

NASSGAP Executive Committee
Meeting – 12/8/2017 – 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 – 3:01 PM EST
 - a. Approval of minutes from 11/15/2017 meeting – Motion to approve made by Elizabeth McDuffie; seconded by Katie Harrison. No further discussion. Minutes approved.
2. Officer's Reports
 - a. President – Rachelle Sharpe: Rachelle discussed dates for the May 2018 in-person meeting of the Executive Committee and whether we should meet May 7-8 or May 15-16. After discussion, it was decided to hold the meeting May 15-16, 2018, in Atlanta. Rachelle will contact hotels regarding a contract and communicate further information with EC.

Rachelle shared that she has communicated with Todd concerning notes from prior presidents regarding their communication strategy with the general membership. In January, Rachelle plans to send out a message concerning the efforts of the website committee and where we are with the transition to the new site.

For the purpose of consolidation and record-keeping, Rachelle announced that the following items have been discussed via email by the EC over the past month:

- American Council on Education letter re. tax reform
- Next generation FAFSA
- PROSPER Act
- White House principles
- FSA loan servicer announcement
- Maine is now #2 in FAFSA filing!

- b. Past-President – Clantha McCurdy: Unable to participate; no report provided
- c. President-Elect – Elizabeth McDuffie: Elizabeth has received and begun reviewing the User Guide. She plans to initiate contract discussions with Embassy Suites locations in Washington, DC as potential sites for the 2019 conference.
- d. Treasurer – Irala Magee: Conference bills have been paid. We went slightly over budget. NASSGAP is still missing one membership and one conference fee. Jennifer R. has contacted the state regarding the unpaid membership and hopes to have a resolution soon.
- e. Secretary – Katie Harrison: Katie informed the group that she had sent a sympathy card on behalf of NASSGAP to current member Ron Gambill after the recent passing of his father.
- f. Members-at-Large – Jennifer Lanphear and Erin Klarer: Jennifer L. reported that the conference evaluation results were mainly positive and that no major changes were recommended for future conferences. Over 70% of attendees responded to the evaluation.

Rachelle wants to begin combining the Member-at-Large and Conference Committee for purposes of reporting in during future EC meetings.

3. Committee Reports

- a. Web – Todd Brown: In October, EC decided to utilize Google Drive for current repository files. Todd reported that all files have been successfully moved over at this time. It was also decided that the last five years of documents would be transferred to the new site. The web committee is working with FreshySites to ensure those are available and will be loaded to new site. Todd asked any EC members who need to post documents to also share those with him so we could make sure that 100% of current files are retained.

Todd stated there are inconsistencies concerning data that has been stored historically. For example, David Hughes mailed a box of paper documents to Julie Leeper that has never been available electronically. Rachelle indicated on other boards she has been involved with, there has been an Archivist position as part of the Executive Committee/Board. She would like to discuss at a later time whether this would be feasible for NASSGAP.

The web committee, in reviewing repository files, discovered a number of URLs listed in the repository. The committee doesn't believe there is a reason to store these on the Google Drive. The committee also discussed previous NASSGAP polls and whether to make those available. They have decided to save any currently active polls, and they plan to look through inactive polls to decide whether those should be saved for perpetuity. Todd will be sure to maintain historical poll information for elections.

The web committee also discussed the ability to maintain the use of nassgap.org email addresses, which are provided by the current web host. FreshySites has recommended we register and maintain these with a product called “G Suite” by Google to continue with the ability to have customized nassgap.org email addresses for communications purposes.

Julie and Todd have been given access to the new website in a developmental environment and will provide some initial feedback to FreshySites. They also plan to involve Jennifer R. and Irala to review membership and finance areas. We still hope to complete the work and launch the live site in January.

Todd discussed the timeline of key dates through NASSGAP’s history and announced that FreshySites will be able to do this under our current contract. Jennifer L. had compiled an extensive list of activities and dates for the 50th anniversary. Rachelle will review that information and consolidate into a table format to give FreshySites information to begin the work.

Rachelle stated that a meeting has been scheduled for December 14th to include representatives from SHEEO, ECS, WICHE, and SREB. The purpose is to be sure the NASSGAP annual survey is continuing to meet their research needs, and will also serve as an opportunity to collaborate with them for improvements to the survey and the custom query tool.

- b. Membership – Jennifer Rogers: Unable to participate; no report provided
 - c. Ed Technical – Donna Thomas: Unable to participate; no report provided
 - d. Conference – Jennifer Lanphear/Erin Klarer: Report provided during the Member-at-Large report.
 - e. Federal Relations – Ritchie Morrow/Frank Ballmann: Ritchie and Frank discussed a number of current federal issues impacting aid administration. Frank said NASSGAP needs to focus on the upcoming FAFSA mobile app currently not being able to accommodate API, which will impact a number of states. Frank will communicate via email to FSA officials about the importance of the API for the states using it. Rachelle asked Frank to send a draft of the email to the EC. Rachelle then reminded Ritchie that he will need to select a co-chair for the federal relations committee.
4. Old Business – South Carolina Membership: Katie provided a summary of the issue, which was discussed at length during the October EC meeting. The state has two separate agencies with higher education and aid administration roles. The Tuition Grants Commission is the current active member and voting agency with NASSGAP, while the Commission of Higher Education has been considered an associate member, but only during the years in which they opt in to membership. EC previously agreed to allow South Carolina to be considered as one entity for NASSGAP membership purposes as

long as NASSGAP receives one annual membership payment and there remains only one voting member for the state. The issue was opened for discussion, and there was agreement that there is no need to capture this decision in the User Guide. The consensus was to make the change effective immediately and not wait for the 2018-2019 year. Rachelle Sharpe made a motion to allow SC to be considered as one entity with one voting member, who will coordinate with the secondary agency on NASSGAP matters. Elizabeth McDuffie seconded the motion. There was no further discussion, and the motion passed.

User Guide: Rachelle has provided a copy of the most recent version of the NASSGAP User Guide to the EC. Of note, the responsibility of the User Guide has been moved to the duties of Past President, and there have been changes to the Secretary position. In addition, some outdated and irrelevant areas have been deleted. Rachelle wants the upcoming months to be dedicated to reviewing the guide one section at a time, with each position acting as the lead for their section. Rachelle asked each EC member to review their individual areas in preparation for these discussions and to be prepared to offer any specific recommendations, if needed, at the May meeting.

5. Adjournment: Hearing no further business, the meeting was adjourned at 4:01 PM EST.

To-do list: highlighted in grey

Next meeting: 1/12/18