

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

**November 9, 2007  
University of Colorado Chapter House  
Boulder, Colorado**

**November 10, 2007  
St. Julien Hotel  
Boulder, Colorado**

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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
Brent E. Bentrin, Charleston, 1994	National Director	2013
Phillip A. Cox, Indiana, 1984	National Director	2013

*\*Arrived evening after dinner*

Headquarters staff in attendance:

Sean M. Anthony, Dartmouth, 2006	Director of Chapter Services
Joseph M. Baird, Florida Atlantic, 2007	Regional Director
Stacy K. Dudley	Events Coordinator
Gary L. Huff, Central Arkansas, 1991	Director of Volunteers
Travis J. Swanson, Kansas State, 2006	Director of Leadership Programs
Craig D. Templeton, Kansas, 1981	Executive Director
Brian C. Warren, Virginia, 2003	Director of Learning Communities

Guests in attendance:

Eugene C. Schurg, Jr., Davis & Elkins, 1977  
M. Todd Hoffman, Lamar, 1989, PriceWaterhouse-Coopers Consultants (Friday afternoon only)

**Call to Order**

The meeting was called to order by Grand President Stephen B. Shanklin, at 1:08 p.m.

The invocation was delivered by Steven R. Dorsey.

## Grand President's Report

Grand President Shanklin reviewed his travel itinerary since Conclave, including house dedications at the University of South Carolina, South Carolina Alpha, and the University of Missouri, Missouri Alpha; the chapter installation at Oklahoma State University, Oklahoma Alpha; and the centennial celebration at Lehigh University, Pennsylvania Epsilon, which included a stop for a Balanced Man Scholarship awards ceremony at the Villanova University Sigma Epsilon Chapter.

**Schedule of Meetings**—The Grand President proposed a meeting schedule for the remainder of his term. The Board reached consensus to start meetings at lunch on Fridays, to adjourn generally earlier on Saturdays and allow for departures late Saturday.

*Motion by Garry C. Kief: To schedule meetings of the National Board of Directors for May 30-31, 2008, in Chicago, Illinois; November 1-2, 2008, in Dallas, Texas; and May 29-30, 2009, in Los Angeles, California.*

*Seconded by Christopher L. Bittman*

*Adopted by unanimous voice vote*

**Electronic Voting Procedures**—The Grand President reviewed a report from General Counsel Douglas M. Nabhan that Virginia law now permits electronic voting on matters between meetings of Boards of Directors under certain computer-generated methods.

*Motion by Bert J. Harris, III: The National Board of Directors of Sigma Phi Epsilon Fraternity shall adopt resolutions as necessary between regularly scheduled meetings by electronic computer-generated methods specifically prescribed by the Fraternity's General Counsel and with instructions from the Headquarters staff.*

*Seconded by Richard W. Bennet, III*

*Adopted by unanimous voice vote*

**Committee Appointments**—The Grand President opened discussion of appointments for national committees (according to Article III, Section 37 of the Bylaws, which prescribes the Board the authority “to appoint members of the Fraternity to offices and positions of responsibility to fulfill the objectives of the Fraternity and requirements of the Ritual, Bylaws and Administrative Policies and Procedures”). Discussion ensued over past Board policy regarding the size and makeup of committees. The Board noted that Board policy prohibits appointment of District Governors to committees because of their roles as voting members of the Grand Chapter and officials of the national Fraternity.

*Motion by Kief: To change Board policy to allow appointment of District Governors to national standing committees, subject to approval of such policy change by the Fraternity's General Counsel.*

*Seconded by Harris*

*Adopted by unanimous voice vote*

The Board then discussed ways to clarify its charge to committees and decided with general consensus to post each committee's charge on the Fraternity's web site.

Discussion of specific appointments was deferred for further consideration during Saturday's session to allow overnight consideration and presentation of a proposal for an organizational assessment to accommodate an invited guest consultant's travel schedule.

**Organizational Assessment**—The Grand President introduced Brother M. Todd Hoffman, Lamar, ‘89, a consultant for PriceWaterhouse-Coopers Human Capital and Redesign Team of New York. Brother Hoffman presented a proposal to conduct an overall assessment of the Fraternity’s organization, mission and vision.

Brother Eugene C. Schurg, Jr., described a chapter performance assessment project being developed by the Member Development Committee under the direction of Brother Andrew F. Wall, Eastern Illinois. A Headquarters organizational assessment being conducted by the Headquarters staff with members of the Board was also described by staff.

Discussion of Brother Hoffman’s proposal centered on defining an objective to examine the Fraternity’s organizational structure or to evaluate strategies for modifying the Fraternity’s 2011 Strategic Plan or designing a new one.

*Motion by Bittman: To assign Jeffrey D. Prouty, Thomas B. Jelke, Florida International, 1990, a professional in the higher education organizational assessment field, and one other Fraternity member to be named by the Grand President to consider the matter and report back to the Board after the first of the year on the most appropriate process and approach to begin updating the Fraternity’s Strategic Plan.*

*Seconded by Bennet*

*Adopted by unanimous voice vote*

**Issues for Board Consideration and Discussion**—The Grand President proposed a list of topics for Board consideration and discussion in future meetings:

- a. Housing philosophy to provide guidance to the National Housing Corporation for vision/direction;
- b. Chapter House live-in policies and best practices;
- c. Expansion philosophy and sub-plan for systematic expansion;
- d. Volunteer role in the Fraternity at various levels revisited for clarification;
- e. Minutes of meetings and “public release” of minutes;
- f. TAKE Defense sponsorship and policy on “national philanthropy” or service projects;
- g. Strategic Plan extension or fresh approach to vision/direction/strategies;
- h. Headquarters reporting and communication philosophy;
- i. Foundation/Fraternity Relationship Statement of Intent;
- j. “Helene Corps” of Greek philosophy speakers for Leadership Continuum events;
- k. Organizational performance and assessment;
- l. Board and team development.

In discussion, the Board agreed to address the topics, with the exception of item f, Strategic Plan, as having been resolved with the prior motion.

The Board recessed for dinner with the University of Colorado chapter.

### **Executive Director’s Report**

Executive Director Craig D. Templeton reviewed progress on achieving the Fraternity’s 2011 Strategic Plan, reviewed the Fraternity’s insurance programs and provided an update on staffing plans for the 2008-2009 academic year.

Director of Chapter Services Sean M. Anthony led discussion and answered questions regarding charter status recommendations. The Board requested that notice to be closed letters to chapters in the future provide guidance, benchmarks and expectations for improvement in academics for those on notice for grades and for recruitment for those on notice for manpower. The staff was directed to report back at the May, 2008, meeting with programming recommendations for academics and manpower programming for chapters on notice to be closed.

*Motion by Jeffrey D. Prouty: To adopt staff recommendations to:*

- *Continue suspension of Alabama Beta's charter at the University of Alabama during implementation of a four-year member development program.*
- *Continue suspension of Florida Theta's charter at Jacksonville University for six months and to provide notice of extension to the university administration to provide volunteer support from the university community.*
- *Continue suspension of Michigan Delta's charter at the University of Detroit-Mercy and provide notice to the chapter and its alumni of the requirements to reinstate the charter by May, 2008.*
- *Immediately withdraw the charter and close the New Jersey Gamma Chapter at Seton Hall University.*
- *Put the California Theta Chapter at California State University-Sacramento on notice to be closed for manpower, to be re-evaluated in May, 2008, if chapter manpower is not 40 or greater.*
- *Put the New York Eta Chapter at Buffalo State College on notice to be closed for manpower and grades, requiring chapter manpower of 25 or greater, with a chapter GPA of 2.6 or greater. (The Board had removed the charter to close the chapter at its May, 2007, meeting, but subsequently reversed that action on the basis of commitments from volunteers to restore the chapter's operations.)*
- *Continue suspension of the South Carolina Epsilon Charter at Coastal Carolina University, pending engagement of new volunteers.*
- *Disband the Alumni Advisory Council, return control and restore the charter of the Ohio Zeta Chapter at Baldwin-Wallace College.*
- *Continue the Alumni Advisory Council control of the Wisconsin Zeta Chapter at Marquette University pending restoration of manpower and volunteer engagement.*
- *To make it standard practice to notify chapters and their alumni of requirements, expectations, benchmarks and deadlines when charters are suspended.*

*Seconded by Harris*

*Adopted by unanimous voice vote*

*Motion by Phillip A. Cox: To immediately authorize formation of an Alumni Advisory Council to assume control of the Arizona Beta Chapter at the University of Arizona and immediate suspension of all member development activities on the basis of information received just prior to the meeting indicating possible hazing of new members.*

*Seconded by Michael J. Schlotterbeck*

*Adopted by unanimous voice vote*

The Grand President recessed the meeting overnight, to reconvene Saturday morning at the St. Julien Hotel.

## Saturday, November 10, 2007

### Grant Treasurer's Report

Grand Treasurer Christopher L. Bittman reviewed financial statements through the fiscal year's first quarter, September 30, 2006, indicating a sound financial position with expenses and revenues tracking according to plan. The Board requested the Executive Director provide the Board a report comparing Headquarters staffing over the prior five years and minutes of the Investment Committee's latest quarterly conference call meeting.

### Committee Reports

**Member Development Committee**—Brother Schurg reported to the Board on efforts of the Member Development Committee, highlighted by the planned launch of an on-line member development proficiency assessment program in the coming week, to be initially tested on a sampling of chapters prior to full scale application.

**National Leadership Committee**—Board liaison Richard W. Bennet, III, reported the NLC is evaluating a proposal to expand the Carlson Leadership Academy program to include more members of chapter executive committees for officer training. Board members expressed concern for the EDGE program gaining a reputation for too great an emphasis on drug and alcohol programming. The staff and volunteers have solicited requests for proposals to the Board of a location for the 2011 Grand Chapter Conclave, focusing on western states. Board discussion ensued regarding Conclave site selection to consider higher quality accommodations and venues and add incentives to attract more chapter volunteers to Conclaves.

*Motion by Bennet: For the Grand President to appoint a special task force of Board members to define expectations for Conclave venues, site selection and programming.*

*Seconded by Steven R. Dorsey*

*Adopted by unanimous voice vote*

Grand President Shanklin appointed Brothers Steve Dorsey, Michael Schlotterbeck, Jace Thompson, Brent Bentrim, Garry Kief and Chris Bittman as Chairman to the special task force on Conclave venue, site selection and programming.

The Board reviewed feedback and discussed the August, 2007, Atlanta Conclave, expressing concerns over venue selection, scheduling of committees and events, and selection of speakers and session facilitators. Executive Director Templeton outlined expanded time lines and greater volunteer involvement in production plans underway for the 2009 Orlando Conclave.

In discussion of the *Tragos Quest to Greece* program, it was general consensus that we need to continue building the number of qualified mentors and staff support for the program.

Brother Bennet reported on the NLC's task force study of the Fraternity's potential involvement in Study Abroad programming. The task force met with Emory University Study Abroad administrators during the Conclave in Atlanta. The Board directed the NLC to continue its work on the subject, specifically to:

- Report on best practices for chapters to accommodate students away on Study Abroad programs and consider providing guidance in Carlson Leadership Academy programming.
- Evaluate Study Abroad's role in the Fraternity's Strategic Plan.

- Explore providing a SigEp Study Abroad presence on the World Wide Web for brothers to network while abroad.
- Guide SigEps to summer Study Abroad programs to limit impact on their chapters by being abroad during regular school year semesters.
- Find ways to attract foreign Study Abroad students in the United States to live in SigEp facilities and become members.

**Headquarters Relocation**—Brother Bennet reported on new information on Headquarters relocation options being considered with a recommendation to pursue negotiations on an office building at 5012 Monument Avenue in the Corporate Business Centre. The Board had previously approved proceeding with due diligence and negotiations to acquire two adjacent buildings at 4801 and 4809 Hermitage Road, but the committee had since learned of the Monument Avenue option and a renewed potential interest from the owners of the former Robins Pharmaceutical Corporate Retreat Center on Staples Mill Road. Following consideration and comparison of the three sites, the Board directed the Headquarters Relocation Committee to pursue negotiations to acquire the Monument Avenue property.

**Committee on Volunteers**—Brother Cox reported on the deployment of on-line volunteer training modules with a goal of 100 volunteers by year's end certified as having completed the four core modules and a marked increase in the recruitment of new volunteers filling 144 volunteer positions so far this year, up from 93 recruited the previous year. Brother Cox also reported on progress in recruiting the first 100 volunteer trainers to provide live training for Alumni and Volunteer Corporation boards beginning in 2008 and proposed two new District Governors.

*Motion by Prouty: To appoint Chad H. Carlson, Baylor, '95, as District Governor for Arkansas, and William H. McCausland, Texas, '83, as District Governor for Southern Texas.*

*Seconded by Harris*

*Adopted by unanimous voice vote*

### **Committee Appointments**

The Board resumed consideration of committee member appointments.

**National Leadership Committee**—Brother Bennet described NLC plans for committee membership and formation of task forces led by committee members to address the needs of each individual program in the Leadership Continuum. The Board deferred appointment of NLC members pending Brother Bennet, NLC Chairman Ron Binder and Grand President Shanklin reconciling ideas for committee size, member selection and naming of task forces. *(See footnote on page 10 for after meeting action.)\**

### **National Recruitment Committee**

*Motion by Cox: To defer appointment of the National Recruitment Committee for further consideration of the committee's recommendation that it be discontinued.*

*Seconded by Thompson*

*Adopted by unanimous voice vote*

In discussion of a proposal for an Expansion Task Force to the NRC, the Board directed the staff to provide a review of the expansion staff's "Gold Book," a staff guide to campus site selection and detailed procedures for opening new chapters, and a proposal for the Board to consider candidate campuses.

*Motion by Cox: To appoint the following members to an Expansion Task Force to work with the Expansion Director on recommending campuses for new chapters:*

*R. Clayton Funk, Washburn, '93, Chair*

*Dennis O. Kaps, Ohio State, '03*

*Jason A. Cherish, St. Louis, '03*

*Ryan P. Jacobsen, San Diego, '00*

*Seconded by Steve Dorsey*

*Appointed with one dissenting voice vote*

### **Member Development Committee**

*Motion by Cox: To appoint the following members to the MDC and task forces:*

*Re-appoint: Zariel J. Toolan, Columbia, '01, Chair*

*Re-appoint: Eugene C. Schurg, Jr., Davis & Elkins, '77*

*Re-appoint: Bryson M. Ridgway, Florida, '05*

*Appoint: Howard J. Gross, Central Missouri, '69*

*Appoint: Carey E. Heckman, Dartmouth, '76*

*Appoint: Jonathan E. Brouk, Tulane, '08*

*NBD representatives: Stephen B. Shanklin and Steven R. Dorsey*

*Educational Foundation representative: Scott H. Bice, Southern California, '65*

#### **MDC/Fellows Task Force**

*Eugene C. Schurg, Jr., Chair*

*Bobby G. Bennett, Barton, '67*

*Stephen J. Taylor, Tennessee Wesleyan, '76*

*Dr. Charles G. Eberly, Bowling Green State, '63*

*Christopher J. Gassman, Colorado, '04*

*Agustin Barbara, Florida International, '09*

#### **MDC/Stewards Task Force**

*Zariel J. Toolan, Chair*

*Philippe G. Hills, Tampa, '88*

*Jeffery L. Johnson, Colorado, '89*

*Robert J. Krapfl, Washington in St. Louis, '90*

*Robert L. McCune, Bradley, '50*

*Dr. Loran B. Smith, Washburn, '89*

*Michael A. Wolbert, Northwest Missouri State, '94*

#### **MDC/Ritual Task Force**

*Rev. Raymond K. Ackerman, Oklahoma State, '77*

*Juan A. Molina, Florida International, '00*

*James C. Nissen, Oregon State, '74*

*Louis Awad, Rutgers, '08*

*Eugene C. Schurg, Jr., Davis & Elkins, '77*

*Jason R. Guercio, Miami, '04*

*Seconded by Steve Dorsey*

*Appointed by unanimous voice vote*

### **Marketing Communications Committee**

*Motion by Bennet: To appoint the following members of the Marketing Communications Committee:*

*Re-appoint: Clinton N. Schaff, Minnesota, '00*

*Appoint: John P. Adams, Kansas, '99*

*Appoint: Dennis O. Kaps, Ohio State, '03*

*Appoint: Gary M. Gelfman, Washington-St. Louis, '84*

*Appoint: Matthew S. Parrish, Georgia, '08*

*NBD/Educational Foundation representative: Garry C. Kief*

*Seconded by Harris*

*Appointed by unanimous voice vote*

### **Technology Committee**

*Motion by Harris: To appoint the following members to the Technology Committee:*

*Re-appoint: Andrew J. Triplett, Northern Iowa, '99*

*Re-appoint: Nathan E. Gamble, Oregon State, '95*

*Re-appoint: David O. Chang, Pepperdine, '04*

*Appoint: Bayard V. Gennert, Case Western Reserve, '02*

*Appoint: Alexander S. King, Johns Hopkins, '09*

*NBD representative: Brent E. Bentrin*

*Seconded by Schlotterbeck*

*Appointed by unanimous voice vote*

### **Committee on Volunteers**

*Motion by Prouty: To appoint the following members to the Committee on Volunteers:*

*Re-appoint: John A. Abraham, Cincinnati, '77*

*Re-appoint: Karen Katz*

*Re-appoint: Stephen L. Young, Kansas, '80*

*Appoint: Judge Mitchell G. Crane, West Chester, '77*

*Appoint: John K. Tyler, Texas, '63*

*Educational Foundation representative: Donald W. Hudler, Ohio Wesleyan, '56*

*NBD representative: Phillip A. Cox, Indiana, '84*

*Seconded by Bennet*

*Appointed by unanimous voice vote*

The Grand President appointed the Headquarters Relocation Task Force, to continue its work, consisting of:

Richard W. Bennet, III, Chair

Jeffrey D. Prouty, National Director

Joseph M. Baird, Past National Director

Craig D. Templeton, Executive Director

Jonathan J. Kucera, Trustee, National Housing Corporation

John D. Weir, Managing Director, National Housing Corporation

A.J. Scibante, Trustee, Educational Foundation

*Motion by Cox: To re-appoint the Audit Committee:  
 Clark H. Byrum, Sr., Indiana, '57, Past National Director  
 Jacques L. Vauclain, III, Davidson, '90, former Executive Director  
 Edward E. Bishop, Virginia Tech, '73, Forensic Accountant, Deloitte Touche  
 Christopher L. Bittman, Grand Treasurer, ex officio  
 Bert J. Harris, III, President, National Housing Corporation, ex officio  
 Seconded by Schlotterbeck  
 Re-appointed by unanimous voice vote*

*Motion by Bittman: To continue the policy of forming the Citation Nominating Committee with Past Grand President Bruce H. Hasenkamp as Chairman, with Citation recipients from the last two Conclaves.  
 Seconded by Bentrim  
 Appointed by unanimous voice vote*

**Web Site Posting of Minutes and Listing of Chapter Counselors**—The Board directed the staff to expedite posting Board meeting minutes on the Fraternity's web site as soon as approved by Board vote and to remind National Directors if votes are not returned in timely fashion. The Board also directed staff to identify and fix an apparent database glitch to include chapter counselors on the on-line chapter directories.

**Conflict of Interest Policy**—The Board directed the Executive Director, in consultation with the Fraternity's General Counsel, to develop a conflict of interest policy and conflict statement for volunteers to sign certifying compliance with the policy, to be collected, maintained and monitored by the Audit Committee.

**Executive Committee** (The Bylaws provide that the Executive Committee shall be comprised of the Grand President, the Grand Treasurer, the Grand Secretary "and another member of the Board of Directors elected by the Board.")

*Motion by Kief: To appoint the Executive Committee to be comprised of Grand President Stephen B. Shanklin, Grand Treasurer Christopher L. Bittman, Grand Secretary Jeffrey D. Prouty and National Director Richard L. Bennet, III.  
 Second by Cox.  
 Adopted by unanimous voice vote*

*Motion by Kief: That the Executive Committee negotiate performance, salary and compensation with the Executive Director for his position.  
 Second by Harris.  
 Adopted by unanimous voice vote*

**Adjournment**—The Grand President adjourned the meeting at 3:35 p.m.

**Next Meeting**—May 30-31, 2008, Chicago, Illinois, in conjunction with an Educational Foundation Trustees' meeting.

**\* NLC Footnote:** The Board deferred appointment of NLC members pending Brother Bennet, NLC Chairman Ron Binder and Grand President Shanklin reconciling ideas for committee size, member selection and naming of task forces. That later conference resulted in the following proposed for Board appointment:

Dr. Ron S. Binder, Chair  
Mark D. Allen  
Thomas A. Barton  
Ryan M. Brennan  
Gary O. Bunn  
Kevin A. O'Connor  
Franklin E. "Bud" Robeson  
Michael J. Taylor  
Christopher C. Mitchell, undergraduate—Washington State University  
NBD Representatives: Richard W. Bennet, III, and Jace A. Thompson

**NLC/Tragos Quest to Greece sub-committee:**

Dr. Ron S. Binder  
Conrad J. Eberstein  
Christopher C. Mitchell  
Jacob V. O. Mullins  
Kenny Pyle