

MPSEOC | Institution Representative Conference Call
Meeting Minutes
11 a.m. | June 7th, 2013

In attendance: Missoula College (Kyle), MSU-B (Liz), Great Falls College (Erica), Miles Community College (Erin), Helena College (Ryan), Montana Tech (Stephanie), The University of Montana (Karissa), Montana State University (Mike), Rocky Mountain College (Austin), Dawson Community College (John), Carroll College (Jess), MPSEOC (Amy)

Not in attendance: Flathead Valley Community College, Highlands College, University of Great Falls, MSU Northern, City College MSU Billings, UM Western, Gallatin College, all Montana Tribal Colleges

- **Website: www.mpseoc.org - it's new!**
 - Photos and logos for institution reps – Please submit yours!
 - Announcements: emailed to Amy for sharing
 - MontanaCollegeFairs.com – for all your fair needs

- **Conference: Great Falls- August 7-8 @ the Holiday Inn**
 - Still finalizing details
 - Remember that board elections are coming up – think about nominations!
 - Serve as a volunteer for check-in!

- **Fairs**
 - You should have seen the dates/details by now – remember to:
 - Reserve hotels soon – especially in the eastern region
 - Reserve your scanners quickly!
 - Three sites will be testing a new model to include workshop sessions for students during the fair

- **Institutional Representatives Responsibilities**
 - Please let us know if you cannot attend the summer conference
 - There will be a special meeting for institutional reps at the conference
 - All IRs should serve on at least one of the following committees:
 - Summer Conference, College Fair, Marketing, Tribal College Fairs & Higher Ed Trends and Counselor Relations
 - Please email by June 14 with your top three choices for the committee you'd like to serve on and the trend/question you want to discuss at the conference

- **Open for questions/comments from the IRs**
 - Kyle asks question about certificate program recruitment