

**Winter 2006 Board Meeting
Sea-Tac Holiday Inn
Seattle, WA
February 6 & 7, 2006**

Monday February 6, 2006

1. Call to Order

President Kathy McNeill called the meeting to order at 10:05

2. Roll Call

Members Present: Mateo Arteaga (Treasurer), Odila Rueda (Alaska State President), Barb Lundberg (Idaho State President), Kathy McNeill (President), Jill Emigh (Secretary), Duke Paulson (Washington State President), Adan Tijerina (Past President) Marc Coomer (College Representative), Scott Clyde (President Elect), George Dietz (Parliamentarian), Julie Bu (Pre-College Representative), Paul Molino (Active Non-TRiO Representative) Eduardo Martinez-Zapata, Barbara Brodsky (Friends of NASP co-Chair) Jeff Frias (Governmental Relations - for his report)

3. Approval of Minutes of Fall Board Meeting

Moved and 2nded to approve minutes for fall board meeting with name corrections

4. Officer's Reports

a. Treasurer - Mateo Arteaga

From Budget report: budget year starts Jan 1. We have 31 memberships but 4 have sent no money for yet. So budget reflects 4 less.

Fall Conference revenues of \$55,172.62 with \$26,835.84 expenses to date. There are requests for payment expected.

Motion

Adan moved to pay the costs submitted by Sue at Fall meeting. ~\$5,000. Jill seconded. Motion passed unanimously.

The Policy Seminar line item has been changed to represent expenses by state.

COE dues paid for 2006 (in November)

\$34,774.07 spent

Reserve Account (DWS Scudder) \$36,866.85

Mateo got support from his staff to get the format updated. Thanks were given for the improvements.

Kathy pointed out that Mateo is working to put together an end of yr financial report. This report should be done by the spring board meeting.

b. President - Kathy McNeill

Kathy requested a list of programs in each state. She would like these sent to her electronically.

Debra Northcross, from SAEOPP said that cvent was good investment. We will discuss this later under old business

Kathy talked with three different banks about state accounts. This information will be shared later.

Kathy requested approval for meeting room costs. George indicated a motion was needed.

Motion

Adan moved that we cover the additional costs of the meeting room at the rate of \$200.00/day.

Paul seconded. Adan amended that the \$400 be charged to reserve account. Paul seconded, motion passed.

c. Past President - Adan Tijerina

Adan gave the board his thanks for their support over past year and praised to Kathy for her hard work. He has an orientation planned for tomorrow AM. Adan will be doing a training at the Policy Seminar. He will be a process evaluator and do a welcoming.

d. President Elect - Scott Clyde

Scott had no report since he has been out of country. Kathy mentioned report is due to Council.

e. **Secretary - Jill Emigh**

No report

f. **Alaska President - Odila Ruede**

Odila sent out an email about TRiO day. The responses were that programs are still in planning". There is a new ETS in Bristol Bay and a new SSS in Anchorage.

g. **Idaho President - Barb Lundberg**

Feb 24th & 25th will be the Idaho Student Leadership conference. The association is making booklets for Policy Seminar. There will be three representatives traveling to the policy seminar. Barbara will email an electronic copy of the membership list to Kathy.

Current Projects:

- Alumni assoc. growing, state directory still being developed,
- State initiative \$1,000: Boise State applied for alumni grant but did not get it.
- \$1,000 from COE for leadership: will allow more students can attend Leadership Conference. The speakers are from Idaho State, Board of Education, and Micron. There will be 35 people traveling and 25 from Boise State. Since award has been made there is no need to approve these expenditures, but nice to have the update. Award to Idaho will be run through the NASP treasurer and all receipts will be submitted.

h. **Oregon President - Eduardo Martinez-Zapata**

Clevonne Jackson is organizing the student leadership conference April 28th at U of O. Last year there were 400 participants. This year they will reduce numbers to 150 - 200 since transportation waivers of \$2,000 are not available. Oregon would like to request \$2,000 for travel. This would be in addition to the \$3,000 funded currently. Kathy requested a written request to be submitted tomorrow.

Adan said that OR State Initiative funding from COE of \$685.00 was approved (he suggested checking w/ Jody Pike.) Award was for the Alumni project.

Two from Oregon will attend Policy Seminar and the Leadership Summit.

An Oregon Fact Book, including biographies of some students, is in production, Charlotte DeWitt. Kathy mentioned how helpful it is at Policy Seminar.

i. **Washington - Duke Paulson**

Student Leadership Conference: Norm Dix is sponsoring this. Room is available for about 110 students. A \$12.00 per student fee is planned.

Discussion - meeting with state legislators so not lobbying actually just providing information about TRiO. Consensus - we need a policy from this board. Heather Valentine (Council) sees no problem, but Duke would like it in writing. WA is moving forward. Award for Leadership conference written to NASP and run through the treasurer.

Policy Seminar: not much response. Kathy pointed out that the federal budget is due out today. There may be some more interest when this is released. Duke will submit a budget request tomorrow.

Letterhead: request an update

Task:

Paul will update the NASP letterhead and get it to board members.

j. **College Representative - Marc Coomer**

McNair: no report

SSS: At the NASP meeting programs shared the items that are working. Three concerns - 1. Prior experience awarding standards may vary from program officer to officer. 2. Reporting on new objectives may require clarification from US Dept of Ed. Can this be addressed at Spring Conference? 3. At community colleges the prerequisites for some professional technical programs may make it unreasonable to complete a degree within the 3 year limitation (150% of normal) for some students.

k. **Active Non-Trio Representative - Paul Molino**

A meeting of 40 teachers and five industry representatives addressing Oregon standards for math concluded that they want to see more progress. State standards are being taught, but industry asked for earlier teaching of statistics, charts and graphs. Got additional grant funding for supporting math education.

I. Pre college rep: Julie Bu

In President Bush's budget TS and UB will be zeroed again. Dissemination grants will have no grant writing competition. By June we should hear about TS writing. There may be UB writing training possibly at Spring Conference.

Task:

Duke, Odila, Barb L, Eduardo please send program list to Kathy, Kathy will compile and get to Adan, Scott, Barb Brodsky, Meredyth who also asked for these lists

5. Committee Reports

a. By-Laws- George Deitz

No report: Phillip is trying to get By-Laws updated. Policy and Procedures need to be updated to be in line.

Task -

George will update Policies and Procedures

b. Spring Conference 2006 - AK website for Registration up and ready. Helen Trainor and Philip Dirks co-chair. Question: will there be a training for UB? Tech Training pre-conference workshop, includes a tour as part of training.

c. Fall Conf. Marc Coomer and Neil McFarland will chair Oct 28 to Nov 2nd Marriot in Portland. Have a volunteer for the next fall conference.

d. Spring conference 2007 -

Kathy suggested Seattle

Task

Kathy will contact Julien Argel, Roger Grant, Sebastian Mijek
George agreed to help look for a location - Alderbrook Inn or maybe Muckleshoot Casino

e. Corporate Donations - Paul Molino

Hopeful about alumni organizations forming, Will update a brochure for alumni organizations and bring to next summer meeting.

f. Fair Share - Kathy for Meredyth Goodwin

States send membership lists, please. COE has a temporary new person to do the drive for fair share. Subscription cost is \$400.00 and is allowable cost. FAQ's are now available on the site for subscribers. (This should be available with institutional membership.)

g. Finance Committee: Adan Tijerina

Adan's wife and Mateo are trying to develop a financial report. George requests meeting during Spring Conference to create spring budget.

Task:

Scott and Mateo will be responsible for this financial report.

Motion

Adan moved that if \$3,000 check #1487 (for AK student leadership expenses) has not cleared then we should stop payment. Duke seconded.

Discussion: AK must return money or check since not spent in the year the check was issued.

Motion passed.

h. Government Relations - Jeff Frias

No job description, so want to get some background info about the position. Originally it was created in an effort to look for a way to find money to deal with teleconferences. The budgeted amount of \$500.00 was never meant to be for travel, instead to try to provide guidance to individuals in Congress.

Kathy sees role as developing strategies to keep legislative issues before members by providing that information at regional conferences. Mateo said thanks for taking on this role. We need to share information with the staff of the politicians. They especially love to talk to students. Committee may need to have a member from each state.

Adan suggested that Westopp and Swasap have descriptions for these positions.

Task

Jeff, Duke, Mateo and Adan will put together a proposal for spring conference for the role of this position. A budget should be part of that presentation.

Motion

Eduardo moved that the board provide up to \$800 for Jeff to attend the Policy Seminar from the budgeted \$1,000.00 for Gov Relations. Julie seconded. Discussion about real costs led to Julie and Eduardo agreeing to modify motion to \$1,000.00. Motion passed with Jeff abstaining.

Task

Jeff will get information to Kathy about whether can attend and who to contact for support.

i. Membership Committee - Adan & Scott

NASP Membership:

Project membership and voting membership are different items. Projects are asked to purchase memberships with project funds. Voting membership is achieved by individuals with attendance at a conference. Change name of this committee to Project Membership Committee.

Kathy's letter that sent project membership requests was a good idea. To get this on the web is our intention. The membership list is distributed by Mateo and there are 35 currently paid. This is approximately 1/3 of the projects. Budget based on 70 (normal is about 60.)

j. NASP Directory:

When states submit lists, Kathy will create and post the directory on the web when web issues are resolved.

k. Newsletter: Andy said will be published this month. Bylaws say it will be published 2 times per year. Kathy hoping to publish again about fall. It will be an electronic newsletter on the web.

Recessed at 1:00 pm for lunch

Reconvened at 2:12 pm

l. Fall Conference 2005: Eduardo Martinez-Zapata

Budget revenues: net income \$28,733.35. Some registrations still unpaid and this is assuming they will be paid (about \$450) there was \$1,300 in advertising revenues and the conference programs were paid by Paul. Clevonne's mentoring was very helpful to the conference coordinators as she pushed to negotiate meal numbers down. \$779.63 reductions due to "room nights" accrues(depends on # rooms booked.) Hotel was \$19,414.00.

Taking care of the bill was a problem. We can be direct billed. Negotiate with hotel that bill will be paid when full bill received and a month to evaluate.

Early release of a preliminary agenda can help get registrations started.

It was a great conference. Kathy said thanks for the hard work by Deborah and Eduardo and the conference committees.

Task

Duke invited Eduardo to participant on a committee looking at conference follow-up.

m. Scholars Bowl- Julie Bu

Only five attended - may get survey out on listserv to get one going this summer. Phillip said might be better in the spring than in the summer. With grant writing, maybe we should cancel for this year

n. Scholastic Achievement - Julie Bu

March 31st is the deadline and funding is the same. 2.5 GPA was left in place Kathy noted that the NASP policy is \$200.00 for 4 students. Last year since only 2 attended money was reimbursed after the event.

Correct email: arteagam@cwu.edu corrected from Julie's handout about the travel for scholastic achievement award recipients.

Clarity is needed about release of information from applications. Chairs need to get permission for student information that will be published before the luncheon.

Recessed: 3:36 for break will reconvene after Friends of NASP meeting.
Reconvened: 4:30

o. Nominations - Adan

Next slate of officers is being lined up. Positions to be included in next vote are College Rep, President elect, Active Non-Trio, Idaho Pres. and Washington Pres. Adan will be looking for volunteers.

Suggestions: Paul - Active Non-Trio: look at a corporate individual or non profit organization (Batel etc.)

Scott: Look at individuals who are from programs not serving on a board or committee.

Kathy: It would help to have position descriptions

Task

Adan will contact Phillip about nominations, recruiting and voting information and check to see if info can go in newsletter.

Task

State presidents write up a draft of duties and rewards of a state president position by spring meeting

Task

Adan will contact other regions about descriptions of president's responsibility by spring meeting

p. Peer monitoring - Scott for Savona

Thirty three peer reviews have been completed. Five more are arranged. McNair, EOC can now be reviewed as well as SSS, TS and UB. Kathy mentioned a request from Blue Mtn CC to write a letter of commitment. She included that training was offered and if BMCC maintained membership then eligible for peer review. The training grant at UI has NASP in the title. This is from the model provided for peer monitor training. It is possible to sign up to be a peer monitor by going to the web site. A training will be provided at the conference

q. Pearl Hill Scholarship- Barb Lundberg

This will be Marc Coomer's responsibility in Oct. Forms will be passed along electronically. Current or former UB participants are eligible.

r. Spring 2006 Conference: Phillip Dirks

Request for support for grant writing UB workshop

CVH \$6,000.00

Grant writing (1st 2 free w/ NASP membership)

Discussion: Fall made money because good projections and kept cost down.

Motion

Adan moved that we accept Spring 2006 Conference Report and the Budget associated with it. Marc seconded.

Motion carried.

Kathy wants to get info on Listserv and website quickly.

Board Meeting in AK

Suggest the board meet on Sat 8:00 - 5:00 and Sunday AM so we can fly up on Friday followed by a quick meeting during breakfast on Wed. New officers invited.

Motion

Eduardo moved that NASP Board authorizes Helen Trainor or Phillip Dirks to open a bank account to do business as NASP in the state of Alaska for the spring conference. Paul seconded. Motion passed

Recessed at 6:15 pm Monday
Reconvened at 8:15 Tuesday

- s. **Policy Seminar - Barb Lundberg**
Idaho - three going, AK - Odila will get updated from Barb. OR - Eduardo will get help from Jean. Eduardo has been getting Policy Seminar updates from COE. Rooms very expensive, Adan has asked COE about this. The response was that the size of conference means it can only be held at large venues. Kathy said that finance committee may look at this since did not make money on Sept. conference. Alumni association organizations may be able to help raise money for the event.
 - t. **Publications - Adan for Greg Martinez**
Greg is apparently going to continue in this role. Kathy would like to see brochures available for Spring Conference.
 - u. **Strategic Plan - Kathy**
Goal is to review now and wait until spring and summer to revise. Paul suggested some time to look and think about new ideas
 - v. **Travel Abroad - Liisa Jourdan by Kathy**
There are six committee members, one from each state (see Kathy for list). Looks like COE selected 4 from NASP. Study abroad is more affordable this year. Financial aid may be available. Committee: Kato Haunga AK, Valerie Cleary, ID, Selene Aitken OR, Miriam Friedman OR, Liisa Jourdan WA, Tomas Madrigal WA.
 - w. **Trio Achiever - Raina Martinez by Kathy**
Nominations came only from WA. More would make it more satisfying - Raina said she will do TRiO Achievers Luncheon for the Fall Conference. Only three nominations were submitted.
 - x. **TRiO Day - Adan from Susan Vega**
Susan will continue if we want. Region X official day is Feb 25th. COE is encouraging a Day of Service. NASP projects are asked to complete forms. Get form from COE website.
- Task**
Susan will send an email about the request for the forms. And send electronic report to Jill for the minutes.
- y. **Web design contest - Phillip**
No report

6. **Summer Board Meeting:**

Motion

Adan moved to have it 17th and 18th of Aug. in Ashland at Southern Oregon Univ. Odila seconded.
Discussion: Start 8:00 am on Thursday and be done at 3:00 on the 18th. Motion passed.

Recessed 6:10 until 8:00 am Tuesday
Reconvened 8:15 am

7. **New Board Orientation - Adan**

Contact Michelle at mpena@columbiabasin.edu for the orientation material electronically and for updating any errors.

Task

Mateo will develop a cash advance request form.

Task

Accountability form for Policy Seminar - Kathy will update and email to Board.

8. **Old Business**

a. **Policy Manuel**

Travel Abroad

Request to change money for study abroad to include opportunity for non COE study abroad

Task

Kathy will revise the study abroad portion and send to George

Scholastic Achievers

Add Eduardo to Duke, Sue, and Debra - **no changes**

b. Conference Committee

Motion

Duke moved that NASP Board authorizes Neil McFarland or Marc Coomer to open a bank account to do business as NASP in the state of WA to conduct the business of the fall conference 2006. Mateo seconded. Motion passed. Marc abstained.

c. State Assoc. Funds - Kathy

Task

Eduardo will write up the procedure of how to certify NASP for the state and send to state presidents and to Marc as next conference chair so they can get accounts set up in each state.

Motion

Duke moved that NASP Board authorizes Barbara Lundberg to open a bank account to do business as NASP in the state of Idaho. Adan seconded. Motion passes. Barbara abstained.

Motion

Duke moved that NASP Board authorizes Odila Rueda to open a bank account to do business as NASP in the state of Alaska seconded by Adan. Motion passed. Odila abstained

Motion

Eduardo moved that NASP Board authorizes Duke Paulson to open a bank account to do business as NASP in the state of WA Marc seconded. Duke abstained

Motion

Adan moved that NASP Board authorizes Eduardo Marinez-Zapata to open a bank account to do business as NASP in the state of Oregon. Odila seconded. The motion passed. Eduardo abstained

Do the states need seed money to avoid fees? Each state should set up an account and come back to board about details of the accounts.

d. Policy for Cash advance and Reimbursement - Kathy and Adan

See notes above regarding new form. George will work on the revision of the policy.

e. Website Discussion: cvent proposal for registration & upkeep of web

Duke contacted a firm that might be able to do it for less than other bid.

Many questions were raised about accessibility to web page for changes, credit card use data base management

Kathy would like bids for individual components. Scott agreed that it would be nice to ease into it, doing management so that we can see if it is user friendly.

Questions, comments, and suggestions about the proposal should be forwarded to Duke and we will discuss it in the spring at the board meeting. Site design, site manager and event manager are the top priorities. Duke will bring a recommendation to the Board.

Task

Duke will solicit bids and review with a knowledgeable individual and bring a recommendation to the next board meeting.

9. New Business

a. Spring conference needs

Motion

Adan moved to appropriate up to \$5,000 to start up the spring conference. Marc seconded. Motion passed.

b. Lifetime memberships

Points to consider for lifetime membership should look at:

- Years of service
- Level of involvement
- Contribution to NASP

Task

Using the policy manual, Scott will develop a list of broad criteria and accept nominations from the board at the spring board meeting.

Motion

Duke moved that we nominate George Deitz for lifetime membership in NASP. Seconded by Eduardo. Motion passed.

Motion

Adan moved that we nominate Pat Clyde for lifetime membership in NASP, seconded by Barb, motion passed. Scott abstained.

Motion

Kathy moved that we nominate Isabel Bond for lifetime membership in NASP to be awarded at her discretion. Eduardo seconded, motion passed. Scott abstained

Task

Scott will arrange for a plaque for each awardee.

c. Pearl Hill scholarship donations

Motion

Duke moved to allocate one dollar from each registration at the past four conferences at the rate of 4 times 150 or \$600.00 to send to the Mary Morris account for the Pearl Hill Scholarship Fund, Paul seconded. Motion passed.

d. Oregon student leadership conference request

Motion

Eduardo moved to accept request for additional funds for Oregon student leadership conference. No second. Kathy recommends that programs need to plan ahead to allocate funds to send students to the conference.

Motion

Paul moved we accept Oregon budget proposal from last board meeting as presented. Marc seconded, passed Eduardo abstained

e. Washington State Request from last board meeting

Motion

Paul moved we approve Washington State proposal request for \$3,000 as presented. Barb seconded. Passed Duke abstained

f. Alumni Associations - Regional & State

Barb - Idaho has talked about establishing alumni association at each institution that currently has a project.

Duke - has proposed getting a web based system established that each institution can use and is interested in expanding this to the regional level.

Eduardo - Alumni association has a leader, who is convening a meeting. (Alonso got information from the COE Councilnet chat. Oregon is moving toward getting alums to come to Student Leadership event.)

Odila - contacted directors about policy seminar.

Paul mentioned that he liked the focus of Duke's plan and encouraged movement in that direction.

g. Miscellaneous

\$3,000 check for AK student leadership event was cashed in January. We still need an accounting for the funds expenditure.

Task

Kathy and Mateo will follow up.

Task

Eduardo will ask Jean to send state quarterly expense report form

10. Adjournment

Motion

2:15 pm Barb moved to adjourn, Odila seconded. Motion carried.

**ACTION ITEMS FROM
NASP WINTER BOARD MEETING
FEBRUARY 6, 7, 2006**

ACTION ITEM	PERSON RESPONSIBLE	DATE DUE
Update NASP letterhead	Paul Molina	
State Program Lists to Kathy	Duke Paulson - WA, Barb Lundberg - ID, Odila Rueda - AK, Eduardo Martinez Zapata - OR	Feb 15, 2006
Compile and send to Adan, Scott, Barb Brodsky and Meredyth	Kathy McNeill	
Update Policies and Procedures • Study abroad portion	George Deitz • Kathy	Spring Conference 2006
Identify location and Chair for Spring 2007 Conference near Seattle	Kathy (find a chair) George (find a location)	Spring Conference 2006
Create a format for report from the Financial Committee	Scott Clyde and Mateo Arteaga	Spring Conference 2006
Proposal for description of Government Relations Committee with a budget	Jeff Frias, Duke, Mateo & Adan	Spring Conference 2006
Conference Follow up to help develop a Conference Procedure Manuel	Duke and Eduardo	
Get information about nominations, recruiting and voting in newsletter	Adan Tijerina	ASAP
Draft of job description (duties and rewards of each state president	Duke Paulson - WA, Barb Lundberg - ID, Odila Rueda - AK Eduardo Martinez Zapata -OR Adan Tijerina (other regions)	Spring Conference 2006
Request for National TRiO day forms to be filled out and copy of report to the NASP secretary (Jill Emigh)	Susan Vega	March
Develop a cash advance request form	Mateo	Spring Conference 2006
Update accountability form for Policy Seminar and send to Board	Kathy	Mid - March

Detail steps so states organizations can establish bank accounts in WA, OR, AK and ID	Eduardo - write up process Duke Paulson - WA, Barb Lundberg - ID, Odila Rueda - AK Eduardo Martinez Zapata - OR	April 15 th (process) After minutes approved (accts set up)
Develop a recommendation about the web services needed	Duke Paulson	Spring Conference 2006
Establish broad criteria for nominating life-time members	Scott	Spring Conference 2006
Arrange for plaques for awardees	Scott	Spring Conference 2006
Follow up on \$3,000 check cashed for AK - no receipts for expenses	Mateo and Kathy	ASAP
Get Jean to send last quarterly expense report form for OR	Eduardo	ASAP
Contact Mary Morris about NASP accounts	Kathy	March 1 (follow up after April 15 th .)