

OASFAA EXECUTIVE COUNCIL MEETING MINUTES
FRIDAY, OCTOBER 15, 1999

PRESENT: Dana Young, Don Black, Sandy Mountain, Kathy Campbell, Peggy Nitsos, Dave Allen, Linda DeWitt, Jackie Gresham, Debbie Beck, Sam Collie, Crisanne Werner, Jim Beyer

CALL TO ORDER: Dana opened the meeting. Those present shared the current enrollment situation at their respective institutions.

AGENDA: The agenda was reviewed.

MINUTES: The minutes were reviewed. Peggy Nitsos reported that Judy Sprague was not on the Technology Committee. It was suggested that the make up of the committees should be discussed at the transition meeting. Each committee should include someone from each segment.

TREASURER'S REPORT: Sam reported the following:

1. The savings are actually a money market account.
2. He keeps less than \$10,000 in the checking account since the savings earns more interest and the money is readily available in the savings.
3. Sam asked if he had approval from the council to keep the funds in T-strips. Kathy Campbell moved that when the T-strip matures, we roll the funds over to a new T-strip. Debbie Beck seconded it and the council approved the motion.
4. Sam suggested that we not show the production costs for OPB on the budget because the costs do not pass through OASFAA. He feels we should show only the true figures that pass through OASFAA. Dana suggested that Sam include a footnote on this cost instead of including it in the budget.
5. The council agreed that Sam should continue to hire an accountant to help him with the year end financial information.

OLD BUSINESS:

1. HB 2993 – Blue Ribbon Panel: Dana emailed Danny Santos about OASFAA being a resource for this committee. She has had no response. (Danny Santos is in charge of assembling a blue ribbon panel.) The panel is still being assembled because Kathy Campbell was appointed to represent her community college. The committee will study:
 - A. The relationship between merit and need based aid
 - B. Institutional aid vs. other types of aid
 - C. The issue of transferring from the community college into a four year collegeThe Oregon Student Assistance Commission (OSAC) is not a part of the panel. They are just technical representatives.

It was suggested to Dana that she write a letter on OASFAA letterhead explaining the purpose of our organization and expressing our continuing interest in assisting this panel.

2. Policy/Procedure Manual: Kathy Campbell has read it thoroughly and is willing to take it and rewrite it to make it correspond with our constitution and by-laws. It was suggested that she mark her changes so that they could be identified as changes. We will discuss it at the next meeting. Kudos went to Mike Johnson for the time and effort in putting together the original draft document.
3. Proprietary VP: Dana asked about the council's opinion on the vacancy of the proprietary VP position.

Kathy Campbell suggested that Dana contact Jeremy Wheaton about not being on the executive committee any longer and that if he doesn't respond within 7-10 days that she should appoint a new representative. A suggestion was made to contact Mike Snook as he has had experience on the executive committee.

4. Job Descriptions: Jim Beyer volunteered to be the facilitator to keep these council meetings on a time line. The Council discussed job descriptions and agreed that the president elect should be the parliamentarian, should have Robert's Rules of Order and should also keep us to a schedule since the president elect will need to know that information in the future anyway. Dana asked us to review our job descriptions in the policy and procedures manual.

COMMITTEE REPORTS, DISCUSSION & ACTION:

1. Support Staff Workshop: Sheree Houck was not present. Dana gave her written report. This workshop will be held on November 15 at Valley River Inn from 8:30 to 3:30. The flyer advertising this event was mailed last week. OSAC is having an open house after the workshop.
2. FA101 – Dan Preston was not present and there was no report.
3. Conference Committee: Theresa Bosworth was not present. Dana gave her written report.
 - A. There was concern expressed by the Council that the silent auction may not be appropriate for the conference. The intended use for the proceeds for the auction would be a scholarship. There is no procedure set up for giving scholarships. Ideas about giving a scholarship should be directed to the "Professional Development & Support Committee," chaired by Don Black.
 - B. President's Reception: The recommendation from the Executive Council is that this activity be called the President's Welcome Reception and that it

be held in the vendor area starting at 5:30 on the night that dinner is not part of the program.

- C. The conference committee suggested inviting the Deans. The Executive Council stated that not every Financial Aid Director reports to a Dean. The Council also mentioned that this had been tried before and it was not successful, as the program is not geared towards Deans. Dana will talk to Theresa Bosworth, the Conference Chair, about this part of the program.
- D. Linda DeWitt would like to suggest that we have vendors at the conference other than lenders. She would be interested in a document-imaging vendor.
- E. The conference committee would like an account at Kinko's to use for publicity. Finances for the conference were discussed. Jim Beyer suggested that the costs to OASF AA members for the conference be kept within the "same realm" as last year's conference as much as possible.
- F. Alternative Conference Sites: We have a contract with Salishan for this year and next. (Apparently costs are changing at Salishan since they are under new management.)

Peggy Nitsos suggested that we start searching for other sites for the conference. Dana Young suggested that we have a sub committee research other sites. The Council suggested that the treasurer Sam should head that committee. Sam will check with Jim Gilmour and Elizabeth Bickford to see if they would join the committee for research into other sites. Linda DeWitt suggested that they look for a conference site that everyone needs to travel to so that they would not go home or to the office during the conference. Sam will consult with Dave Allen as a resource as the vendor liaison.

- 4. Development Committee: Dave Allen
Dave is sending out two letters to vendors. One letter will go out next week regarding the support staff workshop and a second letter nearer to Thanksgiving regarding the conference needs.

Per Dave there was no vendor support for the Drive-In workshop (therefore, potentially more vendor support is available for the annual conference) so members should be charged the same as last year.

- 5. Membership Committee: No report.
- 6. Early Awareness: Carol Monroe was not present. Dana gave her report. Kathy Campbell suggested revisiting whether the Financial Aid Administrators should be responsible for early awareness. Linda DeWitt gave some background on the formation of the committee. She said that OASF AA accepted the responsibility so that families would know that funds are available to go to college. She also said that the middle school age was chosen because that was when students started deciding whether or not to go to college. Kathy felt that much of what was happening with the Early Awareness program should be handled by Admissions

Offices. (Linfield is going to have a program in January that will include two different schools.) Carol Monroe wanted to know if Dean Azule could be her co-coordinator. He no longer works for an agency that belongs to OASFAA but he is still in education.

The Council decided to table the discussion until later.

7. Media: Jim Beyer gave the report. The OPB Financial Aid Night will be December 15. The various segments are being filmed and publicity has started.

High School Counselors' Workshop: Jim explained what the circumstances were surrounding the cancellation of the High School Counselors' Workshop that was going to be held in conjunction with the OUS meeting for counselors. Right after the media committee announced to the high schools that they were going to have a workshop, the federal government announced they were going to have training. Our high school counselors' workshop was canceled because of that. Only then, did they find out that the federal workshop was hands on and limited to 40 slots. The counselors were unhappy about the limitation on participants. It was too late by then to reschedule the workshop.

The video "Getting Started with Financial Aid" will be distributed soon to all the high schools to be used for their parents' night or to be checked out by families. If the colleges or universities want a copy, they must request one.

8. Technology Committee: Peggy Nitsos

Peggy Nitsos would like Dave Allen and Sam Collie on her technology committee so that vendors can go through him to make corrections in the directory. It was moved and seconded and approved by the Council.

Randy has created a new generic registration form for use on OASFAA's web site.

Peggy said that we should discuss getting a new laptop computer. It needs to be more powerful than the old one and needs to have a modem because the database is on a web site now instead of just on the computer. We would also need an ethernet card. Peggy wants to know if the Council would agree to have her pursue how much this would cost and either report at the next meeting or notify Dana who could email the Council. The Executive Council agreed.

Peggy is also working on a calendar for OASFAA activities.

9. Legislative Committee: Don Black reported.

On October 26 a WASFAA training workshop will be held. There is a \$35 registration fee. Don will be one of the trainers. The NASFAA/WASFAA

workshops have 3 training modules. We could choose one or all three modules. Don will write up information about the training.

10. Professional Development and Support Committee: No report.

11. Special Issues Ad Hoc Committee: No report.

Patricia Aldworth, the executive director of the Oregon Student Assistance Commission (OSAC) ate lunch with OASFAA's Executive Council. She talked about her background and said OSAC was a nice environment to work in. She discussed the Educational Endowment Fund. Part of the Need Grant comes from that fund. Fifteen per cent of the lottery funding goes to education. The earnings from those funds go into the Educational Endowment Fund. Twenty five per cent of that goes to the Need Grant program. There is going to be a cap placed on the funds that will be available for the Need Grant program from this source. This year it is 4 million dollars. Next year it will be 6.2 million dollars and will be capped at that amount from that source. She was disappointed that OSAC was not directly notified about this decision. She found out by reading her email and having Tom Turner investigate. They were told that there had been a discussion on funding grants another way.

Ms. Aldworth says that the focus of the governor's office has been on K-12 funding. She has asked to be included on discussions and decisions in the governor's office pertaining to financing the Need Grant Program. She was told that she would be included on those discussions.

OTHER REPORTS:

1. Oregon Student Assistance Commission: Jim Beyer
Jim Beyer said there was a new handbook available for the high school counselors.
2. WASFAA Executive Council Meeting: Linda DeWitt is on the program committee and needs moderators for the WASFAA meeting on April 16 – 18th in Alaska.
3. Conney is doing a newsletter and would like information by a November 3 deadline. Information can be emailed to her.

NEW BUSINESS:

1. We need a contact person from OASFAA for WASFAA on the "Needs and Concerns of Graduate and Professional students." The Council suggested Becky Cady.
2. Y2K- "Local" Approach of Schools – Linda DeWitt
Linda went to Washington, D.C. She received worthwhile information that was passed out by Dallas Martin. Linda wanted to know if we should send letters to

other schools to offer assistance if they need it for Y2K issues. Jim Beyer expressed concern that we don't have the resources to do that. Sam suggested that Dana send a letter. Dana said if Linda would draft a letter, she would send it out. (???)

3. On-campus Publicity for OPB – Linda DeWitt

Linda DeWitt wanted to discuss adding \$1000 to the budget for publicity of the OPB broadcast. In the past the Oregonian newspaper funded the production of a card that was sent to all Oregon Medical Plan participants advertising the OPB Financial Aid broadcast. The Oregonian is not willing to fund this anymore and Linda would like OASFAA to pay for the production of cards that would go to 60,000 households. The card would have English on one side and Spanish on the other. It was moved and seconded to increase of OPB budget by \$1000 for publicity. The council approved the motion.

Linda says every Financial Aid Director gets copies of advertising materials and to please make sure we advertise on our campus.

4. OASFAA Reception for WASFAA Executive Council: This was discussed and the decision was made that WASFAA Executive Council would not overlap the OASFAA conference so there would be no time for a reception.
5. High School Counselor's Materials – Dana loaned OASFAA's copy of these materials to Kathy Campbell. She said the materials were available for downloading on NASFAA's web site if anyone else wants them.
6. New Laptop Computer for Membership Chair: Discussed this under Technology report.
7. Retirees- Gathering information/Honoring at OASFAA conference: Recognition of Retirees: It was suggested that information could be gathered from an announcement on ORFinaid. There was a suggestion that we recognize the retirees at the lunch or Business Meeting. The Business Meeting might be a better choice since the lunch session usually has a speaker.
8. Form an Ad Hoc Elections Committee: The Ad Hoc committee should consist of the President elect, membership chair and the OSAC liaison person. It was suggested that we standardize the biography form. By December 2, we need names for the President elect, secretary and treasurer elect.

Respectfully submitted by Sandy Mountain, secretary