



## Board of Directors Virtual Meeting Minutes January 17, 3-4:30 pm ET

### Board Members

Brett Jackson, CASP - President  
LaNiece Tyree, CASP – President Elect  
Scott Seagren, CASP – Vice President  
Jared Ceja, CASP - Treasurer  
Neil Markley – Past President  
Kim Rademacher, CASP - Central Rep  
Monica Rattigan - East Rep  
Esmeralda Valdez, CASP - South Rep  
Andy Lachman, CASP – West Rep  
Jennifer Gray – Member At-Large  
Kristy Vienne, CASP - Member At – Large  
J. Rex Tolliver, CASP – Foundation President

*\*\*All in attendance:*

### Staff

Sheena Majette - CLO  
Artem Mulitsa - CSMO  
Matt Portner - Sr Director of Finance and Administration  
Beverly Hastings - Exec Asst & Office Operations

### Guests

Rich Steele

### **Call Agenda:**

1. Call to Order / Roll Call  
Ms. Jackson called the meeting to order at 3:00pm ET
2. Minutes of December 6 , 2023 were presented with corrections and presented for approval M/S/P Lachman/ Markley to “approve the minutes as presented.”  
12 “yes”, Zero “no”, zero abstentions

### Strategic Issues

3. ELT Update
  - Sales & Marketing Update  
Mr. Mulitsa provided statistics on the College Services Magazine, and key performance indicators available for past 2 years. With the addition of the new Marketing Manager, the team is focusing on brand recognition and a scheduled communication plan for NACAS promotions. C3X floor plan is approved, and Sponsor registration will be opening soon. The regional CX promotional campaigns are underway in conjunction with the events team.
  - Finance and Administration  
Mr. Portner reported on the membership campaign for new members. Current membership cycle is June to end of May. Membership committee have made a recommendation to alter the membership cycle to a 12-month membership cycle for new members and change the grace period to 60 days.  
M/S/P Grey/ Ceja to “approve the recommendation from the membership committee to move to a 12-month membership cycle.”  
12 “yes”, Zero “no”, zero abstentions

- Learning and Development - *Sheena Majette*  
Ms. Majette reported on current surveys to membership and how the data collected will be used to help guide content throughout the year, as well as engaging with Business Partners as thought partners. The team will build on the L & D portfolio, including the LMS, which is now up and running, the Senior Executive Summit, Women in Leadership and 2024 C3X. The team is looking at education for emerging leaders with the professional development committee. The DIAL program is kicking off strong and looking at the year's education for this program. Overall, the goal is to continue to present programs of value to NACAS members. Ms. Majette has requested that ideas and trending topics be shared with her as the team works with the committees for relevant content in 2024 programs.

### **Review & Adjustment of Strategy**

4. Audit Results  
Mr. Ceja reported that the 2022 audit results are in and overall, it is good, no major issue were identified, and the financial results are positive. The finance committee has reviewed and recommends board approval.  
M/S/P Seagren/Tolliver to "approve the audit as discussed."  
12 "yes", Zero "no", zero abstentions
5. Mr. Ceja has requested that the review of the 2023 financials be brought forward at the next NACAS board meeting.
6. Mr. Ceja reported on current cash flow, given that last month cash was transferred to manage the needs of the organization, along with Mr. Portner who reviewed the statement of accounts. The finance committee has reviewed all documentation.

### **Policy Determination: Public & Operational**

7. Ms. Jackson explained that she has asked LaNiece Tyree to lead a subcommittee to review the NACAS Policy Manual, working with incoming CEO Rich Steele:  
Subcommittee volunteers include Monica Rattigan, Esme Valdez and Andy Lachman.
8. Mr. Ceja presented on the Dept of Education Proposed Change and the implications for auxiliaries. He shared the full proposal for future discussion as it evolves.

### **Routine Board Business**

9. Foundation Update  
Mr. Tolliver relayed to the group that the Foundation will be meeting in the following week, but the 2 working groups (strategy and foundational documents) formed at the November 2023 meeting have been meeting and will present at the next Foundation Board meeting.
10. NACAS Office update  
Mr. Portner reported NACAS staff have started an insurance review. The office is now doing a regular monthly 401k contribution versus a year end catch-up as was the process in 2023. Each team is reviewing and updating the SOP's.

### **Motion to adjourn at 4:25pm**

M/S/P Rattigan/Vienne

12 "yes", Zero "no". Zero abstentions