Call to Order / Roll Call
President Garcia called the meeting to order at 1:00 p.m. on January 29th.

Approval of December 5, 2018 Minutes
M/S/P Vieira/Huebler “to approve the December 5, 2018 minutes as presented.”

Procedures for Operation of In-person Board Meetings
- President Garcia noted that he will create a speaker's list during board meetings to use when discussion is held. Board members were asked to raise their hand and be recognized by the Chair before speaking.

Strategic Issues
Benchmarking Update
- Ms. Pepito gave an overview/history of the benchmarking idea that NACAS has been considering. She noted that benchmarking would be a member benefit that would bring value to NACAS Research.

CASP Update
- Mr. Eggleston gave a presentation on the update of the Certification Program (CASP) that included:
  o Historical data
  o Current data
  o Overall Analysis
- Three options regarding CASP were recommended by the Certification Commission and presented to the Board.
- Ms. De Lisle noted that GSX, the new psychometric provider administered the CASP exam in 2018.

Overall NACAS Priorities
- Ms. Finn noted that staff has done a lot of work the past few months on creating online courses.
- A list of programs, services and resources offered to senior level, mid-level and emerging professional members was reviewed.
• The Board discussed three areas to decide where NACAS should focus time, energy and resources on – CASP, Online Courses and Benchmarking.

M/S/P Greene/Wahr “to put an indefinite hold on developing online courses until further needed.”

Mr. Garcia abstained from voting.

M/S/P Greene/Harris “to go back to the Certification Commission to research a hybrid approach to the CASP exam development and bring this back to the Board with associated costs by March 20th.”

Mr. Garcia and Mr. Eggleston abstained from voting.

M/S/P Wahr/Harris “to accept the proposal of up to $75,000 for benchmarking for the first year and up to $36,000 each for the second- and third-years.”

Mr. Garcia and Mr. Greene abstained from voting.

NACAS and Foundation Relationship
• Ms. De Lisle gave an overview of the relationship with NACAS and the Foundation.
• The NACAS Foundation approved their updated Articles of Incorporation and Bylaws in December. The NACAS board reviewed their role and responsibilities related to the NACAS Foundation.

Review & Adjustment of Strategy
Treasurer’s Report
• Ms. Vieira reviewed the end-of-year financials.
• The NACAS office is now fully staffed.
• Mr. Dastoli reviewed NACAS’ investments.
• The Joint Finance Committee meeting will be held in Charlottesville in April and July 29th in Anaheim prior to the summer board meeting.

Action Items:
➢ Additional funds to be moved to Reserves. This will be reviewed during the Joint Finance Committee meeting in April.
➢ The Finance Committee to also explore investment options during the April meeting and bring this back to the Board in May.

Proposed Awards Changes
• Ms. Huebler presented proposed changes to the Emeritus award, the Silver Torch award, the Volunteer of the Year award, the David H. Lord Award for Exemplary Community Service and the Hassmiller CASP Scholarship.
• The Awards committee recommends eliminating the Emeritus Award.

The motion to change the Emeritus Award and Silver Torch Award comes from the Awards Committee and does not require a second.
M/P “to consolidate the Emeritus Award and the Silver Torch Award for one retiree-specific Silver Torch Award.”

Mr. Garcia, Ms. Huebler and Ms. Hoagland abstained from voting.

- The Awards Committee proposed expanding the Volunteer of the Year Award to include one award for each region (which would be chosen by the regions) and one overall Volunteer of the Year Award recipient (to be chosen by the NACAS staff).

The motion to change the Volunteer of the Year Award comes from the Awards Committee and does not require a second. The motion was amended for NACAS staff to nominate members for the Volunteer of the Year Award, not choose them. Other nominations can be received from NACAS members.

M/P “to increase the number of Volunteer of the Year awards to one per region, selected by the regional board of directors and for the NACAS staff to be able to nominate members, in addition to other NACAS members for the one national Volunteer of the Year Award which will be chosen by the Awards Committee.”

Mr. Garcia, Ms. Huebler and Ms. Hoagland abstained from voting.

The Awards Committee recommends that the David H. Lord Award for Exemplary Community Service Award be changed to a scholarship named the David H. Lord Scholarship for Exemplary Community Service. This change will go to the Foundation Board for discussion.

The motion to change the David H. Lord Award for Exemplary Community Service comes from the Awards Committee and does not require a second.

M/P “to change the David H. Lord Award for Exemplary Community Service Award to a scholarship named the David H. Lord Scholarship for Exemplary Community Service.”

Mr. Garcia and Ms. Huebler abstained from voting.

The Awards Committee recommends that the NACAS Foundation amend section D of the Hassmiller endowment to offer the application fee or the equivalent amount to be reimbursed for travel required to take the CASP exam, if eligible individuals do not receive support from their institution or other areas for either the application fee or travel costs.

The motion to amend section D of the Hassmiller endowment comes from the Awards Committee and does not require a second.

M/P “to recommend that the NACAS Foundation amend section D of the Hassmiller endowment to offer the application fee or the equivalent amount to be reimbursed for travel required to take the CASP exam, if eligible individuals do not receive support from their institution or other areas for either the application fee or travel costs.”

Action item:
- The Awards Committee is charged to create criteria for the change to the Hassmiller endowment.
Mr. Garcia and Ms. Huebler abstained from voting.

The Foundation Board will vote on this during their January 30, 2019 meeting.

**Policy Determination: Public & Operational**

**Policy Manual Updates**
- Ms. De Lisle reviewed the proposed changes to the NACAS Policy Manual:
  - Add “6” after 501(c) in section 103.
  - Add language in section 206 on dues billing to state that NACAS memberships are non-refundable and non-negotiable; and if an invoice is not paid by its due date, the institution will lose access to member benefits.
  - Add language added to section 1001 that expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation.

M/S/P Wahr/Moore “to accept the proposed changes to the NACAS Policy Manual as presented.”

Mr. Garcia abstained from voting.

**Routine Board Business**

**2019 LTM Schedule**
- President Garcia reviewed the LTM schedule of events.

**NACAS Office Update**
- Ms. Finn reported that Lindsay Hodges has been hired as the registrar and operations coordinator. William Hurley is now the professional development coordinator.
- Mr. Garcia shared a staff development idea for a board member to host a NACAS staff member to come to their campus for a week to shadow them and experience what they do on a daily basis.
- Ms. Finn noted that this is the final year for the LTM to be held in Las Vegas.

**Action item:**
- President Garcia and Ms. Finn to look into the staff development idea and come back to the Board.

**Policy Determination: Public & Operational (continued)**

**Ideas to Attract Universities From Mexico**
- President Garcia noted that NACAS is re-establishing a relationship with HACU (Hispanic Association of Colleges and Universities) and is interested in seeking member institutions from Mexico.

M/S/P Eggleston/Hoagland “to authorize the president to appoint a task force to explore Mexican institutions as potential members of NACAS and have a recommendation to the Board no later than the summer board meeting.”

Mr. Garcia abstained from voting.
President Feedback Gathered
- President Garcia gave a report on the feedback that he gathered from NACAS board members and staff on a survey that he conducted.
- Mr. Eggleston discussed a concept on how to strategize with other CHEMA organizations on partnerships.

Feedback - Outgoing Board members
- Ms. Finn conducted a call with outgoing board member, Jared Ceja. His responses to the questionnaire were included in the board materials.
- The other outgoing board members were contacted, however did not provide feedback.

Routine Board Business (continued)
CCC Quarterly Report/Dashboard
- This information was covered during the Leadership Team Meeting (LTM).

NACAS Office Update (continued)
- Ms. Vercellone presented on possible future LTM locations.
  - Scottsdale, AZ
  - Austin, TX
  - Tucson, AZ

NACAS Foundation Update
- Ms. Moore will provided her update during LTM.

Open Items From LTM
- There were no open items following the LTM.

Final Actions
- No final actions taken.

M/S/P Hoagland/Huebler “to adjourn the meeting at 4:26 p.m.”

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant