

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
Executive Board Meeting
October 12, 2004
Willamette University

MEMBERS PRESENT: Dave Allen, Elizabeth Bickford, Rob Clarke, Susan Degen, Anastacia Dillon, Pat Downey, Jim Eddy, Judy Saling Field, Michelle Holdway, Mary Jo Jackson, Randy Jones, Katy Kelley, Andrea Maison, Anna Manley, Kathy McCutchen, Vicki Merkel, Scott Money, Suzie Peterson, Julia Reisinger, Tracy Reisinger, Jane Reynolds

CALL TO ORDER

OASFAA President, Dave Allen, called the meeting to order.

APPROVAL OF MINUTES

Julia Reisinger moved to accept the minutes. Mary Jo Jackson seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Treasurer, Julia Reisinger, distributed a Treasurer's Report with new information since last meeting.

Julia contacted Piper Jaffrey to renew the C.D. that just matured. Another will mature in December.

Summer Drive-In accounting is all done.

Julia pointed out to the group that the "Income & Expenses Summary" (dated 10/10/2004) is out of balance due to new OPB expenses that were not in the original budget. Julia stated that she could wait until the end of the budget year to balance the budget, after all other expenses and membership dues are accounted for. Jim Eddy suggested that she go ahead and balance the budget to present at the next meeting.

Tracy Reisinger moved to accept the Treasurer's Report. Anastacia Dillon seconded the motion. The motion passed unanimously.

PAST PRESIDENT REPORT

Tracy Reisinger reported that she plans to put out a call for nominations for OASFAA awards and retiree recognition.

OASFAA website needs to be updated to reflect Tracy as the "OASFAA Past President" for 2004-05 (in place of Jim Eddy). Tracy also commented that she couldn't locate current OASFAA committee chairs on the website. Pat Downey stated that he would make that change and check on the committee chair info.

PRESIDENT ELECT REPORT

Mary Jo Jackson reported that the on-line scholarship application is now on the OASFAA website.

A scholarship was awarded to Kim Pearson to attend the WASFAA M.L.I. Conference. Mary Jo will get reminders concerning upcoming scholarship deadlines to Pat Downey to be sent out on the OASFAA list serve. Deadline for OASFAA Conference Scholarships is December 3, 2004. Selections will be made after the next OASFAA Exec Board meeting by a committee made up of the Segmental Vice Presidents and President Elect. Nominations for 2004-05 OASFAA Executive Board positions should be forwarded to Mary Jo; nominees are presented at the Annual Conference.

Mary Jo also reminded the group that the WASFAA Conference will be held in Portland this year. The WASFAA Summer Institute will be held in Reno, NV. Not all of the \$10,000 designated for scholarships has been earmarked, so there is still a possibility of funding OASFAA members to attend these trainings.

VICE PRESIDENTIAL REPORTS

VP 2 Year Public: Anna Manley – No report.

VP 4 Year Public: Judy Saling Field – No report.

VP Independent: Anastacia Dillon – No report.

VP Proprietary: Scott Money – Reported that he still hasn't received responses from his segment concerning issues specific to proprietary schools needing to be covered at the Annual Conference.

COMMITTEE REPORTS

High School Counselor Training: Co-Chairs, Elizabeth Bickford and Jim Eddy, were present to report on the status of 2004-05 high school counselor training and to lead discussion concerning other possible training opportunities. Elizabeth reported that while this committee maintains limited high school counselor training by working in conjunction with the OUS high school counselor training program, there are no plans to expand OASFAA training in the current year. At a recent OUS training, Elizabeth heard from high school counselors that they continue to need the basics, but as Reauthorization still hasn't happened and there are relatively few changes, this isn't the year to ramp up resources to this group.

Jim and Elizabeth asked that the group consider another need – current issues facing the state's financial aid office Directors. Specifically, Elizabeth and Jim are hoping that the OASFAA exec board will consider the idea of a "Director's Workshop" – a 2-day intensive training session that would deal with issues particular to directors such as: state legislature, media and student government relations on campus. This training is especially important in a time of tightening budgets and (in the case of OUS schools) restricted out-of-state travel which keeps some schools from sending staff to the WASFAA MLI. Elizabeth spoke of timing as an especially important issue because Directors need to have this training before the new legislative session begins in January. Jim stressed that this idea seems to fit within the recommendations of the 2003-04 OASFAA Exec Board, which hoped to see more intensive training with emphasis on specific topics. Upon request from the group, Jim provided some background information on the work of the past OASFAA Exec Board, citing some specific requests that came from their discussions, the top 3 being: 1) a speakers bureau; 2) 1-day intensive trainings on specific topics such as verification, taxes, SAP or professional judgment; 3) formalized mentor program.

Jim and Elizabeth ask for feedback from the group asking: Is this a need? Is this a good use of resources? Feedback from the group was primarily positive with concerns about the tight timeline and funding, and questions about the specifics such as where and when the workshop would be held and who will be in charge of the planning. Jim and Elizabeth are willing to take on the planning and do not foresee the need for additional funding in excess of the amount provided to the High School Counselor Training. There is the sense that there is a wealth of free expertise available within the state and an Oregon focus might prove even more useful than the WASFAA M.L.I. In addition, Elizabeth anticipates that many of the speakers will be outside of the Financial Aid community as it is primarily issues outside the usual realm of financial aid with which the directors need the most help.

Mary Jo Jackson moved to establish an Ad Hoc Committee for the Director's Workshop and move the \$4000 budgeted for High School Counselor Training for this committee's

use. Tracy Reisinger seconded this motion. Discussion: Randy Jones asked if moving all \$4000 to this use left enough for other High School Counselor Training activities. Jim and Elizabeth said “yes” – there is nothing more to do in this area for the current year. The motion passed unanimously. Dave appointed Elizabeth Bickford and Jim Eddy to serve as co-chairs of this new Ad Hoc Committee.

Annual Conference: Katy Kelley reported that the revised theme for the OASFAA Annual Conference will be “Funding N.E.M.O” rather than “Finding N.E.M.O.” Disney logos will not be used to guard against copyright infringement. Two speakers (Terry Everson and Father Oleksa) are confirmed for the conference; one speaker (Larry Z.) has been invited, but has not yet confirmed that he will attend. The President’s Reception will be reinstated at the conference and the entertainment for Monday evening will be “Nemo in the Casino.” Guest meals will be partially subsidized by OASFAA this year; the cost for breakfast and lunch will be \$20 per person; Monday night dinner will be \$30. The “Fun Run” is back and will be held from 7-8 Tuesday morning. The vendor room will be closed during interest and general sessions. The Department of Education will present one session during each break out times; possible topics include outside resources (not scholarships), verification, clock hour issues, and Return to Title IV calculations. On-line registration should be available by early November.

Julia Reisinger moved to add Jim Gilmour to the Annual Conference Committee; Tracy Reisinger seconded the motion. The motion passed unanimously.

It was decided that there is no problem with accepting the offer of the Ford Family Foundation (FFF) to provide “free drink” coupons in conference attendee packets; the group agreed that as FFF is not soliciting business and is not a competitor of any of the vendors, there would be no feelings that FFF is being provided an opportunity not given the vendors.

Julia Reisinger moved to transfer the “promotional material” line item of the Annual Conference budget to the Executive Board budget. Scott Money seconded the motion. The motion passed unanimously.

Development: Randy Jones distributed a list of the 2004-05 OASFAA Sponsorships showing \$40,000 pledged to-date. There are just four vendors with pledges currently outstanding and these pledges are expected to come through shortly. In addition, \$7000 will come in for tables at the conference. With these current figures, we are very close to meeting the budget.

Randy expressed a concern that OASFAA follow through in providing the benefits to vendors that were promised as part of their sponsorship. Of particular concern is the availability of the OASFAA Membership Directory and banner ads for the website. It was confirmed that the directory will be on-line only; no hard copy will be produced. Pat Downey gave an update on OASFAA website issues, stating that there is a capability for the directory to be “real-time,” so new members can be displayed as they pay their membership fees. The web site is ready for banner ads to be posted, but all these should be added at once so as to only have to pay for the addition one time. It was decided that the Development Committee can move forward with these issues – including setting a deadline for vendors to get their banner ads together for posting to the website and determining where ads should be placed.

Vendor Liaison: Andrea Maison reported that she has been gathering information about products that OASFAA may purchase for use in “goody bags” at various workshops and events throughout the year. These “OASFAA” items will largely replace promotional items from various vendors that have been used in the past. Andrea has acquired several catalogs, priced out bags and pens, and inquired about the use of the

OASFAA logo (changed to one color) on these items. These items will be purchased with the "Promotional Items" line item in the OASFAA Exec Board budget. It was decided that in the future, the chairs of the Annual Conference Committee, Summer Drive-In Workshop Committee, Support Staff Workshop Committee, and the FA 101 Committee will work together to make decisions and purchases for the year. Each year at the transition meeting, the budget for the upcoming year will be set. For the current year, Andrea will work with the chairs of the Annual Conference and FA 101 to make purchases for remaining events.

FA 101: Crisanne Werner and Dan Prescott reported by an e-mail through Dave Allen. 17 people were in attendance at the recent FA 101; comments received were positive.

Legislative: Susan Degen reported on legislative issues. Congress passed a Continuing Resolution on September 30 stating that the Federal Fiscal Year Appropriations would be revised at the end of November. It is expected that the Pell Grant maximum will not change, funding for TRIO and Gear-Up will probably increase, LEAP and SLEAP funding (to OSAC) will likely be about the same. The bill passed in early October to extend the "Higher Ed Extension Act" for one more year, until the end of the 2005 Fiscal Year. As a result of this action, much of the work done during the past year will likely need to be re-done and re-submitted. Susan anticipated rounding up additional committee members in January, as this is the next time that there will be work to do.

Membership: Jane Reynolds reported that there are currently 194 active OASFAA members. Last year the high point for membership was 312. There was some discussion concerning the OASFAA Directory and whether or not a person must be an active member to be listed, as there have been some past members or inactive members listed in the directory in the past. It was decided that only active members should be listed in the directory from here out. There was also discussion about the Department of Education people and their status in the directory, as they are not allowed to pay, but are very important to OASFAA and a valuable resource to our membership. Mary Jo Jackson moved to waive fees for the Department of Ed staffers this year. Tracy Reisinger seconded the motion. The motion passed unanimously.

OPB: Chair Patti Brady-Glassman was not present; Tracy Reisinger, committee member, reported that the date has been set for the "Financial Aid for College" program to air on OPB. The program is scheduled for Tuesday, December 14, 2004 at 9 p.m. She has already put out a call on the OASFAA listserve for phone bank volunteers.

OSAC Liaison: Vicki Merkel reported on the current status of the Oregon Student Assistance Commission.

Currently OSAC is transitioning out of student loan guarantee services; however, they are not yet in lay-off mode. The development of the RFP will be complete by the end of October. Negotiations between the state and the union are underway. In December, decision discussions will occur; decisions will be made by January 1; a March transition date will be established.

It is the intent that the Grants and Scholarships division will remain in operation as a "stand alone" and will remain in Eugene. OSAC will increase their presence at college fairs and on college campuses to present and promote OSAC scholarship programs. The deadline for the 2005-06 OSAC Scholarship Application is March 1, 2005. The on-line application has been improved to be more user friendly, however, OSAC will not accept uploads of the essays and extra-curricular charts in this year's process. Students

can submit their application on-line, but must print out a paper version and submit this to the OSAC offices with supplemental materials attached. It is expected that applications will be available on the web and in paper form to financial aid offices and high schools by the beginning of winter break. OSAC is also implementing an "Early Bird" scholarship incentive this year. Applicants who submit a perfect and complete application by February 15th will be entered into a pool for some small scholarship awards. The commission hasn't official approved amounts for 2005-06 Oregon Opportunity Grants. Amounts suggested to the commission are: \$1287 for community colleges, \$1521 for OUS schools, \$2050-\$4432 for Independent colleges.

Summer Drive-In Workshop: Suzie Peterson reported that there are currently 3 or 4 people who attended the Summer Drive-In Workshop but who are yet to pay their registration fee. Suzie asked the committee for guidance concerning cancellation and no show policies and asks that in the future all registration forms reflect the established policies. It was decided that cancellations are allowed up to one-week prior to event for workshops and two-weeks prior to event for the Annual Conference, after that refunds are not allowed. It was also discussed and decided that committee members who attend an event which they helped plan must still register and pay for the event. Presenters who will not attend conference/workshop sessions other than to present do not need to register. Dave Allen will update OASFAA Policy and Procedures to reflect these decisions. The group also discussed the issues of accommodating disabilities and special needs at OASFAA events. It was decided that some general language inviting people with special concerns to be in contact with the chair would be developed. Julia Reisinger will look at the registration materials for various events to see what language is being used (both for the cancellation policy and for disabilities) and will provide language concerning these policies to Pat Downey to make changes to on-line materials.

Support Staff Workshop: Rob Clarke distributed the agenda and list of presenters for the Support Staff Workshop, which will occur on November 3rd. Currently 24 people are registered to attend.

Some discussion occurred around the small number of registrants and what this means about the workshop. Pat Downey reminded the group that the largest number of registrations last year occurred on October 28th and November 4th, just days before the event. It was asked whether starting the first session at 8:30 am is too early to begin; some offices cannot pay overnight costs and over-time wages may be an issue. Some suggestions were made for sessions and formats that might be valuable to the group. A concern was also raised that when schools don't have current members in OASFAA they would not be receiving information about events or registration.

It was suggested that Dala Ramsey, the new Director at Pacific University, be added to the committee. As only OASFAA members may be committee members it was suggested that Dala join OASFAA. Julia Reisinger moved that Dala Ramsey be added to the Support Staff Workshop Committee after she joins OASFAA. Mary Jo Jackson seconded the motion. The motion passed unanimously.

Technology: Pat Downey asked for feedback on the calendar function recently added to the OASFAA website. The response was good – fall events are all showing up. Events that need to be added should continue to be sent to Allison or Dave.

Pat will send link for web activity reports to Dave Allen and Randy Jones.

Tracy Reisinger asked if the registration chairs of various workshops could have access to on-line registration on the day of or day after a given event. Pat agreed to check on this possibility as well as inquire about the cost.

Training Coordinator & Calendar: Allison is still the contact for OASFAA calendar postings. Dave Allen will work on finding a chair for the Training Coordinator Committee. He asks that membership forward their ideas for this position to him.

OLD BUSINESS

Update Bylaws on web: Dave Allen asked the group the following question: Were the dates of the business year and membership year changed by vote of membership in 2003? The answer was that the vote on this issue happened at the 2002 Summer Drive-In Workshop. Dave will update this information in the by-laws and submit changes for the website.

NEW BUSINESS

Mileage reimbursement: Julia Reisinger moved to change OASFAA Policy and Procedure manual to state that OASFAA will reimburse for travel based on state rate. Mary Jo Jackson seconded the motion. The motion passed unanimously.

Elections: The procedure for elections is as follows: the President-Elect brings nominations for Treasurer-Elect, Secretary and President-Elect to December Exec Board meeting for approval. Nominations for segmental Vice Presidents are approved at the OASFAA Business Meeting at the Annual Conference. Some names suggested for various offices were Crisanne Werner, Glendi Gaddis, Leslie Limper, and Peggy Burgess. Suggestions should continue to be forwarded to Mary Jo Jackson and current segmental Vice Presidents should be thinking of people from their segments to serve next year.

Registration instructions on the web: It was requested by Michele O'Leary in an e-mail to Dave Allen prior to the meeting that some additional instructions be added to the OASFAA website concerning how to register for events. Specifically there are issues around whether or not someone is an active member, and how to go about registering if they are not. Julia Reisinger asked if there could be an instruction page added addressing these questions before proceeding to the registration function. Julia agreed to provide this text to Pat Downey to add to the website.

Inventory: Dave Allen is asking that everyone help him put together an inventory of OASFAA property around the state. Please send information about OASFAA banners, lap top computers, etc. to Dave. Katy Kelley mentioned that Willamette has some storage space available if it would be better to store some OASFAA items in the same location as where current year meetings are being held.

ADJOURNMENT

Tracy Reisinger moved to adjourn the meeting. Mary Jo Jackson seconded the motion. The motion passed unanimously.