- The National Office to put out an email communication to our members with links to where to find information on FLSA.

11. Executive Session

M/S/P Reynolds/Ceja “to move into Executive Session at 3:46 p.m.”

M/S/P Garcia/North “to come out of Executive Session.”

Ms. Reynolds made a motion to adjourn the meeting at 4:01 p.m.

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant