



Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming

ASPIRE Board Meeting  
October 5, 2016  
Jackson Hole, Wyoming  
Submitted by Acacia Fike-Nelson  
OFFICIAL MINUTES – APPROVED January 27, 2017

1 IN ATTENDANCE

2 OFFICERS

3 Kyle Ethelbah, President  
4 Darlene Samson, President-Elect  
5 Joseph Aguirre, Past-President  
6 Acacia Fike-Nelson, Secretary

STATE PRESIDENTS

Lucia Delgado, Colorado State President  
Theresa Rader, Montana State President  
Dennis Stangl, North Dakota State President  
Peggy Madrid, South Dakota State President  
Rebecca Tierney, Utah State President  
Paul Hesco, Wyoming State President

7  
8  
9 GUEST

10 Allyson Garcia, Government Relations Committee Co-Chair

11  
12 ABSENT

13 John Shafer, Treasurer

14  
15 **CALL TO ORDER**

16 Meeting was called to order by Kyle Ethelbah at 10:55am.

17  
18 **PARLIAMENTARIAN**

19 Paul Hesco was appointed Parliamentarian.

20  
21 **ROLL CALL**

22 Roll call was made and absent was John Shafer, Treasurer. A quorum was established.

23  
24 **APPROVE AGENDA**

25 Kyle Ethelbah projected a proposed agenda to the Board due to hotel printer not working. Several new  
26 business items were added. Theresa Rader made a motion to approve the agenda, Rebecca Tierney  
27 seconded, and the agenda was approved unanimously.

28  
29 **WELCOME NEW MEMBERS TO THE BOARD**

30 Kyle Ethelbah welcomed new members to the Board and extended his appreciation for flexibility in the  
31 Board's schedule. Also welcomed guest, Allyson Garcia, co-chair of the Government Relations Committee.

32

33 **2016-2017 PRIORITIES**

- 34 a. Native American Committee - Strengthen relationships with our American Indian colleagues across the
- 35 ASPIRE region and work with COE to help ensure the Tribal Colleges and Universities in the ASPIRE
- 36 region receive needed professional development opportunities.
- 37 b. Establish opportunities to move ASPIRE forward as a thought leader in the higher education profession.
- 38 Currently the only student access and success graduate certificate in the US is offered at Colorado State
- 39 University. Looking at ways to incorporate TRIO with NASPA. One thing that has been discussed is
- 40 developing pamphlets about TRIO programs in the ASPIRE region that can be dispersed to colleges in our
- 41 region.
- 42 c. Continue to provide professional development for members at the regional conferences. Discussion
- 43 ensued about types of professional development opportunities to offer and conducting a survey about the
- 44 types of training members would want. Ideas presented by the Board for trainings were practical/intrusive
- 45 advising and educational training around Native Americans. Questions of how can we reach out to the
- 46 Native American community to see what their needs and how can we connect them with ASPIRE and to
- 47 get them to join ASPIRE were raised.

48  
49 Joseph Aguirre discussed the Native American Committee and how this issue can be addressed by that  
50 committee.

51  
52 Lucia Delgado discussed using key players to build relationships with the Native American community.

53  
54 **Action Item**

55 Paul Hesco nominated Candice Hudson who works with students on the Wind River Reservation in  
56 Wyoming to be on the Native American Committee. Kyle Ethelbah asked for recommendations for  
57 individuals to be on the Native American Committee.

58  
59 Joseph Aguirre would like to see a heavily structured ELI, Emerging Leaders Institute, brought back at the  
60 Utah Conference.

61  
62 **APPROVE 2016-2017 BUDGET**

63 Kyle Ethelbah discussed the proposed 2016-2017 budget. He took the baseline from the previous years and  
64 what was allotted and took the larger of the difference to come up with the budget. Discussion ensued about  
65 travel costs and difficulties in keeping those costs down. Audit line item down due to audits occurring every  
66 other year. Website and domain cost will increase this year about \$50 and the line item was kept the same.  
67 Event Espresso was left as is.

68  
69 Discussion ensued about amount budgeted for the 2017 regional conference in Salt Lake City, Utah.  
70 Compared previous conference income and expenses from 2011 and 2005 ASPIRE conferences in Utah and  
71 the previous conferences in other states back to Montana in 2012. The Utah 2017 regional conference  
72 expenses were set at \$54,000 and the income was set at \$97,000.

73	Utah 2011 Regional Conference:	Income = \$103,000	Expense = \$41,000
74	Utah 2005 Regional Conference:	Income = \$112,000	Expense = \$55,000
75	Montana 2012 Regional Conference:	Income = \$87,000	Expense = \$28,000
76	Colorado 2013 Regional Conference:	Income = \$104,000	Expense = \$63,000
77	North Dakota 2014 Regional Conference:	Income = \$85,000	Expense = \$34,000

78 South Dakota 2015 Regional Conference: Income = \$78,000 Expense = \$28,000  
79 Wyoming 2016 Projected Regional Conference: Income = \$97,000 Expense = \$54,000

80  
81 Discussion ensued about the Legs and Regs training. Legs and Regs was separate from the conference  
82 budget. Discussion ensued about future pre-conference trainings and aligning it with the needs of the region.  
83 Last year there were numerous new programs and staff in the region, which lead to a successful Legs and  
84 Regs pre-conference training at the Wyoming conference. Changed the title of the Legs and Regs line item  
85 to membership development.

86  
87 Increased the amount designated for State Initiatives from \$1,500 to \$2,500.

88  
89 Discussion ensued about TRIO Achievers and the amount allocated covers travel cost. Increased the amount  
90 allocated from TRIO Achievers from \$1,000 to \$2,000. Removed the line item for TRIO Day as there was  
91 no money allocated to that line item.

92  
93 Corporate Development Committee chair, Rebecca Tierney, requested money to be allocated for  
94 professional brochures and other marketing materials to give businesses and corporations for possible in-  
95 kind donations. Discussion ensued about the difference between the Corporate Development Committee and  
96 the Corporate Development sub-committee for the regional conferences. No money was allocated for the  
97 Corporate Development Committee.

98  
99 Added Native American Committee to the Committee Expenses and allocated \$500 to be used for outreach  
100 efforts, like conference calls, to tribal colleges and communities.

101  
102 Archivist Committee was allocated \$300 to cover cost of shipping documents to be stored in a storage unit  
103 that is shared with the SSS program at the University of Wyoming. The cost for ASPIRE to use a portion of  
104 that storage unit is a prorated amount of the total cost of the storage unit.

105  
106 Rebecca Tierney made a motion to approve the budget, Lucia Delgado seconded, and Joseph Aguirre  
107 requested a discussion.

108  
109 Joseph Aguirre requested a discussion on the total amount in each section of the budget. The income for the  
110 2015 conference was \$102,000 and the current budget is set at \$97,000. Discussion ensued and the amount  
111 allocated was left at \$97,000. Recommended removing the \$2,000 allocated for the Emerging Leaders  
112 Institute (ELI) from Income since the plan is to not charge the membership for ELI and it is not an income  
113 we are anticipating.

114  
115 Rebecca Tierney made a motion to amend the motion and Lucia Delgado seconded. The \$2,000 allocated  
116 for ELI was removed.

117  
118 Joseph Aguirre noted that in the General Expense section of the budget, the amount allocated for the  
119 conference, \$54,000, was okay. No changes were made.

120  
121 Joseph Aguirre requested that we remove the amount allocated in ELI from the Committee Expenses  
122 because it is included in the membership development expense under the General Expense section and it  
123 was removed from the Income section.

124  
125 Rebecca Tierney made a motion to amend the motion and Lucia Delgado seconded. The amended budgeted  
126 was approved unanimously.  
127

### 128 **New Business**

129 Joseph Aguirre brought the following requests from John Shafer, ASPIRE Treasure, to the table.

- 130 d. Wants all Regional ASPIRE expenses turned in within 30 days.
- 131 e. Conference caller: if using a conference line, notify John Shafer ahead of time and submit it prior to  
132 your call and leave the amount blank. If it is an emergency call and you cannot submit it prior, please do  
133 so immediately after the call.
- 134 f. Previously the expense code was left blank on reimbursements, but the request is to enter it into the  
135 reimbursement to expedite the process for John Shafer.
- 136 g. Any expenses coming in must be turned in by December 25 of that year to close out the budget for the  
137 fiscal year.
- 138 h. State Presidents are given \$1,000 to attend Policy Seminar and any expense reimbursement requests  
139 must be submitted immediately after Policy Seminar. After 30 days, the expense goes to that state's  
140 budget.

### 141 Executive Session

142 Paul Hesco motioned to enter Executive Session and Joseph Aguirre seconded. The ASPIRE Board  
143 unanimously approved the motion to go into Executive Session at 12:40pm to discuss Code of Ethics.  
144

145 Lucia Delgado motioned to exit the Executive Session and Dennis Stangl seconded the motion. The  
146 ASPIRE Board unanimously motioned to exit Executive Session at 1:02pm.  
147  
148

### 149 **Action Item**

150 Paul Hesco made a motion to task the By-Laws Committee with creating a Code of Ethics for ASPIRE  
151 membership. Peggy Madrid seconded the motion. Darlene Samson wanted clarification on which committee  
152 was being tasked with creating a Code of Ethics for ASPIRE membership, which is the By-Laws  
153 Committee. Further discussion ensued on when this would go into effect. The Code of Ethics would need to  
154 be voted on by the general membership at next year's regional business meeting. The motion to task the By-  
155 Laws Committee with creating a Code of Ethics for ASPIRE membership was carried unanimously.  
156

157 Lucia Delgado is requesting a refund for two members from the Colorado Chapter who were unable to  
158 attend the conference. One refund request was for a full conference registration and the other refund request  
159 was for a single day registration. Discussion ensued about refunding conference fees and the percentage of  
160 the fee that is non-refundable. The refund policy only addresses for full conference registration and does not  
161 address single day registrations. It works out that the \$100 fee is 25% of the full conference registration fee,  
162 so deducting 25% of the single day registration fee seems equitable and fair.  
163

### 164 **Action Item**

165 Lucia Delgado motioned to refund the full conference registration fee minus \$100 and to refund the single  
166 day registration fee minus 25% of the \$150. Dennis Stangl seconded the motion and the motion was carried  
167 unanimously.  
168

169 Dennis Stangl discussed the new membership processing software product, WooCommerce, which will  
170 allow digital membership cards, which will save on the cost of postage used to mail membership cards. The  
171 difference in product cost and saving on postage will even out.

172  
173 **Action Item**

174 Dennis Stangl motioned to update our current membership software system to WooCommerce. Theresa  
175 Rader seconded the motion and the motion was approved unanimously.

176  
177 **Committee Overview and Assignments**

178 Kyle Ethelbah had previously sent out a draft of the 2016-2017 ASPIRE Board Committees and provided a  
179 brief overview of the committees, addition to the charges of the committee, and who is chairing the  
180 committees.

181  
182 By-Laws Committee is chaired by Joseph Aguirre and Lucia Delgado. The committee will be working on  
183 the membership Code of Ethics.

184  
185 Budget and Finance Committee is chaired by John Shafer and the president-elect, Darlene Samson.

186  
187 Technology Committee is chaired by Dennis Stangl and Peggy Madrid.

188  
189 Conference Committee is chaired by Rebecca Tierney and John South. Charged with developing a  
190 marketing plan for the 2017 regional conference. Recommended to connect with the 2016 conference  
191 committee for guidance.

192  
193 Archive Committee is chaired by Paul Hesco and Peggy Madrid. Paul Hesco will look at whether there  
194 needs to be any changes to where the archives are stored.

195  
196 Government Relations Committee is chaired by Allyson Garcia and Joseph Aguirre. Kyle Ethelbah will be  
197 involved in the committee. The committee will need to create a plan for the year.

198  
199 Awards Committee is chaired by Jami Bayles. Angel Ruiz has asked to step off of the committee.

200  
201 Nominations and Elections Committee - discussion ensued on who might chair the committee. The board is  
202 looking for more timely updates about nominations and elections.

203  
204 **Action Item**

205 Kyle Ethelbah will reach out to Angel Ruiz to see if he wants to chair the Nominations and Elections  
206 Committee.

207  
208 Professional Development Committee is chaired by Joseph Aguirre.

209  
210 Membership Committee is chaired by Cara Davis. Dennis Stangl will keep the committee updated about the  
211 process of software changes.

212  
213 Development Committee is chaired by Jami Bayles and Joseph Aguirre and is charged with trying to align  
214 ASPIRE more strategically with COE. There is concern about the level of requests we get for contributions

215 from our members.

216  
217 State Initiative Committee is chaired by Lucia Delgado and Theresa Rader. There is some crossover with  
218 ELI. COE is looking at more professional development and leadership development of potential leaders who  
219 want to be on the COE board. COE will be looking at the states and expecting the states to prepare  
220 perspective leaders through their ELI programs. Discussion ensued about the need to make sure there is  
221 clear communication between the states, regional, and national levels.

222  
223 TRIO Alumni Committee is chaired by Morgen Tau Patrick. Charged with looking at COE for model to  
224 implement, as of right now we are scattered in our efforts between the region and the states.

225  
226 Strategic Plan Committee is chaired by Darlene Samson and Theresa Rader. Charged with how the different  
227 committees' goals align with the strategic plan and look at whether there needs to be nineteen committees.

228  
229 Corporate Development Committee is chaired by Paul Hesco and Rebecca Tierney.

230  
231 Public Relations Committee is chaired by Darlene Samson and Dennis Stangl and the committee is charged  
232 with finding ways to use technology for regional communications.

233  
234 Emerging Leadership Institute Committee chair positions are currently vacant and will be determined at a  
235 later date. Kyle Ethelbah will be discussing with Marilyn Thayer on how to organize the ELI. Discussion  
236 ensued about who is and should be the focus for ELI training.

237  
238 Native American Committee is chaired by Kyle Ethelbah and Joseph Aguirre.

239  
240 Social Justice Committee is chaired by Brandi Scott.

241  
242 Conference Advisory Committee is chaired by Jami Bayles and Becky Jensen.

#### 243 244 **Old Business**

245 No old business to discuss.

#### 246 247 **January and May Board Dates**

248 January 26 and 27 board meeting will be in Salt Lake City, Utah

249 April 30 and May 1 board meeting will be in Denver, Colorado

#### 250 251 **Conference Update**

252 Had been previous discussed and did not discuss further.

#### 253 254 **Good of the Order**

255 No one had any additional items for the good of the order.

#### 256 257 **Adjourn**

258 Kyle Ethelbah called for a motion to adjourn. Paul Hesco so moved, Darlene Samson seconded, and the  
259 October 5, 2016 ASPIRE Board meeting adjourned at 1:56pm.