

**MEETING #433**  
**OREGON STUDENT ACCESS COMMISSION**  
**Friday, September 27, 2013**  
**Oregon Student Access Commission**  
**DAS - Executive Building**  
**155 Cottage Street NE**  
**Salem, OR 97301**

**COMMISSIONERS**

Gary Weeks  
Glenda Melton  
Shawn Fincher (via telephone)  
Bart Howard (via telephone)  
Merriam Weatherhead (via telephone)  
Jacqueline Altamirano Marin (via telephone)

**STAFF**

Bob Brew  
Vic Nunenkamp  
Lora Carson  
Vickie Potoski

**GUESTS**

Denise Callahan, The Ford Family Foundation  
Tricia Tate, The Ford Family Foundation  
Belle Cantor, Oregon Community Foundation (via telephone)  
Brent Wilder, Oregon Alliance of Independent Colleges & Universities  
Pete Hale, 2h Systems  
Karen Hale, 2h Systems  
Mario Parker-Milligan, Oregon Student Association  
Lucero Castaneda (via telephone)

**CALL TO ORDER**

Commission Chair Weeks called the meeting to order at 9:35 am. The meeting proceeded with The Chair Commissioner's Report.

**CHAIR'S/COMMISSIONER'S REPORT**

Chair Weeks reported having followed up with Ben Cannon as to how best to proceed in light of the recent resignation of Mike Holland and stated it was determined the Commission will continue to work with the current, active and appointed commissioners.

Chair Weeks welcomed Merriam Weatherhead and Jacqueline Altamirano who were attending via telephone and congratulated them on their recent appointments.

Chair Weeks congratulated Mario Parker-Milligan on his work with the Oregon Student Association.

Chair Weeks reported he will complete the performance review of Bob Brew within a few days and will provide a copy to the Commission once completed.

**CONSENT CALENDAR**

Chair Weeks called for a motion to approve the minutes of meeting #432 of August 23, 2013. Commissioner Fincher moved to approve the minutes and Commissioner Melton seconded the motion. The minutes were approved unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Brew thanked the commission for the opportunity to serve the agency over the past year. He thanked agency partners, The Ford Family Foundation, and The Oregon Community Foundation, for their work with the agency and with staff.

Mr. Brew provided an update on the Oregon Opportunity Grant program stating Susan Degen is unable to attend the meeting due to a recent injury. Mr. Brew assured Susan is recovering well but he will attend on her behalf the upcoming NASSGAP annual conference. Mr. Brew added that Vic Nunenkamp will represent OSAC at the upcoming NASPA conference and noted the two events conflict with the next scheduled Commission meeting. Discussion followed regarding schedules and availability of staff and the Commission, as well as potential guests for the next meeting. It was determined the next meeting would be moved to November 8, 2013, with discussion at the next meeting to determine if an additional meeting will be needed in December. Mr. Brew stated he will contact Nancy Golden to confirm schedules and determine the location most convenient for her to attend the next meeting.

Mr. Brew reported Nancy Golden was named Interim Chief Education Officer of the Oregon Education Investment Board, and an announcement regarding the appointment of a Director for the Higher Education Coordinating Commission is expected before month's end.

Mr. Brew provided an update on a recent government-to-government meeting he attended, as well as a leadership training program currently being completed by OSAC staff members, Thomas Ridder and Lori Ellis.

Mr. Brew asked the Commission for direction regarding appropriation of \$2 Million previously defunded for OOG. Discussion followed with a request from Bob Brew for permission to approach Doug Wilson to seek support and request an increase in expenditure of Lottery funds to supplant the reduction of funds by legislature. Chair Weeks called for a motion to follow staff's recommendation as noted above. Commissioner Melton moved to accept staff's recommendation and Commissioner Fincher seconded the motion. The motion passed unanimously.

Mr. Brew reported he would like support to approach Bill McGee to reduce DAS services and hire a limited duration Accounting Technician 2 for a period of 18 months. Discussion followed with clarification provided by Mr. Brew that the purpose for doing so is primarily to provide the agency with better accounting services in-house, along with a monthly savings of \$400-\$500. Commissioner Howard commented the decision to change to the shared client services model was the result of a prior executive director who was moving toward a new structure that was not fully implemented. Commissioner Howard expressed support for staff's recommendation. It was determined Mr. Brew will approach Bill McGee and present a request for a limited duration Accounting Technician 2 position to be funded by savings from reduced DAS services and to be implemented in January 2014.

Mr. Brew provided an update on the Scholarship Application internal testing stating they are ahead of schedule on a few components and testing will go live October 1<sup>st</sup> for some schools and partners.

Lora Carson provided a financials update and review of the first statement of the new biennium. Ms. Carson reported the final budget had been submitted and is pending completion of final audit. Ms. Carson noted some annual assessments had already been paid out of the General Fund for supplies and services and will be adjusted when the budget is finalized the following month.

Chair Weeks commented the agency did a good job of managing the prior biennium budget and thanked Ms. Carson for her work.

Bob Brew noted the statement includes a special purpose appropriation for a FAM system project scoping that was broken out so as not to muddy the services and supplies portion of the budget.

### **SCHOLARSHIPS AND ACCESS PROGRAMS**

Vic Nunenkamp provided an update on the Scholarships and Access programs noting seven new funds had been established. Ms. Nunenkamp stated the agency is rethinking the role of Donor Development in light of Joyce Berman's resignation and that Carrie Matsushita, OSAC's previous Donor Development Specialist, has agreed to work with the Oregon Spirit Scholarship Committee.

Discussion followed and it was agreed a gesture of appreciation will be extended on behalf of the Commission to Joyce Berman for her service.

Commissioner Howard commented that staff should coordinate with OCF with regard to the Donor Development position description so as to not duplicate effort. Vic Nunenkamp agreed and Belle Cantor stated OCF would be happy to assist.

Vic Nunenkamp provided an update on recent meetings between OSAC Scholarship staff and partner staff from OCF and TFFF. Ms. Nunenkamp reported the meetings were productive and allowed staff to discuss processes and learn more about our partners' processes.

Vic Nunenkamp reported Thomas Ridder and Lori Ellis were hand-picked to attend the Pacific Program leadership conference. Bob Brew stated they are doing great and management looks forward to hearing from them both about what they gained from the experience.

Chair Weeks stated he would like a status update and development plan for the Oregon Spirit Scholarship included in the meeting agenda for November 8, 2013.

### **ASPIRE UPDATE**

Vic Nunenkamp announced the successful completion of the ASPIRE Boot Camp, which was a four day conference designed to ensure concepts and processes developed over the past two years were well integrated for existing and new staff.

### **SCHOLARSHIP APPLICATION – UPDATE AND MASTER PLAN REVIEW**

Pete Hale and Karen Hale provided an update on the scholarship application project. Mr. Hale stated he has enjoyed working with the OSAC team and has found their willingness to get the job done and lack of bureaucracy refreshing. Mr. Hale provided project history and a review and status update of the project phases with key points as noted below.

#### **Phase I (concludes November 1, 2013)**

- Hardware upgrade to ensure extended user capacity
- Servers upgrade as a backup plan to avoid system failure
- Changes no longer published directly in production
- Process and testing documentation prior to implementation of changes
- Query and reporting needs analysis

- Security issues and critical bugs addressed
- Back port process analysis for reporting purposes
- Implementation of data exporter
- Stress testing
- Test case scenarios developed by staff and partners
- Safeguarding production server with separate reporting data
- Transition to new architecture without disturbing the old
- Expanded testing to high schools and counselors
- Testing and revived user support system
- FAFSA data separate from production database; addition of FAFSA Datamart

**Phase II (projected timeline of 12 – 18 months)**

- Transition architecture to common framework
- Input handler for system customization
- PDF generator
- Data exporter
- Output generator
- Translation layer for legacy system to communicate with object oriented system
- Screen generator with built-in data validation and owned by query staff
- True updates, only, into production database
- E-application using completely new architecture

**Phase III (projected timeline of 2-3 years)**

- Legacy system in place but query tool is separate
- Updates going through new environment
- E-application going through new environment
- Getting MS Access application switched over to something safe, monitored and supportable

**Phase IV (projected timeline TBD)**

- Develop new systems within framework using common architecture
- Decreased learning curve for users
- Decreased training required for system use

Commissioner Howard asked for clarification as to the new system being relational or object oriented. Mr. Hale stated it will be a combination of both.

Chair Weeks asked if the stress testing will address the problem of too many users on the system at the same time. Pete Hale confirmed and stated the servers have been increased by capacity of about eight-fold.

Chair Weeks asked if the servers are housed off or on site. Bob Brew stated the servers were previously housed at UO because they had the ability to use broadband communication. Mr. Brew stated he has recently been able to get Comcast to serve agency systems and they plan to transition the servers to the OSAC offices, as well as beef up existing servers.

Chair Weeks asked for questions or comments from partners and guests. Belle Cantor commented that the presentation was great and they were encouraged with the report.

Commissioner Howard asked if the FAFSA data processing will continue to be a manual process. Pete Hale clarified the redesign is planned so as to do away with those manual processes.

Chair Weeks asked about the difference between the FAFSA datamart and other datamarts. Pete Hale stated there is no difference other than it has a different table name.

The Ford Family Foundation asked where the donor portal data comes from. Pete Hale answered that during phase two, when portals are completely converted, users will still be looking at a copy of the legacy database so as to not lose functionality of the portals.

Chair Weeks asked for confirmation that the E-application, being part of Phase II, will be roughly 18 months out. Pete Hale confirmed.

Commissioner Howard asked why the legacy system is maintained in Phase IV. Pete Hale answered the legacy system will be maintained for parallel portal testing.

Chair Weeks asked the 2h representatives if they are committed to developing the new system within the foreseeable future. Pete Hale confirmed they are committed, though their roles will become less as the project progresses.

Chair Weeks stated the new director of the HECC, once appointed, will need to be informed timely of this project and related timelines. Bob Brew agreed.

Commissioner Melton asked the 2h representatives about continuity, in the unlikely event they decide they no longer wish to continue with the project. Pete Hale commented that any qualified system architect could pick up the project and continue the project.

Chair Weeks requested that 2h provide an update and report on status of Phase I at the next meeting.

Belle Cantor commented that she appreciates being kept up to date.

Commissioner Howard asked Bob Brew if the project is adequately budgeted through completion and ultimately who owns the system once complete. Bob Brew stated the agency owns the system and the project is funded through salary savings of currently open positions.

Commissioner Fincher asked at what point is the project officially handed over to agency staff. Pete Hale stated it is already there, but Phase III is when OSAC will have full management of the project.

Chair Weeks opened the meeting for additional questions or comments related to the Scholarship Application project. There being no additional questions or comments, Chair Weeks opened the meeting for public comment.

**PUBLIC COMMENT**

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ario Parker-Milligan provided a student lobby update and expressed interest in working with OSAC and ASPIRE high school students to get them to register and get engaged in the voting process.

Bob Brew extended an invitation to Mario Parker-Milligan to present to the OSAC Commission, at his convenience.

Brent Wilder asked staff if they believe the new system could be the solution to the FAM system and built in-house. Bob Brew stated he believes so but it was not his decision to make. Pete Hale confirmed the new system could be used to develop other applications such as the FAM system.

**OTHER BUSINESS AND ADJOURNMENT**

Chair Weeks called for other business to come before the commission at this time. There being no further business, Commissioner Melton moved to adjourn the meeting. The meeting was adjourned at 11:35a.m.

Respectfully submitted,

*Approved by Commission at Meeting # 434 11-8-2013*

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*Gary Weeks, Chair*