

NRSP1 Management Committee Meeting Notes

Monday, September 23 at 5 pm CDT

Parthenon Salon D, Marriott at Vanderbilt, Nashville, TN

NRSP1 Management Committee Members
Steve Loring (AA; Chair), WAAESD Jeff Jacobsen (lead AA), NCRA Adel Shirmohammadi (AA), NERA Keith Owens (AA), SAAESD
Chris Hamilton (NIMSS lead), NCRA Alton Thompson, ARD Bret Hess, WAAESD Rick Rhodes, NERA Eric Young, SAAESD David Leibovitz, NERA Donna Pearce, SAAESD Julie Estrada (NIMSS User), Purdue University Robin Williams (NIMSS User), Clemson University Robert Green (Director, PARS), NIFA Liaison Sara Delheimer (ESS Impact Writer), Ex-officio
Email list: nrsp1@escop.info Committee Page: http://escop.info/committee/nrsp-1-management-committee/

Attendees: Rick Rhodes, David Leibovitz, Bret Hess, Keith Owens, Sara Delheimer, Steve Loring, Jeff Jacobsen, Chris Hamilton

Agenda:

1. Welcome and roll call - Steve, Chris
2. [Recent NIMSS Updates/Fixes](#) (Since 6/25/2019) - Chris
3. Q3 Impact Reporting and Other Program Updates – Sara
 - a. Student social media issue resolved, Sunday Miller still online
 - b. New student to be hired for spring 2020
 - c. Thinking now about workshop selection process for next year. Sara will send materials out soon for regions to pick projects.
4. FY20-FY22 Budget Discussion – Jeff, Steve
 - a. Program director line has about \$10,000 remaining from when Sarah Lupis left.
 - b. Some \$\$ could go to Sara's program budget, bump up student annual allotment to \$7000 from \$6500.
 - c. Hire a new director? Useful to network with, bounce ideas off, etc. Maybe contract with a LGU communications office? Maybe multiple LGUs, but with a key point of contact for decision making. Faith Peppers?
 - d. Increase student hourly hours per week, more time for posting, creating graphics, etc. Would free up time for Sara and engage more with audience. One student, not many

students. Sara recommends maybe 15 hours per week, up from 5. Can track engagement to see how it goes or if we want to go higher.

- e. Pursue paid promotions, ads. Still within student scope of work.
 - f. More training workshops? Sara might be at her time limit for these right now.
 - g. Jeff and Sara will create a budget describing uses of extra funds.
5. NRSP1 Midterm Review – Jeff, Steve
- a. AA Review Forms in NIMSS
 - i. Steve Loring will submit one on behalf of all 4 AAs. He’s already started it, so he’ll edit as needed.
 - b. Thoughts on separation of NIMSS and Impact Program
 - i. Jeff suggests an AA conference call to discuss, given time constraints today.
 - ii. Renewal process to consider, too.
6. Other Business, as needed
- a. Sara will sent out her draft impact sheet for committee review. Something to share with AAs, committee members preparing reports.

NIMSS Updates/Fixes for Q3:

- Removed Sykes & Harrington from associated emails, added Bret
- Fixed styling issues for project panel layout
- Adjusted pdf layout for appendix_es
- Added, Assign NIFA representative email event to the new NIMSS site
- Corrected issue with calendar view on mobile devices for approving meetings (old and new NIMSS)
- Extended search methods to seamlessly perform a term search when a user access a project through the search process (old and new NIMSS)
- Corrected instructions for literature
- Performed data audit on backup files / uploads to ensure validity
- Began work on mobile design views for all public pages
- Prepared NIMSS server for switch to NIMSS V2