**Montana College Attainment Network Board Meeting Minutes**

**December 16, 2022**

**Online Zoom Meeting**

**1:00 P.M.—2:30 P.M.**

**Members in Attendance:** Jeannie Origbo, Steven Coop, Travis, Josh Vanek, Amy Leary, Sam Garetson, Emily Steger, McCall Flynn. Quorum established and meeting called to order at 1:07 p.m.

**Members Absent:**, Sara Whittle, Zach Hawkins

**Others Present:** Adam Maes, Theresa Rader

**Meeting Minutes:** Review and approval of November Minutes. Date was updated to reflect November 18, 2022 rather than October 2022. Josh motioned to approve. McCall seconded. All voted in favor of approval.

|  |
| --- |
|  |

**Old Business:**

* Executive Director Search Update

Josh, Sam and Jeannie interviewed Dr. Roch Turner for the ED position on December 8th. Interview was good. Reference checks came back with high approval. He would start at the new year or as soon as needed. There was a discussion of the pros and cons to making an offer. No concerns that would affect his candidacy. Any concerns would be addressed in his official offer when presented. Josh motioned to extend an offer to Roch. Amy L. seconded it. All voted in favor of approval. Jeannie and Steve will create an offer and get it to Roch for his review and approval.

* Reach Higher Montana Letter

Due to scheduling conflicts, Theresa and Jeannie have not yet completed the LOR but a draft is in place. Theresa is making updates. No deadline set for completion

* Aspire MOU

Approved MOU has been sent to Adam M with Aspire to secure his signature. There were no changes made. Steve will sign as Board VP to alleviate any potential conflict of interest for Jeannie.

* NCAN Grant

Theresa submitted the mini-grant for funding of mental health supports. Approvals should be announced no later than mid-January as to who was selected for funding this grant cycle.

* Bi-laws and operational guide

Jeannie has set January for when to focus on making updates. She discussed placing the Student Achiever Awards and scholarship funding into the documents. A discussion took place around whether to state a set dollar amount and/or language indicating the funds are generated from the silent auction. Josh indicated that funding is currently in the budget under the conference and not a separate line item. McCall suggested we set the value at $150/ea for up to six recipients. As this is the second year funding the scholarship, there may be a need to revisit number and amount in the future. Additional discussion took place regarding future contribution by TRIO as part of MOU for funding a portion of the awards. Steve asked if we should also award recipients a 1-year individual membership to MCAN in hopes more students would begin joining in our trainings, discussions, and planning. Verbiage asking the nominator to assume responsibility for supporting any travel expenses for the nominees with the option to ask for MCAN support.

* MCAN Conference

Call for proposals has been updated and will be going out with a suggested due date of January 6. Topics for this year include: Policy and advocacy, partner collaboration, student health/wellness best practices, and Indian education. 3 breakout sessions with 3 options each. Keynote is being coordinated with Trio SSS. Finalizing themes, sending out save-the-dates, and convening conference meetings are forthcoming.

**Office Updates**

* Theresa shared that the recent professional development on Wednesday generated a good discussion about student mental health and support post pandemic. Notes were taken and a shared document was created and will shared with MCAN as a living, working document expressing challenges and feedback on best practices that are working to keep students engaged.
* Theresa has engaged Michael Maxwell in discussions about presenting to MCAN this spring in April. His topic will be ‘using technology and social media to engage and reach students’.
* Theresa suggested renewing the idea of having a Vista again to help MCAN out. Josh suggested talking to Roch about his thoughts given his experience as a Vista and a supervisor.

**New Business:**

* NCAN Partnership Grant

Jeannie announced the second $5,000 deposit was made so the full $10,000 for the year has been delivered. NCAN is watching us and is impressed with the work we are doing. They continue to want to know what they can do for us.

* Other Business

Mt Shares has come to an end and Zach and Josh are working to close out the first year report. As a member, we will need to pick up and do more in this next cycle.

Theresa excused herself at this time to allow for discussion about extending her Network Manager Contract.

* Discussion was made about extending the Network Manager for a narrowed scope of focusing on the MCAN Conference as she has experience and can help take some of the load off of Roch as a brand new ED. She will help us get over the finish line as a support but not as the coordinator. Josh motioned that we retain Theresa R through March of 2023 so she can help us with conference logistics. Jeannie mentioned the importance of keeping her on through the end of March so she can help close out the finances. Amy L. suggested we review in March the possibility of furthering her service in support of onboarding Roch. Sam G seconded the motion. The motion passed with all in favor.

**Motion to Adjourn**

* Motion to adjourn made by Steven C. Seconded by Jeannie. Meeting was adjourned at 3:22 p.m.