

OASFAA EXECUTIVE BOARD MEETING
AUGUST 17, 2001
GEORGE FOX UNIVERSITY (PORTLAND CAMPUS)

IN ATTENDANCE: Phil Hess, Susan Degen, Tracy Reisinger, Judy Saling, Paul Krull, Sam Collie and Jennifer Knight.

CALL TO ORDER

HOUSEKEEPING

APPROVAL OF MINUTES FROM MAY 1, 2001 MEETING:

- *Motion by Tracy Reisinger to approve minutes with revisions. A second, by Paul Krull. Motion carried.*

COMMITTEE CHAIR REPORTS:

DEVELOPMENT – Judy Saling

- A letter was sent out in July regarding OASFAA's yearly events. The costs for each event are what they need to take back to their boss' for permission to participate. We will develop a guideline for the donors. For example, if they give a certain amount of money they will get certain exposure etc. Also, we could contact Sun Ow, WASFAA's Development Chair or Kay Soltice of PLU, to find out how they break down these items.
- We would also like to recognize their contributions. We could do so verbally, by awarding plaques and other appreciation options.

LEGISLATIVE – Susan Degen

- Two meetings have been held since April 2001. Another scheduled for next week.
- We have developed and defined a mission statement. We reviewed goals that were set in March and we want to educate OASFAA members on how to work with the Legislature. One way to do this could include a training session at the annual conference on how to make comments on NPRM.
- Would like to add someone to the committee from the Proprietary sector.
- FED UP Issue– Kathleen Smith. Have received 3,000 responses to compile and make sense of.
- Getting ready for reauthorization
- Come up with position descriptions and also policies and procedures
- Mid to Long Range Goals include:
 - Creating a regular communication piece to put out/up on OASFAA website.
 - Better handle on pending state legislative issues.
 - Better handle on federal regulations and policies
 - Start preparing for reauthorization

OPB – Elizabeth Bickford (email)

- No information from OPB
- Date not set
- Committee will work more closely with the OPB Advertising Department this year.

HIGH SCHOOL TRAINING- Elizabeth Bickford (email)

- Joint presentation with OSAC, Region X and OASFAA in Portland.

VIDEO – Elizabeth Bickford (email)

- Michael Johnson will be asked to be the “talking head”.

MEMBERSHIP - Vicki Bockes (email)

- Transition from LISTBOT, which is no longer active.
- New web site product will soon be launched, which will help resolve many, if not most, of the issues we have had in the past several years, both with the membership and with registration. Target date for this is August.
- Vicki and Randy Brewer will meet to figure out how to migrate those members who did not sign up for Listbot. All who did sign up will simply migrate to the new site. Jackie Gresham let Vicki borrow the conference registration notebook and that information will help determine who did/did not sign up on Listbot.

SUPPORT STAFF WORKSHOP

- Gina Birkquist, Chair, resigned. However, Teri Crawford from George Fox University agreed to step in as Chair.
- ***Motion by Paul Krull to accept Teri Crawford as replacement for Chair of this committee. A second, by Phil Hess. Motion carried.***
- Sites were discussed. Proposed sites were OMSI and George Fox University's Portland Campus.

EARLY AWARENESS – Carol Monroe (email)

- Pending Sites for 2001-02: Northwest Christian College, OIT/Klamath Tribe and SWOCC.
- Continued work on the procedures for Early Awareness process and committee.
- We need to discuss whether or not OASFAA wants to continue the EA committee. A number of schools are interested but between staffing, budget and time restraints it has been difficult to get sites confirmed. The second issue is getting committee members. Our time is valuable – schools and lenders are needed on the annual, summer drive-in and other committees for events throughout the year. I always have volunteers for the site days, but it has been difficult to get commitments for committee work. Please put this topic on the agenda for next Executive Board meeting.

DRIVE-IN WORKSHOP – Bert Logan (email)

- Evaluations reflect that the workshop was a success!
- Total Expense: \$4,449 = Breakdown: Lunch \$2,165; Breaks \$1,084; Entertainment \$400; Committee Expense \$800. The lunch put us over budget, which was underestimated.
- Bert will email Suzie Peterson to give Executive Board the figures on sponsor revenue income.

TECHNOLOGY – Peggy Nitsos (email)

- Meeting held on June 5, 2001. Present: Dave Allen, Multnomah School of the Bible; Jackie Gresham, George Fox University; Peggy Nitsos, Chair, Southern Oregon University; Vicki Bockes, University of Oregon; Randy Brewer, OSAC; Steve Long, OSAC; Note: Unable to attend was Sam Collie, Portland State University
- In preparation for developing a more interactive and dynamic membership web site, Randy Brewer proposed that the OASFAA web site be moved from teleport to OSAC. A more robust system is needed to develop and make the changes that have been outlined for the registration processes and potential ability for members to vote on line as well as a more dynamic membership database and list serve.
- The new OASFAA web site will be registered with a new unique domain name. It will be moved to the IIS Server box at OSAC.
- If OASFAA were to out source the project it is estimated that the cost would be about \$20,000.00 even though the actual cost for developer time would more likely be in the range of \$4,000.00. These estimates were based on work done by both Randy and Steve while they worked at a private development agency who did this type of work. OSAC will not charge OASFAA for the work involved with this project.
- OASFAA continues to own both the site and data housed on the server. If at any point in time should OASFAA want to take it over completely OSAC would hand it over with all the code. OASFAA would need to be sure that they had technically capable people to take it on at that point and also would need to be sure that appropriate IIS and SQL Server machines would be available.
- Randy estimates that we should be switched over by September, 2001. Will also be registering a domain address for OASFAA through the state.
- The end result of the project will allow for more flexibility and more interactive web site. Currently, OASFAA On-line is a Static web site. We are moving toward a Dynamic web site. Since the technology aspect is being upped, it will put some limits on the number of people who might be able to volunteer to take it on outside the OSAC environment.
- Discussed the current paper Membership Directory that was recently sent out. One of the suggestions presented was to make the directory available in a PDF format that members could print via Adobe off the OASFAA web site. Vicki will present this to the OASFAA Exec. Board for their consideration at the recommendation of the Technology Committee.
- The group proposed two phases: PHASE I: Re-engineer the whole membership process to make it more user friendly. PHASE II: Development of the on-line registration forms; estimated date for viewing prototype is the end of July. To be in production by November 1st. Part of the development will involve a registration fee payment process that will feed membership data and as a result would provide current updated changes. Jackie is sending Steve the paper registration format as a starting point. Want the form to include information, re: Person/Member Information; Membership Dues; Conference Registration Fees (all/partial); Meal Information/Choices, etc.

- July 3, 2001- Chair of Technology (Peggy Nitsos) met with Randy Brewer and Steve Long both of OSAC to further discuss the OASFAA ListServe and Membership Database.
- Randy stated that Microsoft was discontinuing their support of Listbot. This is the third off the shelf listserve software that has been discontinued. At this point, Steve has indicated that he will develop a listserve program for OASFAA that will be part of OASFAA on-line and which both feel will be more user friendly in terms of use as well as membership information maintenance. Steve has already started to build this functionality. With regard to security, would have to be a member to post messages. OASFAA can also control who has access. Can require specific information be provided in order to access.
- Want to set up an OASFAA database. Include functionality that will allow Membership Chair to go in and check on paid status of membership. If membership fees are paid then the Membership Chair would determine the type of membership and set the flag. There would not be any manual feed from the Database to the Listserve.
- As soon as the Membership Chair approves, then that person is a member of the Listserve. Each member will be assigned a unique identifier number. The Listserve would only be used to post messages related to OASFAA business. Would not be used to send personal email.
- Everything will become “real time.” Will be able to join, quit or modify membership information. Institutional updates will also be via the web. Randy and Steve will work with Membership Chair to define Voting vs. Non-Voting vs. Affiliated member (i.e. Vote vs. Dues). Also, need to consider Life Time Members. Will also tie a date to dues paid. Will put in a drop down list of institutions in order to have more consistent data. Will include links to institutional web sites. Person within the database will be tied to institution, etc.
- Discussed need to validate institution information and who within the institution should have that responsibility. Final approval would be by Membership Chair, depending on who made the changes. Changes to venter information could be handled via email to Vendor Coordinator so that person can confirm.
- Membership chair would approve new members, new educational institutions and changes to institutional names, etc. Registration chair would have information related to the even going to them. Vendor Chair would approve other non-education type institutions.
- Want to build in ability to do on-line VISA payments. This is not scheduled for this first year. Want to create some additional functionality regarding the pulling of labels and lists.
- Because Peggy will be gone during the cut over time, Randy will be sending out an email to current OASFAA members re: the new Listserve and how to use it. Those currently on Listbot will be moved over. He will also provide the new web site address.
- Registration module: Needs to address the annual conference, FA 101, Support Staff Workshop and the Summer Drive-In as well as any future events. Want a single process for all. Once the even is selected, the other required information comes into the form. Will have a receipting functionality. Email will go to event Chair.
- Reviewed available domain names. Will be requesting OASFAAONLINE.ORG as the public address for the website. Will be registering it through the state.

FINANCIAL AID 101

- No report

AD-HOC STATEWIDE CONSORTIUM AGREEMENT – Kate Peterson (email)

- Committee Members: Michael Johnson, Pacific University; Kathryn Campbell, Chemeketa Community College; Rob Clarke, Eastern Oregon University; Elizabeth Bickford, University of Oregon; Kate Peterson, Chair, Oregon State University
- The committee had a conference call on August 15, 2001 to draft a statement of purpose, goals and establish a timeline.
- Statement of Purpose and Goals: The committee will submit a consortium agreement for approval to the Executive Council that would allow Title IV eligible institutions from Oregon to count enrollment at any of the participating institutions toward the students’ aid eligibility. The consortium agreement will be generic in nature, recognizing the wide variety of financial aid software and practices amongst the institutions. A cover memorandum would supplement the consortium agreement, outlining the areas for which additional written policies and procedures may be needed between individual institutions. USED feedback will be solicited prior to finalization of the proposed consortium agreement, to ensure compliance with federal regulations.
- A communication plan will be developed and publicized to allow schools to provide feedback to the design of the consortium. We would also like to do a presentation and solicit discussion during the annual conference in February.

- Timelines: The communications plan will be publicized by November 1, 2001. The target for submission of the consortium agreement to the OASFAA EC is June 2002.

AD-HOC MERIT VS. NEED

- No report

2002 ANNUAL CONFERENCE COMMITTEE – Sue Gano

- Report:

Committee Overview

The OASFAA Conference Committee has met twice, on June 12th and July 10th. The committee is a hard working, cohesive group of people who like to get things done. As a result we have a format set up already for the conference and some tentative sessions planned. The following is a list of tentative changes from recent OASFAA Conferences:

A pre-conference workshop on loans

Shuttle bus to the Chinook Winds Casino on Sunday evening for people without dinner invitations

No luncheon speaker on Monday to allow people to have the opportunity to visit and network

Choice of entertainment on Monday evening that will be interactive or an area where people can meet and visit (other than the bar area)

2 Federal Updates done over 2 days

A closing speaker

The conference will adjourn by 11:30 in an effort to get people checked out and on the road in a timely manner.

There will be web registration. All session handouts will be posted on the web for people to download and copy off if they did not attend a particular session. I am interested in doing an on-line evaluation form for people who did not want to take the time to fill out the form at the conference.

Questions for the Exec Board

1. Any retirees that people know of?
 2. Suggestions for presenters. One of our goals as a committee is to introduce new presenters and speakers to the conference this year. If, after reviewing the attached tentative topics and summaries you have an idea for a presenter, please either contact me or Julia Reisinger.
- Tentative Topics and Summaries – see attachment to minutes
 - Tracy asked, what are we willing to fund? Such as the brunch, for example? Could we survey the membership and ask them about what options they like? We could also ask each segment to discuss this topic during the segmental meetings at the conference. Ask each segment how should the brunch be paid for; what option would attendee's prefer?

BUDGET

- Vendor Support \$750
- Change asset reserve at this time to help cover costs of the Summer Drive-In.
- Sam will contact Jackie to revise budget.
- ***Motion by Tracy Reisinger to bring in \$4,450 from asset reserve to adjust total budget expenditures from \$90,650 to \$92,100. Discussion followed. Phil Hess seconded, but with the point that we were not increasing the budget permanently, we just have to adjust the budget to be able to pay the bill for Summer Drive-In. The Summer Drive-In Total Expenditure should be changed to \$4,450. Motion carried.***
- ***Motion by Tracy Reisinger to increase expected income dues in budget from \$4,000 to \$5,320, increase development income total to \$32,500 and bring in \$21,330 from reserve account. A second by Jennifer Knight. Motion carried.***
- Bonds. Renewed? We should contact US Bank to go ahead and roll over the CD. The interest goes into the checking account.

OLD BUSINESS

WASFAA SCHOLARSHIPS – Tracy Reisinger

- Summer Institute had six applicants. All applicants had already registered and paid fee to go. The winner was Susan Campbell from Central Oregon Community College
- Management/Leadership Institute had one applicant. The applicant would not have gone if had not gotten scholarship. The winner was Paul Krull from the University of Portland.

LAPTOP

- Sam will take inventory.
- Jackie may purchase one, per last meetings minutes.

NEW BUSINESS

OSAC Issues

- They will begin interviewing for two positions next month. One position will be for Tom Turner's position and the other will be for Ellen Jewel's position.

Lender Liaison Issues

- No report

Definition of OASFAA Membership Discussion

- Member changing status; e.g. voting member vs. affiliate. If a member moves from a school to a bank or moves within a school from financial aid to a Dean can they keep their membership status? If we wish to have an official vote, it would require a vote from the membership at the annual conference, for example. It could be ok for the member to vote and be a committee chair, but they cannot hold an office.
- We also need to spell out voting procedures. Should you only be limited to vote for those in your own segment or vote for everybody? This procedure is not set in the by-laws. However, but in the policies and procedures. The nominations come in from the segments. Sam will update policies and procedures to reflect that members will vote for all candidates in all segments.
- Should we allow a person promoted within a school from a financial aid position to a Dean/affiliate vote and/or hold office? Discussion followed. We vowed to stay with the constitution.
- Affiliates may not chair, would this change the policies and procedures? This should go on the agenda for next time under new business.

Resignations/Replacements of 2001-02 Committee Chairs

- Discussion as to whether or not we can allow Judy Saling to hold her position as Chair of the Development Committee as she has accepted a position at Citibank and will be leaving OIT. The discussion was that she would be ineligible to continue as Chair. However, after much more discussion the thought was that as long as the Executive Board approves and is comfortable with the Chair it could be approved.
- ***Motion by Jennifer Knight to update policies and procedures to allow affiliate members to chair committees. A second by Tracy Reisinger. Discussion followed that we would like to bring this back for discussion at next meeting. However, we would keep the current people presently in the position as long as the Executive Board was comfortable in approving the Committee Chairs. The motion carried.***

LUNCH

Nomination of Committee Chairs for 2002-03

- ***Motion by Paul Krull to approve Katrina Schmidt of University of Oregon and Emilio Vejil of Oregon State University to Co-Chair the Summer Drive-in Workshop in 2002 at Oregon State University. Also, to approve Chris Barcus as Chair of the Support Staff Workshop in 2002. Phil Hess seconded. Motion Carried.***

Next Meeting

- October 16, 2001 at George Fox University's Portland Campus

Volunteer Forms

- Volunteer forms will be given to Tracy Reisinger. She will send these out via listserve, web and as a handout in the conference packets. All who volunteer will be contacted.
- The form will be in the policies and procedures and on the OASFAA website (not in PDF) with the general job descriptions so that people know what is available and the general time commitment.
- Sam will contact Kathy Campbell.

New Business for Next Time

- Review each OASFAA event and review purpose of the activities.
- Entertain ideas for new activities, such as Training of the Trainer or Training to be involved in different events.
- Discuss that we should have a Budget Development meeting prior to the transitional meeting, which would include the President, President-Elect, Treasurer and the Development Committee Chair.

Adjourned

Respectfully Submitted by
Jennifer Knight

2002 OASFAA Tentative Topics and Summaries

Pre-conference loan workshop	Loans 101: Types of loans, working with lenders, creating a lender list, entrance counseling, master prom notes
	Loans 102: More advanced topics on loans such as default prevention, exit counseling, loan consolidation, loan forgiveness programs
Loans 101	Types of loans, working with lenders, creating a lender list, entrance counseling, master prom notes
Web Based Services	Using the Internet to provide service to student. Downloading and submitting forms, entrance and exit counseling, tracking applications, accessing awards
Clock Hours	Regulations and processes involving clock hour schools
Ethnic Diversity	Session put on at WASFAA. Different sessions each year that serve to educate and support diversity in our office, both with students and our colleagues.
Workforce Training	Issues involving workforce training programs and eligibility for aid
Segmental Meetings	"Beefed up topics" such as how schools can communicate needs to government
NCES Update	OSAC and the State of Oregon will participate in a national survey involving all schools in Oregon. This session will update schools as to the status of this study and what will be expected from the schools.
Federal Update	Federal update
Loans 102	More advanced topics on loans such as default prevention, exit counseling, loan consolidation, loan forgiveness programs
Special Needs Students	Working with special needs students, such as disabled, and/or students needing extra support services
Working Successfully with the Media	(last year's description) How can financial aid professionals capture the communication power of the media? This practical session approaches working with the media from two important perspectives: 1) reacting to the media - what should you do? and 2) Becoming a media source - what strategies will get your message out?
Co-Enrollment	More and more schools are arranging for co-enrollment for their students. This session addresses how to handle the different problems that may arise, and answers questions for schools considering these types of programs
Effective Communication with Today's Technology	How to manage e-mails, voice mails and other incoming messages effectively. Prioritizing, timeliness, etiquette, what to save, what to delete, how to communicate and more.

Verification	(last year's description) Come and review the requirements for performing verification. This is a basic training session for new administrators, or for people who need a review.
OSAC Update	(last year's description) The OSAC update will cover information of interest to the OASFAA community. Information on current projects and new initiatives in each of the OSAC divisions: Administration, Guarantee Services/Default Prevention, Claims & Collections, Information Technology and the Office of Degree Authorization.
Q&A for New Directors	Come prepared with questions for this panel of seasoned financial aid directors. Hear what they wish they had known when first starting out, and how to avoid problems in your office.
Direct Loans/E-Signatures	Direct Lending staff will provide updates on the Direct Student Loan Program, and how e-signatures work.
Pell RFMS	(last year's description) What is RFMS and what does it do? How does RFMS work. What tools are available to help you reconcile Pell? Come hear the answers to these questions while we journey through RFMS and Pell reporting.
Customer Service	(last year's description) Help make students, faculty and staff feel better when they contact your office. Here are tips on making customer service a top priority. Dealing with difficult people?
System Change	How to manage System updates, and work out a project management plan.
Outside Resources (not scholarships)	There are many different types of outside resources: Veterans benefits, vocational rehab, Americorps to name a few. Hear how to coordinate these resources, and how they effect students' elibility for other federal and state aid.
Refunds	How do you grant refunds to a student who withdraws during the summer session? Who has a medical withdrawal? Academic Dismissal? Leave of Absence? Hear a panel of experts explain their process for each scenario, and come prepared to ask questions
OSAC Update (repeat)	(last year's description) The OSAC update will cover information of interest to the OASFAA community. Information on current projects and new initiatives in each of the OSAC divisions: Administration, Guarantee Services/Default Prevention, Claims & Collections, Information Technology and the Office of Degree Authorization.
Federal Q&A	As an extension of the Federal Update, here is a chance to bring your questions and get some answers
Scholarships	How to increase student awareness of available scholarships and get them to apply
INS	INS and financial aid. The regulations, and how to make sure students are eligible for aid.
Work-study	How to organize your work-study program, work with other offices on campus, create manuals, coordinate job placement, etc.
Closing Speaker	Topic (?)
Adjournment	