Meeting Notes

Oregon Coast STEM Hub

Steering Committee Meeting

December 17, 2015

**Steering Committee members present**: Janice Eisele, NOW; Dawn Granger, Coos Bay Superintendent,; Craig Hoppes, Astoria Superintendent; Kama Almasi, LCSD-Waldport High Science teacher; Kyle Cole, Pre-College Programs, OSU; Kerry Morgan, Oregon Coast Aquarium,; Lynne Anderson, 21st Century Afterschool and Indian Ed Coordinator, Siuslaw School District

**Staff , Partner Reps**: Lisa Phipps, AAUW & TEP; Megan McClarrin, SWOCC and RAC; Joy Tally, South Slough NERR, Josh Jannusch, Warrenton Hammod SD and North Coast Coordinator; Peggy Thornton, South Coast Coordinator & Coos Bay SD; Ruth McDonald, LCSD Coordinator; Cait Goodwin, Hub Communication Coordinator, OSG; Tracy Crews, Hub Project Manager, OSG.

It was agreed to change the order of the agenda as several members were delayed due to weather.

**Update on ODE Funding:** Tracy shared that we received $265,000 for our backbone funding, which was $35,000 less than we requested. She shared the feedback from the reviewers., and the revised budget.

* Lisa asked to talk later about how we can help the new director be successful.
* Kyle mentioned the Real Life Math grant, and Tracy mentioned other upcoming STEM grants from ODE.
* Tracy reviewed the revised budget we had to submit for the reduction in funding, most reductions were taken care of by the delayed timeline and the state’s reduction in indirect costs from 7% to 5%.
* Megan share ideas about leveraging work the South Coast RAC is doing as regards evaluation and data. Dawn will report on their Jan. 8th meeting to the hub at our next meeting

After Kerry and Lynn arrived, we were able to proceed with the agenda items that required approval.

**Minutes:**

* The 9-22-15 minutes were amended to include “Janice Eisele” having voted in favor of…They were then approved as amended.
* The 9-29-15 Zoom meeting had no minutes, but a summary of the meeting was accepted with a change in typo of the date.
* The 10-27-15 minutes were amended to reflect that Claudine Rehn attended. They were approved as amended.

**Funding Timeline**

Returned to Tracy updating us on funding. Programmatic funds RFP expected release Jan. 12th, maximum request is $195,000, which is less than half what we received last biennium. It is to support programs identified by all stakeholders and partners, through surveys and community input., and not just what the steering committee members identify. We also have student test data now to use for determining programming needs, and it is evident that we need a greater focus on K-12 Mathematics. Tracy and Cait sent out a survey to solicit community input, as we don’t have time to hole community meetings before the grant is due.

**Director Hiring Process**

Discussion re: revised position description that Tracy sent out. She incorporated feedback from everyone.

Lisa brought up her concern that we shouldn’t settle for someone who is not “the one.” Janice agreed. Kyle also agreed, but said we need a “Plan B” for limping along until we find the right person. Kerry agreed that we shouldn’t rush and feel we just need to put anyone in the position.

Kama moved and Lynn seconded that we accept the revised position description. Passed unanimously.

Position will be posted and advertised and applications managed by Barrett Business Services in Newport. The Director will actually not be an employee of any one partner organization, rather will be an employee of Barrett, on “loan” to the Hub.

**“Search” Committee Roles and Responsibilities**

Agreed by consensus to change the name to Search rather than selection, since the committee will search for the candidates to rank and recommend to the full steering committee for selection.

Lisa volunteered to serve representing partner TEP. Dawn says she will see f she cn get a Tribal rep from the South Coast. Suggested to have Mark Jeffries or Craig Hoppes form North Coast. Need someone representing diversity. Lynn Anderson agreed to be on the committee.

Tracy described the process and time commitment. Lisa offered to send some questions used in previous search she was part of. We discussed need to develop a rubric so all score candidates on same criteria.

Tracy asked for names of search committee nominees by January 8th.

Break for lunch, and on return we watched a video of a Coos Bay student talking STEM at Governor Kate Brown’s event.

**Steering Committee Composition**:

Tracy had earlier sent a list of potential new members to the current 11 members, asking for feedback and other suggestions, but had not heard back from anyone as of this meeting.

Discussion about need to add Steering Committee members due to 1) more balanced sector representation, 2) some members resigning or unable to participate, 3) potential future restructuring of organizational plan.

Lisa brought up asking Tracy to serve on Steering Committee in future if she no longer has any paid Hub support for her position. Tracy said that there are others interested in serving representing Sea Grant.

Janice suggested a Chamber of commerce member from somewhere on the coast.

We segued to a discussion about the possible future restructuring to include a “high Level Leadership group.” Janice and Ruth explained this idea, based on one of the Collective Impact Models that is used by several other Hubs. The Leadership Council would meet quarterly and include all “high Level” leaders of each partner organization (Kerry added that commitments are supposed to be “organizational contributions” and the high level leaders those that are able to commit for the organization.)

Lynn moved and Kama seconded to add Joy Tally to the Steering committee.

Kama nominated Julie or Lisa to serve as Chair. Lisa agreed to serve as the “interim” chair until we have new members and a larger group to select a new chair from. Janice amended the motion to “interim” chair. Dawn seconded. Approved that Lisa will serve as chair until full committee membership.

Tracy will send out invitations to the individuals on the suggested list of new members to serve on Steering Committee.

**Note taking**

Discussion about who should be taking the notes for meetings. Ruth suggested Cait as Communications Coordinator could do it. However, Cait expressed concerns that she is running the ZOOM meeting and the wiki space with documents during the meeting. Dawn suggested that whoever is hosting the meeting provides a note taker. We also discussed the chair asking for a volunteer for each meeting, especially the fully online ZOOM meeting. No formal vote was taken, but agreed to try theses things.

**Working group Restructure**

Tracy summarized proposed, new work groups to align more with the ODE and CEO rubrics. We discussed the need to form strong working groups to support the Director. These are:

Programming

Post-Secondary

Data & Evaluation

Sustainability

Equity and Inclusion

Kerry also suggested the possibility of having a Workforce Development working group.

**Review of Current programming**

(See List)

Also added that South Coast received a CTE Revitalization Grant, as did Waldport High.

Kyle shared info re: Lemmelson grant on Inventions for Real World Problems.

It was agreed that we would hold an Online ZOOM meeting on January 25th to add new members to Steering committee (if any agree after Tracy’s invitation,) update on Director Hiring process.

Tracy also asked for volunteers who’d like to help write the Programming grant. Lisa and Ruth volunteered.

Meeting was adjourned.