

NASSGAP Executive Committee  
Meeting – 10/16/2018 – Albuquerque, NM

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 Survey
- \*Ritchie Morrow, NE – Federal Relations
- \*Frank Ballmann, NY – Federal Relations

*\*indicates member in attendance*

1. Call to order – 12:21 PM MDT
  - a. Approval of minutes from 9/14/2018 meeting – Katie announced that one final correction concerning investment earnings under the Treasurer’s report had been made since the draft minutes were circulated. Jennifer Lanphear moved to approve minutes as corrected, and this motion was seconded by Elizabeth McDuffie. No further discussion. Minutes approved.
  
2. Officer's Reports
  - a. President – Rachelle Sharpe: Rachelle acknowledged the EC for their work during her year as President and acknowledged the accomplishments throughout the year, particularly the launch of the newly redesigned NASSGAP website and the work of the conference committee. She also thanked Frank for his continuous work as the federal relations liaison.

Rachelle discussed strengthening partnerships with other advocacy organizations and would like to see these partnerships continue. She also discussed succession planning related to the Executive Committee, especially in the federal liaison position and the survey administrator position, as NASSGAP should not have a gap in essential services and functionality in the event the person with experience is no longer available to serve.

Conference scholarship applications have been underutilized, and Rachelle plans to emphasize their availability to the membership during the conference. Jennifer L. suggested reaching out directly to states who may have travel freezes in place. There was also discussion to promote the scholarship to states who may not

normally bring a second person. The conference scholarship covers up to \$1,500 in related expenses. Clantha recommended that future conference committees send scholarship information out at the same time as the conference registration.

Rachelle reviewed the goals of sharing more information with membership, strengthening NASSGAP's relationship with the Canadian higher education agency, and changes to Ed/Tech committee. The EC began working on these goals during the 2017-2018 year, but they were not fully realized. Rachelle would like NASSGAP to continue these discussions in the upcoming year. Ritchie suggested having the Secretary send a message to the full listserv monthly to circulate approved EC meeting minutes to communicate the business and decisions of the EC.

Rachelle discussed the distribution of hats with the new NASSGAP logo and whether all conference attendees should receive one. The tradition exists of new conference attendees receiving hats, but Rachelle wants all attendees to receive one this year in the spirit of NASSGAP's logo rebranding. After discussion, it was decided that all conference attendees will receive the new hat this year, then NASSGAP will revert back to the "newbies-only" tradition again in 2019.

- b. Past-President – Clantha McCurdy: Clantha discussed the work of the Nominating committee this year and reviewed the slate of candidates and election results. The incoming officers on the EC are Jennifer Rogers (MS) as President-Elect, Jennifer Lanphear (ME) as Secretary, Leroy Wade (MO) as Treasurer-Elect, and Deena Lager (AZ) as Member at Large.

Clantha recently reviewed the User Guide and compared the most updated version to the previous version for consistency. She is suggesting several minor revisions, which she will discuss with Rachelle as she takes over the role of Past President. In addition, Todd submitted numerous changes to the website section of the User Guide to include an accurate accounting of recurring charges associated with the web committee, in addition to updating the primary responsibilities of the committee chair. He also added a section for NASSGAP survey administration.

The EC discussed that there are two different functions of the User Guide; it is partly an overview of job responsibilities and a procedural manual and partly a historical reference guide. NASSGAP may want to consider pulling out historical references and creating either a separate document or an appendix section. Ritchie indicated that the Secretary would be responsible for updating the historical sections of the document.

- c. President-Elect – Elizabeth McDuffie: Elizabeth reviewed the response to the State Roll Call, for which there was a response rate of 70%. Elizabeth will meet with the new EC members to determine meeting and call logistics for the upcoming year.

- d. Treasurer – Irala Magee: Irala circulated the current financial statements. She reported that accounts have been opened with Treasury Direct to accommodate recently approved investment options. The next step is to move money from Capital One to Treasury Direct account, which will be completed after the conference.

At this time, there are two outstanding conference registrations and one state with a member attending the conference that has not renewed membership. Irala discussed recent improvements to procedures because of the website improvements, including the ability to accept credit card payments. She again reiterated that EC must be mindful to budget for credit card processing fees in the future.

The EC discussed strategies for transitioning duties to Leroy Wade during the upcoming year. Elizabeth suggested planning for additional time during the May 2019 EC meeting for the Treasurer and Treasurer-Elect to conduct in-person training and transition of duties.

- e. Secretary – Katie Harrison: Katie – Attendance list for in-person meeting was circulated for all EC members to sign. Copies of 2017 Business Meeting Minutes and attendee sign-in sheet is in each conference attendee’s registration packet.
- f. Members-at-Large: Jennifer L. and Erin discussed conference registration and thanked the conference committee, including the New Mexico agency for their assistance with local arrangements. Jennifer L. reported that Sarah from ECS is unable to attend in person, but the hotel will allow us to videoconference her presentation. Jennifer L. also discussed a cancellation by a current member who is unable to travel due to a medical issue. Both registration fees have been paid. Clantha reviewed the current policy concerning conference registration refunds. Jennifer L. moved to allow full refunds for these two instances. Katie seconded. The motion was approved. Jennifer L. indicated she has reviewed the conference section of the User Guide and will forward those recommendations to Rachelle.

There was discussion of future conference sites. Elizabeth suggested looking into Homewood Suites or other Hilton-owned properties, in addition to Embassy Suites, as most offer complimentary breakfast and adequate meeting space.

*Rachelle called for a break at 2:10 pm; the meeting reconvened at 2:23 pm*

### 3. Committee Reports

- a. Web – Todd Brown: Todd reported that Freshy Sites has still not released the multi-question poll functionality and there is no clear indication of when that will be available. He indicated back-end functionality has increased efficiency. He suggested NASSGAP consider continuing to use Election Buddy for voting until future options are available on the website.

Todd then led a discussion of conference registration being opened to members vs. non-members through the new website. Rachelle indicated that a default position could be to require state or associate membership status to attend the conference with the exception of guest speakers. Ritchie suggested setting up “dummy” guest accounts that NASSGAP controls and would allow non-members to log in to register for the conference. Elizabeth suggested a hidden URL that we could provide only to guest speakers to allow them to register. Clantha discussed having different registration types for regular members, associate members, and non-member partial/daily conference rates. Jennifer R. stated this has been in place in the past and was discontinued for being too cumbersome. Todd reported that there have been some issues with credit card purchases occurring instantaneously, regardless of membership status of the individual. He suggested setting up a process in which the Treasurer can review a transaction prior to credit card payment being submitted, but that was determined to be too burdensome based on currently available information. After further discussion, the EC determined that requiring active membership for registration purposes should resolve this issue, so there is no need to put too much time and effort into systematic changes at this time.

Clantha and Frank suggested including a question about allowing vendors in a post-conference survey to get the thoughts of the membership. Elizabeth recommended continuing the dialogue over the next few months with the EC and then survey the membership later. Jennifer R. indicated we need to consider the role of associate membership and whether that changes if we allow vendors. We would need to consider whether associate membership level would include vending as a benefit. Rachelle cautioned that vendors would need to meet NASSGAP-related membership criteria. Jennifer R. stated that the current by-laws define the scope of associate membership and what types of organization can be allowed to become an associate member, so if vending was allowed by associate members, that criteria would already be met.

Ritchie stated that historically, members have not wanted to accept vendors in a traditional sense and discussed vending versus marketing by associate members. He suggested that the cleanest way to deal with it is to require membership to attend the conference, as discussed earlier, and to require a login to register and remove non-member registration rate. Systematically, EC needs to review the best way to register guest speakers who are not required to be either state or associate members. EC then discussed putting in place a question about a “sponsor” state agency in the event a potential associate member sends in a request to register their organization; for example, if a new company applied for associate membership, they would be asked to identify any state higher education agency that they have previously worked with.

Mike provided an update on the survey. He is in the process of finalizing his review of the proof of the 2016-2017 survey. An embargoed release will go to the

press, then released to states, followed by a general release. Mike will update the survey data tool in anticipation of research requests.

- b. Membership –Jennifer Rogers: Jennifer R. stated that due to changes in the membership process with the new website, the role of the membership chair and membership committee needs to be explored.
- c. Ed Technical – Donna Thomas: Donna – Unable to attend, but submitted the following written report:
  - The 2019-2020 FAFSA Advisory Group will convene in November and they are requesting feedback on the fafsa.gov website and the StudentAid mobile app. If anyone has any feedback please, send it to Donna by October 31<sup>st</sup>.
  - I reached out to my FSA contact concerning the FAFSA redirect and he informed me that the new website StudentAid.gov/fafsa is the new standard moving forward. FSA relocated the fafsa.gov home page and help page under StudentAid.gov, for content control reasons. This is something that should be shared with the whole listserv.
  - Lastly, the following recommendation was forwarded to FSA concerning the current display/text used on the FAFSA specific to the state deadlines:

To provide clarity to applicants, it was suggested that the current FAFSA language “State Deadline” be changed to state “State FAFSA Deadline” to clearly state that the deadlines associated for each state are the deadlines to file the FAFSA and not necessarily to be considered for state aid. For example, in Mississippi the deadline for the state application is March 31 for HELP and September 15 for MTAG and MESH but the deadline for the FAFSA to be submitted is April 30 and October 15. Therefore, the deadline currently showing for the FAFSA is not the same as the deadline for the student to complete the state application.

- d. Federal Relations – Frank Ballmann/Ritchie Morrow: Frank announced several issues he plans to address with the membership during his federal update at the conference. He then provided an update on Department of Education and House Education and Workforce Committee personnel changes.

Frank then suggested carrying forward the unused conference scholarship budget to use as a reserve fund for future years, and there was consensus surrounding this idea.

4. New Business – None
5. Old Business – None
6. Adjournment: Hearing no further business, the meeting adjourned at 4:02 pm MDT.

To-do list/Items deferred to 18-19 EC: highlighted in grey