

**WyASFAA Annual Business Meeting Minutes**  
**Casper, Wyoming**  
**April 22, 2022**

Present: Anna Miller (CC), Shannon Eskam (CC), Shelby Garner (CC), DeeAnna Archuleta (CWC), Kathryn DeWitt (CWC), Michaelle Scott (CWC), Tasha Plumb (CWC), Holly West (EWC), Shanna Vargas (EWC), Brandi Payne Cervera (LCCC), Rebecca Jones (LCCC), Brenda Haseman (NWCCD), Chanda Dougherty (UW), Matt Kanaly (UW), Shawna Otte (UW), Bill Formanek (WWCC), Dawn Buchanan (WWCC), and Katie Beckermann (WWCC)

**I. Welcome/Call to Order – President Brenda Haseman (11:06 am)**

- a. Welcome and introduce newly elected officials: President-elect Lacey Shandera (LCCC) and Secretary Shawna Otte (UW)
- b. Recognize first time in-person attendees: Becca Dobry (RMASFAA guest), Kevin Howe (RMASFAA guest), Shawna Otte (UW), Chanda Dougherty (UW), Matt Kanaly (UW), Bill Formanek (WWCC), Katie Beckermann (WWCC) and Shanna Vargas (EWC)
- c. Reviewed Voting Protocol and Quorum Establishment
  - i. Simple majority according to Bylaws – quorum was established for the meeting
  - ii. Members must be in good standing – all institutions are, so designated voters are allowed to vote. Anyone can make a motion.
  - iii. One voting member per institution (usually directors) and/or elected officials
    - 1. EWC Proxy: Holly West
    - 2. WWCC Proxy: Bill Formanek

II. **Approval of the 2021 Minutes:** Emailed earlier and presented at the Business Meeting of the 2022 annual conference. No discussion or questions. Moved by DeeAnna Archuleta. Seconded by Shelby Garner. Motion passed.

III. **Approval of the 2022 Agenda:** Presented at beginning of the Business Meeting of the 2022 annual conference. No discussion or revisions. Moved by Bill Formanek. Seconded by Rebecca Jones. Motion passed.

**IV. President's Report – Brandi Payne Cervera**

- a. Thank you to the 2022 WyASFAA Conference Committee and our presenters.
- b. Thanked outgoing board members and new board members:
  - i. Outgoing – Brenda Haseman, President-elect (NWCCD), Shelby Garner, Secretary (CC), and Heidi Balster, Treasurer (NWCCD).

- ii. Incoming – Brenda Haseman, President (NWCCD), Lacey Shandera, President-elect (LCCC) and Shawna Otte, Secretary (UW). Heidi Balster will be serving as Treasurer for the second year of a two-year term.
- c. Expressed sincere thanks and appreciation for being the WyASFAA President in 2021. Officially passed the gavel (the WyASFAA tomahawk) to our new President, Brenda Haseman.
- d. At the 2021 WyASFAA Virtual Meeting in October, the Association agreed to send Brenda (as President-elect) to the NAFSAA Leadership and Legislative Conference in February in Washington DC. It was a valuable experience for Brenda, and Brandi hopes we'll be able to offer that scholarship in the future.
- e. As Past President, Brandi serves on the RMASFAA board as the Wyoming state delegate. She had served an additional six months because of Scott McFarland's resignation in 2020. Brenda will take over the Wyoming delegate in October 2022 at the RMASFAA conference in Salt Lake City.
  - i. Urged WyASFAA membership to attend RMASFAA Summer Institute (June 12-17 at Wichita State) and the fall conference in Salt Lake City (October 9-12) if possible.
- f. Legislative Update 2022 (February 14-March 11)
  - i. All Hathaway bills failed – the lump sum bill and the bill that would have increased the award amounts.
  - ii. Wyoming's Tomorrow scholarship passed, but passed without funding. It will create a need-based financial aid program for Wyoming residents at least 24-years of age or older who haven't received a bachelor's degree. It will be a "last dollar in" after other grants and scholarships. Students must register with Dept of Workforce Services for training assistance, and they cannot receive Hathaway. Students can receive the scholarship for four semesters at \$1,500 per semester for FT hours. If they enroll in <FT hours, the scholarship would be pro-rated like Hathaway (\$125/credit hour) using the enrollment fraction methodology like Hathaway does. Funding was approved, but the Senate Appropriations Committee pulled the \$50 million of funding before the bill passed. They created an endowment and annual investment earnings will accrue, but it must reach \$50 million before we can begin awarding. That estimate may be 4-5 years, but they are taking donations so it might be sooner. Next July 1, the State Auditor will transfer \$10 million from the Legislative Stabilization Reserve Account (aka the "rainy-day fund") to the endowment fund. To read more about this scholarship see <https://wyoleg.gov/Legislation/2021/HB0165>.
  - iii. Wyoming Works Grants received another \$1.5 million last December. The funds were split amongst the community colleges based upon the number of adult students and types of programs. Colleges can now spend their allocation (the first round and this new increase) until the money is gone. There was a question on whether the program is

sunsetting; Brandi doesn't believe that is the case, given this second round of funds, but she will inquire about that and get information to us.

1. Discussion:

- a. Shannon questioned and requested something official in writing (the original amount, what they've spent to-date, and what is remaining, as well as the approval to spend the remaining balance). Brandi will try to nudge Michael Swank (new to the position as of March) and bring it up again.
- b. Katie inquired about who would provide approval for other WWCC programs or courses that had previously been approved but are now in a different section; she was directed to Dr. Ben Moritz as probably the individual who would approve.
- c. Is the grant supposed to be prorated? No - it is last dollar in based upon financial need (COA minus EFC minus other grants/scholarships), and no minimum credit level is required. \$1,680 per semester is the maximum award amount, and it is available during the summer term as long as they haven't exhausted their \$3,360 for the academic year. Some discussion between Brenda and Katie regarding single semester courses and whether they would, or would not, need to be pro-rated award amounts.

**V. Treasurer's Report – Heidi Balster (not in attendance), presented by Brenda Haseman**

- a. 2022 Membership Drive opened January 14 and ran through February 18. We have eight (8) member institutions, and everyone is in good standing. We have an Association Membership in Inceptia, but we did not have Corporate Sponsors for our conference this year.
- b. Review of Account Balances
  - i. Beginning balance was \$12,418.97.
  - ii. After income (dues and most conference registrations) and expenses (Brenda to NASFAA Leadership Expo and partial conference expenses), the current balance in checking is \$12,121.86. This will be reduced after the remaining conference expenses are paid for 2022.
  - iii. We still have three (3) CDs. Brenda may look at those investments and review them after reading the Bylaws. Total balance as of March 31, 2022 is \$12,981.93 for all three.
- c. New Business – we got a debit card from UniWyo; it needs to have WyASFAA's name on it as well as the treasurer's. It can be printed in-house in Laramie. There is an option for having a credit card, but it would have to be attached to the SSN of the treasurer, so that may not be an option.
- d. 2022/2023 Goal - creating best practices for reimbursement processes.

- e. Approval of report called for by Brenda. No questions or further discussion. Moved by Rebecca Jones. Seconded by DeeAnna Archuleta. Report was approved.

## **VI. Committee Reports**

- a. Conference Committee (Brenda Haseman) – Thanked to Casper for hosting it. Will send an evaluation to everyone to complete. We will post all presentations to the website.
  - i. Voted in the President elect (Lacey Shandera) in as 2023 Conference Chair. Moved by Brenda Haseman. Seconded by Anna Miller. Motion passed.
- b. Website Committee (Heidi Balster) – Rebecca Jones had previously expressed a desire to volunteer. Matt Kanaly also volunteered.
- c. Communication Committee (Shelby Garner) – Shelby stated that she hadn't done anything lately. Monthly newsletters were being published, but she had talked about doing them quarterly; she hasn't been getting much information from Association members for them. Content had included featuring different FA professional spotlights from the different schools, general updates, and the Association President submitted updates about what was going on. Since we don't meet frequently, Brenda feels it is a good tool for providing updates, especially since the Directors meet every two weeks. We will do it on a quarterly basis. Shanna Vargas volunteered, and Shelby will co-chair with her. Shawna Otte also offered to help. Shelby confirmed that anyone can contribute topics and/or information; Brenda offered to send email from Association for submissions each quarter.
- d. Policy & Procedures Committee (we don't currently have one; it used to be the Past Presidents). Brenda wants to have more Executive Meetings to consistently to work on this. We also have talked about creating Committee Handbooks. Both are a lot of work upfront, but then the maintenance isn't too much.

## **VII. Old Business**

- a. Debit card for Treasurer (agenda item from 2019)
- b. Committee handbooks
- c. Policy & Procedures manual
- d. Newsletter/Communication Committee
- e. Long Range Goals
  - i. High School Counselor Workshop
    - 1. Discussion: Could we market it in conjunction with Hathaway's meeting in April? We had previously done this, branding the sessions as WyASFAA rather than school-specific. Attendance in the past has been sparse. It was noted that Admissions had taken this over for several schools, but we weren't sure how much of the focus was on Hathaway. Matt Kanaly suggested a electronic/digital and pre-recorded presentation that can be on-

demand. EWC had offered to do a virtual presentation for their Tech Day. There wasn't much response to this offering. Brandi felt that branding it through WyASFAA for a consistent message throughout the state. One of Brenda's take-aways from the Leadership Expo that we should try leverage things that we do well that neither RMASFAA nor NASFAA provide our members or state.

2. Anna Miller offered to send a survey to all WY HS counselors for feedback of what they would prefer.
- ii. Brenda asked for suggestions of other things that we could do as a state association that RMASFAA and NASFAA don't already do.

## **VIII. New Business**

- a. The NASFAA Leadership Expo will be held February 8-10, 2023 in Washington, DC. Lacey should plan on attending as President-elect. Brenda participated in the Association Track which covered best practices and ethics as an association, and what you do for your members that the higher levels (NASFAA and RMASFAA) don't already do.
  - i. Based upon her attendance, Brenda mentioned wanting to review our bylaws. She also asked the Committees to track the time commitment. That would help us create some handbooks. Have some kind of checks and balances for our Treasurer in terms of reimbursements and reviewing the checkbook.
- b. Association Archives – EWC brought boxes of old documents, and Brenda is going to convert them to electronic format. Brenda suggested the Association purchase an external hard drive that could be passed to the different elected officials each term.
  - i. Discussion: Storing documents on WyASFAA's website is not an option since it does not currently have a password protection feature. It was suggested that we purchase two hard drives so we always have a second backup of our files. We also discussed the possibility of a thumb drive but there were concerns it may not provide enough room for all historical documents. Voted to purchase two external hard drives. Moved by Shawna Otte. Seconded by Brandi Payne Cervera. Motion passed.
- c. Committees – Brenda has been wondering if we should auto-place elected officials on the Website Committee. Heidi is trying to make the website more user friendly in terms of mobile and ADA accessibility. Additionally she wants password protection; with that, there might be an option to collect monies for dues and conference registration fees. There may be a cost associated with that functionality that we might have to consider. It was mentioned that Venmo may not be an option to collect monies given the recent IRS changes regarding taxable vs nontaxable receipts of money. Heidi will investigate and report back.

- d. RMAFSA 2022 will be held in Salt Lake City on October 9-12, 2022.
  - i. Leadership Pipeline - May 2 is opening date for applications, and they will be accepted through the end of July. Brenda has been mentee, mentor and now chair, and she highly recommends the program. She has created a Mentor Interest Form for anyone who would like to volunteer for the year-long program. There is also one scholarship available to attend the conference (conference registration and possible extra night at hotel).
  - ii. The RMAFSA Diversity, Equity, and Inclusion Committee also has scholarships available for Summer Institute and the RMAFSA annual conference. Brenda mentioned that they only had one person apply last year; since we're a small state with a small budget, she urged the members to apply for it since there are good odds they would receive something. Brandi asked for clarification on what the scholarship required; applicants must demonstrate how "their work has had an impact in promoting inclusion and acceptance of diverse populations on their campuses". The deadline for Summer Institute was April 15, but we believe they might accept late applications. For RMAFSA annual conference, the website still lists the 2021 deadlines, but we believe a current deadline to apply would be July 31 to early August.
  - iii. RMAFSA is taking presentation proposals now through May 31 for 2022 Conference. You don't have to present the topic, but they need suggestions.
- e. RMAFSA State Rep Swap – Becca Dobry presented the details yesterday: RMAFSA would like to provide learning opportunities for a state association board member to "swap" with another state association and attend their annual conference and observe their board meeting. There would be a rotation, controlled by RMAFSA, of who goes where. The benefit for the host state is that they would have access to additional expertise for presentations or panels during their conference without incurring additional costs. The host state would be responsible for covering any conference registration and hotel costs, and RMAFSA would cover travel expenses as well as meals that aren't a part of the conference registration. If a hosting state cannot provide all their share, they can request RMAFSA approval for additional support. All eight (8) states would need to agree to participate before this becomes official for 2023. Becca wants a decision prior to the next RMAFSA meeting in May.
  - i. Discussion: Brenda wondered if we should have an application process or if we arbitrarily choose a participant. Anna felt it would be a great opportunity for building network connections. Shannon asked for confirmation of what we (WyASFA) would cover (conference registration and hotel). Brenda that with our CD balances, we might be able to move some funds around in order to afford our expenses. Shawna and Brenda both felt that having them present at our annual meeting was a great option. Brenda suggested that the President-elect

should not be chosen since they will to the NASFAA Leadership Expo as per the bylaws. Bill asked if we are a 501(3)(c) group, and that is currently unknown. If so, he might have a suggestion for a funding source. Voted to accept and support the RMASFAA State Rep Swap beginning in 2023. Moved by Brandi Payne Cervera. Seconded by Anna Miller. Motion passed.

- f. Shannon mentioned that RMUG (Rocky Mountain Users Group) Conference for Colleague or Banner users will be held in July in Casper and asked that we share that information with campus users. She will send an email shortly with the details.

#### **IX. Next Year's Conference**

- a. It was suggested that we steer clear of April 14 and April 28 in 2023 because of new student orientation days in Sheridan. Voted to schedule WyASFAA annual conference for April 20-21, 2023 with the Hathaway meeting on April 19. Moved by Shannon Eskam. Seconded by Shelby Garner. Motion passed.
  - i. Who puts on RMASFAA Calendar? Brandi will update.
  - ii. Who will reach out to Hathaway contact to verify dates? Brenda will since Lacey wasn't in attendance.

#### **X. Other Items**

- a. Shelby wants to bring back the philanthropy aspect back to our conference. Discussed some past projects that were included as a part of WyASFAA's annual conference/meeting. Anna suggested doing a rotation by school so other areas, other than Casper, can be impacted. Shawna suggested using Zoom technology to allow the recipient to make a presentation to us about their organization during the conference. With our April dates, Shanna suggested tying into Earth Day and providing a tree to that community to plant on campus or within their community. Brandi will make sure Lacey is aware of this request for next year's conference committee.
- b. Coffee Cards – we were asked to return them so the unused balances could be removed before we are billed.
- c. Drawing for plants/table centerpieces.

#### **XI. Adjourn**

- a. Meeting adjourned at 12:05 pm by President Brenda Haseman. Moved by Rebecca Jones. Seconded by Shelby Garner.