

NASSGAP Executive Committee
Meeting – 1/12/2018 – 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 12/8/2017 meeting – The following corrections were requested: (1) Correct spelling of Ron Gambill’s last name, and (2) Update President-Elect report to state that Elizabeth plans to initiate contract discussions with Embassy Suites locations in DC for the 2019 Conference. Motion to approve minutes, pending corrections, made by Elizabeth McDuffie; seconded by Clantha McCurdy. No further discussion. Minutes were approved, pending corrections.

2. Officer's Reports

- a. President – Rachelle Sharpe: 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:
- Conversation with Sarah Pingel (ECS) regarding NASSGAP survey
 - Department of Education letter regarding API not working with FAFSA mobile app
 - Endorsement of NPSAS:18 and communications with Austin Caperton and Austin Lacy with RTI
 - “Frank FAFSA”

Rachelle has worked with Elizabeth and Irala concerning the hotel contract for the in-person EC meeting in Atlanta. The group discussed conflicts with dates and the possibility that not all EC members can attend in person. A conference call option was recommended for EC members who are unable to attend in person. Rachelle will go forth with signing the contract.

Rachelle reported that Illinois has been paid for their annual services regarding the survey.

The EC discussed the upcoming retirement of Julie Leeper and whether there is protocol for recognizing extensive contributions to NASSGAP. There was consensus that, in the past, nothing has been done beyond sending a retirement card on behalf of the association. Jennifer L. stated that certain acknowledgements and presentations have been given during prior conferences at the President's discretion. Jennifer L. expressed that Julie would meet the requirements of the Distinguished Service Award. Elizabeth agreed that Julie is deserving of recognition. Rachelle will follow up with Todd concerning a card from NASSGAP, and she plans to route an electronic document for NASSGAP members to share their well wishes and words of gratitude for Julie.

- b. Past-President – Clantha McCurdy: Has begun reviewing duties of Past President regarding nominations for elected offices and would like to work through Stephanie's and Rachelle's previous work on User Guide before taking on that assignment. Rachelle suggested a call between her and Clantha before February EC meeting to discuss next steps with User Guide.
 - c. President-Elect – Elizabeth McDuffie: Elizabeth asked for confirmation that the NASSGAP membership prefers the Tuesday-Friday format for the conference since the conference has started on Sunday in the past. The EC agreed that the Tuesday-Friday format has been adopted for numerous reasons and is the preferred conference schedule. Elizabeth will use this information to proceed accordingly when reviewing potential sites for 2019 conference.
 - d. Treasurer – Irala Magee: Unable to attend meeting; Rachelle reported that Irala has requested a quality check when completing tax return. She also reported that New Mexico has still not paid for this year's membership. Jennifer R. stated that she has been provided with the contact information for the correct person in the accounting department and has forwarded the invoice to that person, who has stated the payment will be made.
 - e. Secretary – Katie Harrison: Katie will be unable to participate in the February 9th EC meeting due to travel and will need someone to fill in as Secretary during that call.
3. Committee Reports
- a. Membership – Jennifer Rogers: Updates have been made to listserv as requested. Jennifer R. submitted a reminder to committee chairs about posting to the listserv on topics that were discussed and approved last year. She has continued to work with web committee concerning membership functionality on the new website, and will have an update on those questions after next Friday's conference call with FreshySites.

- b. Ed Technical – Donna Thomas: Unable to participate; Donna provided the following report via email:

Indiana State Deadline Update:

- The new deadline for Indiana will be updated by January 29th. Indiana has been notified.

Tennessee Promise Scholarship Deadline Issue:

- Yesterday FSA contacted me, to inform me that they received an email from Tennessee indicating that the deadline for their promise scholarship was extended, and the date on the FAFSA is incorrect. The extended deadline is January 26th.
- I'm in the process of contacting Tim to assess when the deadline changed. In March 2017, Tim reported January 16, 2018 as the deadline.
- FSA prefers that state's go through NASSGAP to request changes to state deadlines and not email them directly.

January Listserv Communication:

In the next week or two a message will be sent from the Ed Tech Committee through the listserv concerning the State Deadline process that will include the following:

- Outline NASSGAP's role as it pertains to collecting state deadlines;
- Include an attachment that will identify each state's point of contact and the request for them to review the list applicable to their state and to notify me if changes need to be made; and
- Remind states to deadlines for 2019-2020 will be needed by March 2018

- c. Conference – Jennifer Lanphear/Erin Klarer: Erin, Diane, and Jennifer L. met yesterday to discuss conference committee composition. They are recommending a committee size of no more than 12 volunteers. These volunteers should include Members at Large, President, President-Elect, Treasurer, a representative from the host state, Federal Relations Director, a contact person for the registration process, and the Past President (optional). Remaining committee members would be chosen from the general membership based on volunteer preferences. Jennifer L. confirmed that Diane Lindeman and Deena Lager have already been appointed as volunteers for the 2018 conference committee. Rachelle recommended reaching out to Harry to discuss a contact person from New Mexico, and Erin is planning to do that. Jennifer L. will start setting up conference call meetings next month.
- d. Federal Relations – Ritchie Morrow/Frank Ballmann: Frank discussed updates on the API/mobile app concerns, the federal budget and possibility of upcoming continuing resolution, and recent discussions concerning the company "Frank FAFSA."

Elizabeth asked about Pell schedules for 2018-2019. Frank indicated that the Pell schedule may not be available until the passage of the budget, but that he can follow up with Department of Education for additional information.

- e. Web – Todd Brown: Todd was unavailable for meeting, but Rachelle reported that there was a recent call with ECS regarding the survey, as previously discussed via email. Most of this discussion revolved around the survey tool. Rachelle plans to initiate a similar conversation with the researchers at RTI and will report back to the EC after that call.

Rachelle has sent a “NASSGAP Timeline” document to the EC and asked the EC to review and provide feedback before submitting to FreshySites. Frank plans to submit a few edits for clarification purposes, and Rachelle will distribute an updated version once those edits and any other feedback is received.

Mike further discussed the membership functionality aspect of the new website and stated that has been the committee’s focus in recent weeks.

4. Old Business – Distinguished Service Award discussion: Both Chris Zuzack and Julie Leeper have been discussed as nominations for this award since the October EC meeting. Mike stated that both are also eligible for the Friends of NASSGAP recognition, but that EC needs to act to make that official. Rachelle suggested EC take action on these recognitions during the May meeting and that if Distinguished Service Award is agreed upon, those recognitions will be presented post-retirement.
5. Adjournment: Hearing no further business, the meeting was adjourned at 3:50 PM EST.

To-do list: highlighted in grey
Next meeting: 2/9/18