

STEM Hub Steering Committee Meeting

Tillamook School District Office, Tillamook, Or. April 14th, 2015

- Chair Birgitte Ryslinge call to order & instructions
 - *Round table introductions of committee members and guests-*
- Motion to approve the recorded Notes: 1/20/15
 - *Notes Approved.*
- Meetings desired outcomes:
 - Clarity on Executive Director position
 - Approval by Steering Committee on the following
 - Position Description for Exec. Dir.
 - Role of Executive Committee and its structure
- Information & Discussion Items:
 - Brigitte spent time reviewing with the committee on the roles and responsibilities developed for the Exec. Comm.
 - Highlighted role/relationship between the Steering Comm. And the Exec Comm. And its long term structure.
 - Comments brought up by members of the Steering Committee
 - Potential concern regarding chain of communication between Steering/Exec. Committees. Desire to have more definition in summary regarding items that need to be brought through Steering Committee or items that Exec. Team can take on independently.
 - Questions of oversight between Exec./ Steering.
 - Discussion concluded and agreed upon to have examples in 2nd paragraph of the Roles and Responsibilities to provide clarity on what items Exec. Team needs to bring forward to Steering Committee and which items that can act on independently.
- Motion put forward to accept R&R doc. of Exec. Committee. w/ amendment to the 2nd paragraph. Approved
- Kerry C. Morgan reviewed Core Responsibilities of the Exec. Dir. Position
 - Fund raising
 - Liaison/Representative of HUB
 - Grant writing
 - Kerry provided examples of other Exec. Dir. Positions within the state
 - Steering Comm. Discussed pros/cons to part-time position or full-time position
- Motion to approve full-time Exec. Dir. For STEM HUB at 1.0 FTE-Approved

- Partnership Opportunities:

- Tracy Crews reported on potential partnerships
- OSU selected Oregon Coast STEM Hub for award-community engagement award
- Items brought up:
 - EPIC-Video-interviewed Tracy and Ruth
 - PSU/WOU partnership-NGSS mentors
 - Picture Perfect
- Reviewed Portland STEM Hub resource check-out page
 - Looked into duplicating site
- For next year, 6-8 districts interested in partnership with STEM HUB- will address this topic in more detail on the next round.
- Updates:
 - HUB happenings-GEM'S-Girls in Eng. Math
 - Renewable Energy Competition-HMSC
 - Oregon Regional MATE ROV competition-Apr. 25th
- STEM Week:
 - National STEM Day/Week-Statewide event-May 2nd to May10th
 - Radio spots/video's promoting STEM
- Budget Rpt:
 - To date 75% of budget has been allocated
 - June 1st, cut off for requests
- Sub-Committee Rpt:
- Communication
 - E-Blast-Mass newsletter-sent out once a month
 - Reminders to keep up with STEM HUB blog, Facebook-have had success with folks uploading posts-STEM stories.
- Professional Development:
- Mixed formats-onsite/webinars
- Spot Light on STEM
- Vernier Workshop
- Looking into next year opportunities
- Good feedback from teachers

Next Steering Committee Meeting-June 16th, Newport. OR.

Adjourned.