

The Support Staff Workshop met via conference call at 2pm, October 10, 2006.

Present were:

Kristy Pierson of BMCC

Lori Jones of Linfield College

Frankie Everett of Multnomah Bible College and Seminary

Chris Schlarbaum of George Fox University

Susan Hampton of George Fox University

Terri Crawford of George Fox University

Rob Clarke of George Fox University.

We reviewed the schedule for the Support Staff Workshop to be held November 15, 2006, at the George Fox University Portland Center (in Tigard).

We reviewed the breakout sessions. We would like to move Dan or Brad's session to a breakout session if one is not needed during the main or lunch session.

We assigned the topics to the 3 different breakout sessions. They are:

Session 1: FERPA and Loan Basics

Session 2: Customer Service and Scholarship Basics

Session 3: Verification Basics and Managing your boss

Different committee members will contact people about possibly doing a session. They are:

Customer Service-Terri

FERPA-Kristy

Loan Basics-Rob and Terri (two possibilities at this point)

Scholarship Basics-Rob (Michelle Holdway did it before)

Verification Basics-Frankie

Managing your Boss-Rob already has Brendon Connelly set to do this

Rob also contacted Brad Lau who is willing to do a session on Students Today

Rob contacted Linda Burkhart about doing the Fed Update. She can't, but is checking with Marianna Deacon. Rob will contact OSAC to see if they can do an OSAC update.

Logistics:

Lori and Kristy will handle registration and the registration table, as well as name tags

Chris, Susan, and Terri will handle door prizes, goodies for grab-bags, signs, and food.

Lori will handle getting copies made of presentations for the handout at the beginning of the day-
deadline for submission: November 8th

Rob will contact Tracy about the OASFAA banner and also about if committee members and presenters are required to register (and pay)

We agreed to contact our leads on presenters, and email the group as we proceed. We will contact the state list serve if we do not have all presenters lined up by the middle of next week.

Respectfully submitted,

Rob