

MPSEOC Board Retreat
February 25th, 2014

Call to order: 8:44 am

Present: Karissa Drye, Austin Mapson, Amy Leary, Stephanie Crowe, John Dershem-Bruce, Zak Reimer, Shane Sangrey (via Skype), Michael Ouert (non-voting member)

Approve Minutes from last meeting

- **Stephanie moves to approve minutes, Austin Seconds, motion passes**

New Officers Elected

- Austin Mapson: President
- Zak Reimer: Secretary
- John Dershem-Bruce: Committee Member at-large

Approve Bylaws

Austin motions to approve bylaws as they stand, John seconds, motion passes

Discussion of Goals and Objectives

- Looking for ideas on quantifying goals
Will be searching for ways to improve goals and objectives throughout discussion today.

Board Structure

- **NEW BOARD NOMINATION PROCEDURE**
 - One year of admissions experience preferred. Must have supportive letter from employer. Forms necessary to nominate. Resume and application materials will be viewable by institution representatives. Institutions representatives can vote electronically to elect board members on behalf of their institution. Votes can be submitted via official online voting form created by executive director. Begin asking for nominations at beginning of March. Deadline for nominations: First Monday of each May. Nominees must reply by first First Monday of June with intent to run and have applications submitted. Voting occurs starting Second Monday of June and ends Second Monday of July. First Monday of May: President of Board will contact nominees via email and executive director will follow up with phone calls to each nominee. President of board will be notifying membership via email of new board nomination process.
John moves to accept as written above: Stephanie seconds: motion passes.
- Updated language "written" to also mean electronically written. Will be notifying institutional representatives and membership.
- Board moved to allow outgoing board members opportunity to attend subsequent board meetings to transfer information after exhausting natural term.

Board Meeting : May

- Board has agreed that next meeting will be at 1pm, May 29 - May 30 @ Chico. OWLS will be included.

Institution Representatives | Membership

- Marketing committee will work with executive director to handle new member welcome materials. Committee will have materials to present to board by May 29th (next board meeting).
- Quarterly meetings for committees. Dates TBD and committee representative will be in contact. Institutional Representative will meet during summer conference. Breakout for institutional rep will be held during first day. Institutional representatives will be notified via email.
- Committee Board Representatives
 - Shane and Amy will be in charge of Tribal College Team
 - Zak will take over Summer Conference with Mike stepping down
 - Stephanie is in charge of Counselor Relations
 - Karissa is in charge of Marketing
 - Austin is in charge of College Fairs
- Board Tasks and action items for Committees
 - Marketing

- New Member welcome packet
 - Discuss name change: committee comes up with options and brings those to membership for discussion (email membership as well), leave it to an institutional representative vote. Current resources with old brand will be exhausted so as not to be wasteful.
 - Website optimization.
- Summer Session
 - Speakers
 - Feedback - Zak to email member feedback to board from evaluations
 - Brainstorm social night
- Counselor Relations
 - Counselor update facelift. Get ideas to Amy (executive director). Talking about a statewide counselor tour/drive-in. Working with MSCA (Montana School Counselor Association)
- College Fairs
 - Adding additional info sessions. Coming up with models to use at big schools and small schools.
 - Creating survey for counselors to improve fairs in each area.
 - Looking at a spring two year transfer college fair tour. Brainstorm how this would work. One issue being the reception of 4 years at regional 2 years e.g. MSU at Missoula College. Perhaps use similar Tribal fair model or out-of-state models.
- Tribal College Relations
 - Continued outreach. Support tribal fair team and continually evaluate MPSEOC's role in fair circuit.

Updating Bylaws

- Board is considering bringing in MNA (Montana Non-profit Association) consultant to educate board on the bylaws for May board meeting.

Counselor Tour

- MT counselors have expressed interest in doing a campus "drive-in." Tentatively set for June at MSU. Will provide template for other institutions. No cost to MPSEOC and would not be promoted by MPSEOC, costs will be covered by institution hosting event
- Can provide continuing education credits to counselors sponsored by MPSEOC.
- Institution would send schedule to executive director for approval to provide counselor credits.
- Institutions must be aware of scheduling so as not to overlap events.
- Guidelines for counselor drive-in
 - \$100 per event to be paid to MPSEOC
 - One month notice of event to MPSEOC
 - 1 hour = 1 credit
 - Notify membership in april of counselor relation tour (working name).
- **Karissa motions to pass above counselor drive-in with guidelines below, Austin seconds. Motion passes.**

Co-promoting Career planning to prepare for Fairs with Montana Department of Labour and Industry/Pathways

- Prepare students to understand what they are looking for in their career. Would improve quality of questions and preparedness of students.
- Looking to test a counselor social room during fairs. This would allow counselors to ask questions on career planning, adding value to fairs. This would take place at six of the fairs.
- Could also come to summer conference to present.
- MPSEOC would not be responsible for majority of costs.
- **Stephanie motions to partner with MCIS and Pathways plan as written above. Karissa seconds. Motion passes.**

Summer Conference

- **Topic:** Agenda Plan, Speakers, Social Site, Increasing Fee
 - Agenda
 - Adding time for institutional rep meeting. Breakfast on day one @ 9:30 to 10:30am.
 - **Karissa moves to keep similar agenda while adding in breakfast meeting (details above) Austin Seconds. Motion passes.**
 - Speakers
 - Suggestions
 - Dick Mollendor - tagline: research on student transition to going to college and understanding; national trends (Ex-Pres of NODA).

- Contact Arel Moodie (Last year's speaker) for ideas/suggestions.
- Denise Juneau.
- Brandy from talent search and TRIO.
- Tyler (presenter from last year) from OPI.
- Performance based funding speaker
- Contact MSCA/counselor session. (annual update with counselors: ask your questions)
- Update with OPI's high school research tool.
- MCIS and pathways. Understanding connection between career prep and college prep.
- Campus tour visits etc.
- Dana Evans: Company name: Paskill, Stapleton & Lord. Company does yield, getting out of your comfort zone, admissions counseling training.
- Search for social cite. Alive@Five every Wednesday. Brewers home game will be held August 12-14th.
- Raising the fee to attend summer conference. Revisit early bird registration next year. Currently \$95. **Jon moves to change price \$120 per person. Stephanie Seconds. Motion Passes.**

College Fairs Tour

- Tour price
- Adding Session from pathways and MCIS
- Website improvements and updates
- **Austin moves to keep fair schedule as proposed the same and continue online presence and to continue relationship with TRC and scanner technology. Jon seconds. Motion passes.**
- **Karissa motions to raise price to attend to \$50 across the board for each region. Austin seconds. Motion passes.**
- Adding value to rep and college experience. How to reach out to parents.
 - Reps: Adding experience around food; Sunday before each week. Goodie bag at first fair of tour. Prize drawings.
- Program providing tips to prepare for college fairs to students is being considered. Encouraging students to dress up, shake hands, etc.
- Have MUS and OCHE promote College pride week | **issue tabled.**
- Board considering how to add more value to representatives who attend fairs.
 - MPSEOC could promote a no host social at start city of each tour. Considering locations and institutional representative involvement to work with site coordinator finding a location.

Guidebook and Promotions

- Reaching out to sophomore students?
 - How to promote sophomores more with counselors.
 - Pathways potentially printing and MPSEOC send out publications.
- **Steph motions to continuing guide advertisement book, printing for all counselors in the state, approx. 300. Seconded by John. Motion passes.**
 - Deadline of July 1st for advertisements to be for executive director.

Tribal College Fair Tour

- Tribal Fair Board will be meeting in the summer.
- What is our expectation and what part will MPSEOC play in their team?
 - Code of ethics aligning with MPSEOC if our logo and name are attached.
 - What is the tribal college fair board wanting?

Website

- No major adjustments or changes. Continual review through the year.

Sponsorship

- Keep an eye open for new funding. Grants, backers, etc.
- Collaborating with banks. Scholarships. Continue to search here.

Montana College Access Network (MCAN)

- Requiring dues. \$250
- **John motion to pay the dues and sign the agreement. Austin seconds. Motion passes.**

Review Budget

- **Steph moves to approve estimated budget with added amendment of \$2,500 for guidebooks advertisements. John Seconds. Motion passes.**
- Executive director will pursue information on leasing a vehicle.

Goals and Objectives

- Being sent to new committee. To be completed by Late May meeting. Tabled to be finalized in May meeting. Gone to committee to make final recommendation.

Zak moves to officially close the meeting. Jon seconds motion passes.

Meeting closed at 2:43pm Tuesday, February 25th.