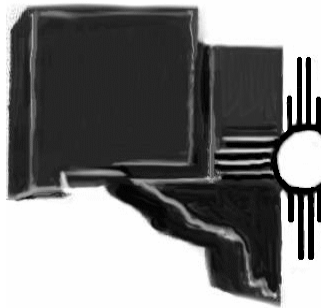


# New Mexico/West Texas Association of Student Assistance Programs

**State Meeting  
April 28, 2007  
El Paso, TX**

- I. Call to order – 9:04 am
- II. Quorum determined: NMHU –SSS, ENMU – UB, NMSU – SSS, EPCC – SSS, UNM – EOC, CCC – SSS  
*In Attendance: Chester Brown Jr., Susan Cramp, Sandra Reyes-Garcia, Kevin Chase, Roland Salas, Vicente Griego, Graciela Armengo, Hortencia Lopez, Norma Moreno, Marcela Sanchez, Javier Alcantar, Lee Vasquez, Alicia Carrillo. Non-members in attendance were Magdalena Mora and Katrina Valdez*
- III. Approval of minutes: Vicente Griego motioned to approve minutes from fall meeting; it was seconded by Roland Salas.
- IV. Officers' Report
  - A. President: Consisted of a timeline of meetings and reports. Told membership about TRiO Day festivities, training and attendance. Gave names of TRiO Day Committee and thanked them for their hard work. Informed membership of those that attended COE Policy in Washington DC.
  - B. President Elect: TRiO Day service project was collecting school supplies for students in elementary through high school who were victims of hurricane Katrina. She attended Policy and was accompanied by one UB employee and two UB Alumni.
  - C. Treasurer: Handed out hard copy of report. Kevin asked if it would be possible for a budget to be put into place for TRiO Day. Suggested that the Board decide how much is to be spent, to work with in a budget and for all to be on the same page.
  - D. Secretary: No report
- V. Committee Reports:
  - A. Executive Committee: Kevin asked if everyone had received a SWASAP Newsletter, he gave an overview of what the newsletter consisted of and thanked the Programs for any submissions. He also informed the membership that he was appointed to the Ethics and By-Laws Committee when he attended the SWASAP Board meeting; he gave a brief summary of the meeting. The committee suggested the by-laws be on SWASAP webpage, he asked the membership to email any concerns or suggestions through the listserv. He also handed out minutes from that meeting. Also noted that if there were any suggestions for changes they needed to be sent in by August to be voted on in November.
  - B. TRIO Achiever Selection Committee, Roland Salas: Asked for everyone to keep an eye open for nominations. June is the deadline for receiving application, biography and picture in order to be added into the program. Stated that he would like for someone other than NMHU to nominate an achiever this year, he would like to see representation from across the state. A nomination is to be



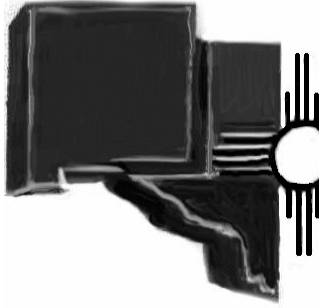
# New Mexico/West Texas Association of Student Assistance Programs

someone that makes an impact on student's lives. He will send the application to Chester for it to be disbursed on the listserv.

- C. Scholarship Selection Committee, Ray Mares: Report given by Chester. Chester explained how the students are voted on, stated the criteria is on the application. Susan asked how the checks were being used by the students, suggested that monies be given in August, she thinks it would be a good idea to verify enrollment. Chester will take questions and concerns to Ray.
- D. COE Fair Share Committee, Mary Watson: Report given by Susan. Went over report, 75% of goal has been met. Deadline to meet 100% is June 30<sup>th</sup>; she went over all items and personal contributions.
- E. Ad Hoc Committees:
  - 1. By-Law Review – No report
  - 2. Conference Committee – No report
  - 3. Professional Development – No report
  - 4. Public Relations/State Initiative – No report
  - 5. Finance Committee – No report

## VI. Unfinished Business:

- 1. Web site for NM/WTASAP: Tabled twice, Chester informed the membership that a new proposal has been received, stated that the previous ones were a little expensive asked Sandra to give more information. She informed the membership that Mr. Schmidt, DBA: Design 13's proposal was much cheaper than the previous ones. Total proposed was \$3800, to be paid in disbursements and then a maintenance fee to be paid semi-annually. Passed around proposal for membership to look at. Vicente stated that NM/WT needed a webpage that is simple, with links to all information and updated on a regular basis. Susan suggested that the membership look into possibly using CVENT for registering for conferences like SWASAP does. Roland motioned to proceed with discussions and/or negotiations with Design 13 for new web proposal; motion was seconded by Vicente, voted on and passed.
- 2. SWASAP Board Meeting Stipends: Chester stated that this had been brought before the membership previously; he discussed the airfare and travel expenses for NM/WT Executive Board to travel to SWASAP Board meetings. Stated that it had been recommended to increase stipend to \$300. Vicente stated that he did not think that that amount was enough; Kevin stated that the \$300 would be for airfare. Susan asked that ELI be included and that the By-laws states \$200 stipend for travel. Kevin asked for the membership to keep in consideration that our state is a poor Association. Roland affirmed that the reimbursement would be from available funds. Susan suggested setting up a budget for all events, and that there needs to be a cushion, she understands that the membership likes to give to students but that we all need to remember our Association. Susan motioned to increase the stipend for the NM/WT Board and ELI to travel to the SWASAP Board meetings, Roland seconded, voted on and passed.



# New Mexico/West Texas Association of Student Assistance Programs

## VII. New Business:

1. CVENT Proposal: Chester met with them; CVENT is a registration process that is currently being used by SWASAP. The charge would be the same as SWASAP \$3500. Discussed increase in registration, asked if membership would be interested. Javier asked if there was a need. Roland stated that this type of system would be easier for us as a small association but is it cost effective. Javier also asked if budget wise is it prudent. Our By-Laws state that there be \$2500 available for scholarships with that being known is it possible for the association to afford this. Susan agreed in regards to NM/WT being a small association and she feels the only benefit would be, accepting payment by credit card. The only advantage may be that more people would be able to pay registration fees. Javier asked what the benefit would be and stated that he does not think that it would be feasible for our Association to pay this amount. Javier motioned not to consider CVENT, Lee Vasquez seconded, motion voted on and passed.
2. SWASAP Board Meeting Attendees from NM/WTASAP – Chester stated that there was a recommendation for President, President Elect, and immediate Past President attend the SWASAP Board Meetings. He stated that we were the only Association that all Board members attended. Javier stated that it is stated in our By-Laws that NM/WT Board members attend SWASAP Board meetings; he said that By-Laws would have to be amended and that it is a lengthy process. He discussed the process and said that the membership would have to follow the proper steps and be precise as to how this is handled. Chester stated that this was a recommendation that came about through Deborah Baness King, but that she kept it this way per the By-Laws. At this point Chester removed his recommendation.
3. Past President serve as Parliamentarian – Javier asked how it would benefit the membership, this person would have to be very knowledgeable, suggested that the person appointed learn the process first. Stated that it is up to the President to appoint, he suggested it be offered out to the membership to see if someone would be interested. Javier also offered to do Parliamentary procedure training, that way it is kept to procedure. Susan stated that she thought this was a good idea, to offer it as a workshop for the entire membership that way everyone learns the proper verbage. She suggested it be added to the fall meeting. Chester stated that he looks forward to the training at the fall meeting.
4. Fall meeting is scheduled for October 11<sup>th</sup> & 12<sup>th</sup>, (Thursday & Friday) at New Mexico Highlands University in Las Vegas, NM. Chester will ask to see if SWASAP President, John Tucker will be able to attend.

VIII. Vicente motioned to adjourn the meeting at 10:17 am, Roland seconded.

Respectfully Submitted,

*Sandra Reyes-Garcia*  
NM/WT Secretary