**Executive Council Meeting**

**May 21, 2015**

**Chemeketa Community College**

**Present:** Stacie Englund, Mark Diestler, Mike Johnson, Donna Fulton, Shelle Reihl, Mary McGlothlan, Michelle Holdway, Jennifer Knight, Susan Degen, Helen Faith, Ashley Coleman, Casandra Rhay, Elisa Lais, Kara Westervelt.

**Meeting called to order at 10:22am**

**Housekeeping:** No Housekeeping

**Review and Approval of Minutes:** Tabling of minute review and approval for later; will have a virtual discussion and approval.

**Treasurer’s Report**: Sent out report and annual budget that was approved last meeting. Activities since last time: staying on top of reimbursements and taking a closer look at committee budgets. Giving every committee three years worth of expenses to help committees better understand their budgets and how to stay within them. We are about $5,200 over budget this year; we’ve overspent the carry-forward. We may want to be a little more aware of our spending and think about places where we can be more cost-conscious. ATAC expenses have gone up. Travel is one of the biggest expenses we have for committee members; credit card processing is another thing—we spend about $3,000 on credit card processing expenses. NASFAA investment: just waiting on hearing where to transfer the funds. Next task: filing taxes after our year-end date of May 31. Helen moves to approve report; Stacie seconded; no discussion; motion unanimously passed.

## Old Business

**Committee Reports**

**Annual Conference:** Starting to enter planning stage for 2015 conference; 35 people expressed interest, 15 people on the committee; 9 different sub-committees with chairs; sub-committees will meet together and then send chairs to the conference committee meeting and that should cut down on costs for those meetings; first meeting will be in July. Jennifer moves to approve conference committee members as listed in the report; Helen seconds; no discussion; motion unanimously passed.

**Archives:** Looking into how to store records electronically, including pictures; may be a small cost associated with storing everything online; some question about whether we’d make the pictures/content public to all OASFAA members or just for Exec Council.

**Fund Development:** Question on donor brochure—hasn’t been updated since 2011; if we have any suggestions on refreshing that, feel free to share. Brochure is used to solicit vendor support (either mailed or sent electronically). Question as to whether that’s the most effective way to solicit; having a take-away helps vendors have something to take to their boss to ask for support. Suzie will have additional support in raising funds for the conference in the form of Greg Kerr on the conference committee.

**FA101/201:** Early stages of planning; proposing to move the event to Nov instead of Feb; the feedback was helpful from the participants; will have faculty suggestions at next EC meeting; we’ll try to involve volunteers and not just rely on the seasoned veterans; a few tweaks but not major changes to the program; will be plugging FA 101/201 at Summer Drive-In; 201 is a bit of a challenge—want to make it useful and exciting to the attendees.

**High School Counselor Training:** No Report

**Legislative:** Have yet to organize the committee and will do so once the legislative session is over.

State:

Agency Budget: many previously unconnected offices are now united under one agency budget—OSAC, CCWD, public university services, ODS, and HECC have combined budget. Discussions for how to utilize this combined budget has been going well so far.

Policy Bills: HB 2407: OOG redesign is top priority. Governor’s budget for OOG is $143.3 mil and co-chairs’ budget has it set at $137mil. HB 2409—statutory clean-up bill hearing was this morning at 8:30 and lasted 5 mins. Proposal going on to house and senate. SB 932—expand OOG to undocumented students (carefully worded bill that does not contain the word “undocumented”). HB 2662—“Pay It Forward” is stalled out for the time being. HB 2670 (in-state tuition for military/gov’t workers) and 2847 (ASPIRE programs) both passed yesterday. HB2973 – affordable baccalaureate degrees; original version would have required universities to offer 2 or more bachelor’s degrees at a cost of $10,000 or less.

Federal:

Prior-prior year: Many states may have to change their statutes if we start using prior-prior year taxes for the FAFSA. Many groups promoting it (Gates Foundation, etc).

**Membership:** Membership count is 298; 72 new members. We’d like to send out birthday cards and welcome letters, which will require a budget. Birthday postcards would be $135. Postage for welcome letters would be around $100. Money for this could come from Exec Board’s budget. Members should be able to opt out of receiving birthday cards. Jennifer moves to approve the sending of birthday postcards; Mary seconds; no discussion; unanimously approved. Mark moves to approve new member of committee; Jennifer seconds; no discussion; unanimously approved. To dos for Kara: Check with ATAC to turn off automatic birthday emails and to update membership application to opt out.

**Mentoring:** 4 mentoring partners, but more mentors. There will be mentoring circles. First meeting will be in June sometime. Will assign and work with groups from there.

**Newsletter**: Committee Chair not present; report reviewed by Mary. April newsletter will not happen. Things that have been submitted for that newsletter will be used in a future issue. Change the name to Communications Committee and approve Heather Hall Lewis as co-chair. Mark moves to approve name change and co-chair; Casandra seconded; no discussion; motion unanimously passes. To do: Helen update P&P with name and description.

**OSAC Liaison**: Scholarships: 12,000 valid OSAC applications; approx as many as they’ve had in the past. First award list coming out June 1. App will reopen in Nov for 2016-17 scholarships. OFAX: IT changes to assist with upload/download for schools. OOG: reporting closes at 11:59pm Friday night. $57.2 mil dollars disbursed; 36,000 recipients; $58mil to spend, so there’s $150k that won’t be spent. A memo will go out this summer about things that are changing for 15-16; more changes coming for 16-17. There were about 75 students who didn’t get awarded that appear to have qualified; they can’t figure out why they weren’t awarded. They’ll write a query every few weeks that will catch others out there who should have been awarded. DHS uploaded their foster list this week; couple hundred new awards for foster youth.

**Site Selection:** Conference will be in Salishan through 2017. May look into having the conference in Eastern Oregon. Not a lot of locations that have places for breakout sessions for our groups. Talk of moving the conference to a different time so it doesn’t conflict with the Student Success conference. Perhaps plan the conference very close to the Student Success conference and hold it in the same place so people can attend both. Concerns with weather and travel at certain times of year. Having the conference in the fall might be a better idea. To dos: Helen will do more research and do an informal poll of the membership regarding those issues. Jennifer moves to approve Chris Jordan as committee member; Stacie seconds; no discussion; motion unanimously approved.

**Strategic Planning**: Have people interested in joining the committee (4 new committee members); survey has stalled for the time being; will go over flowchart later. Jennifer moves to approve new members; Stacie seconds; no discussion; motion passes unanimously.

~~~~~~~~~~~~~~~~~~~BREAK FOR LUNCH~~~~~~~~~~~~~~~~~~~

**Summer Drive-In Workshop:** Would like to add Dacia Smith and Suzie Petersen (tentative) to the committee; June 26 is the date; event will be in Portland at Multnomah University; good set of presenters who will be attending; agenda set; should be a good event; hoping to open registration sometime soon. Registration costs are not the same as what is listed in the OASFAA budget—will revise prices. Michelle moves to approve new committee members; Mark seconds; no discussion; motion passed unanimously.

**Support Staff Workshop**: No representation present. It was postponed and then canceled.

**Technology:** No report. Several things need to be updated on the website. Is it the right approach to ask Tracie to update incorrect information? From P&P: committee is responsible for working with committee chairs to ensure accuracy of information on the website. Discussion of how to make the position more effective.

**Vendor Liaison:** No Report.

Volunteer Committee: Contacted chairs and co-chairs with lists of people who expressed a desire to volunteer; certificates sent out to volunteers who were not at the conference to get them.

## Officer Reports

**Past President:** working on site selection duties

**President Elect:** becoming familiar with the activities of the Association; attended NASFAA leadership conference in Washington DC—lots of good takeaways from that trip, including info on fiduciary responsibilities of voting members of non-profits, and “Is College Worth It?” Digression into value of segmental VPs and their responsibilities. Jennifer moves to create ad-hoc committee of Mark and Casandra to explore the role of VPs. Mary seconded motion. Discussion: Committee will be called Segmental Representation Committee. Motion unanimously passes.

**President:** Also reported on leadership conference; WASFAA exec council meetings; attended WASFAA conference;

**Segmental VP 4yr Public:** Sent out email to constituency but received limited replies; attended WASFAA conference and presented; wrote an article for the newsletter introducing himself to the membership

**Segmental VP 4yr Private:** Not present

**Segmental VP 2yr Public:** Partial restoration of Ability to Benefit, but guidance hasn’t been issued from Dept of Education

**Segmental VP Proprietary:** Not present

## Other or New Business:

Working Flow Chart presented by Donna: designed to help new committee chairs know their checklist items and due dates to keep things running smoothly. Donna will send Excel spreadsheet out to officers and committee chairs so they can leverage this tool.

Set meeting date for next EC meeting: Mary will send out Doodle poll for July 28 or 29 and exact meeting date will be set then.

**Official results of OASFAA Executive Council Election:**

 **President: Mary McGlothlan**

 **President Elect: Jennifer Knight**

 **Segmental VP 4yr Public: Mark Diestler**

 **Segmental VP 4yr Private: Kathy McCutchen**

 **Segmental VP 2yr Public: Casandra Rhay**

 **Segmental VP Proprietary: Rob Lewandowski**

 **Secretary: Molly Walsh**

 **Treasurer Elect: Stacie Englund**

 **Treasurer: Michelle Holdway**

**Per election results, remove Helen Faith from US Bank account and add Mary McGlothlan to US Bank account.**

Discussion of raising membership fees will happen at the annual conference because it requires a vote from the entire membership.

Discussion of suspending Support Staff Workshop, given that it’s been canceled twice because of lack of registration.

## To Dos:

**Michelle:** File Taxes; deposit funds into NASFAA investment account

**Elisa:** Report back on online storage capability and pricing

**Suzie:** Email out brochure to solicit feedback

**Mike:** advertising FA101/201 at Summer Drive-In; secure faculty for FA101/201

**Kara:** Have ATAC update membership application to allow people to opt out of birthday greetings; have ATAC turn off automatic birthday emails; order birthday postcards; have ATAC give permission to access membership database

**Helen:** Update Policies and Procedures to reflect name change and description of Newsletter Committee to Communications Committee; do more research and do an informal poll of the membership regarding site selection issues; look at past meeting minutes and revise

**Mark and Casandra:** Ad-hoc committee duties of Segmental Representation—research and brainstorm ideas of what the Segmental VP roles should look like

**Donna:** Send out spreadsheet of working flow chart to committee chairs and officers

**Mary:** e-mail Suzie and Rob about fund development/vendor stuff on consistency of publishing vendor support.

**Ashley:** Take a look at past meeting minutes to update them

Stacie moves to adjourn. Helen seconds. No discussion. Motion unanimously passes.

**Meeting adjourned at 2:54pm**