

OASFAA EXECUTIVE COUNCIL MEETING MINUTES

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Minutes

Thursday, December 2, 1999

PRESENT: Dana Young, Jackie Gresham, Sandy Mountain, Kathy Campbell, Dave Allen, Peggy Nitsos, Sam Collie, Vicki Bockes, Carol Monroe, Dan Preston, Crisanne Werner, Debbie Beck

CALL TO ORDER: Dana opened the meeting. She explained that the conference committee was meeting next door and would be joining us for lunch.

AGENDA: The agenda was reviewed. There was a welcome to Dan Preston who has been gone for awhile. We also need to review the transition meeting topics.

MINUTES: The minutes were reviewed and approved as amended.

TREASURER'S REPORT: Sam submitted his Treasurer's Report and the budget as of November 30 in writing. Kathy Campbell asked about the Support Staff income and expenses not being reflected. Sam is just now receiving the bills and funds from that activity. Sam explained that he had purchased a \$25,000 rather than a \$20,000 T-Strip purchase. Dan moved that we go ahead and approve the purchase of the \$25,000 T-Strip. This motion was seconded and approved.

Sam suggested standardizing the expense items under each committee's budget. Kathy suggested having a standard form that the committee chairs would complete. Dan volunteered to make that form.

Carol Monroe would like to move \$150 from the travel part of the Early Awareness budget to committee expenses. Dan Preston moved that we do so. It was seconded by Jackie Gresham and approved by the executive council.

It was also suggested that "Media" be the heading for the "Getting Started" video, Ed Net and OPB budgets and that Technology be taken off that line. This was approved.

OLD BUSINESS:

HB 2993 - Blue Ribbon Commission Update - Kathy

Kathy handed out a report on House Bill 2993 that discussed the bill itself and who has been appointed up to this time. She pointed out that the Need Grant's name was being changed to the Oregon Opportunity Grant effective in the 2001-03 biennium. The "Blue Ribbon Committee" still has not had a meeting. The new Chair will be Roger Bassett and he will decide what gets presented to the committee and how it will be presented. Kathy does not know if the chancellor's office has actually picked an OUS representative yet.

Laptop Computer for Membership Chair - Peggy/Vicki

Peggy shared her discussion with Randy from OSAC about the possibility of purchasing a new laptop. The recommendation that Randy and Peggy made was that our current laptop could serve us until the new cold fusion server at OSAC is set up. To improvise until that time we need to purchase a copy of Microsoft 2000 Office Professional. We can spend \$135 and upgrade our computer software. This software will work with the current laptop. We can run badges and input conference registrations into that software. Kathy Campbell moved that we purchase the Microsoft 2000 Office Professional. Sandy Mountain seconded it. The committee approved the motion.

Retirees Input from Segmental VPs- All

Dana asked if we knew who was retiring this year. The past president is to place this information on the List Serve ORFinaid to see who will be retiring this year.

NEW BUSINESS:

Policy /Procedure Manual - Kathy Campbell

Kathy thanked Vicki Bockes and Bert Logan for helping her with preparing the updated Policy and Procedure manual. This saved OASFAA a lot of money instead of using Kinko's to prepare the manual. Kathy wants Mike to be recognized for the work that was involved in originally putting the P and P manual together. Kathy removed some material that she felt narrowed the purpose of the manual. The executive council reviewed the major changes.

Section 2.1.3.2: A suggestion was made that it be made clear in the P and P manual that affiliate members can be on committees but not chair or co-chair committees. The exception to this is the staff at the Oregon Student Assistance Commission. Kathy will make sure that information is in the manual if it is not there already.

Section 2.2.2: It was suggested that the proposed agendas of all OASFAA events be submitted to the executive council for review. This procedure is followed most of the time now but it was felt that we should formalize the procedure.

Section 2.2.2.1 and 2.2.2.2: Another suggestion was that the annual conference committee and summer drive-in workshop chair be chosen by the president-elect and submitted for approval to the executive council.

Section 2.2.2.6: Early Awareness Committee has a budget for now but the executive council needs to decide in the future whether to continue our activity in the area of Early Awareness or whether this should be an admission's function at our universities.

Section 2.2.2.10: This section outlines Article V of the Constitution: A suggestion was to type in what the constitution says about standing committees. Each year the president

decides which are standing committees. No committees are considered standing committees until approved each year by the executive council. This year we should add the Elections Committee.

Section 3.1.73: It was suggested that we remove the exact figure of \$70,000 as an asset reserve for the organization and say instead that the goal of OASFAA should be to keep a year's reserve instead of a dollar amount (based on our budget).

Dan Preston suggested Kathy make the suggested changes and the executive council would approve the whole document at one time. At that time we will decide how to distribute the Policy and Procedure Manual. A suggestion was to make one mailing with the directory as one document. Other members felt that this would be too large of a document to distribute and that the directory should be kept separate.

(Continued After Lunch)

LUNCH WITH THE CONFERENCE COMMITTEE - The Executive Council and the Conference Committee introduced themselves.

(Continued with New Business)

2. 2000-2001 Executive Council Nominations:

There was a suggested list of nominees for the open positions for 2000-2001. The suggestions will be posted on the OASFAA web site

The following were nominations:

President Elect:

Sam Collie	Portland State University
Shirlee Willis-Haslip	Rogue Community College
Patty Brady-Glassman	Oregon State University

Secretary:

Bert Logan	University of Oregon
Crisanne Werner	Linfield University

Private VP:

Gerry Crawford	George Fox University
Laura Head	Willamette University

Community College VP:

Karen Nelson	Linn Benton College
Corbett Gottfried	Portland Community College

State System VP:

Jennifer Knight Western Oregon University

Proprietary VP:

Mike Snook Academy of Hair Design Inc
Cecily McClanahan Beaumont College of Hair Design

The next OASFAA Executive Council Meeting will be at the OASFAA conference in February. It was decided that we would meet in the Sunset Suite after the conference if the room were available. We would have Theresa attend at least a part of the meeting. We will order box lunches.

Nominations need to be submitted for the Distinguished Service Award, Lifetime Member Award and Friend of OASFAA award. Dan has the specific criteria and will send that criteria to Kathy Campbell for the Policy and Procedure manual and to Don Black for posting on OrFinaid.

OASFAA Web Site Information Usage:

There was a discussion on member's rights to labels. Dana asked Peggy and Vicki to draft a procedure to request labels and to bring the procedure to the executive council for review and approval. The general consensus of the group was that the labels were a nice service for the members to be used for OASFAA related or Financial Aid related business. Vicki has no problem with printing labels and sending them out on request.

Per Peggy Nitsos, Randy at OSAC deserves a big thanks for all of his hard work on developing and working on the Web Site. The executive council agreed with her.

COMMITTEE REPORTS:

Conference Committee - Theresa Bosworth

The speakers for the conference have confirmed. The luncheon speaker will be Ted Malone who will speak on "Humor in the Workplace". Lenny Bohrer from Portland will be the keynote speaker. He is a motivational speaker.

Jack Johnson contacted the committee and would like to come to do a session on Distance Education. At the time he contacted the committee there was no room on the agenda or any rooms available. The committee decided against this session for this year's conference because of these reasons.

The conference committee will put the conference agenda on the web site. Registration materials have gone out. People can register for the conference on the web site. They cannot however register for the hotel on the web. Hotel registrations must be made by the 20th.

The facilities members have made food selections. (The past complaints have been about food). This will be the last year that Bank of America is sponsoring the brunch. (Perhaps other vendors will take over this sponsorship). The facility where the brunch was served is now the main dining room. Facilities needs to know 2 weeks ahead of time if the executive council wants box lunches for a wrap up session after the conference.

Theresa asked us our opinion on purchasing canvas bags at \$2- 3 for a 2000 memento. Theresa will check into costs. Kathy suggested looking at other mementos for the 2000 conference. Theresa requested another \$600 for committee expenses. Dan Preston moved increasing the bottom line for the 99-2000 conference to \$36,000 and Theresa could email Sam what the line items would be. Kathy Campbell seconded it and the motion passed.

Theresa is working on a "Conference Planning Guide" for OASF AA based on the NASFAA guide. Dana passed out "Hugs and Kisses" (candy) to the conference committee for all their hard work.

Development Committee: Dave Allen

Dave reported that there has been \$6800 in commitments for this year's activities so far. He mentioned again that this year is the last year Bank of America will sponsor the brunch at the conference. The Council discussed other options that might be available for continuing the brunch as part of the conference. Other options may be that a couple of vendors might be willing to sponsor it or we could bring it in as part of the conference. The members could pay part of the cost of the brunch. Dave needs feedback on what the council would like to do. He suggested that we needed discussion about this topic.

Membership Committee: Vicki Bockes

Dave has given Vicki a list of vendors for the directory. Vicki will send a letter to institutions for updating. Last year only members were included in the directory. The executive council wants all staff included. Dan suggested that we create a shell on the computer and that we pay someone to input all non- members. Dave suggested that a change in staff form be put on ORFinaid to be available for schools to update their information.

Technology Committee: Peggy Nitsos

An events page has been set up. Membership update information is available for institutions, vendors and individuals. There is a PDF file available to be used for a reimbursement form. Peggy said she needs to review the links.

Support Staff Workshop: Vicki reported for Sheree Houck. There were many negative comments about the session on regulations. The support staff felt that this session was "over their heads." We need to structure this workshop more towards support staff needs.

FA101: Dan Preston

FA101 will be held on January 27 at Linfield College. They will be eliminating details about some of the programs and adding a customer service component. Registration is available on the Web Site. January 21 is the deadline for registration.

Early Awareness: Carol Monroe

Carol wanted to know when she would know if this committee would continue. The executive council will discuss it at the OASFAA conference meeting.

Linfield University will be one site. They wrote a grant to GTE and received \$1250.

Rogue Community College will be a site. They are hosting 250 5th and 6th grade Girl Scouts.

Four tribes want a site.

Dean Azule who is working at Washington Elementary School would like a school to volunteer to host the low income, at risk 5th graders from his school.

Media Committee:

The "Getting Started" video is being produced. Four hundred videos will be produced. There has been a rehearsal for the OPB show. A recognition of thanks should be given to Patty Brady-Glassman and the new producer Jessica Martin.

Other: Conney Alexander is writing the WASFAA newsletter and wants information for the OASFAA article.

There were no other reports.

The next meeting will be Tuesday, February 8 at 12 noon at the OASFAA conference in the Sunset Suite.

The meeting was adjourned at 3:06 PM.

Respectfully submitted by Sandy Mountain, Secretary

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