

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
Executive Board Meeting  
December 11, 2007  
Lane Community College, Eugene OR

**MEMBERS PRESENT:**

Leslie Limper, Tracey Lehman, Crisanne Werner, Donna Fulton, Melinda Dunnick, Nancy Hanscom, Patrick Downey, Patti Brady-Glassman, Jennifer Knight, Peter Goss, Judy Saling, Susan Degan, Jane Reynolds, Abril Hunt, Ryan West, Brett Rowlett, Sue Strauslin, Joyce Eaton, Cindy Pollard, Susan Hampton, Terri Crawford, Dennis Johnson, Annie Hawkins.

**CALL TO ORDER:**

President Leslie Limper called the meeting to order at 9:50 am.

Welcome by Leslie, housekeeping and introductions of members present.

Leslie requested approval of October minutes. Tracey L. motioned to approve minutes. Donna F. seconded the motion. Motion approved.

**OLD BUSINESS:**

*ACTION POINTS FROM OCT MEETING:*

- Jim Beyer's name listed on the web site
- Tracey L. discussed definition on who should register for OASFAA events. Abril asked how to identify individual as speaker only. Leslie suggested each committee have a write up in their process. Ryan W. suggested to add a question to the contract asking if the individual was presenting only. Leslie noted will get this added to the contract.
- Leslie asked for motion to accept the definition to add to the P&P manual. Ryan W. moved to accept the definition. Melinda D. seconded the motion. Motion passed.
- Leslie will post this information to the web.
- Leslie still needs to send information on the update regarding the \$45 fee for job posting.
- Newsletter language has been updated.
- The survey happened.

*SRM Update(OSAC Committee Report):*

Dennis Johnson reported on the Shared Responsibility model updates via a powerpoint presentation. Talked about implementation for 08-09 and the new OOG model. Noted:

- Not individual budgets, using standard budgets
- OSAC will need to recompute 1/2x awards, since 1/2x does not equal a 1/2x amount, it depends on need and student budget. Dennis wants to fix this next time via the legislature.
- Standard student share does not allow for any adjustments and can be made up in many ways.
- Have caps on award amount for 08-09.

- Governor did a publicity blurb for the new model. Estimator is available on the OSAC website since November.
- Only schools will notify students what their eligibility is, OSAC does not communicate this information.
- Links on the estimator site go to schools admission home page
- With email notice being sent to students, need to update front line staff on what to say. Anticipate these will go out late January.
- Award notifications to institutions in January changing 08-09 and 07-08 file formats.

Susan D. shared new e-news letter on OOG to be shared monthly with Fin Aid office staff.

*Annual Conference Committee Update:* Cindy P. sent out a report. Ryan W. hopes to have registration on-line within 2 weeks. They have the commemorative give away selected – navy blue sweatshirt with the logo. The agenda is almost ready, will post on the website when available. Sunday night is the celebration dinner. This year they will be offering 5 sessions each time and repeating the same sessions per input from last year. Will double check on Saturday night availability of rooms. Notice was sent out to vendors on room availability. Saturday night should be at conference rate. Sue H. will check status of room availability and rates for Saturday night. Pat D. will contact Sue S. for pictures for commemorative slide show.

#### **NEW BUSINESS:**

Introduced Annie Hawkins, VP proprietary. Welcome to Annie.

*OASFAA Photographer:* Pat D. discussed he received little response to photo request for the conference and we may want to consider having a photographer at events. Melinda D. noted maybe make it a function of the newsletter committee. Pat D. said maybe should be part of archives. Tracey L. suggested letting committees know to take photos of their events. Pat D. noted nice to have some photos to stick up and share at the conference. Judy S. likes the idea of a person on each committee to take the photos. Ryan W. noted then archives could make sure to get the photos, not necessarily have someone from archives take the photos. Leslie L. noted maybe need to update description of committee job descriptions and responsibilities to include photos in final committee report. Then we would have a record of the event. Donna F. moved to include photographer in committee description. Motion passed.

*Red Lion Contract:* Tracey L. discussed revised contract for room rate with Red Lion and that it was done with the room block which was reduced to 50 for Saturday night. Donna F. noted maybe we do not need as many rooms on Saturday night since we are in Portland. Tracey L. indicated the contract is now similar to the Eugene one and may be able to release rooms if not needed and not be charged if they are able to reserve them later. Tracey L. will go back to confirm rates and room block information as was discussed.

*EC Communication with Membership:* Leslie L. had contact on why she did not report to the membership directly the decision about the cancellation of the OPB show. Maybe we need to send emails to membership list serve to note changes made, Leslie L. rethought how to do this besides email. Like WASFAA, could use the website under breaking news category. Ryan W. suggested doing a synopsis on website about decisions made. Tracey L. noted now WASFAA

does email highlights. Pat D. likes email notice as he does not always use the website. Jennifer K. said yes to note changes as vendors want to know as well and she likes the list serve notice. Donna F. suggested we as EC highlight things from our meeting for the president to post. Terri C. suggested sending an email but link to website for details. Pat D. noted we will produce an email from this meeting to note highlights. Leslie L. indicated the secretary takes notes throughout the meeting, and the group will decide what to post and the secretary will give that info to the president.

## **OFFICER REPORTS:**

*Treasurer:* Donna F. handed out the budget and noted to date we are doing fine. The conference has not been paid for yet. Leslie L. asked if we had all expenses for support staff. Donna F. said no, and Leadership not all complete. Leslie L. discussed with E. Bickford about ELI expenses but did not get her report prior to this meeting. Tracey L. asked question on 201 line item about what is \$25 income? Donna F. noted it was amount paid from last year. Abril noted questions on assumption of vendor support. Donna F. said give info to treasurer at transition meeting. Tracey L. noted timeline for folks to submit reimbursements, in policy as 60 days from when expense occurred. Donna F. said we do cut off for end of year. Leslie L. noted need to make sure of discuss expenses to committee members at the transition meeting.

*Secretary:* Patti BG had no report.

*Past President:* Tracey L. sent her report and discussed items as listed.

*President Elect:* Crisanne W. submitted her report on guidelines for scholarship selection.

- a. Reviewed scholarship guidelines for approval. Leslie L. noted they would go into the P&P. Jane R. suggested change on a question, change “what” to “how” you will contribute to OASF AA. Ryan W. moved to accept in P&P, Tracey L. seconded the motion. Motion passed.
- b. Passed out nominations for committee chairs for review for 08-09. Discussed need for someone for FA101 spot. Motion to approve committee chairs as presented was done by Tracey L. Melinda D. seconded the motion. Motion passed.

*Segmental VP's:*

2 year Public: Melinda D. noted she contacted Bert Logan for any updates. None noted.

Proprietary: Annie H. noted she is still learning how to get connected to her membership. Jane R. noted she could help her get a list of membership to communicate to.

Private: Terri C. sent an email to her segment to get number on private loan volumes, will share in her newsletter.

## **COMMITTEE REPORTS:**

*Archives:* Ryan W. not much to report, not many photos on file.

*Fund Development Committee:* Nancy H. sent report and discussed items as listed. Noted we are on target to be underfunded as expected and also under target for expenditures. She sent email notices to partners to update level of partnership in directory.

*FA101:* Peter G. noted date was moved to January 26<sup>th</sup> due to technical issues with registration. All else remains the same for content. Currently have 7 registrants. May need to do outreach via VP's to get word out about event. Program designed for new Fin Aid folks or those needing introduction course.

*Legislative Committee:* Legislative update: Susan provided handout and discussed items as listed.

*Elections:* Ballots are on the web and voting is taking place. 99 out of 229 votes to date.

*Membership Committee:* Jane R. submitted a report. Noted membership is up and she is happy with increase. Noted problem with support staff workshop and a couple of registrations not processed correctly as member. ETAC intervened incorrectly, so will honor as processed as a member. Jane will send email to folks to note will accept as is this time only.

*Newsletter:* Sue S. not present. Sent report and noted still time to submit articles.

*OPB Broadcast:* Judy S. noted nothing official to discuss. Hopes to have more flushed out on plans of what new program will look like.

*Registration:* Ryan W. noted any day now we will be ready to test for registration of conference. Using timeline similar to last year. FA101 is now up and has a large window to register. Jane R. send email reminder on membership status.

*Site Selection:* Tracey L. noted nothing to add, still need to contact Salishan for information.

*Summer Drive-In:* Jennifer K. shared the final report. Suggestions for next year TBD.

*Support Staff Workshop:* Frankie was not present, sent a report. Leslie noted she attended the event and felt it went well. Briefly discussed questions proposed about the type of training to be offered, basic or advanced. Leslie L. noted she is discussing this with the chairs along with the type of issues for support staff and topics to present during the transition meeting.

*Technology Committee:* Pat D. revised his report and handed out a copy. Discussed items as noted. Credit card process on the web and working. Tracey L. asked if sending a reminder about the mentoring survey to the list serve. Pat D. noted Sue S. planned to do this.

*Training Committee:* No member present, no report.

*Vendor Liaison:*

Lydia T. not present, no report.

Committee discussed highlights of meeting to update membership via email

Tracey L. motioned to move to EC session. Ryan W. seconded the motion. Motion approved

**Executive Session:**

OASF AA awards selection.

Ryan W. moved to leave EC session. Donna F. seconded the motioned. Motion passed.

Melinda D, moved to close meeting. Crisanne W. seconded the motion.

Meeting was adjourned at 2:31

Respectfully submitted,

Patti Brady-Glassman  
Secretary