



OTA Board meeting
December 13, 2022
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Meeting ID: 872 8052 5785
Passcode: 466243

Agenda

Record Meeting


Call to Order: 12:05 PM

Roll Call:

Present: President-Chris Mahan, Executive Director-Matt Bisek, Treasurer- Katie Chiavarini, Communications Rep-Naomi McCreary, District 1 Rep-Troy Henri, Dist 2 Rep-Zach Jones, District 3 Rep-Summer Baber, District 4 Rep- Destiny Hunt

Absent: Past President-Christine Riehl, District 5 Rep Efra Quevedo-Ramos

Approval of Minutes:

 November 2022 OTA Board meeting

- Motion: Zach
- Seconded: Naomi
- Discussion: None
- Result: Passed

Board Reports:

Executive Director - Matt Bisek:

- OTA Fellowship
 - 4 applicants
 - 2 interviewed on December 9th
 - 2023 OTA Fellow: Alejandra Lopez Nestor
 - Will start service in January
- Increase TRIO Grants in OR
 - Created a list of contacts for all higher ed institutions to expand SSS programs
 - Will begin contacts in January

- Unallowable Cost Update
 - 23 programs have completed requests so far.
- Other Updates
 - TRIO Service Day on Feb 25th
 - SOLVE Oregon - Beach cleanup Day
 - OTA Mock Trial
 - March 4th
- Sustainable funding
 - State Funding
 - Joint Taskforce for Underrepresented Students in Higher Education concluded their meetings on 12/13. Voted to move forward into legislation a request for \$1 million in funding to OTA.
 - Now we wait for a bill to be attached to our request and start the legislative process of getting through the state long-session starting in January.
 - Funded Grants
 - Roundhouse Foundation (\$5,000) - OSU Cascade Tech Grant
 - Grants Pursued since last meeting
 - Randall charitable Trust (\$10,000)
 - Healy Foundation (\$25,000)
 - Pending Opportunities
 - James F. and Marion L. Miller Foundation (\$30,000)
 - Coquille Tribal Community Fund (\$6,000)
 - Wallace Foundation (\$200,000)
 - Missed Opportunities
 - Amazon Grant (2nd round) (\$27,000)
- Student Advisory Board
 - Marilyn performing interviews, recruiting additional applicants, and building towards a January start date.
- Special Request
 - Current UB students at Clatsop had their home burn down and lost everything. Looking to see if OTA can contribute a donation to the student?
 - Discussion:
 - Board had conversation around setting a precedent by doing this. Wants to look at setting up an emergency grant fund and process.
 - We also need to spend down our state funds before the end of June 2023 and need to determine alternative processes to use those funds.
 - This process may fall outside the bounds of our mission.
- Citizenship waiver status
 - Still waiting to hear back from Dept. of Ed (should be this month)

President - Chris Mahan:



- COE Policy Seminar Update
- NAEOP Meeting 1/20, 1/21 Seattle

Past-President - Christine Riehl:

- N/A

Committee Reports:

Finance & Personnel:

- Date of last meeting: 12/8
- Date of next meeting: 1/2
- Action Items Completed:
 -  November 22 Finance Report.pdf
 -  November Monthly_Finance_Committee_Reports.pdf
- Action Items In-progress/Pending:
- Announcements:
 - Balances as of 12/13/22
 - Operating Fund Balance: \$43,200.85
 - Scholarship Fund Balance: \$15,159.60
 - Organizational Fund Balance: \$357,600.30
 - US Bank Total: \$415,960.75
 - Membership Total: 54/56 processed
- Questions for the Board of Directors:
- New Business:

2022/2023 PDC:

- Date of last meeting: 12/1
- Date of next meeting: 1/5
- Action Items Completed:
 - Theme: Trust the Process
- Action Items In-progress/Pending:
 - Waiting for feedback from other organizations about inviting other individuals to our event
 - Invite outside organizations to present based on workshop themes discussed at the meeting:
 - Advisor professional development
 - NACADA?
 - Specific skill topics to improve advising

- Trauma Informed Care
 - Financial Literacy
 - OSAC Updates
 - Mental Health - Mindfulness programming for TRIO professionals
 - Serving undocumented students training
- Announcements:
- Questions for the Board of Directors:

2022 SLC:

- Date of last meeting: 11/21
- Date of next meeting: 12/19
- Action Items Completed:
 - Committed to hosting at Chemeketa
 - Saturday event: **April 22nd**
 - Ready, Set, Pose will be at the event
 - Partnering with Rhizome and NextUp for Civic Leadership focused breakouts.
- Action Items In-progress/Pending:
 - Angela Archer will reserve the space later in winter for april 22nd
 - Need to contact legislative staff for participation in the event.
- Announcements:
- Questions for the Board of Directors: Partner with outside organizations

Alumni:

- N/A

Government Relations:

- N/A

Membership & Fair Share:

- N/A

Communications:

- Date of last meeting: 11/15
- Date of next meeting: 12/20
- Action Items Completed:
 - Developing video how-to's and tutorials for the website
- Action Items In-progress/Pending:
- Announcements:
- Questions for the Board of Directors: none

Awards:

- Date of last meeting: 12/6
- Date of next meeting: March
- Action Items Completed:
 - 38 Applicants for Winter Last Mile
 - Awarded funding in the amount of \$32,500 to 13 students
- Action Items In-progress/Pending:
 - Spring due date of February 17th
- Announcements:
- Questions for the Board of Directors: none

International Education:

- Date of last meeting: 10/4
- Date of next meeting: TBD
- Action Items Completed:
 - Determined two locations for high school summer abroad
 - Ireland
 - Morocco
- Action Items In-progress/Pending:
 - Application currently open, due date January 13th
 - Committee will review and select application in late January
- Announcements:
- Questions for the Board of Directors:

Strategic Planning: None

- N/A

Taskforce: Value-added resources & training:

- Date of last meeting: N/A
- Date of next meeting: 12/13
- Action Items Completed:
- Action Items In-progress/Pending:
- Announcements:
- Questions for the Board of Directors:

Taskforce: Volunteer engagement:


- Date of last meeting: N/A
- Date of next meeting: TBD
- Action Items Completed:


- Action Items In-progress/Pending: Troy Henri needs to send out write-up about this to garner interest, as well as a Doodle poll to those who have already expressed interest to schedule the first meeting. That's now on his to-do list. Sorry.
- Announcements:
- Questions for the Board of Directors:

Unfinished Business:

- ED Agreement: ED Employment Agreement 22-23
 - Motion: Troy
 - Seconded: Naomi
 - Discussion:
 - Result: Passed

New Business:

- Policy Seminar
 - Who is going? - Paper registration Forms for ½ off newcomers (need to be paired with returning individual)
 - 1 - Tentative Yes
 - 2 - Zach
 - 3 - Tentative Yes
 - 4 - Destiny
 - 5 - (will reach out to Efra)
 - Tech/Comm - Yes
 - Treasurer - No
 -  Registration-Brochure-Policy-Seminar-2023_112922.pdf
 - Send invites to legislatures early
 - Matt will create templates for each representative
- Move to [Consent Agenda?](#)
 - This would cover our general reports and would allow us to completely skip over that portion once the agenda has been approved.
 - Members can request an item be removed if there is any discussion to be had during the board meetings.
 - Motion: Destiny
 - Seconded: Zach
 - Discussion:
 - Result: Passed

- Oregon ELI?
 - Tabled concept - Look at starting at PDC in April?
 - Provide mentorship outside the grant for young professionals
 - Could engage those folks with volunteering for committees
 - Discuss further at the volunteer engagement committee meeting
- Employee Handbook
 - Will start reviewing and approving in 2023
 -  OTA Employee Handbook - Draft

Meeting Adjourned: 1:28 PM

Recording:

<https://us06web.zoom.us/rec/share/by7nbA3fdyZKdYck5FRSLrAYrN0nAXessHSckpr13eRjdJGO3qLJiK6gomcDFoQt.IVHdBN5WD5cowJi?startTime=1670961917000>

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