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National Council for State Authorization Reciprocity Agreements (NC-SARA)
Board Meeting • May 5, 2016 • 9 a.m-1:30 p.m. (Central Time)
Minneapolis, MN • Radisson Blu Hotel

AGENDA

Welcome and introductions: Paul E. Lingenfelter, Chair

Agenda Item I (ACTION): Approval of minutes of the December 1, 2015 meeting

Agenda Item II: Update on the progress of the SARA initiative
   a) Marshall A. Hill, NC-SARA
   b) Larry Isaak, Midwestern Higher Education Compact
   c) Michael Thomas, New England Board of Higher Education
   d) David Spence, Southern Regional Education Board
   e) David Longanecker, Western Interstate Commission for Higher Education

Agenda Item III (ACTION): Finance report – Teresa Lubbers, Treasurer

Agenda Item IV: Report on establishing NC-SARA as an independent entity – Marshall A. Hill

Agenda Item V (ACTION): Proposed FY 2017 Budget – Teresa Lubbers, Treasurer

Agenda Item VI (ACTION): Additions and modifications to NC-SARA Policies and Standards
   a) Time limit on institutional use of state approval to participate in SARA

Agenda Item VII: Information Items
   a) Quarterly reporting of appealed complaints
   b) Enrollment reporting by institutions
   c) SARA and education delivered to military facilities
   d) Status of current year work
   e) Obtaining directors’ and officers’ liability insurance
   f) Next meeting – October 19-20, 2016 Dallas, TX

Executive session

Questions, comments, reflections from council members

Adjourn
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NC-SARA AGENDA ITEM

May 5, 2016

Agenda Item I: Approval of minutes of the December 1, 2015 meeting

Action Item: ☑ Yes ☐ No

Staff Recommendation: Approve the minutes.
MINUTES — NC-SARA Board Meeting
December 1, 2015
Denver Airport Marriott • Denver, Colorado

NOTICE OF MEETING
Notice of the time and place of the NC-SARA board meeting was given to board members, regional directors, Lumina Foundation, the Bill & Melinda Gates Foundation, and other interested parties.

An agenda is maintained in the NC-SARA offices at 3005 Center Green Drive, Suite 130, Boulder, CO 80301 and online at www.nc-sara.org

CALL TO ORDER AND INTRODUCTIONS
Vice-chair M. Peter McPherson called the meeting to order at 8:54 a.m. (MST)

Board Members present:
Kathryn Dodge
Barbara Ballard
Chris Bustamante
Terry Hartle
Larry Isaak
David Longanecker
Teresa Lubbers
M. Peter McPherson
Pamela Quinn
George Ross
Paul Shiffman
Helena Stangle
Michael Thomas
Leroy Wade
Belle Wheelan

North Carolina staff present:
Alan Contreras
Marshall Hill
Holly Martinez
Jennifer Shaniha

Regional Compact SARA Directors and staff present:
Kris Biesinger, SREB-SARA
Kiley Danchise-Curtis, NEBHE-SARA
Sandra Doran, NEBHE-SARA
Emily Jacobson – MHEC-SARA
Mary Larson, SREB-SARA
John Lopez, WICHE-SARA
Jennifer Parks, MHEC-SARA

Guests
Michael Abbiatti – Vice President for Educational Technologies, WICHE / Executive Director, WCET
Sharmila Basu Mann – Senior Policy Analyst, SHEEO
Marianne Boeke – Senior Research Associate, NCHEMS
Cheryl Dowd – State Authorization Network Project Director, WCET
Jim Hall – Chancellor Emeritus Antioch University System and Consultant to the Presidents’ Forum
Russell Poulin – Director, Policy and Analysis, WCET

Board Members absent:
Dianne Harrison
Arthur Kirk, Jr.
Paul Lingenfelter*
Patricia O’Brien*
David Spence

*Joined via conference call
Welcome and Introductions
M. Peter McPherson welcomed the Council members and others at 8:45 a.m. (MST). The Council members introduced themselves. Approximately 30 representatives of SARA states attended parts of the meeting.

I. Action Item: Approval of minutes
The minutes of the May 7, 2015 board meeting were reviewed by the Council. Terry Hartle moved to approve the minutes; Belle Wheelan seconded the motion. The motion passed with all members present voting “yes”.

II: Update on the progress of the SARA initiative
Marshall A. Hill, NC-SARA, reported that there has been great progress and activity in all states and noted the lack of significant objection to the SARA initiative. He said that the southern states were moving a bit slower due to the complications of having SARA replace the existing regional reciprocity agreement already in place. Nevertheless, six southern states joined this fall.

Larry Isaak, Midwestern Higher Education Compact, stated that ten of the eleven MHEC states are now members of SARA. The only remaining non-SARA MHEC state, Wisconsin, will have SARA enabling legislation in the coming session. Isaak also commented on the value and contributions of the MHEC regional Steering Committee.

Michael Thomas, New England Board of Higher Education, was pleased to announce the advancement of SARA in the Northeast and provided a detailed update on individual states.

Mary Larson, acting for David Spence, Southern Regional Education Board, reported that there are now eleven SARA states in the SREB region, with four still outstanding. Three non-affiliated states, districts and territories (PA, DC and PR) will be affiliating with SREB for the purpose of participating in SARA. Larson also mentioned the activity and positive contributions of their Steering Committee.

David Longanecker, Western Interstate Commission for Higher Education, noted that all but three states in the WICHE region have joined SARA. Hawaii has submitted its application and Utah is expected to join shortly as well. Varying factors in California are delaying; the current statute is lacking and additional legislation is needed. Opposition from a student consumer protection organization, and the absence of a coordinating board/central agency, have hampered progress. In response to a question raised by Belle Wheelan, David elaborated on the California legislative issues that are present. Marshall Hill mentioned that he believes California will be a SARA state in two years, as the institutions are really pushing hard.

III: Finance report – Larry Isaak, Treasurer
Larry Isaak reported that NC-SARA is in good shape financially, as revenues are flowing according to plan. The organization is now fully operating on fee revenue, with no reliance on grant funds. The organization had higher than expected IT and software costs, and as a result WICHE has helped out with temporary cash flow issues. NC-SARA is expected to meet revenue projections. As of December 31st, 2015, the
organization completes all of its grants; all grantors are very pleased with the success of SARA.

Motion to approve the finance report was made by Terry Hartle. George Ross seconded. The motion passed unanimously.

IV: SARA Fall Report – Marshall A. Hill
Marshall Hill provided a high level overview of the activity of SARA and introduced the fall report, which provides transparency for the SARA initiative.

Leroy Wade asked whether complaint reporting will be a part of the fall report in the future. Hill responded that it would, and stated that the proper handling of complaints is an important component of what we do. Additionally, there will also be an annual report provided.

Terry Hartle inquired about how SARA identifies institutions that are “in trouble.” Hill responded that NC-SARA has several ways of doing that, including the application and renewal process, and requiring institutions to notify their state portal agency if they are under investigation or have a change in their accreditation status or their financial responsibility index score falls below the required level. Mechanisms mostly rely on self-reporting, as NC-SARA does not intend to become a policing agency. Per M. Peter McPherson, there is no vote needed for the Fall report.

V: Set SARA fees for institutions for FY 2017-2019
After a brief overview by Marshall Hill, a motion to retain the current SARA institutional fee schedule was made by Belle Wheelan and seconded by Paul Shiffman. The Council unanimously approved.

VI: Endorsement of the Unified State Authorization Reciprocity Agreement
Marshall Hill provided a brief history of the original four agreements and stated that the regional compacts all have now approved a single, unified agreement. This move eliminates confusion and help solidify the notion that the four regions can successfully work together. This agreement makes no policy changes nor does it change the relationships between compacts and NC-SARA; rather, it helps everyone work better together. At Alan Contreras’ suggestion, the staff is recommending that the Unified Agreement be dedicated to the memory of Bruce Chaloux, who worked very hard to establish many of the principles underlying SARA. A brief discussion was had on the benefits and importance of the document.

Amendment Item: David Longanecker asked to change the text in Section 9, page 34 from “in consultation with” to “in concert with”.

Larry Isaak moved to approve the endorsement of the Unified State Authorization Reciprocity Agreement, including the change requested by Longanecker. Belle Wheelan seconded. The motion was adopted unanimously.

VII: New initiatives
a) Student-searchable database of programs offered online by SARA institutions
Marshall Hill led a discussion on the potential opportunity of expanding the existing SREB Electronic Campus to a national level, as a NC-SARA initiative hosted by SREB,
as suggested by Mary Larson. He would like to seek grant funding to support this for two years, after which it would be supported by normal SARA revenue. We hope to build on and modify the database structure already in place at SREB to keep costs low. The goal is to create a searchable database of programs offered online by SARA institutions. Currently, Hill plans to seek grant funding of $500,000 for each of two years. With approval from the board, Hill would like to continue to look into this opportunity and return with a full plan.

Paul Shiffman moved that Marshall Hill be given full approval to continue research and develop a formal plan. Leroy Wade seconded. All approved unanimously.

VIII: Additions and modifications to NC-SARA Policies and Standards
a) Modifications to physical presence provisions
Marshall Hill briefly addressed concerns we often hear about this topic and how these modifications address them.

b) Provisional renewal for institutions
Marshall Hill informed the Council that this addition is in response to a couple of states where there are institutions that technically meet SARA qualifications but about which state portal entity staff have some level of concern. Issues cited was an institution being placed on heightened cash management by the U.S. Department of Education, having accreditation status changes, or being the focus of some investigation. The original provisional approval was passed by the board previously, but the idea of provisional renewal was not addressed until now.

Belle Wheelan moved to approve Action Item VIII. Terry Hartle seconded and the motion was unanimously passed.

IX: Additions and modifications to NC-SARA Bylaws
Marshall Hill noted the changes proposed for the Bylaws and mentioned a few items recommended by the Executive Committee. They recommend that the Treasurer’s office should not be held by a regional compact president, due to the fact that the compacts receive a significant portion of SARA revenue. The Committee also recommends creation of a Finance Committee.

Discussion ensued. George Ross noted that he believes it is best practice to keep finance and audits separate. M. Peter McPherson suggested that we have the executive committee responsible for the hiring of external auditors, rather than the finance committee. Hill agreed that we can make that change.

Motion to approve called by Terry Hartle and seconded by Paul Shiffman. Motion passed with unanimous approval.

Michael Thomas opened a discussion on formalizing a process on how SARA considers requests for changes to SARA policy. He made a motion to create a NC-SARA Policy Review Committee and make related changes to the language of Section 8 of the NC-SARA Policies and Standards. After extended discussion, and the failure of passage of Thomas’ motion, it was agreed that, working with Michael Thomas, Marshall Hill will redraft Section 8 in the Policies and Standards to clarify this
process and charge the executive committee, in the *Bylaws*, to take a forward view to any needed changes.

**Action Item:** Marshall Hill will redraft Section 8 in the *Bylaws* and circulate it to the group for review. He will include how it will be communicated to the field.

**X: Election of council members and officers**
Marshall Hill informed the Council that Paul Lingenfelter asked the Executive Committee to serve as a nominating committee for this cycle of appointments. Hill reported that all NC-SARA members with expiring terms have agreed to serve another term. The Executive Committee nominates Leah Matthews for a three-year term as a new NC-SARA member. They also nominate Paul Lingenfelter for another two-year term as chair, M. Peter McPherson for another two-year term as vice chair, and Teresa Lubbers for a two-year term as treasurer.

All present voted to approve the nominations.

**Information Items:**

a) **501(c) (3) status for NC-SARA**
Marshall Hill reported that NC-SARA has obtained 501(c)(3) status with the federal government.

b) **Quarterly reporting of appealed complaints**
Marshall Hill stated there have been no reports of complaints appealed to state SARA portal entities this quarter.

c) **Status of current year work**
Marshall Hill provided a status report of current work, as included in the agenda materials. Michael Thomas asked about liability insurance. Hill responded that he has identified a potential provider and will obtain coverage as soon as possible.

**Executive Session**

Adjourn at 11:45 am MST
NC-SARA AGENDA ITEM

May 5, 2016

Agenda Item II: Update on progress of the SARA initiative

Action Item:  □ Yes  ☑ No

Background: The SARA initiative began inviting states to join in early 2014. Much progress has been made since then. Marshall Hill will provide an overall assessment. The regional compact presidents will focus more closely on developments within their regions.

a) Marshall Hill, National Council for State Authorization Reciprocity Agreements (NC-SARA)
b) Larry Isaak, Midwestern Higher Education Compact (MHEC)
c) Michael Thomas, New England Board of Higher Education (NEBHE)
d) David Spence, Southern Regional Education Board (SREB)
e) David Longanecker, Western Interstate Commission for Higher Education (WICHE)
Progress of the SARA Initiative

As of April 6, 2016

- Approved as SARA state
- Legislation Passed or n/a
- Legislation Introduced

Map showing the status of SARA initiative across states.
# STATE ACTIONS REGARDING SARA

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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Vermont (NEBHE)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>04/17/2015</td>
</tr>
<tr>
<td>Virginia (SREB)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>10/17/2014</td>
</tr>
<tr>
<td>Virgin Islands</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington (WICHE)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>10/17/2014</td>
</tr>
<tr>
<td>West Virginia (SREB)</td>
<td>n/a</td>
<td>n/a</td>
<td>✓</td>
<td>05/13/2014</td>
</tr>
<tr>
<td>Wisconsin (MHEC)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>10/17/2014</td>
</tr>
<tr>
<td>Wyoming (WICHE)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>05/12/2015</td>
</tr>
</tbody>
</table>

n/a: State has determined new legislation is not needed to enable participation in SARA. North Dakota & South Dakota are members of both MHEC & WICHE; chart indicates SARA affiliation.
Institutions by Regions

<table>
<thead>
<tr>
<th>Region</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHEC</td>
<td>296</td>
<td>44%</td>
</tr>
<tr>
<td>NEBHE</td>
<td>28</td>
<td>4%</td>
</tr>
<tr>
<td>SREB</td>
<td>193</td>
<td>29%</td>
</tr>
<tr>
<td>WICHE</td>
<td>151</td>
<td>23%</td>
</tr>
</tbody>
</table>

As of January 2016

Institutions by SIZE

- Fewer than 2,500 FTE: 43%
- 2,500 - 9,999 FTE: 36%
- Greater than 10,000 FTE: 21%

Institutions by SECTOR

- Public: 58%
- Private/Non-Profit: 35%
- Independent/For-Profit: 7%
- Tribal: 0%
Illinois » Member
The Illinois Board of Higher Education (IBHE) is the SARA portal entity with the Illinois Community College Board playing a significant role in the institutional approval process as well. There will be no state fee for community colleges. The fee for other state institutions will be $1750.00/year.

Indiana » Member
Approved as first SARA state in February 2014. The Indiana Commission for Higher Education (ICHE) is the SARA portal entity. No state fees.

Iowa » Member
Iowa became a member state June 1, 2015. The portal entity is the Iowa College Student Aid Commission (ICSAC). Iowa has a unique and innovative student refund mechanism among all SARA states. State fees will be $2000/2 years.

Kansas » Member
Kansas has the first on-line, interactive institutional application process in the nation. The Kansas Board of Regents is the designated SARA portal entity. There are no state fees.

Michigan » Member
The Office of Licensing and Regulatory Affairs (LARA) is the SARA portal entity. There is an initial one time institutional application fee $2000 as well as an annual participation fee of $2000.

Minnesota » Member
MN was the first “highly regulated” state to join SARA. The Minnesota Office of Higher Education (MOHE) is the SARA portal entity. There is no state fee.

Missouri » Member
The Missouri Department of Higher Education (MDHE) is the SARA portal entity. The state institutional participation fee is $500/annually.
Nebraska » Member
The Nebraska Coordinating Commission for Postsecondary Education (NCCPE) is the SARA portal entity. The state fee for institutions to participate is $300/year.

North Dakota » Member
North Dakota is the only state in which all eligible institutions in the state have joined. The North Dakota University System (NDUS) is the SARA portal entity. No state fees.

Ohio » Member
The Ohio Department of Higher Education (ODHE) is the SARA portal entity. State fees for institutional participation mirror those of NC-SARA.

South Dakota » Member
Approved by WICHE November 11, 2014.

Wisconsin
SARA-enabling legislation was signed by the governor in March 2016. The portal entity will be the newly created Distance Learning Authorization Board. No state fees have yet been established.
SARA STATUS FOR NEBHE STATES

New England Board of Higher Education
NEBHE State Authorization Reciprocity Agreement (N-SARA)

Notes

**Connecticut**
HB 5071 was introduced in the 2016 legislative session. N-SARA is working with interested parties to disseminate information in order to provide the CT legislature with data that supports future SARA implementation. The legislative session concludes in early May, 2016.

**Maine » Member**
SARA legislation passed in June 2015, and the Maine application was approved by the N-SARA Regional Steering Committee and NEBHE Executive Board in December 2015. Maine enrolled 13 ME institutions.

**Massachusetts**
Massachusetts’ higher education sectors continue to support SARA. There are ongoing discussions with the MA Department of Higher Education, the Attorney General, and the public and independent sectors.

**New Hampshire » Member**
New Hampshire became the first NEBHE SARA state in December 2014. New Hampshire has enrolled eight NH institutions.

**Rhode Island » Member**
SARA legislation passed in July 2015. The Rhode Island Board of Education’s application was approved by the N-SARA Regional Steering Committee and NEBHE Executive Board in December. Rhode Island is now accepting institutional applications.

**Vermont » Member**
Vermont became the second NEBHE SARA state in April 2015. The Vermont Agency of Education has enrolled seven VT institutions.
SARA STATUS FOR NEBHE STATES

New England Board of Higher Education
NEBHE State Authorization Reciprocity Agreement (N-SARA)

NOT AFFILIATED WITH REGIONAL COMPACT

New York
After the Board of Regents voted to move forward with this initiative, legislation passed in July of 2015. The state department of education is engaged in a planning and budgeting process which they hope to complete in the coming months. There is an appropriations request in the current New York budget which is being deliberated in April.

New Jersey
New Jersey is in the process of promulgating regulations in order to join NEBHE for the purposes of SARA. They anticipate submitting a state application in the coming months.
Alabama >> Member
Alabama approved as a SARA state November 2, 2015. Legal Authority: Legislation. Alabama Commission on Higher Education is the SARA portal entity.

Arkansas >> Member
Arkansas approved as a SARA state June 30, 2015. Legal Authority: Regulatory. The Arkansas Department of Higher Education is the SARA portal entity.

Delaware
SARA participation discussions are ongoing with stakeholders. Legal Authority: Regulatory. The Delaware Department of Education is expected to be the SARA portal entity.

Florida
SARA participation discussions are ongoing with stakeholders. Legal Authority: Legislative action required before participation. Anticipated participation 2017. The SARA portal entity has not been determined.

Georgia >> Member
Georgia approved as a SARA state November 2, 2015. Legal Authority: Regulatory. Additional MOUs between agencies. The Georgia Nonpublic Postsecondary Education Commission is the SARA portal entity.

Kentucky
SARA participation discussions are ongoing with stakeholders. Legal Authority: Legislation. The Kentucky Council on Postsecondary Education is expected to be the SARA Portal Entity.

Louisiana » Member
Louisiana approved as SARA state October 17, 2014. Legal Authority: A statewide meeting was held Dec. 3, 2014. The Louisiana Board of Regents is the SARA portal entity.

Maryland » Member
Maryland approved as a SARA state November 2, 2015. Legal Authority: Legislation. The Maryland Higher Education Commission is the SARA portal entity.

Mississippi » Member
Mississippi approved as a SARA state November 2, 2015. Legal Authority: Legislation. Mississippi Commission on College Accreditation is the SARA portal entity.
North Carolina
SARA participation discussions are ongoing with stakeholders. Legal Authority: North Carolina Board of Governors approved January 26, 2016. Additional MOUs between agencies. North Carolina State Education Assistance Authority is expected to be the SARA portal entity.

Oklahoma » Member
Oklahoma approved as a SARA state June 30, 2015. Legal Authority: Oklahoma Statute Title 70 Chapter 50 Section 3206. The Oklahoma State Regents for Higher Education is the SARA portal entity.

South Carolina
SARA participation discussions are ongoing with stakeholders. Legal Authority: Legislation passed 3/14/2016. The South Carolina Commission on Higher Education is expected to be the SARA portal entity.

Tennessee » Member
Tennessee approved as a SARA state June 30, 2015. A stakeholder meeting was held Oct. 7, 2014. The Tennessee Higher Education Commission is the SARA portal entity.

Texas » Member
Texas approved as a SARA state November 2, 2015. Legal Authority: Legislation has passed. The Texas Higher Education Coordinating Board is the SARA portal entity.

Virginia » Member
Virginia approved as SARA state October, 17, 2014. Legal Authority: Legislation. The State Council of Higher Education for Virginia is the SARA portal entity.

West Virginia » Member
West Virginia approved as SARA state October 17, 2014. Legal Authority: Statutory. Statewide meeting was May 22, 2014. The West Virginia Higher Education Policy Commission is the SARA portal entity.

NON-AFFILIATED DISTRICT
District of Columbia
SARA participation discussions are ongoing with stakeholders. Legal Authority: Legislation has passed. Documents in development. The Office of the State Superintendent of Education (OSSE) is expected to be the SARA portal entity.

Pennsylvania
SARA participation discussions are ongoing with stakeholders. Legal Authority: Legislation has been introduced. Documents in development. The Pennsylvania Department of Education, Division of Higher and Career Education expected to be the SARA portal entity.

NON-AFFILIATED TERRITORY
Puerto Rico
SARA participation discussions are ongoing with stakeholders. Discussions and documents in development. The SARA portal entity has not been determined.
SARA STATUS FOR WICHE STATES

Western Interstate Commission for Higher Education
WICHE State Authorization Reciprocity Agreement (W-SARA)

Alaska  »  Member
Approved by WICHE May 13, 2014.
The AK Commission for Postsecondary Education is the SARA portal entity.

Arizona  »  Member
Approved by WICHE November 11, 2014.
Legal Authority: Arizona Revised Statutes 15-1747. (2014). An Interagency Governmental Agreement led to creation of the Arizona SARA Council which is the SARA portal entity.

California
Legislative bill 634 is still awaiting a hearing. If not scheduled this year, another SARA bill will be introduced in the 2017 legislative session.

Colorado  »  Member

Hawaii
Legal Authority is Hawaii Rev Statutes 26-9, 446E-1.5 (2013). W-SARA staff has received the state’s application and anticipates Hawaii will be a SARA state in May, 2016. The Department of Commerce and Consumer Affairs is the portal entity.

Idaho  »  Member

Montana  »  Member

Nevada  »  Member
New Mexico » Member

North Dakota » Member

Oregon » Member
Approved by WICHE November 11, 2014. Legal Authority: OR Revised Statutes 351.735, 351.755, 351.758 and section 168a, chapter 768. (2014). The Oregon Higher Education Coordinating Commission is the SARA portal entity.

Pacific Territories
Expected application date: unknown.

South Dakota » Member
Approved by WICHE November 11, 2014. Legal Authority: Executive Order 2014-09 (Appendix I) and section 1, chapter 96 of the 2014 Session Laws, codified as SDCL §13-48-42. The South Dakota Board of Regents is the designated SARA portal entity.

Utah
Legal Authority is Utah Code 53B-16-109 (2016). The state application is being prepared and will be reviewed by the regional steering committee in July, 2016. The Utah State Board of Regents is the portal entity.

Washington » Member

Wyoming » Member
NC-SARA AGENDA ITEM

May 5, 2016

Agenda Item III: Finance Report - Teresa Lubbers, Treasurer

Action Item: ☑ Yes ☐ No

The Finance Report is provided as a separate document.

Staff Recommendation: Approve the Report
NC-SARA AGENDA ITEM

May 5, 2016

Agenda Item IV: Report on establishing NC-SARA as an independent entity – Marshall A. Hill

Action Item: ☐ Yes ☑ No

Background:
In October 2015, NC-SARA was approved by the Internal Revenue Service as a federal tax-exempt organization under Internal Revenue Code (IRC) Section 501(c)(3). Since then, we have been taking steps needed to support independent operation, separate from WICHE.

Many of these tasks are connected to one another in some way, complicating decisions and affecting timing. The following table shows the progress of our work.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status as of 4/8/16</th>
<th>Estimated completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain 501(c)(3) status w/ IRS</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td>Establish bank accounts, hire accounting firm</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td>Federal form 990</td>
<td>90%</td>
<td>April 15, 2016</td>
</tr>
<tr>
<td>Transition finance/acct. from WICHE</td>
<td>20%</td>
<td>July, 2016</td>
</tr>
<tr>
<td>Hire firm to audit FY2016</td>
<td>Firm identified</td>
<td>Fall, 2016</td>
</tr>
<tr>
<td>Phones, computers, printers, other IT services</td>
<td>Provider identified</td>
<td>June, 2016</td>
</tr>
<tr>
<td>Arrange employee benefits</td>
<td>Bids requested</td>
<td>July, 2016</td>
</tr>
<tr>
<td>Etc., etc., etc.</td>
<td></td>
<td>July, 2016</td>
</tr>
</tbody>
</table>

NC-SARA will continue in its present location – the building next door to WICHE (and SHEEO and NCHEMS). We couldn’t ask for more supportive partners and colleagues, and on behalf of NC-SARA and its staff, I want to thank Dave Longanecker and his WICHE staff for their support, camaraderie, and warm welcome as together we have built SARA over the past three years.

Marshall A. Hill
NC-SARA AGENDA ITEM

Agenda Item V: Proposed FY 2017 Budget – Teresa Lubbers, Treasurer

Action Item:  ✓ Yes  □ No

The proposed Budget will be provided under separate cover.

Staff recommendation: Approve the proposed Budget
NC-SARA AGENDA ITEM

May 5, 2016

Agenda Item VI: Additions and modifications to NC-SARA Policies and Standards

Action Item: ☑ Yes ☐ No

a) Time limit on institutional use of state approval to participate in SARA

Background:
Institutions desiring to participate in SARA fill out a uniform application form and submit it to their state’s SARA “portal entity” for review and approval. Institutions approved by the state SARA entity are provided information about how to pay their fees and complete registration. After approval by their state, a few institutions have taken an inordinate amount of time to complete the process, making the information considered by the state in its approval of the institution less up-to-date.

NC-SARA Policies and Standards deals with this issue if it occurs with institutions seeking to renew their participation in SARA. The addition of the recommended language would deal with the issue in regard to institutions making initial application to participate in SARA.

If the recommended change is approved by the Board, similar language would be inserted into the institutional application form. The proposed new language is underlined in the excerpt below.

Staff Recommendation: Approve the additions and modifications to NC-SARA Policies and Standards
NC SARA Policies and Standards

Section 3: Institutions and Participation

3. Participation Fees

a. Fees for an institution to participate in SARA potentially consist of two parts. The first is a required SARA fee paid to the National Council for SARA. This annual fee\(^1\) is based on an institution’s total full-time equivalent (FTE) enrollment as shown in the Integrated Postsecondary Education Data System (IPEDS) and is assessed as follows:

<table>
<thead>
<tr>
<th>Enrolled FTE</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>2,500-9,999</td>
<td>$4,000</td>
</tr>
<tr>
<td>10,000 or more</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

b. States have the option of charging SARA participant institutions a fee to cover the state’s costs in administering SARA.

c. An institution that has not paid its NC-SARA fee within 60 days of its state’s approval of the institution’s application to participate in SARA must submit a new application.

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\(^1\) Fees may be revised by the National Council for SARA as needed.
NC-SARA AGENDA ITEMS

May 5, 2016

Information Items

a) Quarterly reporting of appealed complaints
b) Enrollment reporting by institutions
c) SARA and education delivered to military facilities
d) Status of current year work
e) Obtaining directors’ and officers’ liability insurance
f) Next meeting – October 19-20, 2016  Dallas, TX
ITEM (D): Status of current-year work

GOALS

Goal 1: Continue promoting state membership and institutional participation
Goal 2: Ensure financial self-sufficiency of SARA
Goal 3: Address operational maturation of the organization

ACTIVITIES

1. Identify strategies to increase state membership and institutional participation
2. Refine the process for substantive change to NC-SARA Policies and Standards
3. Ensure operational efficiency for membership of 35-40 states and 1,000+ institutions to include:
   a. One SARA agreement, rather than four - Done
   b. Listserv for portal agency leaders - In Progress
   c. SARA cost study - Done. Repeat late in FY 2017
   d. SARA state portal entity annual meeting - September 19-20, 2016
   e. SARA operations or policy manual - May 2016
   f. Facilitate document-sharing among senior SARA staff (i.e., Sharepoint) - Done
   g. SARA effectiveness and efficiency metrics - In Progress
   h. Regular SARA webinars hosted by different regional compacts - Scheduled
   i. Evaluate need for promising (rather than best) practices document
4. Position NC-SARA as a 501(c)(3) entity - Done, with more work to come
5. Publish initial data collection, reporting and analysis re:
   a. Complaint system - Done
   b. Distance education enrollment - June, 2016
6. Review existing policies and standards with regard to:
   a. Tuition refunds - Summer/fall 2016
   b. Clinical placements/supervised field experiences - Continual
   d. Links to institutional distance education pages or Classification of Instructional Program (CIP) codes - Other approach more likely
7. Collaborate on potential solutions to other higher education policy topics
   a. Coordinate updates to SHEEO complaint process site - Continuing discussions
   b. Professional licensure - Continuing discussions
8. Manage solicitation of new board members - Done, for now. Coming again fall 2016
EXECUTIVE SESSION

The Council will go into executive session to discuss personnel and other issues.
EXECUTIVE DIRECTOR PRESENTATIONS DECEMBER 2015 - APRIL 2016

AASCU Government Relations Conference
December 9-11, 2015
Austin, TX

2016 CHEA Annual Conference and CIQG Annual Meeting
January 25-27, 2016
Washington, DC

WASC
April 6-8, 2016
Garden Grove, CA

NASASPS Annual Meeting
April 11-13, 2016
Austin, TX

Florida Higher Education Coordinating Council (HECC)
April 26, 2016
Tallahassee, FL

2016 Florida Advisory Council for Military Education (FL-ACME)
April 27, 2016
Tallahassee, FL
National Council for State Authorization Reciprocity Agreements

A voluntary, regional approach to state oversight of distance education