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Welcome and introductions — Paul E. Lingenfelter, Chair

Agenda Item I (ACTION): Approval of minutes of the November 1, 2018 meeting

Agenda Item II: Update on the progress of the SARA initiative
   a) Marshall A. Hill, NC-SARA
   b) Susan Heegaard, Midwestern Higher Education Compact (MHEC)
   c) Michael Thomas, New England Board of Higher Education (NEBHE)
   d) Stephen Pruitt, Southern Regional Education Board (SREB)
   e) Demarée Michelau, Western Interstate Commission for Higher Education (WICHE)

Agenda Item III (ACTION): Report and recommendations of the Executive Committee – Paul E. Lingenfelter, Chair
   a) (ACTION): Modifications to the NC-SARA Bylaws
   b) (ACTION): Nomination of Susan Heegaard to membership on the Executive Committee

Action Item IV (ACTION): Finance Committee report and FY 2020 budget – Leroy Wade, Treasurer
   a) Committee report
   b) FY 2020 budget

Agenda Item V (ACTION): Modifications to the SARA Manual

Agenda Item VI: Information items – Marshall A. Hill
   a) Enrollment and experiential learning placement reporting
   b) Federal negotiated rulemaking
   c) Update on website, student and institutional support, and searchable catalog of academic programs offered by SARA participating institutions
   d) Staffing and staff activities

Agenda Item VII (ACTION): Executive session

Agenda Item VIII: Questions, comments, reflections from council members

Adjourn
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Welcome and introductions — Paul E. Lingenfelter, Chair

Action Item: ☐ Yes ☑ No
NC-SARA AGENDA ITEM

Agenda Item I: Approval of minutes of the November 1, 2018 meeting

Action Item: ☑ Yes ☐ No
MINUTES OF THE NC-SARA BOARD MEETING
NOVEMBER 1, 2018
PEABODY MEMPHIS HOTEL ● MEMPHIS, TENNESSEE

NOTICE OF MEETING
Notice of the time and place of the NC-SARA Board Meeting was posted on the NC-SARA website and given to Board members, regional SARA directors, and other interested parties.

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

Welcome and introductions
Paul E. Lingenfelter, Chair

Board members in attendance:
Chris Bustamante
Kathryn Dodge
Dianne Harrison
Susan Heegaard
Paul Lingenfelter
David Longanecker
Teresa Lubbers
Leah Matthews
Stephen Pruitt
Pamela Quinn
George E. Ross
Kathleen Curry Santora
Paul Shiffman
Peter Smith
Michael Thomas
Larry Tremblay
Leroy Wade

NC-SARA staff present:
Marianne Boeke
Victoria Brieske
Marshall A. Hill
Mary A. Larson
Shannon Walker

Regional Compact SARA directors and staff present:
Somer Aly, WICHE SARA
Wanda Barker, SREB SARA
Jennifer Dahlquist, MHEC SARA
Emily Jacobson, MHEC SARA
Elisa Jaden, SREB SARA
Rachael Stachowiak, NEBHE SARA

Guests:
Anne Klingens
University of Mississippi
Ted Marchese,
AGB Search

Board members in attendance by phone:
M. Peter McPherson
(Executive Session)
Patricia O’Brien
Michael Zola

Board members not in attendance:
Barbara Ballard
Larry Isaak
Belle Wheelan
Agenda Item I (Action): Approve minutes of May 3, 2018 NC-SARA Meeting
Suggested changes included adding Board member Kathryn Dodge as “attending” for the May 2018 Board meeting.

Kathryn Dodge — moved approval
Paul Shiffman — seconded

Motion approved unanimously.

Agenda Item II: Update on progress of the SARA initiative
Marshall Hill, National Council for State Authorization Reciprocity Agreements (NC-SARA) Update

Dr. Hill reported that 49 of the 50 states—plus the District of Columbia, Puerto Rico, and the U.S. Virgin Islands—are current SARA members. Over a five-year period, only 25 institutions have withdrawn from SARA. Their reasons for doing so include failure to meet SARA requirements, institutional mergers, or a decision that SARA participation was not needed.

Dr. Hill reported that he had engaged Michael Goldstein (of Cooley, LLP) to conduct a legal review of SARA policy documents and recommend possible modifications to the SARA Manual, Version 18.3, which has not yet been released. Dr. Hill guided Board members through discussion of the review process. Following discussion, it was determined that there is nothing in the legal analysis that warrants immediate concern.

Board Chair Paul Lingenfelter provided the Board with a timeline of the legal review process. Further information will be shared and discussed at the May 2019 Board meeting.

A motion acknowledging the receipt of the legal analysis and Dr. Hill’s recommendations was proposed.

Michael Thomas — moved
George E. Ross — seconded
The motion was approved unanimously.

Kathleen Santora thanked Dr. Hill for consulting with legal counsel and asked about the status of liability insurance for NC-SARA Board members and the NC-SARA organization. Dr. Hill responded that he had previously commissioned a review of NC-SARA’s liability insurance coverage and, as a result of that review, coverage has been increased from $1 million to $2 million.

Dr. Hill informed the Board that NC-SARA now has seven staff members. An additional individual will be hired at the beginning of calendar 2019 to assist with the creation and maintenance of a searchable catalog of academic programs offered by SARA institutions. Funding for that new staff member was approved by the Board at its spring 2018 meeting.

Dr. Hill also reported that NC-SARA has just renewed its office lease at 3005 Center Green Drive (Boulder, Colorado) for an additional five years and two months.
Susan Heegaard, Midwestern Higher Education Compact (MHEC) Update
Susan Heegaard is the newly elected President of MHEC, succeeding former Board member Larry Isaak. President-Elect Heegaard will be overlapping in the position with former-President Isaak for the next few weeks.

For an update on the recent SARA-related activities of MHEC, Ms. Heegaard turned to MHEC Senior Vice President Jennifer Dahlquist and SARA Manager Emily Jacobson.

The Midwest currently has 569 institutions participating in SARA. Overall, MHEC provides 30 percent of the institutions that are currently participating in the SARA initiative. State Portal Entities in the region are doing their part to keep institutions informed about SARA issues via monthly newsletters.

Michael Thomas, New England Board of Higher Education (NEBHE) Update
Michael Thomas thanked the NC-SARA staff for its hospitality, and he welcomed the two new regional compact presidents to the NC-SARA Board. He also acknowledged NEBHE Associate Director Rachael Stachowiak for her hard work in recent months, since the departure of former NEBHE SARA Director Sandra Doran.

President Thomas provided an update on Massachusetts’s current and future participation in SARA. He projected a possible addition of 21 NEBHE-area institutions to SARA by the end of 2018.

At present, NEBHE has 211 SARA-participating schools.

Stephen Pruitt, Southern Regional Education Board (SREB) Update
Stephen Pruitt this past summer succeeded former Board member David S. Spence as the President of SREB. For updates on the progress of the SREB region, President Pruitt turned to SREB SARA Director Wanda Barker.

As the largest of the four regional compacts, SREB presently has about 46 percent of SARA-participating institutions. At the SREB SARA Steering Committee Meeting on October 17, 2018, SREB approved renewal of SARA membership for five states: Kentucky, Louisiana, Pennsylvania, Virginia, and West Virginia.

Due to the number of natural disasters (hurricanes) that the SREB region has experienced recently, Larry Tremblay suggested creating a disaster policy for SARA-participating institutions. Such a policy could include some “wiggle-room” for SARA institutions to submit annual fees during times of natural disaster. Mary Larson informed Dr. Tremblay that NC-SARA staff currently works to accommodate SARA institutions that have been affected by hurricanes and other such disasters and, in effect, already provides such flexibility.

Dr. Hill stated that the NC-SARA staff will develop disaster policy language for the Board to consider at the May 2019 Board meeting. Kathleen Santora requested that NC-SARA, in writing policy language, consider that disasters
can happen anywhere. She also offered to help with language for potential policies.

David Longanecker, Western Interstate Commission for Higher Education Update

David Longanecker reported that, at present, the only WICHE state not participating in SARA is California, and the only non-participating territory is the Northern Mariana Islands. WICHE has been working with individuals in California to bring the state into SARA, and Dr. Longanecker believes that progress is being made.

WICHE Director John Lopez is currently on medical leave.

Dr. Longanecker reported that some WICHE-state institutions are looking for “creative ways” to be approved to participate in SARA—ways that do not comply entirely with SARA eligibility requirements. Dr. Longanecker stated that there needs to be continued attention to these challenges.

Between 200 and 300 WICHE institutions are currently participating in SARA, he said.

Larry Tremblay asked for examples of ways institutions are pressing on SARA eligibility standards. Dr. Hill addressed this question. He answered that some institutions are maintaining that they qualify for SARA participation because they have an administrative office in a SARA state, even though the institution’s main campus is based in California or outside the United States. Institutions also continue to argue against SARA’s use of the federal financial composite score to determine a school’s eligibility for SARA participation.

Agenda Item III (ACTION): Report and recommendations of the Executive Committee – Paul E. Lingenfelter, Chair

a) NC-SARA FY 2018 audit

Paul Lingenfelter provided a summary of the FY 2018 audit to the Board. As determined by RubinBrown, LLC, SARA is in a healthy financial position. The Chair then recommended that the Finance Committee look into the investment of reserve funds in the future.

Motion to accept:
Leroy Wade — moved
Michael Thomas — seconded
Motion approved unanimously.

Michael Thomas supported the establishment of an investment policy for reserve funds; and Chair Lingenfelter suggested that the creation of said policy will be left up to the SARA Finance Committee.

b) Recommendations for election of Board members

The SARA Executive Committee unanimously recommended additional three-year terms for the following Board members: Barbara Ballard, Dianne Harrison, Teresa Lubbers, Leah Matthews, Pat O’Brien, Paul Shiffman, George Ross, and Belle Wheelan.
The Executive Committee also unanimously nominated Oregon State University President Dr. Edward “Ed” J. Ray for a three-year term on the Board.

Those recommendations/motions were approved unanimously.

Agenda Item IV: Finance Committee Report – Leroy Wade
Leroy Wade reported that NC-SARA is in a strong financial position, with significant increase in its net worth.

He referred the Board to NC-SARA’s most current financial statements and Dr. Hill provided a review of current budget usage.

Paul Lingenfelter recommended that the Finance Committee begin to offer quarterly (financial) projections once the operations of NC-SARA become more stable.

Agenda Item V (ACTION): Additions and modifications to the SARA Manual
a) Section 8: Responding to Questions and to Requests to Modify SARA Policies, Section 8.3, Significant Modifications

• Several Board members concluded that the proposed new language for Section 8 needs additional work.

• Following discussion, Peter Smith moved to table consideration of the proposed modification; Michael Thomas seconded and the motion passed unanimously.

• Lingenfelter then requested a motion to refer the issue to the staff for further work:
  
  Peter Smith — motion  
  Larry Tremblay — second  
  Motion passed unanimously.

b) Section 3.2. Provisional status for SARA institutions  
Section 3.3. Provisional Status of an institution between renewal periods

• The Board approved modifications to the SARA Manual, Section 3.2, that resulted in the following language for Section 3.2, d (new text is red and underlined):

  d. An Institution admitted to or renewed for SARA participation on Provisional Status shall remain in that status for a period not to exceed one year unless all of the following are true:

  1. a Home State or an external entity whose action has resulted in the Institution’s Provisional Status (see 3.2(a)) has not within the one-year period taken action to resolve the Institution’s status with that entity;

  2. The SARA Portal Entity recommends extension;

  3. the President of the relevant Regional Compact approves extension; and

  4. to support comparable application of this policy across regions, the President of NC-SARA approves such action.
e. In no event shall such an extension of Provisional Status exceed one additional year.

The Board also approved modifications to the SARA Manual, Section 3.3, Provisional status of an institution between renewal periods, resulting in the following text (new text is red and underlined):

3.3. Provisional status of an institution between renewal periods

A State, at its discretion, may place an Institution on Provisional Status at any time if the Institution is subject to any conditions set forth in Section 3.2(a) or if the Institution's Federal Financial Composite Score falls between 1.0 and 1.5. (An Institution with a score below 1.0 is not eligible for SARA participation.) An Institution placed on Provisional Status by its Home State shall remain in that status until its next renewal date, at which time the State will determine if the institution will be removed from SARA participation, renewed for Provisional SARA participation for no longer than one year, (unless conditions of Section 3.2(d) are met), or renewed without such Provisional designation.

After discussion, a motion to make those modifications was made by Leroy Wade and seconded by Larry Tremblay. The motion passed unanimously.

Agenda Item VI: SARA’s impact: Spring 2018 enrollment reports – Marshall A. Hill, Marianne Boeke

a) Distance education enrollments reported in spring 2018
Marianne Boeke reported on the success of NC-SARA’s third year of enrollment reporting: institutions appear to better understand how to record their enrollment data and complete the reports. The final report shows that 1,791 institutions completed their reports on time; 13 institutions did not report (those institutions have been contacted). Overall, 1.2 million out-of-state enrollments were reported to NC-SARA.

b) Out-of-state learning placements reported in spring 2018
Marianne Boeke reported that the submission of out-of-state-learning placement (OOSLP) data was also a success. Although this form of reporting was new and voluntary this year, 297 (16%) SARA-participating institutions submitted their data to NC-SARA; overall comments regarding the report were collegial and constructive. The OOSLP report will be mandatory next year (2019).

Both reports are available on the NC-SARA website, and they will be reviewed on a November 14th webcast to be provided by NC-SARA staff.

Agenda Item VII: Information items – Marshall A. Hill, Mary A. Larson, Marianne Boeke

a) U.S. Department of Education negotiated rulemaking
Paul Lingenfelter has nominated Marshall Hill to serve as a member of a Department of Education negotiated rulemaking subcommittee.

b) Status of current year work
NC-SARA has had a very busy and productive year.
NC-SARA and WCET’s State Authorization Network (SAN) have agreed to together maintain resources about state authorization that were previously housed on the SHEEO website. Those resources will now be housed on the NC-SARA website.

The current NC-SARA website is being redesigned, and a new version will be released in late 2018 or spring 2019. The new website will have password-protected sections for State Portal Entity staff and for regional SARA staff.

c) NC-SARA convening of SARA states (Minneapolis, September 18-20)
NC-SARA financially supported the attendance of two representatives from each SARA state. 70 individuals attended, representing 47 SARA states.

d) Staff activities and presentations, May-November 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monthly</td>
<td>WCET SAN Open Forums</td>
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<td>Monthly</td>
<td>WCET SAN Monthly Calls and Webinars</td>
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<td>Meetings with Elevated Third</td>
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<td>May 2-3</td>
<td>NC-SARA Board Meeting</td>
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<td>May 5-6</td>
<td>WCET Leadership Summit</td>
<td>Newport Beach, CA</td>
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<td>May 10-11</td>
<td>Higher Education Policy Forum</td>
<td>Denver, CO</td>
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<td>May 12</td>
<td>WCET SAN Workshop</td>
<td>Boulder, CO</td>
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<td>June 4-5</td>
<td>SREB-SARA Steering Committee Meeting</td>
<td>Atlanta, GA</td>
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<td>June 12-13</td>
<td>WCET SAN Basic Workshop</td>
<td>Boulder, CO</td>
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<td>July 1-2</td>
<td>SHEEO Annual Meeting</td>
<td>Park City, UT</td>
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<td>July 16-17</td>
<td>MHEC-SARA Steering Committee Meeting</td>
<td>Chicago, IL</td>
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<td>July 19-20</td>
<td>WICHE-SARA Steering Committee Meeting</td>
<td>Salt Lake City, UT</td>
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<td>August 3-4</td>
<td>Council of State Governments (CSG) Meeting</td>
<td>New York, NY</td>
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<td>August 7-10</td>
<td>SHEEO Higher Education Policy Meeting</td>
<td>Denver, CO</td>
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<tr>
<td>September 11</td>
<td>US Department of Education Testimony</td>
<td>New Orleans, LA</td>
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<td>September 12-14</td>
<td>SREB Educational Technology Committee</td>
<td>Louisville, KY</td>
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<td>September 13-14</td>
<td>WCET SAN Advanced Workshop</td>
<td>Boulder, CO</td>
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<td>September 18-20</td>
<td>SARA State Portal Entity Meeting</td>
<td>Minneapolis, MN</td>
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<tr>
<td>September 26-28</td>
<td>CLEAR Conference</td>
<td>Philadelphia, PA</td>
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<td>October 16-17</td>
<td>SREB-SARA Meeting</td>
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<td>October 22</td>
<td>WCET SAN Workshop</td>
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<td>October 22-25</td>
<td>WCET Annual Meeting</td>
<td>Portland, OR</td>
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<td>October 31-Nov 1</td>
<td>NC-SARA Board Meeting</td>
<td>Memphis, TN</td>
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e) Dates and location of next meeting
May 8-9, 2019, Westin Hotel, Denver International Airport

BREAK

Agenda Item VIII (ACTION): Executive session
Meeting moved into Executive Session at 11:15 a.m.
Motion was made to change Marshall Hill’s title to President and Chief Executive Officer, effective November 1, 2018:

George Ross — moved
Kathryn Dodge — seconded
Motion passed and approved.
The following Board members were appointed for Retirement Activity Committee: Paul Lingenfelter, Leah Mathews, Teresa Lubbers, and Paul Shiffman

**Agenda Item IX (ACTION): Questions, comments, reflections from council members**

No questions, comments or reflections were offered beyond those already made in the meeting.

Motion to adjourn was made and seconded by Leroy Wade.

**Executive session concluded and meeting adjourned at 1:32 p.m.**
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NC-SARA AGENDA ITEM

May 8–9, 2019

Agenda Item II: Update on the progress of the SARA initiative

Action Item: ☐ Yes ☑ No

Background: The SARA initiative began inviting states to join in early 2014. As of April, 2019, 49 states — plus the District of Columbia, Puerto Rico and the U.S. Virgin Islands — are members. Discussions continue in California. More than 1,900 institutions participate in SARA.

Marshall Hill will provide an overall assessment. Regional compact presidents will focus more closely on developments within their regions.

a) Marshall A. Hill, NC-SARA
b) Susan Heegaard, Midwestern Higher Education Compact (MHEC)
c) Michael Thomas, New England Board of Higher Education (NEBHE)
d) Stephen Pruitt, Southern Regional Education Board (SREB)
e) Demarée Michelau, Western Interstate Commission for Higher Education (WICHE)
Update on the progress of the SARA initiative

NO ACTION REQUIRED

Current as of April 2019.
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N/A: State has determined new legislation is not needed to enable participation in SARA.
North Dakota and South Dakota are members of both MHEC and WICHE; chart indicates SARA affiliation.
Current as of April 2019.

Plus the District of Columbia, Puerto Rico and the U.S. Virgin Islands.
Current as of April 2019.
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NC-SARA AGENDA ITEM  

May 8–9, 2019

Agenda Item III: Report and recommendations of the Executive Committee –  
Paul E. Lingenfelter, Chair

Action Item:  ✓ Yes  ☐ No

a) (ACTION): Modifications to the NC-SARA Bylaws

b) (ACTION): Nomination of Susan Heegaard to membership on the Executive Committee
Report and recommendations of the Executive Committee – Paul E. Lingenfelter, Chair

a) ACTION: Modifications to the NC-SARA Bylaws

Background

NC-SARA adopted its Bylaws on May 14, 2014, during the second meeting of the organization. Since then, modifications have been made in December, 2015; November, 2017; and May, 2018.

The NC-SARA executive committee recommends modifications to the NC-SARA Bylaws that would change the mission statement of the organization (Article I, Section 3) and modify the process for identifying and electing new board members (Article II, Section 1). In addition, references to NC-SARA’s “Executive Director” have been replaced by references to the “President and Chief Executive Officer/CEO,” a title change approved by the Board at its November, 2018 meeting, and specific language has been added regarding the President’s authority to hire and manage staff. For context, the full text of the Bylaws appears below. Language recommended for removal is struck through; recommended new language is red and underlined.

National Council for State Authorization Reciprocity Agreements

BYLAWS
(Effective Date: May 14, 2014)

ARTICLE I
Name and Location, Description, Mission, and Purpose

Section 1: Name and Location
The name of the organization is the National Council for State Authorization Reciprocity Agreements (NC-SARA). Its principal place of business shall be in Boulder, Colorado.

Section 2: Description
The National Council for State Authorization Reciprocity Agreements is an independent and autonomous organization operating as a coordinating body for the voluntary State Authorization Reciprocity Agreements among regional higher education compacts and their member states, districts, and U.S. territories. Participating regional compacts include: the Midwestern Higher Education Compact (MHEC), the New England Board of Higher Education (NEBHE), the Southern Regional Education Board (SREB), and the Western Interstate Commission for Higher Education (WICHE). NC-SARA shall promote and certify the consistency of the four regional SARA agreements and provide a venue for discussing problems and mediating disputes that might threaten the continuation of the agreements.
NC-SARA shall be a nonprofit organization (i) established and operated in accordance with the provisions of 26 U.S.C. Section 501(c)(3) (the "Internal Revenue Code") and accompanying regulations; and (ii) incorporated and operated under the Colorado Revised Nonprofit Corporation Act, Title 7, Articles 121-137 of the Colorado Revised Statutes. Its period of duration shall be perpetual unless terminated in accordance with Article VIII (page 7).

Section 3: Mission
The National Council for State Authorization Reciprocity Agreements, in collaboration with the four regional higher education compacts, is committed to supporting the establishment of an effective and efficient reciprocal state-level reciprocity authorization process for postsecondary distance education. Its mission is to allow provide students across the country increased access to higher education opportunities and to reflect increase the quality and value of higher learning credentials earned via distance education, and to assure students are well served consumer protection in a rapidly changing education landscape.

NC-SARA shall strive to achieve its mission by:

a. Promoting and advancing efforts to ensure inter-regional alignment on core elements and requirements of State Authorization Reciprocity Agreements (SARA), while also maintaining a limited role within the overall governance of SARA;

b. Representing the full spectrum of stakeholders in the higher education community, including all institutional sectors (including, but not limited to, large- and small-scale distance education providers), regional and national accreditation agencies, and elected state officials, including state regulators, and state higher education executive officers.

c. Building public awareness of and support for SARA through regular communications to students, states, accreditors, and institutions, the field;

d. Serving as a forum for the participating actively in cooperative efforts of states and the larger higher education community to improve service to students and the nation through distance education at large to address concerns and questions as they arise.

Section 4: Purposes
The purposes for which NC-SARA is organized are exclusively charitable, scientific, literary, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provision of these bylaws, NC-SARA shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Code or the corresponding provision of any future United States Internal Revenue law.
ARTICLE II
NC-SARA Membership and Executive Committee

Section 1: NC-SARA Membership
NC-SARA shall be made up of 17 to 23 individual National Council members. The duties and responsibilities of NC-SARA members are limited to those contained within these bylaws. Council members should come from the range of impacted groups to assure a wide range of support as the interstate reciprocity agreements are promoted and implemented, while also taking into consideration the need for those groups to have a permanent voice. Council members should be drawn from all institutional sectors (including large- and small-scale distance education providers), regional and national accreditation agencies, and state officials including state regulators and state higher education executive officers.

a. Nomination and Election. NC-SARA shall fill vacant or soon to be vacant positions regularly through a public nomination process. The Executive Committee of the Board shall consider nominees and recommend candidates to the Board for election. Prospective NC-SARA members may self-nominate or be nominated by others to serve. Council members shall be chosen from those nominated through a majority vote of the Council.

b. Selection Criteria. Though the board shall represent a diverse set of perspectives and interests, membership shall not be driven by numerical representation or delegated interests. Instead, members shall be selected based on their knowledge of the field, ability to work across multiple perspectives, and commitment to the collaborative work and success of SARA and NC-SARA.

c. Regional Compact Presidents. The presidents of the four named regional compacts—as described in Article I, Section 2—of these bylaws, (or their designees) shall be voting members of NC-SARA, but they shall not be eligible to serve as the NC-SARA Chair, Vice Chair, or Treasurer. There shall be no term of office for the presidents of the regional compacts (or their designees), nor a limitation on consecutive terms.

d. Resignation. Any member may resign by written notice to the NC-SARA Executive DirectorPresident and Chief Executive Officer (CEO) and the NC-SARA Chair.

e. Removal. Any NC-SARA member who misses two consecutive NC-SARA meetings without advance notice or justification shall automatically lose his or her membership. Additionally, NC-SARA, at its discretion, may remove a member at any time for due cause by two-thirds vote of all NC-SARA members.

f. Terms of Office. Except as provided for in Article II, Section 1, c, members of NC-SARA appointed after June 1, 2018, shall serve a maximum of two, three-year terms. The term of office for board members shall begin as stated upon their election to the board and end at the conclusion of the final NC-SARA meeting of the last calendar year of their specified term. The terms of successor board members shall begin at that same time, or upon appointment if filling a mid-term vacancy.
g. **Vacancies.** When a vacancy on NC-SARA exists mid-term, this seat may be filled through a special nomination process determined by the Executive Director President and CEO in consultation with the Executive Committee. Any NC-SARA member selected to fill a vacancy shall serve the remainder of the term for the vacant seat, but may continue to serve if elected through the general nomination and selection process.

h. **Compensation.** NC-SARA members shall not receive compensation for their service, but may be reimbursed reasonable travel costs associated with attendance at NC-SARA meetings and any Executive Committee, ad hoc committee, or task force meetings.

i. **Officers.** NC-SARA shall have three officers: the Chair, Vice Chair, and Treasurer. Officers shall serve a maximum of two, two-year terms, ending at the conclusion of the final NC-SARA meeting of the last calendar year of their specified term. Officers shall have the following duties:

1. **The Chair.** The Chair shall convene and preside over all meetings of the Executive Committee and all general NC-SARA meetings.

2. **The Vice Chair.** The Vice Chair shall preside over meetings in the absence of or at the request of the Chair.

3. **The Treasurer.** The Treasurer shall oversee the management and reporting of NC-SARA finances.

**Section 2: Executive Committee**

An Executive Committee shall provide support and guidance to the Executive Director President and CEO on a regular basis.

a. **Executive Committee Action.** When matters require timely execution and, for practical reasons, cannot wait for a formal meeting of the full NC-SARA membership, the Executive Committee may act for and exercise all the powers of NC-SARA, except as such actions and powers are reserved to the members in accordance with these bylaws. Such actions by the Executive Committee shall be promptly reported to the full membership.

b. **Membership.** The Executive Committee shall be elected by NC-SARA. There shall be eight members of the Executive Committee, all of whom shall be currently serving NC-SARA members and two of whom shall be the president of a participating regional compact (Midwestern Higher Education Compact, New England Board of Higher Education, Southern Regional Education Board, Western Interstate Commission for Higher Education). The four regional compact presidents shall choose which two of their members shall serve on the Executive Committee, and those designated members shall serve on the Committee without term limits. Executive Committee members shall serve a two-year term, ending at the conclusion of the final NC-SARA meeting of the last calendar year of their specified term. Executive Committee members shall have an option to serve an additional two-year term,
with the approval of NC-SARA. The Chair, Vice Chair, and Treasurer of NC-SARA shall serve on the Executive Committee *ex officio*, without regard to Executive Committee term limits. The Chair and Vice-Chair of NC-SARA shall be Chair and Vice-Chair, respectively, of the Executive Committee. The Executive Committee shall also include the following non-voting individuals in its meetings:

i. **Executive Director President and Chief Executive Officer.** The Executive Director President and CEO—described in Article III, Section 2—shall serve on the Executive Committee, but shall not vote on any matters.

ii. **Past Chair.** The Chair from the previous term shall serve as confidant and advisor to the new Chair, but he/she shall not be required to attend Executive Committee meetings.

c. **Specified duties.** The Executive Committee shall have the following responsibilities:

iii. Solicit and consider nominations for NC-SARA Board Members and recommend candidates to the NC-SARA Board for the Board’s consideration and election.

iv. Solicit nominations for NC-SARA officers, Executive Committee and Finance Committee members from the full Board, and recommend candidates to the Board for its consideration and election.

v. Evaluate the performance of the NC-SARA Executive Director President and CEO and, in consultation with the Finance Committee, recommend his/her compensation to the NC-SARA Board prior to the beginning of each fiscal year.

vi. Assess evolving distance education issues and practices, review proposals or requests for substantive changes to SARA policies, procedures and agreements, and recommend any necessary or advisable changes to the Council.

vii. Identify an auditing firm for periodic audits, receive the audits, and report findings to the Finance Committee and Board.

viii. Any other duties enumerated elsewhere in these bylaws or assigned to the committee by the Chair of NC-SARA.

e. **Vacancies on the Executive Committee.** Vacancies on the Executive Committee shall be filled by vote of a majority of the remaining members of the Executive Committee. A person so elected shall serve until the next meeting of the membership of NC-SARA, at which time a special election shall be held to fill the vacancy for the remainder of the unexpired term.
ARTICLE III
Governance and Staff

Section 1: Governance
NC-SARA shall have oversight over the general operation of NC-SARA and shall delegate responsibility as set forth in section 2 below. NC-SARA shall review and approve the annual budget of all NC-SARA activities.

Section 2: Executive DirectorPresident and CEO and Staff
The NC-SARA Executive DirectorPresident and CEO shall be the chief executive officer of SARA and be responsible for administering the work and budget of NC-SARA, pursuant to the decisions of the Executive Committee and the full Council. The Executive DirectorPresident and CEO shall be responsible for the records and accounts of NC-SARA and shall hire and manage NC-SARA staff. The Executive DirectorPresident and CEO shall be nominated by the NC-SARA Executive Committee and confirmed by a majority vote of all NC-SARA members. The Executive DirectorPresident and CEO shall attend all Executive Committee and general NC-SARA meetings, but shall not vote on any matters.

ARTICLE IV
NC-SARA Meetings

Section 1: NC-SARA Meetings
a. Semiannual Meetings. The full NC-SARA body shall meet at least twice per year on a specific date, time, and location designated by the Executive DirectorPresident and CEO. Members shall use these semiannual meetings to receive reports on the activities and budget of the organization, assess issues related to alignment among participating regional compacts, elect the members of the Executive Committee, and take other actions consistent with the mission of NC-SARA.

b. Special Meetings. Special meetings may be called by the Chair or a simple majority of the Executive Committee. A petition signed by one-third of the voting NC-SARA members may also call a special meeting.

Section 2: Meeting Procedures
a. Notice of Meetings. A notice shall be sent by the Executive DirectorPresident and CEO to each NC-SARA member not less than one month prior to the meeting. Special meetings may be called with less than one month's notice if necessary.

b. Attendance. All NC-SARA members are required to attend, either in person or virtually, all semiannual meetings. Members have the right to attend NC-SARA meetings by telephone, videoconference, or other technology that allows for remote access to meetings. If a member cannot attend, he or she shall give timely notice to the Executive DirectorPresident and CEO. If a member cannot attend, he or she may send another person in his or her place, but such representatives shall not vote nor count toward a quorum.
c. **Quorum.** Those present at any properly announced meeting of the membership shall constitute a quorum.

d. **Rules of Procedure.** In the event a question of order or procedure shall arise which is not covered in these bylaws, Robert’s Rules of Order shall prevail.

e. **Voting.** All issues to be voted on shall be decided by a simple majority of those present at the meetings in which the vote takes place, except for matters requiring two-thirds vote as identified and described in these bylaws.

**Section 3: Action without a Meeting**

a. **Types of Eligible NC-SARA Actions.** Upon the resolution of the Executive Committee, any action that may be taken by the members at a meeting of NC-SARA may be taken through a mail ballot that shall be provided to every NC-SARA member. To go into effect, any action taken through mail ballot shall require the affirmative vote of a majority of the members.

b. **Mail Ballot Definition.** For the purposes of this section, the term "mail ballot" shall be deemed to encompass the use of both traditional and electronic mail, provided such use shall have been authorized by the Executive Committee.

**ARTICLE V**

Committees, Task Forces, and Common Interest Groups

Committees, task forces, and common interest groups may be appointed from time to time and report to the Executive Director/President and CEO, the Executive Committee, and/or NC-SARA, as appropriate.

**Section 1: Formation of Committees and Task Forces**

NC-SARA may create and dissolve committees and task forces as needed to serve in an advisory capacity. With the exception of the Finance Committee and the Executive Committee, the NC-SARA Chair, in consultation with the Executive Director/President and CEO, shall appoint all committee and task force chairs.

**Section 2: Duties of Committees and Task Forces**

All approved committees and task forces shall provide an update on their activities at Executive Committee meetings, upon the Chair's or the Executive Director/President and CEO's request, and at meetings of the full NC-SARA membership until they complete their work or are dissolved. Any use of NC-SARA funds to support a committee or task force shall be approved by the Executive Director/President and CEO in consultation with the Executive Committee.

**Section 3: Finance Committee**

The Finance Committee shall be comprised of five members, including the Treasurer, who shall chair the Committee. The Chair of NC-SARA shall serve as an ex-officio member. The members shall include one of the four regional compact presidents, chosen by the compact presidents.
Members of the Finance Committee shall be elected by NC-SARA and shall serve two-year terms. Finance Committee members shall have an option to serve an additional two-year term, with the approval of NC-SARA. The Finance Committee shall review the annual budget for SARA, developed by the Executive Director President and CEO of NC-SARA in collaboration with the presidents of the four regional compacts, prior to its consideration by the Board. The Executive Committee shall identify an auditing firm for periodic audits, receive the audits, and report findings to the Finance Committee and Board.

**ARTICLE VI**

**NC-SARA Public Communications**

The Executive Director President and CEO is the principal spokesperson for NC-SARA for statements concerning local, state, and national policy and other such matters related to NC-SARA's mission. Prior to making statements on matters for which NC-SARA has not taken an official position, the Executive Director President and CEO shall make reasonable efforts to consult with the members of the Executive Committee and other NC-SARA members, as appropriate. The Executive Director President and CEO shall share any statements made on behalf of NC-SARA in regular NC-SARA announcements.

**Section 1: Written Communications**

The Executive Director President and CEO, in consultation with the Executive Committee and other NC-SARA members, as appropriate, may use written correspondence to voice a common concern, request clarification on a common topic, or state a consensus position on a topic or query of importance to NC-SARA. Any written communications must be shared with all NC-SARA members in a timely fashion.

**Section 2: Presentations, including representation at external forums**

In the course of carrying out his or her duties, the Executive Director President and CEO may be asked to represent NC-SARA by giving a presentation or attending an external forum. A summary of these activities shall be shared with NC-SARA members in regular NC-SARA announcements.

**ARTICLE VII**

**Amendments and Dissolution**

**Section 1: Amendments**

NC-SARA may authorize, amend or restate operating guidelines, plans, practices and/or procedures from time to time in order to implement effectively its purposes, including any modifications to the bylaws that may be required under Colorado law. All amendments to these bylaws shall be approved by a simple majority vote of a quorum of NC-SARA members. Proposed amendments must be submitted to the NC-SARA Executive Director President and CEO and sent out with regular NC-SARA announcements in advance of any vote.
Section 2: Dissolution
After discontinuance of business and payment of debts, any surplus funds shall be transferred as a gift and equitably divided among participating regional compacts.

ARTICLE VIII
Finances

Section 1: Fund Raising
NC-SARA shall raise funds by collection and receipt of gifts of money and property, grants, contributions, donations, bequests, receipts and fees for services so long as all such funds are accepted by the Executive Committee of NC-SARA.

Section 2: Funds Collected and Received.
All funds collected and received by NC-SARA, together with the income therefrom, shall be held, retained, managed, and conserved in a capital fund or funds and administered, used, and applied by the Executive Director [President and CEO] in consultation with the Executive Committee in accordance with the mission purposes described in Article I of these bylaws. The Executive Committee may accept revenues and properties which are qualified, limited, or restricted in their use so long as such qualifications, conditions, limitations and/or restrictions shall not conflict with the mission and purposes of NC-SARA as described in Article I of these bylaws. Unless otherwise specifically required, such restricted revenues and/or property may be commingled with other funds of NC-SARA.

ARTICLE IX
Application and Use of Funds

Section 1: Management of Funds
Revenues received by NC-SARA shall be held in an account or accounts in the name of NC-SARA in such location(s) as may be designated by the Executive Committee or the Chair of the Executive Committee. NC-SARA shall hold, manage, invest, and reinvest its funds in accordance with the investment policies to be developed and approved by NC-SARA and shall collect and receive the income therefrom. After deducting all necessary expenses incident to the operation and administration of NC-SARA, such funds shall be utilized in accordance with the mission and purposes set forth in these bylaws. The Executive Committee may establish a committee within itself for the purpose of supervising and managing investments. All such revenues received and held by NC-SARA shall be distributed to such persons and in such amounts as NC-SARA shall deem appropriate, in keeping with the purposes of NC-SARA.

Section 2: Autonomy of NC-SARA
NC-SARA shall be the sole entity or person responsible for the application and use of its assets, including payment of its expenses in accordance with such operating guidelines as may be established by the Executive Committee; and it shall operate as an independent and autonomous entity for the purposes of meeting its financial obligations.
Section 3: 501(c)(3) Status
Notwithstanding any other provision of these bylaws, no expenditure shall be made in any manner or for any purpose whatsoever (i) which may jeopardize the status of NC-SARA as an organization under Section 501(c)(3) of the Internal Revenue Code, and under the Colorado Revised Nonprofit Corporation Act, Title 7, Articles 121-137 of the Colorado Revised Statutes and accompanying regulations; or (ii) which may jeopardize the status of contributions or payments by any person insofar as concerns deductions which are allowed under the provisions of Sections 170, 2055, 2106, and 2522 of the Internal Revenue Code and accompanying regulations.

ARTICLE X
Indemnification

Section 1: Authority
NC-SARA shall, to the fullest extent permitted by the Colorado Revised Nonprofit Corporation Act, indemnify all persons whom it may indemnify pursuant thereto so long as such persons have conducted themselves in good faith and reasonably believed their conduct not to be opposed to NC-SARA's best interests.

Section 2: Insurance
NC-SARA shall purchase and maintain insurance on behalf of any person who is or was a member, officer, employee, or agent of NC-SARA who, while a member, officer, employee, or agent of NC-SARA, is or was serving at the request of NC-SARA as a member, officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise against liability asserted against or incurred by him or her in that capacity or arising from his or her status as such, whether or not NC-SARA would have the power to indemnify him against the same liability under Article 129 of the Colorado Revised Nonprofit Corporation Act.

ARTICLE XI
Regulation

The regulation of the business and conduct of the affairs of NC-SARA shall conform to federal and state income tax laws and any other applicable federal and state law, and such regulation shall be determined by these bylaws, as they may be amended from time to time. In the interpretation of these bylaws, wherever reference is made to the United States Code, the Internal Revenue Code, the Colorado Revised Statutes, or any other statute, or to any section thereof, such reference shall encompass any future amendments, supplements, or supersession bylaws covering equivalent subject matter.
ARTICLE XII
Waiver of Notice

Except as otherwise provided by law, whenever any notice is required to be given to any NC-SARA member under the provisions of the Colorado Revised Statutes or under the provisions of the bylaws of NC-SARA, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, and delivered to NC-SARA for inclusion or filing with the minutes or corporate records, shall be equivalent to the giving of such notice.

CERTIFICATION

These bylaws were approved at a meeting of the National Council for State Authorization Reciprocity Agreements by a two-thirds majority vote on May 14, 2014.

[Signature]
Paul Lingenfelter, NC-SARA Chair

6/11/2014
Date

Modifications to these bylaws were approved at a meeting of the National Council for State Authorization Reciprocity Agreements by a two-thirds majority vote on December 1, 2015.

[Signature]
Paul Lingenfelter, NC-SARA Chair

1/12/2017
Date

Modifications to these bylaws were approved at a meeting of the National Council for State Authorization Reciprocity Agreements by a two-thirds majority vote on November 3, 2017.

[Signature]
Paul Lingenfelter, NC-SARA Chair

11/11/2018
Date

Modifications to these bylaws were approved at a meeting of the National Council for State Authorization Reciprocity Agreements by a two-thirds majority vote on May 3, 2018.

[Signature]
Paul Lingenfelter, NC-SARA Chair

5/11/2018
Date
b) **ACTION:** Nomination of Susan Heegaard to membership on the Executive Committee

NC-SARA *Bylaws* provide that “The four regional compact presidents shall choose which two of their members shall serve on the Executive Committee, and those designated members shall serve on the Committee without term limits.” Since the fall 2018 retirement of Larry Isaak, former MHEC President, the Executive Committee has had only one compact president (Michael Thomas, NEBHE) serving on the Committee. The four current presidents have chosen Susan Heegaard (MHEC President) to serve on the Executive Committee as the other designated compact president. The four presidents have agreed to rotate service on the Committee in the future. The current term for members of the Executive Committee ends at the conclusion of the fall, 2019 NC-SARA meeting.

**Recommendation**

The Executive Committee recommends that Susan Heegaard be elected to service on the Executive Committee for a term extending to the conclusion of the fall 2019 NC-SARA Board meeting.
NC-SARA AGENDA ITEM  

Agenda Item IV: Finance Committee Report and FY 2020 Budget – Leroy Wade, Treasurer

Action Item:  ☑ Yes  ☐ No
Finance Committee Report and FY 2020 Budget – Leroy Wade, Treasurer

ACTION ITEM

a) Third-quarter FY 2019 Finance Report – Leroy Wade, Treasurer
   The finance report will be provided under separate cover.

b) ACTION: NC-SARA Budget for FY 2020
   The proposed FY 2020 budget will be provided under a separate cover.

Background

Context: NC-SARA as a maturing organization

NC-SARA is a fully independent 501(c)(3) entity, with established organizational and business structures (accounting, audit, payroll, employee benefits, communications, etc.). NC-SARA staffing growth has trailed the evolution of the SARA initiative. Starting with 2.5 FTE staff in the fall of 2013, NC-SARA staff currently total eight FTE.

The SARA initiative now includes 49 states (all but California), plus the District of Columbia, Puerto Rico and the U.S. Virgin Islands. Approximately 1,960 institutions now participate in SARA. California, if it joins, would likely eventually contribute another 200 or more institutions.

Proposed FY 2020 budget

As in prior years, the proposed FY 2020 budget is based on conservative estimates of revenues. Annual institutional renewal rates remain above 99 percent. Institutional mergers, institutional inability to continue to meet SARA’s financial status requirements, and on-campus inattention to multiple, redundant renewal notices account for almost all non-renewals.

The proposed FY 2020 budget:

- Conservatively estimates revenues and expenses.
- Provides for increasing each compact’s SARA allocation to $453,000 for FY 2020, plus increasing each compact’s level of accumulated SARA reserves funding from $222,000 to $227,000.
- Provides for increasing NC-SARA’s accumulated reserves to an amount equal to one half of its approved FY 2020 operating budget.
- Proposes adding one additional staff member above staffing levels approved in the FY 2019 budget.
- Incorporates staff compensation increases recommended by the President and CEO and brings forward the President’s FY 2019 compensation into FY 2020. (A new President is anticipated for FY 2020.)
- Maintains benefits cost projections at 40 percent of salary costs, based on 2018 analysis of actual costs of providing benefits.
• Includes as part of the normal budget the continuation of enhanced student, institution and state support activities approved by the Board in 2017 and 2018.

Budget background and key items

NC-SARA operates on a fiscal year that runs from July 1 – June 30. This proposed budget would support NC-SARA operations from July 1, 2019 through June 30, 2020.

NC-SARA revenues now consist entirely of annual fees that NC-SARA receives from institutions that participate in SARA. The institutional fee levels ($2,000 - $6,000/year, dependent upon institution enrollment) have remained constant since the establishment of NC-SARA in 2013 and are currently set, by NC-SARA, to remain at that level through June 30, 2020. (SARA states may also charge their institutions SARA participation fees. Many do, and those fees vary widely.) NC-SARA expenses consist of support for its normal business operations, a sharing of institutional fee revenues with the regional compacts, and provision of reserve funding for NC-SARA and the four regional compacts.

NC-SARA annually shares with each regional compact a Board-approved portion of institutional participation fees (each compact has received $443,000 for FY 2019); NC-SARA also provides each regional compact Board-approved SARA reserve funding, resulting in accumulated total SARA reserve funding of $222,000 per compact in FY 2019. NC-SARA retains the balance of institutional fee revenues to support its own operations and accumulation of its own reserves. Allocations are made to the four compacts as revenues are received by NC-SARA. Within ten business days of the end of each fiscal quarter, NC-SARA distributes to each compact 16 percent of net revenues received during that quarter, retaining the balance (36 percent) for itself. Those allocations are made quarterly to each compact until the full amount of their fiscal year allocations is reached.

Compact allocations for FY 2020

NC-SARA policies provide that the regional compacts’ annual SARA allocations may be increased due to inflation. NC-SARA has approved such an increase for each of the past several fiscal years, using the methodology applied below. Latest-available numbers are used in the following calculations. The four regional compact presidents have reviewed and support both this methodology and the staff recommendation of its resultant increase.

The Commonfund Higher Education Price Index, FY 2018 Update states that the Consumer Price Index (CPI) for calendar 2018 increased 1.6 percent and the Higher Education Price Index (HEPI) increased 2.8 percent for FY 2018 (July 1, 2017-June 30, 2018). (The HEPI increase for the prior five years has averaged 2.4 percent per year.)

If funding increases are supported by the Board, some options for adjusting the compacts’ SARA funding in response to those inflationary increases are listed below:

Some possible increases for FY 2020:

• CPI: + 1.6 % \( \$443,000 \times 1.016 = \$450,088 \) (CPI-Based increase)
• HEPI: + 2.8 % \( \$443,000 \times 1.028 = \$455,404 \) (HEPI-based increase)
• Average: + 2.2 % \( \$443,000 \times 1.022 = \$452,746 \) (average of CPI & HEPI)
NC-SARA used the average of CPI and HEPI increases to set allocations for FY 2018 and FY 2019.

Regional compacts’ and NC-SARA’s reserve funds

By NC-SARA policy, the regional compacts are to accumulate SARA reserve funds until their reserve funding equals half of their annual allocation amount. For FY 2019, the level of SARA reserve funding was $222,000 – half (plus $500, for rounding) of their $443,000 allocation.

If annual allocation increases are made for FY 2020, increases to SARA reserve funding would be required to maintain that “half of an annual allocation” level. Those increases would be as follows:

- Adjust reserves per a CPI-based increase = + $3,044 for each compact
- Adjust reserves per a HEPI-based increase = + $5,702 for each compact
- Adjust reserves per average of CPI and HEPI = + $4,373 for each compact

The four regional compact presidents have reviewed and support both this methodology and its resultant increase.

NC-SARA’s reserves are to be “equal to half of NC-SARA’s annual operating budget (as determined).” Because annual operating budgets have demonstrated the growth of a rapidly maturing organization, the Board has not yet determined a specific amount for NC-SARA reserves. The staff recommends that the Board now do so, based on the proposed FY 2020 budget.

Staff recommendations:

- Increase each regional compact’s allocation for FY 2020 to $453,000.
- Increase each compact’s total SARA reserve funding by $5,000, to total $227,000, with the additional amount payable during the first quarter of FY 2020.
- Establish the funding level for NC-SARA reserves at fifty percent of the approved FY 2020 operating budget (including allocations to the regional compacts) and direct the staff to bring reserve funding to that level during FY 2020.
- Approve funding levels proposed in the FY 2020 budget.

The proposed budget will be reviewed by the NC-SARA Finance Committee (Leroy Wade, Treasurer and chair; Paul Lingenfelter; Kathryn Dodge; and Leah Matthews). Treasurer Wade will present the Committee’s recommendations at the May 9 Board meeting.

BUDGET SPREADSHEET WILL BE PROVIDED UNDER SEPARATE COVER
Agenda Item V: Modifications to the SARA Manual

Action Item: ☑ Yes ☐ No
Modifications to the **SARA Manual**

**Background**

The *SARA Manual* is issued periodically by NC-SARA; the current version is Version 19.1, issued March 23, 2019. Successive versions incorporate policy changes made by the NC-SARA Board and clarifications provided by the staff of NC-SARA.

Version 19.1 added a few definitions ("Financial Responsibility Composite Score/Composite Score," "Professional Licensure," etc.), capitalized defined terms, moved polices affecting participation by tribal colleges and federally owned or chartered institutions to a more logical place in the document, and included Board actions taken in November, 2018.

**Proposed Version 19.2**

The *SARA Manual*, and the *NC-SARA Policies and Standards* document which preceded the *Manual*, contain policies adopted by the Board, along with material labeled "Explanatory Notes." Our attorneys have suggested that we consider "promoting" some material contained in the Explanatory Notes to straightforward policy statements and re-assess the usefulness of any remaining Notes. The staff has done that in the proposed Version 19.2. A chart referencing those modifications will be provided under separate cover, as will the proposed Version 19.2 itself.

Version 19.2 also includes provisions requiring regional compacts and SARA member states to develop and implement internal procedures to deal with appeals to decisions they make regarding state membership (for regional compacts) and institutional participation (for states).

**SARA MANUAL VERSION 19.2 (PROPOSED) WILL BE PROVIDED UNDER SEPARATE COVER**

**Recommendation**

Adopt the proposed modifications.
Agenda Item VI: Information items

Action Item: ☐ Yes ☑ No

   a) Enrollment and experiential learning placement reporting
   b) Federal negotiated rulemaking
   c) Update on website, student and institution support and searchable catalog of academic programs offered by SARA participating institutions
   d) Staffing and staff activities
Information Items

NO ACTION REQUIRED

a) Enrollment and experiential learning placement reporting

The fourth annual cycle for SARA institutions to report their distance education enrollments is scheduled for May 14 – June 4, 2019. Last year, 1,791 SARA institutions reported 1,225,022 out-of-state enrollments.

In 2018, SARA participating institutions were asked to voluntarily report their out-of-state learning placements, disaggregated by state and two-digit CIP code. Almost 300 institutions voluntarily reported that information. Such reporting is mandatory for 2019. NC-SARA staff have provided a 2019 Data Reporting Handbook covering both reports and have presented a webinar on reporting that drew 600 participants. Marianne Boeke, Associate Director for Policy Research and State Support, can provide details.

b) Federal negotiated rulemaking

This winter and spring, the U.S. Department of Education held extensive negotiated rulemaking sessions covering accreditation, TEACH Grants, and access to Title IV funds by faith-based institutions. NC-SARA Board member Leah Matthews and former NC-SARA Board member Terry Hartle participated as negotiators.

ED’s rules on state authorization of distance education were extensively discussed. To almost uniform surprise in the higher education community, the negotiators reached consensus on all issues under consideration. ED’s definition of a “state authorization reciprocity agreement” received considerable attention, but the final result of negotiations left in place the definition contained in the relevant rules issued in December, 2016 but deferred by the current administration pending the results of the negotiated rulemaking process and the eventual proposing of final rules.

A significant modification of those 2016 rules will require additional notifications about professional licensure. Institutions that offer programs intended to lead to professional licensure would be required to make additional notifications to students about whether the institution’s programs – both those offered through distance education and those offered on-campus – meet the education-related licensure requirements of the state in which the student is located.

SARA has always had similar requirements, but once ED’s rules are finalized, NC-SARA will need to reconsider its own provisions on such notifications.

c) Update on website, student and institution support and searchable catalog of academic programs offered by SARA participating institutions.

This will be a busy spring/summer for NC-SARA, with a new NC-SARA website, including The State Authorization Guide (in partnership with WCET/SAN) and the launch of our searchable catalog of academic programs offered by SARA participating institutions. Mary Larson, Associate Director for Student and Institution Support, can provide details.
d) **Staffing and staff activities**

Nicholas (Nick) Ortiz joined NC-SARA in March as Assistant for Student and Institution Support.

Staff presentations and meetings attended are listed below:

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<tr>
<th>DATE</th>
<th>EVENT</th>
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<tr>
<td>Monthly</td>
<td>WCET SAN Open Forums</td>
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<td>Monthly</td>
<td>WCET SAN Monthly Calls and Webinars</td>
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<td>Monthly</td>
<td>Texas Out of State Activities Compliance Calls</td>
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<td>Monthly</td>
<td>SARA Director Calls</td>
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<td>November 1, 2018</td>
<td>Quality Matters Conference</td>
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<td>November 1 - 2, 2018</td>
<td>SAN Ohio Meeting</td>
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<td>November 2, 2018</td>
<td>WICHE Steering Committee Meeting</td>
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<td>November 6-7, 2018</td>
<td>PA-SARA Conference</td>
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<td>November 7 - 8, 2018</td>
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<td>November 15 - 16, 2018</td>
<td>LT-SARA Meeting</td>
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<td>November 28 - 30, 2018</td>
<td>IFWE Conference</td>
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<td>December 3 - 4, 2018</td>
<td>NC-SARA Data Committee Meeting</td>
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<td>December 4 - 5, 2018</td>
<td>Credential Registry Learn and Build Summit: Putting Ideas into Action (Credential Engine)</td>
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<td>December 12 - 14, 2018</td>
<td>NEBHE Steering Committee Meeting</td>
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<td>December 18, 2018</td>
<td>W-SARA Autumn Meeting</td>
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<td>January 21 - 28, 2019</td>
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<td>January 28 - 30, 2019</td>
<td>CHEA Annual Conference</td>
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<td>February 12 - 13, 2019</td>
<td>NC-SARA Student Catalog Conversation</td>
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<td>February 27 - March 1, 2019</td>
<td>Higher Learning Partners Meeting</td>
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<td>March 3 - 6, 2019</td>
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<td>March 17 - 19, 2019</td>
<td>Certification and Licensure Collective Meeting</td>
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<td>April 15 - 17, 2019</td>
<td>NASASP Conference</td>
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<tr>
<td>April 28 - 30, 2019</td>
<td>AZ-SARA Forum / Workshop</td>
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NC-SARA AGENDA ITEMS

May 8–9, 2019

Agenda Item VII: Executive session

Action Item:  ✓ Yes  □ No

Agenda Item VIII: Questions, comments, reflections from council members

Action Item:  □ Yes  ✓ No

Adjourn.
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