

**Draft - Minutes
Fall Board Meeting**

**Portland Marriot
Portland, OR
October 28 & 29, 2006**

Saturday October 28, 2006

11:00 AM

1. Call to Order 11:07
2. Roll Call: Pat Clyde (guest), Scott Clyde, Adan Tijerina, Odila Rueda, Julie Bu, Kathy McNeill, Jill Emigh, Barb Lundberg, Paul Molino. Duke Paulson, George Deitz
3. Approval of Minutes for Fall Board Meeting: Programs should be "projects" unless SSS, ETS etc.

Jose Martinas Saldana Jill will check Kathy's revisions and update. Several names needed to be spelled correctly. Adan moved to accept minutes as changed Barb Lundberg seconded and the motion passed.

4. Officer's Reports

a. Treasurer Mateo Arteaga

Mateo will be available in the afternoon but sent a copy of his report. The list of memberships for 2005-06 shows 78 projects and one individual. For 2006-07 there are six projects paid to date, no bill has been sent. It was agreed that the treasurer should send an invoice. Scott will work w/ new treasurer (Lois Rasmussen)

TASK: Lois will send invoice in Dec and Scott follow-up in Jan or following the next board meeting. Other discussion was tabled until Mateo could be present.

b. President Kathy McNeill

Neil McFarlane has been appointed as college rep to replace Marc Coomer. Maureen Hoyler and Dr Arnold Mitchem will attend conference. Maureen will be at the board meeting on Sunday. There will be a casual event in the hospitality suite, Room 1642 Monday evening. Discussion followed about issues likely to be addressed.

c. Past President Adan Tijerina

Adan has been preparing NASP leadership training, finalizing role on COE committees, preparing for "Leading Change for Immigrant Students" he will present at the conference in San Juan, Puerto Rico. Adan suggested that the Government Relations line item be used for Leadership Summit and Policy Seminar travel. Kathy noted Margo McClellan will serve as person to prepare NASP representatives to the Policy Seminar.

d. President Elect Scott Clyde

Basket for COE was donated. Regional table at Conference was very good. The budget is still being worked on (nothing new to report at this time.) Registrations for the Fall Conference about as expected to date. The teleconference for strategic planning ended up being a conference call with Mateo, Kathy and Scott. The strategic plan will be presented later.

Scott is concerned about the number of expectations from COE for project employees to complete. Scott recommended a formal discussion of expectations identified for leaders at NASP, COE, state and project levels. Discussion followed about changes for NASP business meeting during conference.

e. Secretary Jill Emigh

TASK: ask for electronic copies of reports one week before each meeting.

f. Alaska President Odila Rueda
Andy will continue to do newsletter

g. Idaho President Barb Lundberg
There are no new expenses to report. There was a conference call w/ COE and Idaho projects, but Barb was the only caller. She was asked to contact senators to try to impact "absolute priorities." Senator came to TRiO open house. The 2007 budget request will be forwarded following the state meeting so Margo can have input. The brochure for Idaho is being updated with new projects. Planning TRiO day service project and contacting others to see if any still participating

h. Oregon President Eduardo Martinez-Zapata
Not present

i. Washington President Duke Paulson
No report

j. College Representative Neil McFarlane (newly appointed)
No report

k. Pre-College Representative Julie Bu
Oct 20th met with Congressman Simpson about a certificate of TRiO "graduate."
He volunteered to talk to Dept. of Ed. He is very supportive of TRiO.
Scholars bowl not progressing, due to grant writing deadlines. Scott indicated a TS project was funded at WSU. If true then NASP maintained numbers of projects but this will not serve as many students as effectively.

l. Active Non-TRiO Representative Paul Molino
No non-TRiO report - but Paul is now directing a new TS project

5. Committee Reports

a. By-Laws Phillip Dirks/George Deitz
No report

b. Spring Conference 2006 Phillip Dirks/Helen Trainor
Final report was at last board meeting, but still need to reconcile w/ treasurer.

c. Fall Conference 2006 Marc Coomer/Neil McFarlane
No report but Kathy said we will not get 160 participants as projected.
Current count is 135 (about 10 -15 are guests.)

d. Spring Conference 2007 Mary Ellen Vinson
Contract: 21 - 24 April Renaissance 375 conference room nights (highest 100)
Both Marriot and Renaissance corporations now require an approved credit line with the Hotel. Need to submit a credit card which we currently do not have.

e. Corporate Donations Paul Molino
Directors need to look at effort level. Maybe alumni donations should be considered.

Break until 2:00

f. Fair Share Meredyth Goodwin
Kathy reported for Meredyth. We were \$1,908 short of our fair share, but still reached 98%. Report has * by AK and ID. A call to COE clarified that if all projects in Idaho gave full Institutional and project memberships, they would not meet fair share. ID has several institutions with multiple projects. This year it will be the same. Changing the formula would require a vote by the COE board. What does NASP want to do about meeting the NASP fair share recognizing ID will continue to have trouble meeting their fair share?
Kathy moved that NASP board make a commitment in Dec. at COE board meeting that NASP meet a given % as a region.

MOTION: Paul moved that all institutions that have TRiO projects pay an institutional membership and pay at least one subscription. Adan seconded. Kathy asked for an amendment that NASP will commit to meeting 100% of its commitment to fair share by encouraging and soliciting each institution with a Trio project to buy an institutional membership and at least one subscription. Motion passed as amended.

g. Finance Committee Adan Tijerina/Mateo Arteaga
Scott presented the proposed budget.

TASK: Scott & Lois will check w/ Mateo to identify a new accountant to file IRS reports (current contact will no longer be doing it.)

The budget deficit is predicted to be about \$20,000 for 2007

For Mary Ellen - ideas for generating information about conferences farther ahead. Lois had some marketing ideas that might be helpful: ID a theme, talk about a 1st yr programs or 2nd year, and begin advertising earlier so advance planning possible to increase attendance.

h. Governmental Relations/State Initiatives - position to be eliminated
Scott mentioned meeting with an aide of Senator Craig with TRiO alums. It was mentioned that Dept of Ed is not monitoring TRiO adequately. This concern needs to be shared with Arnold Mitchem and Maureen Hoyler.

i. Membership Committee Scott Clyde/Adan Tijerina
No report

j. NASP Directory Kathy McNeill
Kathy will tie it to the website.

k. Newsletter Andy Angiak

Greg Martinez is communicating with Kathy. Julie has a request for information flyer. It will be distributed.

l. Nominations/Elections Phillip Dirks

Kathy will handle getting nominations for AK and OR president, secretary, President-elect and College rep at the business meeting.

m. Peer Monitoring Savona Holmes

Peer reviews are at the same or more than last year. EOC and McNair reviews are now available. Required evaluation in UB grants, this peer review process will meet that requirement. Evaluation and staff development would be available, but Kathy is concerned we might not be able to meet the full need. But if a \$500 stipend (in addition to costs) went to NASP we could generate additional funds.

Motion: Kathy moved that for all grant proposals written after November 1st 2006 a peer review fee of \$500.00 will be charged by NASP in addition to travel costs and per diem for project members. Future fees will be subject to board review. Duke seconded. Motion passed with two abstentions.

n. Pearl Hill Scholarship Marc Coomer

There were four applicants and the winner is from BSU. This position will be Neil McFarlane.

o. Policy Seminar Barb Lundberg

Margo will be doing this in the future.

TASK: Jill will update agenda with correct names.

p. Publications Greg Martinez

Julie handed out a sample of new brochure that Greg developed

q. Scholar's Bowl Julie Bu

Still unknown if it will occur

r. Scholastic Achievers Julie Bu/Jo Stensaas

Information will be coming in the spring.

s. Strategic Planning Kathy McNeill/Scott Clyde/ Adan Tijerina

Scott put a strategic plan together with help from Adan and Kathy.

TASK: Scott will email it to new board for approval by electronic approval

t. Travel Abroad Liisa Jourdan

No report

u. TRIO Achiever Raina Martinez

Three will be awarded, Raina will continue in this capacity, but can we recognize other outside awards? Discussion resulted in guidance to encourage a newsletter article about other awards rather than recognize at our conferences.

v. TRIO Day Susan Vega
TRiO Day of Service again in February. Susan will continue to compile this information and send to COE.

w. COE UB/ETS Leadership Congress Julie Bu
No report

x. Web Design Contest Phillip Dirks
No report

6. Old Business

a. Policy Manual Revisions Phillip Dirks

- TRiO Travel Abroad -Kathy McNeill
No changes at this time since funding is uncertain
- Lobbying policy - Duke Paulson
No report

b. Archiving/scanning old NASP documents Scott Clyde
Scott is working old NASP documents. He will make a bulleted list of items and identify those missing.

c. NASP Web site update Duke Paulson
Duke will show current status in the Presidential suite Sunday morning.

d. Emerging Leader Institute Adan Tijerina
Adan will lead a planning discussion on Tuesday. The goal is to find what folks would like to have. Adan will let the board know what planning results.

TASK: Adan will provide this information to the board following the planning session.

e. Financial Report & Recommendations Kathy McNeill
(Moved this item to Sunday morning at 8:00 am) Report from Mateo

f. Development of State & Regional Alumni organizations Kathy McNeill/State
Chapter Presidents
Needs to be developed at the state level and supported at NASP level.

TASK: State presidents will develop a plan starting with the state meetings, and get that information to the Board. Eduardo, Barb, Odila and Duke.

7. New Business

a. New Board Member Orientation will be Sunday at 9:00-1:00 with Adan Tijerina, Kathy McNeill and Current Board members

b. Discussion regarding recent UB and TS Grant competitions: Maureen Hoyler will address. (See minutes below.)

c. Potential changes to regulations
Notice in August addressed regulatory changes in the Title IV programs. TRiO falls into this category and these proposed changes have not been brought to our attention by COE. Decision was made to ask Maureen Hoyler about this on Sunday AM.

Motion to recess was made by Adan and seconded by Odila - Motion passed.
Reconvened at 8:20 am Sunday Oct 29th

- d. Scott presented the proposed budget. Corrections led to about \$10,000 deficit rather than \$20,000.

There was a suggestion that when we implement the peer monitoring fees we would ask schools intending to use the service to pay at the time they join NASP. About 12 projects could be scheduled each year. This would allow for advance planning for peer monitors and for the treasurer.

TASK: Eduardo needs to clear up the funds from COE intended for alum activity at the Leadership Conference in Oregon.

TASK: Mateo will destroy checks that were printed on the Scudder account. These were apparently produced in error.

Current balance of \$16,109.22, Kathy said was healthy at this time. Jo Howell and Shelli Christianson are the staff members that help Mateo with his role as treasurer.

Motion: Paul moved to accept the report. Adan seconded and the motion was passed.

- e. NASP web site presentation:
State web sites may need to be developed.

Who has web login should be decided by the NASP Board for example, conference chair, Etc. Pages need to be finalized. Kathy identified that one person needs to facilitate this. Duke agreed to

TASK: Duke will get committee to get it up and started with an update at next board meeting. Offer a Spring conference "debut" workshop to help folks get comfortable.

- f. The new Board training was provided by Adan, George and Phillip.

TASK: Jill will email minutes for all of 2006 to Phillip Dirk

- g. Maureen Hoyler: Here to discuss UB evaluation team presentation

- UB evaluation - COE opposing this in present form
- Calc of Priority points
COE will address this through Congressional appeal before looking at a legal solution. COE is thinking of pursuing having a second opportunity to apply for EOC and TS.
- UB absolute priorities
This is simply a publication that is attempting to change eligibility. Reason for this is because the Dept wants to do the evaluation.
- Proposed revisions of regulation - negotiated rulemaking for Title IV
COE has had witnesses at the comment locations. No written comments accepted. After this period there will be a call for comments. Maureen believes that the regular processes are not working.

8. Date and Location of Winter Board Meetings

February 8 and 9

9. Adjourned 12:20 PM Sunday October 29th

Action Item	Person Responsible	Due Date
Send invoices for project memberships	Lois Rasmussen & Scott Clyde	January 2007
Request electronic copies of reports	Jill Emigh	January 29 th
Find new accountant for taxes	Scott Clyde and Mateo Arteaga	
Update Agenda	Jill Emigh	
Email Strategic plan for approval	Scott Clyde	
Emerging Leadership Institute plans emailed to Board	Adan Tijerina	After Fall Conference
Alum activity funds to OR cleared/returned	Eduardo Martinez-Zapata	ASAP
Web page up and updated	Duke Paulson	Spring Conference
Minutes to Phillip Dirk for web site	Jill Emigh	ASAP