

NASSGAP Executive Committee
Meeting – 11/15/2017 – Phone (Approved)

Participating:

*Rachelle Sharpe, WA – President
*Elizabeth McDuffie, NC – President-Elect
*Clantha McCurdy, MA – Past President
*Irala Magee, OK – Treasurer
*Katie Harrison, SC – Secretary
*Erin Klarer, KY – Member-at-Large
*Jennifer Lanphear, ME – Member-at-Large
*Jennifer Rogers, MS - Membership
*Donna Thomas, MD – Ed Technical Forms
*Todd Brown, IA – NASSGAP Website
*Mike Solomon, IL – NASSGAP Website
*Ritchie Morrow, NE – Federal Relations
*Frank Ballmann, NY – Federal Relations

**indicates member in attendance*

1. Call to order – 10:03 AM EST
 - a. Approval of minutes from 10/24/2017 meeting – Motion to approve made by Clantha McCurdy, seconded by Elizabeth McDuffie. No further discussion. Minutes approved.
2. Officer's Reports
 - a. President – Rachelle Sharpe: Rachelle indicated that the spring in-person meeting of the Executive Committee needs to be scheduled. She asked the EC for input on the dates May 15-16, 2018, and she also wanted input on location. Jennifer L. agreed that a non-New Mexico location would be okay since Harry from NM and his staff would be available for local arrangements in Albuquerque. Rachelle asked EC members to respond to her on dates and whether they work. She will consider hotel options. Jennifer R. asked Rachelle to consider local school-related events like graduation before solidifying dates.

Rachelle discussed plans to enhance communication with membership. She would like to send a monthly email out to membership. She plans to share with EC before this communication goes out.
 - b. Past-President – Clantha McCurdy: Clantha stated that as Past President, she will pick up the work that was begun during last year on the NASSGAP User Guide. She will communicate with Rachelle and Stephanie regarding next steps. The EC will be able to review and finish any edits through our monthly calls. Rachelle would like to have a draft of the updated User Guide, including the first round of edits, available prior to the May in-person meeting. Additional changes to the User Guide could be recommended after that point.

- c. President-Elect – Elizabeth McDuffie: Elizabeth will begin considering conference hotels for the 2019 conference. She would like to consider the Chevy Chase Embassy location again and will communicate with Jennifer L. concerning conference survey results to review how the membership liked the location. Frank mentioned that the Chevy Chase Embassy contacted him after the conference and that he mentioned the need for flexibility in expanding room block if needed in the future. Elizabeth will review the 2017 Chevy Chase contract and make recommendations for room blocks going forward.
- d. Treasurer – Irala Magee: Irala has been paying conference bills with the final payment to Embassy via NASSGAP debit card being made today. She asked the EC if there was only one scholarship recipient for conference, and it was confirmed that there was one recipient.

Irala now has access to all bank-related information and is ready to complete business. She is also able to deposit checks, up to \$5000 per day, via the Wells Fargo app, so there is less concern about not having a physical branch nearby.

Irala indicated that she would be able to provide a recommendation concerning the potential change to a fiscal year transition between Treasurer-Elect and Treasurer during the spring in-person meeting after she has had several months to adjust to her duties as Treasurer. Rachelle recommended getting opinions from prior treasurers like Mark, Ritchie, and Stephanie as well.

There was discussion concerning account signatures and who should serve as a back-up for signature authority. That responsibility has fallen to the President in the past, but that position changes every year. Rachelle and Irala indicated that the Treasurer position does not change hands as often, so it would be better to have the outgoing Treasurer stay on the account as a back-up. Rachelle would like to have this process documented in the User Guide if possible.

- e. Secretary – Katie Harrison: Katie reported that the letterhead has been updated with branding guidelines provided by FreshySites. She asked everyone to review letterhead for accuracy.
- f. Members-at-Large: Report provided during conference committee update.

3. Committee Reports

- a. Web – Todd Brown: Todd stated that with upcoming changes to the website, there will be recommendations from the membership for enhancements. Jennifer L. has recommended a 50-year timeline of major accomplishments of NASSGAP throughout the years, similar to what NASFAA produced during their 50-year anniversary, and the EC agreed this would be a nice feature. There was discussion concerning the implementation of the timeline and other potential new ideas and whether we go ahead and approach FreshySites now to incorporate them under the current contract and pricing or wait for a second phase. Clantha asked if there

is any harm asking to do it now, and Rachelle agreed it wouldn't hurt to ask the question. If the interactive timeline is not an option, the new website could at least provide static content to capture the history of NASSGAP. Rachelle asked Todd to reach out to FreshySites about including this project with the current redesign, and he will provide additional information at next EC meeting. Once we hear back from them, we can determine who will be responsible for working on the content for the timeline.

Todd inquired about moving forward and what would be the best process for the web committee to address future recommendations. Rachelle said to share, at least via email, with EC for input. Elizabeth commented that we need to be sure we are putting usable content, tools, and resources on the website and not just to keep adding enhancements for the sake of adding them. Todd indicated he would like to eventually incorporate guidance concerning website recommendations into the User Guide.

Todd summarized a problem we are experiencing with the migration of the NASSGAP survey instrument to the new hosting environment as part of the website redesign. The survey instrument currently remains on the current host, where there have been numerous problems and errors, including timeouts. The website committee is proposing that we enter into a contract with Gold Bridge Partners, Inc. (GBPI), our current vendor who has the ability and expertise to transfer our survey instrument to the new hosting environment. Todd received an estimate from GBPI that the work would cost between \$2,500 and \$6,000. Mike said the plan is to have the main NASSGAP website provide a hyperlink to survey data, which will have its own URL of nassgapsurvey.org. Rachelle indicated that NASSGAP is well-known for the annual survey and the integrity must be maintained, and Ritchie agreed that we must maintain accuracy, both publicly and on the back end.

Elizabeth made a motion to enter into a contract with GBPI to provide services relating to the transition of the survey portion of the NASSGAP website to a new hosting environment, not to exceed \$6,000. Katie seconded. After discussion concerning the technical architecture of the survey instrument and the main NASSGAP website, Rachelle called for a vote, and the motion was approved. Rachelle reminded Irala to account for this expense when drafting the budget.

While still discussing the annual survey, Rachelle said numerous researchers have told her they look forward to the survey results every year and that they reference our information frequently, but that the custom query tool can be difficult to use. She asked if we should explore the option of a conference call with research partners to get their input on potential enhancements or recommendations to the custom query tool. There was agreement this would be a good opportunity to get input from those who use the tool to see whether we can make adjustments during the process of moving the survey. Ritchie suggested the web committee should take the lead and asked about other national groups who use the survey. The

group discussed and agreed that some of the organizations we would want to hear input from would be NPSAS, AASCU, ECS, SREB, SHEEO, WICHE, and College Board. Rachelle said she would help organize the call.

- b. Membership –Jennifer Rogers: Jennifer R. stated there is only one outstanding membership payment at this point (NM). She participated in a conference call with FreshySites about membership login on new website, in which she discussed needs and requirements. She will have a better idea of how that functionality will work when the demo becomes available.
- c. Ed Technical – Donna Thomas: Donna reported she had heard back from Jonathan at FSA regarding the Indiana state deadline issue previously discussed. FSA believes they will be able to accommodate the change online and on the paper FAFSA. She has communicated with Colby in Indiana with this update and will follow up with them when the update has been completed.
- d. Conference – Jennifer Lanphear/Erin Klarer: Erin said she is looking forward to working with Jennifer on the 2018 conference. Jennifer L. said the evaluation went out yesterday for the 2017 conference with a request to respond within one week. She wants to schedule a subcommittee review of the evaluations before presenting to the full EC. All presentations, except for the Host Region Happenings session, have been uploaded to the online repository. She asked Donna to coordinate getting those for the website. She reported that conference invoices with the hotel have been finalized, and the only outstanding reconciliation is for the group dinner with RANGE. They charged approximately \$300 more than what Mark signed for on the receipt. Frank said we could dispute through the credit card company if they don't respond with an explanation.

Rachelle reminded the group that there had been a suggestion for the next DC conference to provide guidance for coordinating Capitol Hill visits for conference attendees.

Rachelle asked Jennifer L. and Erin to consider their committee composition, including how many people they would like to volunteer, and to report back.

Elizabeth said she did not receive the most recently updated User Guide to reference when reviewing conference responsibilities, and Rachelle said she would send it. Elizabeth asked to get a copy of the contract for Embassy Suites. Rachelle indicated she would email the contract to Elizabeth and Irala, as the Treasurer should always have a copy.

- 4. New Business – None
- 5. Adjournment: Hearing no further business, Jennifer R. moved to adjourn and Elizabeth seconded the motion. The meeting adjourned at 11:01 AM EST.

To-do list: highlighted in grey

Next meeting: 12/8/17