President Redwine called the meeting to order at 2:02 p.m.

1. Approval of March 30, 2016 Minutes
M/S/P North/Kwaterski “to approve the March 30, 2016 minutes as presented.”

2. Treasurer’s Report
   - Mr. Garcia reviewed the first quarter statement of activities.
   - The Finance Committee will meet at the joint Central/West Regional Conference in Boulder, Colorado to continue work on the 2017 budget.
   - Mr. Dastoli reported that annual conference revenue is ahead of this time last year due to paid booth sales. Professional development revenue and sponsorships have also increased.

3. Committee and Task Force Updates
   - Mr. Wahr reported that the CCC will meet on May 10th. Mr. Dastoli noted that budget requests have been received from Inclusive Excellence, Awards and Membership. The deadline to submit a budget request has passed, however Mr. Wahr will remind committee chairs during the next call to get them in by the end of May.
   - Mr. Ceja reviewed the past work of the Community College Task Force, as well as the survey findings from April, 2015. Discussion was held regarding possibly reducing membership fees for smaller community colleges.

Proposed: small community colleges (up to 5,000 FTE - $275), mid-sized community colleges (5,001-12,500 FTE - $480), large community colleges (over 12,500 FTE - $650)
This could create a budget impact, but may increase conference attendance. Ms. Welty noted that CCBO recently changed their dues structure effective July 1st with three membership levels that are based off the number of full-time enrollment plus one-third of part-time enrollment. NACAS has 130 community college member institutions.

Action items:
- Mr. Dastoli to calculate the financial impact if we changed the fee structure for community colleges, as well as what it would look like if we mirrored CCBO’s fee structure.
- Mr. Salem to run a report to show NACAS’ overlap of membership with CCBO, as well as our potential growth.

Mr. Bradie reviewed the past work of the Inclusive Excellence Task Force. Discussion was held on committee chairs being responsible for the goals of operationalizing inclusive excellence goals and the CCC be the forum responsible for ongoing oversight of the efforts. It was suggested that someone from the NACAS National Office be responsible for this as well to provide continuity with the CCC since the CCC chair changes annually. Ms. Finn recommended that we find a subject matter expert who not only has a passion for inclusive excellence, but truly understands how to integrate it. This person could provide inclusive excellence training to the CCC chair and resources to the staff. Ms. Kwaterski suggested adding language to the NACAS Policy Manual and Constitution & By-laws for committee chairs to keep in mind inclusivity and diversity.

M/S/P Bradie/Wahr “to accept the recommendation of Mr. Bradie that the role of NACAS committees, under the direction and guidance of their respective chairs, include thinking of creative ways that their activities might support and further the organization’s diversity efforts and that such initiatives are undertaken, reviewed, and monitored regularly; that the Committee Chair Council serve as a forum where such ideas and initiatives are regularly encouraged, shared, discussed and developed; that the Chair of the CCC be charged with facilitating such discussions, encouraging creative thinking and follow-through on commitments, and reporting progress in applicable reports and updates to the NACAS Board; that the NACAS CEO (and/or his/her delegates) utilize the IE Toolkit as a basis for pursuing best-practices in supporting administrative activities and decision making regarding diversity and inclusion; that the NACAS Board annually reserve and/or award budgetary dollars to support selected IE goals/initiatives as it deems appropriate to allocate; that the NACAS Board (as part of its review of the work and the reports of emanating from the individual committees, the CCC, and NACAS administration) identify and evaluate strengths and opportunities relative to inclusive excellence and summarize its findings at least annually; and that the NACAS Board commission ad hoc tasks forces (and external subject matter experts as needed) to support the organization’s IE goals.”

- Ms. Finn reported that the Business Partner Task Force met today and discussed a matching program for fundraising for the 50th anniversary where business partners
would match giving. The three focal points of the 50th Anniversary Task Force are scholarships, professional development, and research based information. The task force discussed the silent auction and allowing booth personnel to assist in working the event to get face-to-face time with attendees. The golf tournament and the new business partner mentor program were also reviewed.

- Ryan Ernst will continue as the chair of the Business Partner Task Force through October 2016. Discussion was held about the open at-large position focusing on the Business Partner Task Force and business development. The board agreed that the designation of the at-large position be for a specific role and have a focal point.

M/S/P Ceja/Kwaterski “to move the marketing focus for the at-large position from inclusive excellence to business partners without any changes to the Constitution & By-laws, but document the focus of the position in the NACAS Policy Manual.”

4. NACAS National Office Update
- Ms. Finn welcomed new staff members, Mr. Weichhart and Mr. Salem to the board meeting. Both attended the South Regional Conference and are excited to be a part of the team. Mr. Salem noted that he welcomes the opportunity and challenge to help grow and improve membership and to get people more engaged.
- Report on the 2016 Annual Conference – There are 23 institutional delegates registered to date. This is the earliest that registration numbers have been tracked, however beginning in June, there will be comparable data. We have sold 158 booths which represents 113 unique business partners in the Business Solutions Center and there are 81 booths left to sell. Sponsorships agreements are being signed weekly.
- Naylor & NACAS Communications Agreement – the agreement with Naylor expires December 31st. Highlights of the proposed new five-year agreement includes a $5,000 signing bonus, a new NACAS Weekly News e-newsletter, discontinuing Naylor hosting the Buyer’s Guide (beginning January 1st, NACAS will self-operate the guide), increasing the number of printed magazines from 3,500 to 5,500 to accommodate membership growth, reevaluating the need for the College Services Monthly email in early 2017, Naylor continuing to provide the CCBO Bottom Line, NACAS Conference Daily, website advertising, and NACAS tv, conversations regarding the Mobile App and financial terms.
- The board agreed to postpone voting on this until the May 11th board call in order to give board members more time to review the agreement.

5. CCBO Relationship
- Ms. Welty gave a presentation on the NACAS & CCBO relationship and contract recommendation.

Timeline
April 27th – present the contract recommendation to the NACAS Board
May/June – present a contract vision to the CCBO Board
July/August 4th – present a contract to the CCBO Board
September 2\textsuperscript{nd} – deadline for both parties to make a contract decision

- The current contract ends December 31, 2016. NACAS is looking at new contract terms to propose to CCBO for renewal.
- Ms. Finn noted that NACAS needs to look at what it means to be in this management relationship and the values to NACAS to continue the relationship. There are opportunities that NACAS could take advantage of that they have not in the past that could benefit both NACAS and CCBO going forward.
- Mr. Dastoli anticipates some negotiating with CCBO, as the new contract amount is in line with what an Association Management Company (AMC) would charge. NACAS provides more specialized services than an AMC would provide.
- President Redwine noted that with the increased capacity with the NACAS office staff, we could assist with CCBO’s membership needs.
- Ms. Finn noted that conversations will be held with CCBO about the executive director of CCBO if a new contract is awarded to ensure focus on both NACAS and CCBO.

**Action item:**

- The board agreed for the NACAS National Office to move forward with negotiations with CCBO. The contract would then come before the board for approval.

M/S/P Sirinek/Ceya “to adjourn the meeting adjourned at 3:34 pm.”

Respectfully submitted,

Kelsey Harmon Finn  
CEO

Marcia Oakley  
Executive Assistant

**Future Meetings & Topics**

- **May 11, 2016** – Dashboard, Community College Task Force update, Naylor agreement (action item), 2015 audit approval (action item)
- **June 22, 2016** – 2016 Annual Conference overview, summer board meeting agenda, short-term insurance proposal, PD proposal for 2017
- **August 3-5, 2016 Summer Board Meeting in Nashville** – Quarterly financials, 2017 draft budget recommendations, board and committee nominations, decision for 2017 summer board meeting location, dashboard, proposed 2017 NACAS Board calendar
- **August 24, 2016** -
September 21, 2016 – 2017 final budget review, 2016 annual conference reports, 2017 LTM planning, Regional Presidents & NACAS Board of Directors meeting agenda

October 7, 2016 in Indianapolis – Quarterly financial statements, 2017 budget approval, conference reports from sister organizations, dashboard

October 8, 2016 – Joint meeting with Regional Presidents

October 12, 2016 in Indianapolis -

November 16, 2016 – Board exit survey results, next year’s CHEMA conferences (collateral material needed, determine speaking/active role, list to determine who will attend what conference)

December 14, 2016 – 2016 budget projections, 2017 LTM schedule of events

(Note: quarterly NACAS and Education Foundation financial statements and the NACAS BOD dashboard to be provided in January, April, July and October)

**College Services Magazine**

**Themes**
- Fall 2016 – Conference Edition
- Winter 2016 – Leadership

**Content due:**
- July 22\textsuperscript{nd}
- October 19\textsuperscript{th}

**Future Annual Conferences**

**NACAS 48\textsuperscript{th} Annual Conference**
- October 9 - 12, 2016
- JW Marriott
- Indianapolis, Indiana

**NACAS 49\textsuperscript{th} Annual Conference**
- November 5 - 8, 2017
- The Broadmoor
- Colorado Springs, Colorado

**NACAS 50\textsuperscript{th} Annual Conference**
- October 14 - 17, 2018
- Rosen Shingle Creek
- Orlando, Florida

**NACAS 51\textsuperscript{st} Annual Conference**
- November 3-6, 2019
- Sheraton Phoenix Downtown
- Phoenix, Arizona

**NACAS 52\textsuperscript{nd} Annual Conference**
- November 8-11, 2020
Hilton Anaheim
Anaheim, CA

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**CCBO 34th Annual International Conference**
September 24 – 27, 2016
Disney's Contemporary Resort
Orlando, Florida

**CCBO 35th Annual International Conference**
September 23 – 26, 2017
Astor Crowne Plaza New Orleans
New Orleans, Louisiana

**CCBO 36th Annual International Conference**
September 28 – October 1, 2018
Sheraton Phoenix Downtown
Phoenix, Arizona

**Leadership Team Meetings 2017-2019**
January 31 – February 4, 2017
The LINQ Hotel & Casino
Las Vegas, NV

January 30 – February 3, 2018
The LINQ Hotel & Casino
Las Vegas, NV

January 29 – February 2, 2019
The LINQ Hotel & Casino
Las Vegas, NV