

MEETING #420
OREGON STUDENT ACCESS COMMISSION
Friday, June 29, 2012
Oregon Student Access Commission
Columbia Room
Eugene, OR

COMMISSIONERS

Bart Howard
Glenda Melton
Mike Holland
Gary Weeks
Shawn Fincher
Mario Parker-Milligan (phone)
Lucero Castañeda (phone)

STAFF

Josette Green, Executive Director
Vic Nunenkamp, Director of Scholarships and Access
Bob Brew, Director of Administrative Services
Jennifer Diallo, Director, ODA
Lacie Morgan, Executive Assistant
Gayle Yamasaki, ASPIRE Region Supervisor

GUESTS

Colin Wallace – Moss Adams
Brent Wilder – OAICU
Emma Kallaway – OSA

CALL TO ORDER

Commission Chair Bart Howard called the meeting to order at 9:33 am. Having a quorum present, the meeting proceeded.

CHAIR'S/COMMISSIONER'S REPORT

Chair Howard reported that the Oregon Opportunity Grant (OOG) advisory group met on June 14, 2012.

EXECUTIVE DIRECTOR'S REPORT

Josette Green, Executive Director welcomed Bob Brew as the new Director of Administrative Services for OSAC. Ms. Green reported that there are three layers of processes currently underway at the agency. The first layer is the traditional budget process and Bob will provide more details on this layer later in the meeting. Bob is the person responsible in the agency for driving the process. Ms. Green reported that the IT plan that offers solutions for our current financial aid management system will be submitted to the state today in order to begin the process of securing funding for this system. Ms. Green reported that the second layer underway is the 10 year budget plan which included a meeting with the Education Funding Team (EFT). It appears that the emphasis of the EFT is on the other education entities and that OSAC will become a priority later. At the time of the meeting the EFT did not have any input for us. The next step in the 10 year budget plan is submitting the bid sheets with additional updates as they request. Ms. Green reported that the third layer that is underway is the Governor's focus on the Oregon Education Investment Board and the entire education overhaul and the unification of education entities. On Monday, the EFT and the unification presented the idea of a unified funding formula for OUS, CCWD and OSAC. OSAC is asked to be involved so that the OOG is leveraged to state institutional support. If state institutional support decreases, need based aid increases. This is to be designed by September by the education agency heads.

Ms. Green reported that the third edition of the OSAC Newsletter will be sent out on Monday July 2. Approximately 28% of the individuals receiving the newsletter are opening the email. The first and last articles are the articles that are opened most.

Ms. Green would like to invite everyone afterwards to send off ODA to the Higher Education Coordinating Commission (HECC) with cake and ice cream in the break room at 12:30 PM. Effective July 1, ODA moves to the HECC and an interagency agreement that provides services to ODA via OSAC is in place and to be formally signed on Monday when the HECC meets for the first time.

Ms. Green reported that on June 23 she attend the Daly Fund Scholarship annual meeting in Lakeview. Ms. Green also reported that Brandon Fox was promoted to Information Systems Specialist 5 position.

Commissioner Holland reported on a meeting that he and Josette attended regarding how the OOG better serve Oregon's degree completion goal of 40/40/20. Ms. Green reported that Susan Degen is looking at national research relating to completion and the result of that research will be presented to the HB3471 Task Force on July 10, 2012.

AUDIT REPORT

Colin Wallace, Moss Adams presented a PowerPoint regarding internal audit activities. Mr. Wallace reported that the process requires a risk assessment and then from the risk assessment the internal audit is decided. Each agency has to complete an internal audit each fiscal year based on the results of the risk assessment. Commissioner Week asked what the timing is for the completion of the work. Mr. Wallace responded that the risk assessment update will occur between now and the end of the calendar year. The next internal audit will be completed between now and the end of the fiscal year (June 30, 2013). Commissioner Weeks asked if the items in the risk assessment could be prioritized so that this would allow OSAC to use the information for the 2013-15 budget process. Mr. Wallace reported that they have just completed an Information Asset program review and reviewed the types of personal information that are collected at OSAC and compliance with the statewide Information Asset Classification Policy. Mr. Wallace reported that they identified some areas of improvement including the OSAC database which has some vulnerabilities. The next phase of the audit is to perform a penetration testing to identify any vulnerability that may exist from an external standpoint. Mr. Wallace reported that the updated risk assessment will be made provided to the commission towards the end of the calendar year.

SCHOLARSHIP AND ACCESS PROGRAMS

Vic Nunenkamp, Director of Scholarship and Access reported that the scholarship team has only 15 more queries to complete. The process for the scholarship team is that the more challenging queries are saved for last. The scholarship team is also continuing the awarding process along with beginning the invoicing process.

Ms. Nunenkamp reported that ASPIRE had a staff meeting last week in which the team discussed the possibility that several of the limited duration positions may end as of August 13, 2012. There may be a possibility of a one month extension with the CACG grant. ASPIRE staff are working on ensuring that all ASPIRE tools are the best tools to provide to sites. Ms. Nunenkamp reported that the ASPIRE staff has developed a strategic plan on how to support 145 ASPIRE sites with three staff members. Commissioner Weeks requested to review the ASPIRE strategy.

Ms. Nunenkamp reported that she is currently working on ensuring that all the contracts that we were committed to were executed including the translator contract for ASPIRE materials. The ASPIRE evaluator contract has been awarded to FLT consulting out of Olympia, WA. The ASPIRE multi-media contract ready for signature and the consultant can begin as soon as possible. The results of the multi-media contract should be available at the September or possible the August commission meeting.

The ISS5 position has been filled by Brandon Fox who was promoted into the position. He is currently focused on maintaining the database and completing the new scholarship application. The ISS4 position is now vacant and has been posted and will close on July 15.

Ms. Nunenkamp reported that the new scholarship application will be completed by September 1 and then tested for two months with a consultant and then opened to the public on November 1.

ADMINISTRATIVE SERVICES

Mr. Bob Brew, Director of Administrative Services introduced himself to the commission and reported that prior to his position at OSAC he had worked at the Secretary of State's office for three years. Mr. Brew reported that his current goals are to work at getting a thorough understanding of the personnel services budget and have a thorough understanding of the budget by program area. Mr. Wallace alluded to the fact that there is not a clean connection between the budget system and the accounting system. There has also been a lot of transition and we are currently working with people in Salem to review our process. Mr. Brew reported that he coordinating the budget process and organizing the entire fiscal area. Once some of these items settle out, Mr. Brew will be preparing monthly spending plans, actual to budgets comparison reports for the Commission and Executive Director.

Mr. Brew presented the 2013-15 budget calendar that was provided in the meeting packet. Commissioner Holland asked if the commission approves the budget before it is submitted. Commissioner Weeks requests to approve the budget prior to the submittal to DAS. In order to accommodate the budget schedule it was decided to change the August commission meeting from August 31 to August 24 so that the commission can review and approve the budget.

ODA DIRECTORS REPORT

Ms. Jennifer Diallo, Director, Office of Degree Authorization, reported that much progress is being made on the backlog of academic program reviews. Ms. Diallo also reported that 93 schools have been approved to offer online degree programs in Oregon in the past couple of weeks.

Ms. Diallo reported that they continue to see deviations from statutory restrictions on programs at religious exempt colleges and a number of churches have approached ODA to start new religious exempt programs. There appears to be some confusion about the process and limitation in place for these approvals of exempt status.

Commissioner Weeks referred to Ms. Diallo's written report available in the meeting packet and asked why ODA would be involved in a complaint regarding racial discrimination. Ms. Diallo reported that when a student reports a complaint, ODA's responsibility is to review the complaint and determine if it is valid and in this case, we may have a responsibility to ensure that faculty and staff are trained appropriately in cultural competency and recommend additional training based on the evidence of discrimination presented by the investigative report. Ms. Diallo reported that she first learned there may be a workplace issue at an ODA school through the attorney general's office and she responded that ODA would expect schools to respect Oregon laws regarding discrimination in the same way that is required for other workplaces. Ms. Diallo also reported that the student complaint was reported later, when the student was referred from BOLI, and submitted the BOLI investigator's report with her complaint. We have subsequently received additional complaint from another student in a separate

incident, and it is ODA's responsibility to review these and that it will likely be passed onto the Attorney General's office.

Ms. Diallo that there are some ongoing issues regarding diploma mills outside Oregon that are demanding extensive staff time, and there are currently two public records request. Both requests require intensive review to determine whether the files can be released and currently there has not been available staff time to complete this request which has resulted in an order from the Attorney General's office.

Commissioner Holland asked for some clarification on regarding the adverse impact activities portion of her report. Ms. Diallo reported that Rogue Community College (RCC) wanted to offer a program that was currently being offered by a private career school. The adverse impact notification was made and ODA received a request to provide mediation and met with both parties to determine whether the proscribed process had been followed and help mediate a resolution. After discussion, RCC has withdrawn the program.

ODA will be transferring to the Higher Education Coordinating Commission on July 1 and the first HECC meeting will be Monday July 2. Ms. Diallo thanked the commission for their unwavering support of ODA over the entire time the program has been at OSAC.

OOG ADVISORY GROUP

Ms. Green presented the handout OOG Advisory Group Recommendations. These recommendations were the product of the discussions at the June 14 Oregon Opportunity Grant Advisory Group meeting. There was also a discussion on how to use OOG for completion as a precursor to the meeting Commissioner Holland reported on earlier in the meeting. Ms. Green reported that preliminary reports from the 2011-2012 academic year show that \$43.3 million was spent which is not yet a finalized number but puts OSAC in a good spot for the 2012-2013 academic year.

Ms. Green reported that the one action item brought forward to the commission is the recommendations for making additional awards should funds remain after fall disbursement reporting closes on November 21, 2012 which is included on the handout in the meeting packet. Note: The handout provided in the commission meeting packet states "OOG policies for 2013-14" when in fact it should be corrected to read "OOG policies for 2012-13. Commissioner Weeks moved to accept OOG Advisory Group recommendations for 2012-13 policies. Commission Melton seconded the motion. Chair Howard noted that letter B is to allow students to move to full time enrollment status at any time in the academic year and the OOG award amount will be changed to reflect enrollment status. The motion passed unanimously. Commissioners Parker-Milligan and Castañeda were not present for the vote. Ms. Green reported that the group discussed policies for the 2013-2014 academic year but no decision was finalized. The policies will be finalized at the August 16 advisory group meeting and then brought forward to the commission for review and approval.

LEGISLATIVE CONCEPTS

Ms. Green reported that the previous legislative concept approved by the commission was submitted as a placeholder. The finalized legislative concept will need to be submitted by July 13, 2012. Ms. Green presented the revisions to the previously approved legislative concept. The two revisions are presented in the handout entitled Agency Legislative Concept Request which was included in the meeting packet. Ms. Green reported that OUS has rendered their support of this concept and now OSAC has the support of all partners to move forward with this legislative concept. Commissioner Holland moved to approve

the revisions to the Legislative Concept. Commissioner Finch seconded the motion and the motion passed unanimously. Commissioners Parker-Milligan and Castañeda were not present for the vote.

ELECTION OF CHAIR AND VICE CHAIR

Commissioner Holland nominated Commissioner Weeks for Chair position. Commissioner Melton seconded nomination. Chair Howard closed nominations for Chair position. Commissioner Weeks nominated Commissioner Melton for Vice Chair. Chair Howard seconded the nomination. The motion to appoint Commissioner Weeks as Chair and Commissioner Melton as Vice Chair passed unanimously. Commissioners Parker-Milligan and Castañeda were not present for the vote. Commissioner Melton thanked Commissioner Howard for his 2 years of service as commission chair.

PUBLIC COMMENT

Emma Kallaway, Legislative Director for OSA would like to thank ODA for all of their hard work and good luck with the HECC. OSA sincerely hopes that the partnership between OSAC and ODA continues to exist because we see immense value in it. OSA has completed an issue choosing process to determine the priorities for 2013 legislative session. As part of this process 10,000 students were surveyed across the state and the results show that # 1 priority is affordable tuition and financial aid. OSA hopes to work with OSAC to increase the OOG. The #2 priority increase access to student parent childcare. OSA believes there are a number of ways to complete this including increasing the amount of the Childcare grant that OSAC administers. OSA has policy priorities which are mandatory culture competency for healthcare providers and tuition equity. OSA would like to work closely with OSAC to increase funding of OOG. Ms. Kallaway welcomes Commissioner Fincher. Ms. Kallaway announced that Mario Parker-Milligan will join OSA. Chair Weeks thanked Emma for her continued support of OSAC but attending the Commission meetings and thanked Emma for her continued contribution.

CONSENT CALENDAR

Commissioner Howard moved to approve consent calendar which included meeting minutes from June 1, 2012 Commission Meeting #419. Vice Chair Melton seconded the motion. The motion passed unanimously. Commissioners Parker-Milligan and Castañeda were not present for the vote.

OTHER BUSINESS AND ADJOURNMENT

Chair Weeks called for other business to come before the commission at this time. There being no further business, the meeting was adjourned at 11:54am.

Respectfully submitted,

Approved by the Commission at Meeting 421 -08/24/2012

Gary Weeks, Chair