OASFAA Executive Council Meeting
Chemeketa Community College
June 15, 2012

President Donna Fulton called the meeting to order at 10:05 AM

Present: Bert Logan, Ben Wessel, Mike Johnson, Kim Pound, Ryan West, Frankie Everett, Suzie Petersen, Donna Fulton, Heather Hall Lewis, Russell Seidelman, John Blaine, Robert Rodgers, Sue Shogren. Helen Faith (10:21)

**Approval of March 16, 2012 minutes**

Corrections/Additions: None noted

Ben moved to accept the minutes as writte; Suzie second; no discussion; motion carried; no opposition.

**Treasurer’s Reports**

Heather sent year end 11-12 report; YTD 12-13; budget document as well via email prior to the meeting.

OASFAA was profitable in 11-12; $5600 in profit; need to decide what to do with that – leave in checking, savings, etc.

Robert asked and received clarification on the net income line in the 12-13 report.

Sue Shogren asked about registration fees; Donna clarified that we would talk about rates when looking over the budget

Suzie moved to approve the Treasurer’s reports; Ryan seconded; motion carried unanimously.

**Budget**

The proposed budget for 2012-13 was distributed via email prior to the meeting. Donna noted a couple of requests have been submitted for changes since that initial distribution.

Leslie Limper has asked for a little money for training since the grant that was previously used for costs has ended. Leslie requested $1,500 for travel money for going throughout the state.

Bert asked if we had a committee report or knew who was on it; Donna stated that we have a chair but don’t yet have a committee approved. Donna stated that we need not have an approved committee to approve a budget. Bert clarified that with the end of the grant, we are being asked to pick up the cost. Mike Johnson clarified that there is one training in Bend, one in southern Oregon and the costs are the mileage, food, one night lodging for back-to-back training for the long-distance event. Mike also indicated that there might be printing costs as well. Donna added that OUS may cover the printing themselves as OASFAA has partnered with the OUS high school counselor conferences to offer the NT4CM training in recent years.

Bert was concerned that we are supplementing OUS. Ryan clarified that the HS counselor training through OUS isn’t OUS specific but is a good place where lots of high school counselors are all in one place. Donna shared that the info is not state school specific and thus any info we provide may benefit regardless of the type of institution served. Mike added that we also present at the ASPIRE conference.

Donna added that per conversation with Leslie, it was felt that this was our opportunity to get to in front of a large group of high school counselors.

Donna shared that Kathy Campbell requested an adjustment – Kathy was requesting $1500 total expense funds for FA 101/201. Mike shared that the hope was to do a bit more planning with the faculty which would cause more travel costs. Frankie mentioned there was no support staff workshop scheduled so attendance may be up at FA 101/201.

Summary

2 changes - $1,500 in expense for FA 101/201 ($300 increase)
$1,500 – Training committee expense budget (1500 increase)

Bert asked if we could make individual motions and vote rather than make one monstrous motion so we can more easily understand what is happening to each item. Bert said that this might help the secretary as well.

Bert moved that we provide $1,500 for training budget for 12-13; Heather seconded; no additional discussion; motion carried unanimously.

Bert moved that we increase the FA 101/201 budget to $1,500; Ben seconded; no additional discussion; motion carried unanimously.

Heather provided an updated figure verbally for the budget based on these motions. Based on these, we still have income greater than expenses by approximately $1200.

Discussion was started about how much cash on hand we need to have. We have close to $100K in Money Market and $26K to checking. Donna suggested we keep no more than $5K in the checking so we can at least earn a little interest as the money market account generates interest and the checking account does not.

Discussion was had about NASFAA’s investment opportunity. NASFAA plans to make the investment opportunities available to states, but that has not yet happened. It is only available to regional associations. Heather will be sure there won’t be any fees for moving money from one account to another.

Bert moved that we move the 11-12 profit into the money market account. Ben seconded; motion carried unanimously.

Bert moved that we move reduce the checking account balance to $5,000 by moving money to the money market account; Suzie seconded; motion carried unanimously.

Russell asked if we looked for other liquid investments with higher returns. Donna mentioned that the NASFAA investment opportunity may offer this.

Donna went over the proposed training rates for 2012-13.

There was much discussion about whether we should automatically make people a member if they register as a non-member. Bert suggested that perhaps people don’t want to be members of the organization. Kim suggested that perhaps people don’t know the benefits of membership. Ben mentioned that some state schools are unable to pay individual membership fees which may limit memberships from those institutions.

Heather pointed out that membership renewals and payments are already happening and that perhaps this is a good discussion for next year.

Bert mentioned that a review of the budget shows that we have a net income and we need a balanced budget.

Ryan mentioned maybe putting the excess funds in summer drive in. Sue mentioned that although we don’t yet have a mentoring budget, she anticipates having some costs so perhaps a budget request will be forthcoming.

Heather suggested that we table the discussion of membership and registration fees; Bert seconded that motion; There was no need for a motion so no action was taken.

There was much discussion about the possibility and necessity of scholarships for the training events. Whether or not those impact attendance. Several spoke of how scholarships had helped them.

Ryan moved to move $1290 unallocated income to SDI budget; Frankie seconded; no discussion; motion carried unanimously. Helen indicated that she would use the funds responsibly and would not spend them if they didn’t add value to the training.

Donna asked for final approval of the 12-13 budget; Ben moved to approve the budget; Suzie seconded; Bert questioned if it was balanced. Donna answered affirmatively based on the last motion. No other discussion; motion approved unanimously.

Donna asked for Heather to distribute a final budget to the group once the changes are made.

**Committee Reports:**

Annual Conference - Russell Seidelman. Need approval of committee members. Need help encouraging folks to renew their membership so they get notices about the conference. Committee goals are to get early and often communication out. Report was sent via email. A bit of Portland-centric committee will be meeting at Chemeketa. There are some new people as well as a few returners to the committee. Frankie moved to approve the committee as suggested; Ben seconded; no discussion; motion carried unanimously.

Archives – no report

Development – Robert sent a report via email. Robert is looking for a committee member still. Robert’s contact info is now correct in the OASFAA database. Working with Sue to be sure that only eligible vendors receive recognition in the program. Need to discuss summer drive-in sponsorship in the new business today.

Robert mentioned that perhaps a fee to offer solicitation at the event (e.g. provide a brochure for a fee). There hasn’t been any interest yet but it hasn’t been offered. Donna mentioned the opportunity for a vendor to offer a web-based training through OASFAA through a partnership of WASFAA for the web-based technology. Donna clarified that a vendor could do a sponsorship of the event and receive a benefit of a webinar under the OASFAA training umbrella.

Bert mentioned that we should have lots of eligibility to do what we want to do with the end of FFELP.

Ryan asked for clarification on whether the vendors would want to use our technology. Sue clarified that CASFAA is simply using their list-serve to publicize the event. Donna asked John his idea about interest level. He thought depending on cost, people might be interested because it is a wider audience than he may be able to get on their own. Sue indicated that a couple of other states are offering vendor training “clearinghouses”.

Ben cautioned against using the list-serve to include these as there were many complaints about ECMC’s sharing of training events through the list-serve. Donna mentioned perhaps a quarterly email from OASFAA (as opposed to vendors) would be okay. Bert shared that he thinks it is a value-added service. Bert mentioned that perhaps we can have the annual conference have a competitive slot for vendors to present at. Robert clarified that we were discussing two separate ideas: 1) advertising existing vendor webinars to be advertised through the OASFAA website, list-serve, newsletter, etc. 2) Give them time at a training for a brief (less than 1 minute) opportunity for advertising.

Donna indicated Robert needs some guidance for what to do for summer drive-in. Thinking a $100 or $200 level sponsorship may be a good place to start. For $200, you can have the opportunity to advertise a webinar and for $100, we could distribute a flyer/advertisement to the attendees. A question was raised about what about giving them an option for a breakout session for a donation. Helen said the agenda wasn’t yet determined but there are some space limitations. Robert mentioned that we could also allow a couple minutes over lunch for sponsors. Helen felt that we could fit that in as well. Frankie mentioned that in the past at Support Staff, they would run a powerpoint presentation during lunch with advertiser information. Sue mentioned that we might be able to have a system similar to the job posting where for a fee, a vendor can post X number of training events to the OASFAA website calendar.

Donna shared that it seems that we should simply start with an introductory level. She asked Helen for feedback for event. Helen shared that she was thinking $100 seemed like it wasn’t worth the work but that $250 and $500 might be worthwhile. Mike asked the minimum sponsorship for the conference. Robert answered that it is a $1,000 minimum. Robert thinks that $500 was a stretch. $175-$200 seems more reasonable to Donna. Helen anticipated only having the schedule listed on the name badges but wasn’t necessary planning a program. If no printed program was happening, an electronic slide would be acceptable to allow vendor/sponsor recognition.

Sue went to a national training and development conference recently and the sponsors there had included flyers in the bag for the program. Initially, Donna suggested we do a flat option to see how the vendors and membership respond to the option. Russell shared that depending on the agenda for our specific trainings (FA 101, Summer Drive-In, Annual Conference) some vendors may have complementary trainings to advertise. Donna asked for clarification on the cost. Robert suggested that a one-level commitment was good to start and the group shared that we should try to $200 as an introductory level. For the initial trial, review of the webinars will be approved by Donna and Suzie before posting to the website. Robert suggested we limit the opportunity to 4 events per year and if successful we can always add new sponsorship levels.

Robert requested that Frankie Everett be approved as a committee member. Heather Hall Lewis moved to approve Frankie as a committee member; Ben seconded; no discussion; motion passed unanimously.

**OSAC update**

Josette Green – joined us via phone call for OSAC update. The OOG advisory group met yesterday and made some decisions related to 13-14. Conversations are happening at repeating the flat grant amount; no decision is made. Also conversation about increasing the amount of the flat award. The group meets again in August and hopes to make some decisions.

Taskforce on student success – working with OOG. Affordability is the biggest barrier to college. A subgroup is looking at how we could re-formulate the OOG to incentivize completion. Doug Severs and Kathy Campbell serve on this committee

OSAC is working on budget for next legislative session – hoping to expand ASPIRE program throughout the state with general funds. Also requesting funding for a new FAM system to replace the home grown piece created.

OIEB – up and running with a new Chief Education Officer. OSAC now reports to OIEB.

OSAC moving forward a new legislative concept (precursor to actual bill). Unifying eligibility definition between the Chafee grant and the tuition waiver. They are two variations of the similar definition. For the benefit of our foster youth, want to simplify this. It would seem to be a small impact of 80 students per year.

OSAC Welcomed a new Director of Administrative Services.

FA 101/201 – Report sent via email. Mike reported that no action has occurred yet for this next year. Mike and Kathy hope to have a date and a faculty for approval for next meeting. If people have ideas about ideal dates, contact either Mike or Kathy. Content from last year was good but needs tweaking. Bert mentioned that originally it was going to be a fall training but ended up being in February. Location – it was a good central location. Attendance was good last year and so we’ll probably plan to have it here again.

Legislative – no report.

Membership – Stacie sent a report via list-serve.

Mentoring – Sue sent a report this am and provided hard copies as well. Ashley and Sue have been looking into other existing programs and have been impressed with the “Leadership Pipeline” program in RMASFAA. Applications will be distributed after this EC meeting. Bert shared that the information looked really good. Bert asked about the Year 1 planning and Sue clarified that this was started in January 2012 and so we are about halfway through that planning.

Helen asked for clarification on the commitment section asking for some sort of scope of the time commitment/financial commitment in the section for supervisors as she thought that would be helpful. The program is hoping to support 10 mentors and 10 mentees – a 1-1 relationship. The group will then be formed by the ten pairs of mentor/mentees.

Newsletter – Sue sent a report. Sue needs to request approval of the committee members noting that Russell Seidelman should be listed as UP (not OP) as school. Ryan moved that we approve the committee as requested; Ben seconded; motion carried unanimously.

Outreach – no report

Site Selection – Bert – We have already signed contracts for 2013 and 2014 at Salishan so no further site selection is needed at this point.

Summer Drive-In – Helen provided a written report via email. Suzie moved to approve the committee members; Heather seconded; no discussion; motion passed unanimously.

Technology – Ben sent a report via email. Job postings generally posted within an hour of getting the posts. Ben received some negative feedback from vendors who tried to post after the ECMC email went out. The policy has been clarified with ATAC and Ben now has access to all list-serves. Ben has looked into some other system providers that can handle the membership portions of our website but leave the website update options to the group. Pros and cons as then we would need to have resources to maintain the website.

Heather questioned about whether we should approve job postings when they haven’t been paid. We have been doing that for now without too many problems. We will continue with this policy for now.

Vendor Liaison – Jon emailed his report. He is working to maintain/update a vendor list.

Officer Reports:

Past President, Bert Logan – No Report

President Elect, Suzie Petersen – No Report

President, Donna Fulton – Has been going through the policies and procedures as our bylaws say we will do that each year. The only thing noted thus far is our mileage rate may need to be reviewed/updated. Reviewed some of the surveys and value of the trainings that membership wanted.

VP, 4 year public – Ben Wessel – Reached out to the 4 year sector for news for the newsletter. Only UO responded. Has had some contact from schools with general questions

VP, Private – Frankie Everett – sent report out via email. One of the best things to participate in the training is to get early notice and agendas posted for trainings. Provided reports for newsletter.

VP, 2 year public – no report

VP, Proprietary – Kimberly Pound, no report.

Sue Shogren asked about how we might notify the membership about the new changes about the new webinar options, etc. Bert suggested that we might just move forward with it. Donna suggested that she could put something in the newsletter. Perhaps just include this information in the President’s message.

Donna asked about whether we have permission to share photos with other organizations. Discussion ensued about what the best way to do this was. It was suggested that a general disclaimer that photos may be taken and shared. It was suggested that we may need legal advice to move forward. Ryan suggested that if it went to that level, perhaps OASFAA should just not share photos. Russell suggested looking at whether other states, like CASFAA, have already developed something. Sue shared that perhaps within OASFAA the photos are fine, but sharing them outside of OASFAA is what could cause additional concern.

Mike asked about NASFAA’s investment opportunity – whether the EC has the authority to enter into an agreement. Donna indicated that she thinks EC has the ability according to the policy/procedure. Mike also shared that perhaps some people have a philosophical difference with NASFAA and may be bothered by that.

Heather has received a bunch of old disks with old information; Ryan will put them in the archives.

Meeting adjourned at 1:46.