# OASFAA Executive Council Meeting

# September 17, 2015

# Chemeketa Community College

# Building 2, Room 170

**Present:** Helen Faith, Michelle Holdway, Mary McGlothlan, Donna Fulton, Stacie Englund, Ashley Coleman, Molly Walsh, Jennifer Knight, Mark Diestler, Cassandra Rhay, Mike Johnson, Heather Hall Lewis, Abril Hunt, Shelli Riehl

Meeting called to order by President Mary McGlothlan at 10:16 am.

**Review of previous meeting’s minutes:** Jennifer moves to approve previous minutes with typo edits; Helen seconds; no discussion; unanimously approved.

**Treasurer’s report:** Two hand-outs of 2014-15 summary information and the current up to date information for 2015-16. Michelle has most recently been working on getting taxes filed, documents are now in accountant’s hands and those will be finished soon. NASFAA investments are almost complete, have all necessary signatures and paperwork being sent in.

Future projects: Meet with Stacy to go over reconciliation a couple of times in next few months and get ready for transition in Feb. Renewing insurance policy, getting ready to provide tax documents to anyone that we paid over $600 and provide tax paperwork.

Any questions about 2 financial sheets with summary? Summer Drive in did good job, brought in more and spent less than budgeted. Annual conference has met a few times already, ex board, etc. On track this year as long as people stay on budget and let Michelle know if unexpected expenses come up this year. Make sure communication is happening.

Michelle has provided committee’s with their last 3 years spending history coming from QuickBooks. Lots of history is available quickly from Michelle if committees would like that information.

Helen moves to approve; Mary seconds; no discussion; unanimously approved.

# Old Business:

**Committee Reports**

**Annual Conference:** Few questions for VP’s, birds of a feather session…thinking of doing early in the conference instead of at end which allows the VP’s to point people towards sessions that might answer questions they have. Mark volunteers to present any sessions needed. Think they will have the session offered immediately after breakfast on the second day with either outgoing or incoming VPs running the meeting. Membership has asked to bring these sessions back so that is why it has been revamped. That’s the voice for that sector so we need to make sure needs are being addressed.

Another question is about scholarships, committee is already getting requests. Where are we with the budget for scholarships? Do we have scholarship money and how many are we looking at? Michelle says that anything that we give for scholarships this year will need to come out of savings. EC needs to determine registration or registration and hotel? Annual Conference Committee would like to open scholarship application at the same time as registration this year. Mary suggests idea of opening up the scholarship application this year to see how much interest there is then determine the amount and what we will cover later. That way we can also see the quality of the applications and let the scholarship committee determine what to give. Need to be clearer up front that there is a service and volunteer commitment tied to the scholarship award. Sometimes life gets in the way of the volunteer commitment but could tie the volunteer commitment to the conference and give recipients opportunities to fulfil their commitment.

Excite about the theme, Summer Camp, for the conference; same charity as last year, Backpack for Kids. Have created Facebook event page, make sure attend on Facebook if attending the conference.

**Archives:** Elisa is not here. Sent email thinking Google Drive is out best option for storage; it is free. Do have to have Gmail account to get into Google Drive. Dropbox mentioned as an idea because can use any email address. Dropbox definitely has limits to how much you can store. Both cost once you get to a certain amount of storage. Dropbox is $99 a year for 1 TB. Labor intensive to work with ATAC and get information and data uploaded but we do have the option to store information through them as well. If the expectation is that Archive committee will get it all online then perhaps we should let the committee decide what to use. Google Drive is cheaper, $9.99/month for 1TB so $120 year.

Questions raised about getting pictures from Sue Shogren sooner rather than later…time is limited since her position is changing again. It is now a time sensitive issue.

TO DO:Mary is going to ask Elise to do a little more research and make a decision so we can get that added to the budget.

**Communications**: Unable to publish an April newsletter and moved content into the July issue as long as it was not time sensitive. July issue was published on the 8th and email sent out on 15th to membership. Heather will be sending out request to the membership to gain information in the next few weeks for Nov/Dec issue. Progress has not been made on setting up social media but Heather hopes to get to it still.

**Fund Development:** Suzie is not present. No report. Mary knows she has tried to start contacting vendors to see who wants to be involved and will get back to us soon. Ashley updated the vendor page for conference, rates stayed the same.

**FA101/201:** Far along in planning but will probably not have a real faculty meeting beforehand due to the shorter time frame with the event moving to November. Mike says that they failed at involving new presenters with the shorter time frame this year and are going with the experienced group. Would like to ask for the following to be approved as for faculty: Lois DeGhetto, Jennifer Knight, Jim Brooks, Mark Diestler, Peter Gross, and Kevin Multop? Molly motions; Michelle seconds; no discussion; unanimously approved.

Mike says that they are going to change format/agenda a bit to separate FA 101 and 201 this time around. Time frame for sessions are different, 101 will have shorter sessions; 201 will have longer sessions and have more discussions for the group, more in depth and more focused what the group brings to the table. Mary asks if registration will be ready to go out in advance of Nov. 6th? Mike says that within a week or two, Oct 1st is the goal, registration will be open. Mary suggests making a big splash about registration since there is a change in both the format and the timeline.

**High School Counselor Training:** Leslie sent out the report. Kevin contacted Jennifer and Leslie a couple of months ago since he is the head of the OCAA committee and they wanted to do more high school counselor training. The initial conversation was about high school mentors/ counselor training in the state. Jennifer went to Oregon Department of Education in Salem, Leslie attended by phone, to try and figure out if there is money to focus on Oregon promise sites with the thought to attach themselves to ICAR events. There are 4 in Oregon this fall. They have also been invited to the ASPIRE Conference, Jennifer/ Leslie are going to present. OHCA conference, Leslie will present. They want to do a lot more training than is currently offered. Made sure that it was known that OASFAA still wants to be at the table and don’t get left behind as far as offerings in the future. CCR (College and Career Readiness Group), sending out more meeting requests and want to host events this fall. Same as what we have done in the past but possibility of new opportunities in the future. Material, Jennifer and Leslie created 3 tracks for beginner, middle, advance for the Aspire Conference which needs to be in place before October 3rd because they need to be approved. Idea is to make the material more relevant what counselors in our state want to hear rather than using the same information every year.

Move to approve new committee members; Helen moves to approve; Mary seconds; No discussion; unanimously approved.

**OSAC Liaison**: No report

**Legislative:** No report

**Membership:** No report. More or less 146 members extrapolated from Michelle’s treasure report.

**Mentoring:** Successful first meeting; two mentoring circles and 1 mentoring pair. Another face to face meeting is scheduled for October. Focus will be on skill building using technology to connect, personal branding and digital presence. Sue wants to continue with the mentoring committee, we have had vendor partners in the past that continued with OASFAA while in limbo so she should be able to do that.

How can we get people more involved in wanting to be mentee’s? That is why we have the circle ideas which seem to be working for now because of the uneven representation. It does require the institutional support in order to commit to attending. Mary brings up that an observation that she had from attending sessions this last year was perhaps making more casual or at least at the beginning making it less formal. Seems intense from the OASFAA session and that might be making some people be deterred. This year exploring technology options to see if that is a better way to meet.

Abril asks why we need to ask for institutional approval before someone can participate. Donna brings up the point that some time is needed away from the office to attend events and we also want to make sure not to appear to be undermining the authority of the direct supervisor. That is why they are trying to make technology work in our favor so that it doesn’t require time away from the office and more can participate.

Helen brings up the idea of creating a database of people who are willing to mentor or present if asked. That might make it less intimidating if it is at the state level, support network people can tap into it if they are new to the profession. Ashley says that we do have the option with the ATAC website to set up what people are “experts” at so that if we need help we can find people. That is something that we can easily enable if we want, option available just has not been used in the past.

**Site Selection:** Helen has no report. Request to add Michelle Holdway to the committee. Jennifer moves to approve; Mark seconds (with enthusiasm); no discussion; unanimously approved.

**Strategic Planning:** Met and review survey questions, it will cost $26 to do survey monkey since more than 10 questions on the survey. That covers one month membership, so we would need to time it so the survey is open and can collect data in one month. Strategize when the best time to send it out. Need approval from Mary and Michelle for that cost.

**Summer Drive-in Workshop:** Good turnout (little smaller than last year), feedback from people that they like the intimate group. 41 attendees and good presentations, people really enjoyed Abril’s and Kara’s presentations. Resources for Dreamers really popular, going to add to annual conference. Still going back and forth about location; no negative feedback about location other than timing of letting people out before 4 pm for traffic reasons. Made some money; could do check-in better next year, just timing, setup issue that can solve in the future. Multnomah did a good job accommodating needs. Some suggestions: more central location, better descriptions from presenters, date conflicts with NASFAA or other events, needs to be after July 1st for budget reasons, start of summer term. A good point is raised that in the future if we don’t have federal presenter do we want to offer the Drive-in? Feds are scaling back on the small events so we need to be ready for whatever might happen. Ask about possibility of Feds providing just materials that someone can then present. Do we look at only doing 2 really good events a year and scale back on some of the other events? Some of these questions are on the membership survey so we can get some answers.

**Support Staff Workshop**: No report

**Technology:** Mary talked to Tracie and she doesn’t want to chair the committee any more. Sent her a list of people in May who expressed interest in technology but no responses. She is willing to co-chair through a transition but don’t think that is necessary. Mary is nominating Abril Hunt to be the Technology chair. Already talked about a lot of needs we have for technology. Mark moves to approve Abril; Stacie seconds; discussion: Jennifer asks if it has to be school member to chair, vendor can co-chair? Donna says P & P doesn’t say that it is required to be a school member. Motion unanimously approved.

Abril has already sent email to people on volunteer list. Serg Bogdanov, PCC, responded really excited to be involved and has great experience. Motion to add Serg to committee; Molly motions; Helen seconds; no discussion; unanimously approved.

**Vendor Liaison:** Rob Smith is going to go be a teacher. So we need a new chair, the vendors need to pick their own chair. Mary will reach out to Lyssa and Greg to see if one of them wants to be on committee or at least get nominations going through that group.

**Volunteer Committee:** Ashley pulled volunteer interest, 32 new people so Ashley is going to see if there are ways for these people to be involved and notifying chairs as appropriate. Searching for volunteer spotlight person for next newsletter. Donna nominates Abril to be spotlights as new Technology Chair. Abril accepts.

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# Officer Reports

**Past President:** Helen Faith – nothing new to report

**President Elect:** Jennifer Knight – nothing new to report

**President:** Mary McGlothlan – nothing new to report

**Segmental VP 4yr Public:** Mark Diestler – nothing new to report

**Segmental VP 4yr Private:** no VP

**Segmental VP 2yr Public:** Casandra Rhay – nothing new to report

**Segmental VP Proprietary:** Rob Lewandowski – nothing new to report

* VP Segmental Taskforce: Mark & Cassandra have solved communication issues and will get together to discuss task force that Mary tasked them with last meeting.

# Other or New Business

* Need to replace Private 4 year VP since Kathy left Financial Aid. In the bylaws say that a vacant elected position for can be filled by appointment by the Executive Council agreement. Suggestions came up but decide to reach out to Joanne (Pacific) that ran against Kathy to see if she would interested in taking the position on. Helen also brings up point that we don’t have a VP for Graduate/ Professional schools…going to include that in the VP Segmental Taskforce to determine if we want to add it on. That task force is going to assess what the VP’s do and how we want to move forward. WASFAA has a much larger region and have less elected officials; two positions at large that fill out the board. What about Diversity position? What happen to that position… Ethnic Diversity Action Committee. It is suggested that perhaps the position dropped off when the revamp of the P & P happened. How would we make this change, would it take a bylaw change, a vote? Will OASFAA respond well to this because they might see it as EC taking away representation rather than seeing that those positions are not useful in their current capacity. Maybe still have 4 positons but different names and positions that cover all these possibilities. Still kept 4 positions, possible 2 public and 2 private then still have EDAC positions. With WASFAA the purpose of the 2 positions at large it to fill in where we feel like we need more representation. Mary cannot find record of EDAC going all the way back to 00-01 EC council records.
  + **TO DO:** Mary is going to follow up with Joanne to see if she is willing to take on the Private VP appointment for the rest of the year.
* Heather Hall Lewis brings up the FAFSA change to prior-prior year and what changes that might bring and where we need to go from there. Do we need to change our timelines? Annual Conference, other workshops, etc. Jennifer points out a couple of good points coming; survey going out, support staff workshop has been failing, Salishan contract up in 2017… we have an opportunity to reshuffle if we need to very soon in the future. Summer Drive-in will be the big event in August before the October FAFSA release to try and getting people in. Summer Drive-in used to be a two day event in Bend, that could be an option to transition the calendar change. Sticking with February date for Annual Conference might make sense work load wise and using Summer Drive-in as a more valuable, short intensive training.
* When is a good time to get together again and try for next meeting so we can look at survey…Looking at around November 9th, Mary will send out doodle poll.

Motion to adjourn from Jennifer; Stacie seconds; no Discussion; unanimously approved.

**Meeting adjourned at 1:12 pm**