

**Sigma Phi Epsilon Fraternity
National Board of Directors
Meeting Minutes**

**May 30-31, 2008
Chicago O'Hare Hilton Hotel
Chicago, Illinois**

National Directors in attendance:

Stephen B. Shanklin, Murray State, 1970	Grand President	2009
Christopher L. Bittman, Colorado, 1985	Grand Treasurer	2009
Steven R. Dorsey, American, 2009	National Director	2009
Michael J. Schlotterbeck, Wichita State, 2007	National Director	2009
Jace A. Thompson, Texas Christian, 2008	National Director	2009
Bert J. Harris, III, Florida, 1974	National Director	2009
Jeffrey D. Prouty, Iowa State, 1978	National Director	2009
Richard W. Bennet, III, Central Missouri, 1974	National Director	2011
Garry C. Kief, Southern California, 1970	National Director	2011
Phillip A. Cox, Indiana, 1984	National Director	2013

Headquarters staff in attendance:

Sean M. Anthony, Dartmouth, 2006	Director of Chapter Services
Ryan P. Blanck, Western Michigan, 2002	Director of Health & Wellness
Stacy K. Dudley	Events Coordinator
Gary L. Huff, Central Arkansas, 1991	Director of Volunteers
Ryan J. McCavitt, Miami, 2007	Director of Learning Communities
Matthew B. Ontell, UCLA, 2005	Director of Member Development
Michael J. Powers, Oregon State, 2007	Director of Expansion
Travis J. Swanson, Kansas State, 2006	Director of Leadership Programs
Craig D. Templeton, Kansas, 1981	Executive Director
Ryan E. Walters, Eastern Washington, 2007	Director of Expansion
Brian C. Warren, Virginia, 2004	Director of Operations

Guests in attendance:

Randy Benthien	Benthien & Associates
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Call to Order

The meeting was called to order by Grand President Stephen B. Shanklin at 9:04 a.m., Friday, May 30, 2008.

The invocation was delivered by Jace A. Thompson.

Grand President's Report

Grand President Shanklin introduced Randy Benthien, the consultant retained by the Board to facilitate the strategic planning process. Mr. Benthien briefly described the process he would be applying to his work with SigEp.

Brother Shanklin distributed a feasibility study from a group of alumni who are proposing to start an internet bank that would donate a portion of its profits to the Educational Foundation. Representatives of the group would make a presentation over lunch Saturday for the combined Educational Foundation Board of Trustees and the National Board of Directors.

Brother Shanklin outlined a proposal for filling the vacancy on the Board left by Brent E. Bentrim's resignation from the Board and the Fraternity.

Motion by Michael J. Schlotterbeck: To leave the position vacant.

Seconded by Richard W. Bennet, III

Motion by Christopher L. Bittman: To table the previous motion until Saturday, May 31, to remove from the table prior to adjournment.

Seconded by Bert J. Harris, III

Tabled by unanimous voice vote

Grand Treasurer's Report

Grand Treasurer Christopher L. Bittman reviewed financial statements for year-to-date financial conditions indicating current operations in line with the plan. He then proposed the Fiscal Year 2009 Financial Plan. Brother Bittman noted that the Financial Plan included a proposal from the National Leadership Committee to increase chapter registration fees for Carlson Leadership Academies from \$350 per chapter to \$500 to cover an additional undergraduate registrant. In the past, the CLA registration fee covered four undergraduate officers and one alumni volunteer, intended to be the chapter counselor. The proposed plan would provide five undergraduate officers and a volunteer. Additionally, the fee for individual additional registrants would be increased from \$95 to \$150 to reflect increases in actual costs.

Further, the plan calls for a one-time charge of an additional 1.5% (\$64,628) to the Journal Endowment Fund in FY09 to fund design improvements and on-line enhancements to the Journal. At the 2007 50th Grand Chapter Conclave, delegates approved a \$20 increase in the lifetime Journal subscription fee to fund these improvements.

Motion by Bittman: To adopt the Fiscal Year 2009 Financial Plan.

Seconded by Harris

Approved by unanimous voice vote

Executive Session

The Grand President called the Board into executive session from 10:30 until 1:30 to discuss personnel and legal matters. There were no binding actions taken during the executive session.

Fraternity Operations Report

Director of Operations Brian C. Warren reviewed progress to date on achieving the objectives of the Headquarters work plan for the 2007-2008 academic year and reviewed the staff's proposed work plan and goals for the coming 2008-2009 academic year.

Motion by Harris: That the National Board of Directors approve the work plan and goals for the 2008-2009 academic year.

Seconded by Steven R. Dorsey

Withdrawn for later consideration after committee reports and discussions.

Executive Director Craig D. Templeton reviewed an operational assessment of the Headquarters and staffing with recommendations for improvements to staff organizational structure, performance management for chapter services to divide Chapter Services between two Directors of Chapter Services, east and west. The Board provided comment and input for revisions to the organizational structure and requested evaluation of staff providing a special “strike team” to manage crisis and special chapter situations.

Responding to a Board directive from the November, 2007, meeting, Director of Chapter Services Sean M. Anthony advised the Board of staff’s development of an academic response plan, outlining procedures to assist chapters that fall below minimum standards for grades.

Directors of Expansion Ryan E. Walters and Michael J. Powers provided an overview of the process of selecting campuses for proposed expansions with new chapters and proposed an updated list of 25 target campuses for potential new SigEp chapters.

Motion by Garry C. Kief: Approve the list of potential expansion sites.

Seconded by Bennet

Approved by unanimous voice vote

The Board directed staff to assess the current Sigma Epsilon Chapters’ progress toward chartering and propose deadlines for those not making satisfactory progress at which time they must either petition for chartering or disband and cease operations. Staff is to provide a report to the Board in 60 days (July 31, 2008).

The Board reviewed a petition synopsis to charter the Sigma Epsilon Chapter at American University.

Motion by Bittman: To charter the American University Sigma Epsilon Chapter as the District of Columbia Delta Chapter of Sigma Phi Epsilon.

Seconded by Harris

Approved by voice vote (Steve Dorsey abstained as a member of the American University SEC.)

Director of Chapter Services Sean Anthony proposed charter actions for chapters on the basis of academic standings below minimum requirements and manpower below minimum requirements.

Motion by Bittman: To place the following chapters on notice that they will be closed in one year unless the chapter grade point average meets the minimum 2.6 required:

Alaska Alpha, University of Alaska-Fairbanks

*Arkansas Alpha, University of Arkansas**

Arkansas Beta, Henderson State University

*California Eta, University of California-Davis**

*California Phi, California State University-Fresno**

Illinois Xi, DePaul University

Indiana Delta, Indiana State University

*Michigan Zeta, Ferris State University**

Mississippi Gamma, University of Southern Mississippi

*North Carolina Iota, Barton College
Virginia Lambda, Longwood University
West Virginia Gamma, Marshall University**

** No letter. Subsequent to meeting, receipt of additional information caused these chapters to be removed from list.*

And further that the following chapters be placed on notice that they will be closed in one year unless chapter manpower reaches the requisite minimum for the respective campuses:

*Alabama Gamma, Samford University
Alabama Zeta, Huntingdon College
Alaska Alpha, University of Alaska-Fairbanks
Arkansas Alpha, University of Arkansas*
Arkansas Beta, Henderson State University
California Pi, Stanford University*
Illinois Mu, University of Chicago
Illinois Xi, DePaul University
Indiana Theta, Tri-State University
Kansas Alpha, Baker University*
Kentucky Beta, University of Louisville
New York Lambda, Canisius College
New York Rho, St. John's University
New York Phi, Columbia University
New York Chi, Clarkson University*
North Carolina Iota, Barton College
North Carolina Nu, University of North Carolina-Charlotte
Tennessee Theta, Middle Tennessee State University
Vermont Gamma, University of Vermont
Wisconsin Theta, University of Wisconsin-Platteville*

** No letter. Subsequent to meeting, receipt of additional information caused these chapters to be removed from list.*

Seconded by Kief

Approved by unanimous voice vote

Motion by Bittman: That letters be sent to alumni of the following chapters, with the exception of Indiana Delta which has made satisfactory progress with a plan to go forward and New York Gamma which shall be provided a specially worded letter of encouragement, with all reasonable effort to additionally notify all local area alumni of each chapter, that these chapters remain on notice to be closed in six months if they fail to meet the requisite academic or manpower requirements:

*Florida Zeta, University of Tampa
Indiana Delta, Indiana State University
Indiana Eta, Indiana Institute of Technology*
Mississippi Alpha, University of Mississippi
New York Gamma, New York University
North Carolina Omicron, University of North Carolina-Greensboro
Ohio Epsilon, Ohio Wesleyan University**

*Ohio Lambda, Kent State University
West Virginia Gamma, Marshall University*

** No letter. Subsequent to meeting, receipt of additional information caused these chapters to be removed from list.*

*Seconded by Harris
Approved by unanimous voice vote*

The Board directed staff to notify alumni of the Virginia Xi Chapter at Old Dominion University that the Board supports the chapter's continued efforts to improve its operations and increase its manpower, and vigorously urges the adoption of the Balanced Man Program as a means of further setting the chapter on a path of excellence.

Motion by Harris: To remove the following chapters from notice to be closed for academic performance and manpower as noted for having achieved the Grand Chapter's minimum requirements:

Academics

*Georgia Epsilon, Georgia Southern University
Illinois Epsilon, Northern Illinois University*
Kansas Epsilon, Emporia State University
Michigan Eta, Michigan Technological University
Missouri Theta, University of Central Missouri
Ohio Xi, Ohio University
Pennsylvania Nu, Thiel College
Tennessee Theta, Middle Tennessee State University*

** No letter. Subsequent to meeting, receipt of additional information caused this chapter to be removed from list.*

Manpower

*Michigan Iota, Northwood University
Missouri Theta, University of Central Missouri
Missouri Kappa, University of Missouri-Kansas City
New York Xi, University of Rochester
Ohio Pi, Wright State University
Ohio Sigma, Case Western Reserve University
Pennsylvania Gamma, University of Pittsburgh
Pennsylvania Delta, University of Pennsylvania*
Pennsylvania Omega, LaSalle University
Tennessee Kappa, University of Tennessee-Martin
Texas Epsilon, Lamar University
Utah Beta, University of Utah
Wyoming Alpha, University of Wyoming*

** No letter. Subsequent to meeting, receipt of additional information caused this chapter to be removed from list.*

Seconded by Bennet

Approved by unanimous voice vote

Brother Anthony reviewed staff's recommendation for standard operating procedures for proposing chapters for closure by the National Board of Directors to assure sufficient notification of chapter alumni and due process for consideration of alternatives by chapter alumni prior to staff recommending closure of a chapter. The Board directed staff to modify the standard to strike references to inviting alumni and/or undergraduates to represent the chapter at Board meetings.

Motion by Harris: To continue the suspension of the Alabama Beta Chapter at the University of Alabama.

Seconded by Bennet

Approved by unanimous voice vote

Motion by Bennet: To notify chapter and Detroit area alumni that the Michigan Delta Chapter at the University of Detroit-Mercy will be closed for failure to meet financial and manpower benchmarks by the end of the Fall, 2008, school term.*

Seconded by Schlotterbeck

Approved by unanimous voice vote

** No letter. Subsequent to meeting, receipt of additional information caused this chapter to be removed from list.*

The South Carolina Epsilon Chapter at Coastal Carolina University remains suspended with no action by the Board.

Motion by Bennet: Charters be immediately withdrawn from the Florida Theta Chapter at Jacksonville University, the New York Eta Chapter at Buffalo State College, and the Pennsylvania Phi Chapter at Susquehanna University.

Seconded by Schlotterbeck

Approved by a unanimous voice vote

The New York Epsilon Chapter at SUNY-Buffalo remains on notice to be closed for manpower with no action by the Board.

Motion by Bennet: To empanel an Alumni Advisory Council for two years to conduct a membership review and chapter reorganization at the North Carolina Kappa Chapter at East Carolina University and the North Carolina Xi Chapter at Appalachian State University.

Seconded by Harris

Approved by unanimous voice vote

Motion by Harris: To extend authorization of Alumni Advisory Councils at the Arizona Beta Chapter at the University of Arizona (no more than one year), the Wisconsin Zeta Chapter at Marquette University (until the November, 2008, National Board of Directors meeting), the Maryland Zeta Chapter at Salisbury University, and the Texas Beta Chapter at the University of North Texas.

Seconded by Bennet

Approved by a unanimous voice vote

Brother Warren introduced Dr. Andrew Wall on a speaker telephone who reviewed a proposal for assessment of leadership and member development programs to provide data on effectiveness and cost analysis of programs. The Board directed staff to continue moving forward and Brother Kief advised staff

to contact him regarding potential Foundation funding if costs exceed the Fraternity's budget for the project.

Committee Reports

Member Development Committee

Director of Member Development Matthew B. Ontell provided a report of the Member Development Committee's deployment of the Excelsior on-line chapter assessment program, recruitment and training programs for regional Balanced Man Stewards, development of an on-line Quest and new member modules.

National Housing Corporation

Brother Harris updated the Board on transformation of the National Housing Corporation into a Limited Liability Company, presently awaiting final review by counsel, and extension of an additional \$3 million in loan funding from BB&T Bank.

Motion by Kief: To authorize the Grand President to extend appropriate loan repayment guarantees by the Fraternity to underwrite the additional \$3 million in loan funds.

Seconded by Harris

Approved by unanimous voice vote

National Leadership Committee

Director of Leadership Programs Travis J. Swanson and Events Coordinator Stacy K. Dudley reviewed the efforts of the National Leadership Committee and its recommendation to reduce the number of Carlson Leadership Academies to five sessions beginning in 2009.

Motion by Bennet: To authorize reducing the number of CLA sessions to five beginning in 2009.

Seconded by Bittman

Approved by unanimous voice vote

Brothers Bittman and Swanson and Stacy Dudley reported on site inspections for selection of the 2011 Grand Chapter Conclave site.

Motion by Bittman: To select the J.W. Marriott Phoenix for the site of the 2011 Grand Chapter Conclave.

Seconded by Jeffrey D. Prouty

Approved by unanimous voice vote

Discussion of the length of the Conclave program ensued.

Motion by Harris: To authorize the Conclave Committee to explore and negotiate options to compress the Conclave schedule to provide a Friday-Saturday only program for alumni.

Seconded by Bittman

Approved by unanimous voice vote

Motion by Bennet: To approve the Headquarters staff work plan and goals as proposed.

Seconded by Harris

Approved by unanimous voice vote

The Grand President recessed the meeting overnight, to reconvene at 8:00 a.m. Saturday.

Saturday, May 31, 2008

Strategic Plan

Randy Benthien of Benthien and Associates, retained by the Board at the recommendation of the Strategic Planning Steering Committee, reviewed progress to date and plans and time lines for the remainder of the process to update the Fraternity's Strategic Plan. Mr. Benthien conducted a couple of exercises with the Board and staff to examine issues and relationships.

The Board committed to devoting one-and-a-half days of the November 7-8, 2008, meeting almost exclusively to a retreat-style meeting to process Benthien's findings and efforts. The Board further committed to interim conference calls and possible meetings in the intervening period, tentatively considering an August 26, 2008, opportunity to meet in Atlanta where Brother Bennet will be holding unrelated business meetings.

The Board directed Grand President Shanklin to add NHC President Bert Harris and a Student Director to the Strategic Planning Steering Committee. Brother Kief recommended Educational Foundation Treasurer Mark W. Davis and Vice President of Grants Arthur J. Hurt, III, to represent the Foundation in the strategic planning process, although not to serve on the Steering Committee.

Executive Session

The Board went into executive session from 10:30 a.m. until noon for discussion and consideration of personnel and legal matters, before recessing at 12:30 p.m. for a lunch meeting with the Educational Foundation Board of Trustees meeting concurrently at the hotel. The Board reconvened in executive session from 2:30 p.m. until 4:30 p.m.

Brother Schlotterbeck proposed the Board engage in more on-line discussion of matters prior to meetings to provide greater orientation on issues. The Grand President suggested he would schedule conference calls between meetings to keep Board members apprised of Fraternity matters.

Brother Thompson proposed to direct the Headquarters staff to provide greater phone coverage between 4:00 p.m. and midnight and maybe on weekends to assist undergraduate chapters with issues that might arise outside of normal business hours. Board members recommended greater publicity of the availability of Regional Directors in the field to respond to such matters at any time and the crisis hotline service for urgent crisis incidents.

Motion by Dorsey: To include a student member of the National Board of Directors, to be designated by the Student Directors, on the Executive Committee.

Adjournment—The Grand President adjourned the meeting at 4:45 p.m.

Next Meeting—November 7-8, 2008, Boulder, Colorado, to adjourn by mid-afternoon on Saturday to allow for Saturday flight departures by Directors.