

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
Executive Board Meeting
December 13, 2005
Clackamas Community College – Wilsonville Campus, Room 200

MEMBERS PRESENT: Mary Jo Jackson, Tracy Reisinger, Julia Reisinger, Donna Fulton, Anna Manley, Tracey Lehman, Dan Cosgrove, Dick Heath, Pat Downey, Mike Johnson, Rob Clarke, Teresa Buchmann, Patty Winder, Susan Degen, Leslie Limper, Jane Reynolds

CALL TO ORDER:

President Mary Jo Jackson called the meeting to order at 10:05 am.

APPROVAL OF MINUTES

October 5 minutes were approved with the following corrections:

-page 3: Father Oleksa

-New business: NASFAA is in Seattle, 7/5-8. WASFAA is in Reno 4/2-4.

-page 4: Julia moved that the Policies and Procedures be updated to say "Proposed budget be approved at the next exec. board meeting."

TREASURER'S REPORT:

Julia Reisinger emailed on 12/7 and passed out the OASFAA Budget 2005-06 as of 11/15/05. Julia noted that with pledging from Development nearly complete, there are fewer gold members this year that leads to an approximate \$4k budget shortfall. We may need to transfer funds from the money market account. Julia brought forward a question as to the OASFAA scholarship that's given away at the annual conference per a drawing, whether it was to the individual or to the school. After some discussion, it was decided that Julia will update the Treasurer's Handbook to clarify that if a recipient is unable to use it for the next year's annual conference, it may be transferred. Julia asked if the Funding Request Form existed. Tracy Reisinger will forward it to her if she can locate it, or forward the WASFAA form as an example.

PRESIDENT-ELECT

Scholarships: President-Elect Tracey Lehman reported receiving 21 applications for an OASFAA scholarship. The budget is \$4190 (12 \$145 registrations and 10 \$145 registrations plus \$100 toward lodging). There is a possibility of excess funds, in which case the sub-committee may decide to use it towards scholarships for the WASFAA annual conference.

Elections: Anna Manley reported that Sharon Boring from Clatsop agreed to run for the 2year VP position. All other positions have the required two candidates except Secretary. Tracy Reisinger is communicating with Susan Shogren from University of Portland and will report as soon as she can confirm her willingness to run for secretary. Tracey Lehman is attempting to contact Jennifer Wright from Lewis & Clark. Once a second nominee is named, approval will be sought via email.

The nominations are as follow:

President Elect: Julia Resinger from Portland CC and Theresa Bosworth from Blue Mountain CC

Secretary: Patti Brady-Glassman from Oregon State University and (per email after the meeting) Susan Shogren from University of Portland.

Proprietary VP: Dawn Gill and Kelley Granvelle, both from the Art Institute of Portland

Independent VP: Dala Ramsey from Pacific University, Patty Hoban from Willamette University, and Jennifer Christian Wright from Lewis & Clark (since three, Jennifer may agree to run for Secretary)

Public 4 Year VP: Ryan West from Western Oregon University and Peter Goss from the University of Oregon

Public 2 Year VP: Melinda Dunnick from Lane CC and Sharon Boring from Clatsop CC.

Tracey noted the goal to have election ballots up on the web for three weeks, approximately 12/22 through 1/9/06. Since ATAC will be closed 12/23/05 to 1/2/06, they'll need the information in time to post as of 12/22. An email reminder to vote will go out prior to 12/23.

SEGMENTAL REPORTS

Proprietary, VP-Teresa Buchmann reported that Western Business College's name has changed to Everest College.

Independent, VP-Dick Heath reported that in searching for VP candidates, he's trying to encourage those who haven't previously participated.

COMMITTEE REPORTS

Annual Conference:

Leslie Limper reported 133 registrations to date. 16 of those are first-time attendees, 124 are members and 9 are non-members. Registration is open on the web and working well. Room counts are more than half full (63 for Saturday, 110 for Sunday, and 107 for Monday). As of 12/27, OASFAA's room holds will be removed so an email reminder is to go out. Some changes to the schedule include:

- a) free time during the day, as requested in conference evaluations,
- b) the federal update will occur on Monday afternoon,
- c) Father Oleksa's general session will occur Monday evening after dinner, and
- d) Tuesday morning an espresso cart will be featured (Leslie will inquire as to sound concerns during business meeting).

The Ford Foundation will again provide drink coupons for Sunday evening President's reception. The new Executive Director of the Ford Foundation will be introduced at this time. Arrangements are being made for the Governor to speak at the Monday luncheon. Dan Cosgrove asked for additional vendor exposure time, perhaps being open Monday afternoon from 3:15-4:00 (with refreshments). The agenda will be posted to the web with a reminder by Thursday. The committee will meet 12/14 to solidify interest sessions and come up with enticing names for the sessions. Leslie invited suggestions via email to her.

Support Staff Workshop:

Rob Clark and Michelle Holdway were co-chairs. Rob reported that the 11/16/05 event at George Fox University Tigard campus had 54 attendees and 12 presenters, generated \$1690 in revenue (\$70 of which is still outstanding) which is about equal to last year. John Canda, the lunch speaker, did a great job talking about diversity, communication and service without every having to say the "D" ("diversity") word. Feedback was positive (better than last year). Rob received a request from an admissions representative to expand the invitation to this workshop to admissions staff, especially since a number of schools were supportive of a cross-trained staff. Discussion was supportive of this idea as long as the focus remained on financial aid issues and training (admissions personnel have their own organization (AACRAO). Tracy Reisinger suggested admissions representation on the committee. While no need to vote, Rob will communicate our support of idea to include Admissions staff.

Membership:

Jane Reynolds reported 307 current members (compared to 292 this time last year). An email reminder went out last week to all non-current members to solicit OASFAA membership. Jane observed that there was an early surge and that it's now leveling off a bit.

Registration:

Peter Goss was not at the meeting, however, Leslie Limper reported 133 registrations to date.

Technology:

Pat Downey reported a lot of activity around election time and that the web would be updated with the nominees and vendor banner/directory ads. Need a solution long-term for calendar. Opinion seemed to be to add it to a job description instead of creating new position. There continues to be some listserve problems. Listserv is moderated by ATAC (filtered for content) which sometimes delays send time. A possible solution might be to have a "list lock" that does not require manual monitoring but would require members to send messages via the web. This would cost approximately \$225. After some discussion, it was decided that for the amount we use it, for the nature/time sensitivity of most of our messages, and the fact that it's currently easy to send without having to log onto the web, we can work with the possible 24-hr delay in sending and would not currently be interested in purchasing the upgrade. Pat explained that for \$950, OASFAA can buy a full upgrade from ATAC. Dick Heath asked about the duration of our current contract and Pat explained that it was reactivated in May/June but not voided unless an active request to void is submitted. Julia Reisinger brought forward question from Judy Saling whether membership directory could sort by segment. Pat explained it could, with upgrade, but not now. Jane Reynolds pointed out that the membership chair should be able to delete old members. Pat explained upgrade would allow that, but that is not a current feature. Julia pointed out that the Registration Chair should be able to register individuals. Mary Jo Jackson asked Pat to obtain a list of what new features/upgrades would be included and then email those out so it can be discussed at the next fiscal planning meeting. Julia observed that currently, minutes were archived through 1999 and asked that all but the current year be added to that archival to bring it through 2004.

Fund Development:

Kathy McCutchen and Katy Kelley, co-chairs, were unable to attend the meeting but submitted a report. Currently, we have 8 platinum (\$3000 or more), 4 gold (\$2000-\$2999), and 8 silver (\$1000-\$1999) sponsors (down a bit). OASFAA website has been updated with 05/06 sponsorship information (Sponsorship Options, OASFAA Training/Events Summary, Pledge Form and Ad Specifications). Pat Downey has updated the website banners for current sponsors. Mary Jo Jackson will ask Kathy to get back to Pat regarding any additional sponsorship information to be posted on the web. Annual Conference – Exhibit area to accommodate 30 tables (\$450 again). Platinum and gold will be contacted to select their locations. Non-sponsor vendors will be sent an email. All vendors will be sent an email with general conference information. Dan Cosgrove asked if an email would be sent to vendors regarding shipping and set-up instructions. He wasn't sure if that email should come from him, vendor liaison, or from fund development co-chairs. Mary Jo said she'd check with Kathy as she anticipated it coming from her.

OPB Night:

Mike Johnson reported that OPB Night will be held December 13. Panelists are expected to arrive at 5pm. Volunteers will arrive at 7pm. The set is more collegiate this year (brick, etc.). Three new vignettes were filmed (updated and/or with new students). "95/96 FAFSA" was updated. Promos include Tuesday radio spots and press release to all high schools and colleges. The three presenters will be Dan Preston, Kathy Goff, and Michelle Holdway. Back-up presenters are Rob Clark and Tracy Reisinger.

Anna Manley noted that publication from OPB went out with "state-wide" information that turned out not to be true of Southern Oregon as Southern Oregon Public TV runs a different programming schedule. Anna recently contacted SOPTV to request that they indicate that the broadcast was recorded earlier, that there would not be a 1-800 line open, but if they had questions or needed assistance, to contact the Financial Aid Office at their local college or university. Mike coordinated communication later that morning with OPB/SOPTV to ensure that information would be reflected. Anna requested that in future years, the fact that Oregon hosted two public television stations with different broadcast schedules be clearly noted and publicized.

OSAC Update:

Susan Degen reported news from the legislature. The '06 budget begins in October and is yet to be passed as agreement cannot be reached. She anticipates it will be at least late January (after state of union on 1/18) before any decisions are made. Current extension goes through 12/31/05 so Congress will need to pass another extension.

OSAC's concerns:

- Last week, intensive interviews were held for the Executive Director position. Two final candidates; Jim Garcia (long-term CSAC, knows scholarships and state grants) and Dennis Johnson (financial aid background, worked in IA and CA), both very different. A decision for hire may be made as early as today, 12/13. OSAC will announce to the financial aid community as soon as possible.
- 2006/07 award amounts and income tables have been approved and are on the web (or will be shortly).
- 2005/06 student budgets are on the web (in HS Counselor Handbook).
- There is a pending vote on the 1/20/06 commission meeting agenda to implement language concerning Oregon Opportunity Grant eligibility to activate as of the current term when the original FAFSA was processed (no retroactive awarding for terms that pre-date the original FAFSA processing date). OSAC is currently soliciting comments on this.
- Margie Lowe is moving on to the Governor's office. A replacement is to be named.

- The Access and Affordability Working Group, with essentially the same members as previously assembled will continue during the next planning period (2007-09 legislative session). OSAC is thrilled with the success in the current biennium (funding increase to OOG), they want to continue working toward a more shared responsibility model and more involvement in early awareness (money for college, but also preparedness).

Susan responded to questions to clarify the following:

- -2006/07 OOG would be worth 50% of the full-time value for part-time students (generally 6-11 credits).
- -Initial FAFSA processing date would not necessarily have to reflect a valid ISIR. -1/20/06 is the next hearing. Susan is collecting comments.
- -Hard copy scholarship applications are in the mail. Electronic is scheduled to be on the web as early as today, but definitely this week.

Archives:

Tracy Reisinger handed out Handbook & Inventory Recommendations as well as a detailed OASFAA Inventory of Equipment & Assets. Julia Reisinger agreed to send out a copy of the draft handbook so that chairs can customize, update, and pass the information back.

Treasurer Position Notes – for audit purposes, the annual notebook (reimbursement and invoice requests) must be kept for at least 3 years (5 recommended). Older information should be destroyed. Content suggestions include end-of-year reports with summary information on income, expenses and fund development details.

Inventory Recommendations – based on a detailed list of inventory, individual recommendations were made for each. Past President is in charge of inventory. General consensus was reached on the recommendations, with the following corrections:

- -software discs are to be kept (value in license upgrades vs new purchase)
- -Old OASFAA Banner to be kept (use at anniversary annual conferences)
- -Pat Downey will check to see if the laptop can be upgraded. (This laptop will be kept by the Secretary and used primarily for storage.)

Tracy handed out Policies and Procedures Proposed changes, as follows:

- Delete certain text under 2.2.11 Executive Council Members.
- Insert certain text under the responsibilities of President Elect (note: changed from “Past President”).
- Insert certain text for the new vendor liaison description.
- Delete “incoming” president in reference to the fiscal planning meeting under the annual conference committee. (2.2.2.1)
- Remove “ad hoc” from elections committee (per bylaws vote). (2.2.2.8)
- Remove dates of service (“and serves from April 1 through March 31”) of the OSAC Liaison to be consistent with other chairs of non-events.

- Change text in operation and fiscal policies so in alignment with new timeline of officers (holding positions from annual conference to annual conference). Changes to note:
- Delete the sentence which begins “However, this is not a meeting...” in the third paragraph under Transition Meeting.
- Change the end of the first sentence under Fiscal Planning Meeting to “(no later than 4/30)”. In that same paragraph, delete “(usually help in May). At the next Executive Council meeting” and start the next sentence with “Council members will then vote...”.
- Delete text regarding when officers begin their duties in the fiscal year section. (4.1)
- Delete text about election of officers in membership year section. (4.2)
- Insert text for committee expenses detailing which committee members are expected to register for their events. (4.9.2)
- Insert text detailing deadlines for requesting reimbursement (as indicated in bylaws) (include this new text on the expense reimbursement form as well).
- Correct timeline of elections as changed in vote to bylaws. (6.1)

Note: Change “returned” to “submitted” in the second sentence.

All the above changes were unanimously approved, with the changes noted.

OLD BUSINESS

No additional

NEW BUSINESS

Mary Jo suggested that OASFAA consider offering, or giving members an opportunity to contribute, some level of financial support (perhaps \$1000 to each of LA, AL, and MS) to state associations that were effected by hurricane Katrina/Rita, specifically in the areas of training costs for the financial aid community. She believes that CA and one other state have already done this. Dan Cosgrove suggested some research into needs. Tracey Lehman agreed that identifying specific needs was appropriate. Tracy Reisinger suggested working through NASFAA. Julia reminded us that this was not a budgeted item, but that funds could be taken out of the money market account. Mary Jo likes the idea of demonstrating service outside our direct organization. General agreement was expressed. Mary Jo agreed to do some research and email information so that a vote could take place.

In support of OASFAA reaching beyond our organization, another suggestion Mary Jo brought forward was to annually adopt a school perhaps in the coastal region and perhaps a book donation program.

Candidate statements (self introduction) should be written first-person and submitted to Tracey Lehman by Monday. Tracey will forward to Pat Downey for inclusion on the web.

Posting of Ballot: Tracey will submit to Pat by 5 p.m. Wednesday. By Thursday, December 22, ATAC will open on web. Voting will close January 14 at 5pm. A reminder will go out via email once per week in January. Tracey will notify the winning candidates. Mary Jo will notify non-winners. An email announcement will go out after all candidates are notified. Pat will post on our website. New officers will be announced at the annual conference. Jane Reynolds clarified that members may vote for all positions; voting is not limited by segments. Dan asked about write-ins and was told there was still that option. Julia asked about a transition meeting and Mary Jo clarified that it will be set by the President, probably in February with a fiscal planning meeting in April.

Executive council meeting adjourned at 12:50 pm.

Respectfully submitted,

Anna Manley
VP – 2 Year Public
for Judy Saling, Secretary
(on jury duty)

Executive Board Session
Awards (Distinguished Service, Friend of OASFAA, Lifetime Member, and
Unsung Hero) discussion
Scholarship discussion