

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
Executive Board Meeting  
July 27, 2005  
Clackamas Community College Wilsonville Campus

**MEMBERS PRESENT:** Dave Allen, Mary Jo Jackson, Michelle Holdway, Teresa Robinson, Julia Reisinger, Donna Fulton, Anna Manley, Tracey Lehman, Patty Winder, Judy Saling, Susan Degen, Dan Cosgrove, Glendi Gaddis, Dick Heath, Katy Kelley, Elizabeth Bickford, Rob Clarke, Leslie Limper, Peter Goss, Margie Lowe, Kathy McCutchen, Pat Downey

**CALL TO ORDER:**

President Mary Jo Jackson called the meeting to order at 10:10 am. After discussing housekeeping issues, Mary Jo suggested that in the future all committee reports be sent to the Executive Council in advance so that they could be reviewed and printed if desired. Tracey Lehman made a motion to that affect. Donna Fulton seconded the motion. The motion passed as presented.

**TREASURER'S REPORT:**

Julia Reisinger presented the final budget for 04-05 which ended May 31, 2005 as well as the first report for 05-06 including budget information as proposed. Some scholarships were paid out for WASFAA Summer Institute after year end so they appear as an expense for the Executive Board. Dave Allen moved to accept the reports as presented. Patty Winder seconded the motion. The reports were accepted as presented.

**APPROVAL OF MINUTES**

Minutes of the May 31, 2005 Executive Board Meeting were accepted as presented.

**COMMITTEE REPORTS**

**Summer Drive-In Workshop:** Kathy McCutchen reported that she is working on facilities and Glendi Gaddis is in charge of the program. The event is to be held August 10 in the OSU Alumni Center beginning at 8:30. The agenda will be out by the end of the week and they are right on budget. Dave Allen made a motion that committee members presented by Kathy be approved. Anna Manley seconded that motion. Committee members Cherrie Champie, Laura Ford, Teresa Robinson, Melinda Dunnick, and Jennifer Wright were approved by the Board.

The theme for the workshop will be related to professional and skill development. They want to continue with the idea of bringing people "back into the fold" so are

developing a program that will be of interest to those with experience as well as those new to the profession. Keynote speaker will be U.S. Track & Field Coach, John Knight (Jennifer's father). After lunch, time will be allotted for the Exec Council to have a business discussion. Mary Jo has asked Dave Allen to facilitate the discussion.

**Annual Conference:** Chair, Leslie Limper, presented a list of committee members to be approved (see attached). Julia Reisinger moved the members be accepted. Tracey Lehman seconded the motion. The motion was carried. Leslie said the committee is brainstorming to come up with interesting ways to change the traditional conference schedule. Katy Kelley reported that contracts were signed today for the 2007 Salishan Conference.

**Support Staff Workshop:** Co-chair, Rob Clarke, reported that November 9 has been set as a tentative date for the event and that it will be held in Tigard at the George Fox Center. OIT raised the question of whether admissions folks could attend the workshop because their support staff does not have the same opportunity. Discussion ensued and it was determined that it would be open to admissions support staff with an emphasis on financial aid. Perhaps a panel on "one-stop" approach will be included. The committee is not finalized at this time. Rob will send those via email to the Council for approval when they are selected.

**Education:** Elizabeth Bickford reported that the High School Counselor Training will partner with the OUS training of high school counselors. A verbal commitment for an increase in time to one hour was received from the planners of the OUS training. There will be 4 trainings in 4 different locations. Elizabeth, Jim Eddy, and Kate Peterson are working on the curriculum that will focus on updates.

Elizabeth reported that rather than having a separate event, the sessions of importance to the **Oregon Leadership Institute** will be presented at various events throughout the year beginning with the Drive-In Workshop.

**Registration:** Peter Goss reported that electronic registration for the Drive-In Workshop went live July 12 and will end August 1. Time is needed for checks to arrive before the workshop. He reported that 52 people were currently registered for the event.

**Electronic Issues Committee:** Pat Downey reported that all events have a template now so web updates will be timelier. Two weeks are still required before registration for events goes up. Dan Cosgrove was presented to the council as a new committee member. Michelle Holdway moved that he be approved. Dave Allen seconded the motion. The motion was approved.

**Fund Development:** Katy Kelley reported that the committee has the goal of updating the website by the end of the month. Kathy McCutchen said she would get a "blast out" about sponsorship so that signs could be ready for the Drive-In Workshop.

**Vendor Liaison:** Dan Cosgrove stated that he is not on email distribution list. Mary Jo said she would add him to her list. He had no other issues at this time.

**OPB Night:** Mary Jo presented a written report for Mike Johnson. Mike said that he had talked with the producer and that OPB is discussing what they want to do and when. They may rethink some aspects of the show. It was decided that we would offer \$14,000 toward production costs. If new segments are added we can consider additional funds. Mary Jo asked that we all be thinking of students who might be showcased. Michelle Holdway asked that we consider what the show might be missing; are there issues that should be brought to the forefront? All suggestions should be forwarded to Mike.

**FA101:** Crisanne Werner submitted a report via email. The event is scheduled to be held October 26 at Linfield. Crisanne is currently working with Peter Goss to set up registration.

**Membership:** Jane Reynolds presented a written report. Membership renewals are occurring at a rate 116% faster than last year. Julia commented that she has a stack of checks to corroborate that. Linn-Benton CC has the most new members. The Department of Education does not allow employees to pay membership to organizations they serve. Jane asked if they could continue with their exempt status. Discussion ensued and it was determined that no Department of Education employee would be required to be a member. Julia volunteered to write text for Policy & Procedures to reflect this.

**Legislative:** Susan Degen reported that US House worked through their version of Reauthorization. The fiscal budget for 2006 should go through soon. There looks to be no increase in Pell. LEAP and SLEEP are still alive at the moment; this means a million dollars for the Oregon Opportunity Grant Program.

**OSAC Update:** Margie Lowe said that the State Senate Budget Committee voted to continue OSAC as a separate entity located in Eugene. The OOG Program will now be funded for all eligible applicants at community colleges and 4 year public institutions in Oregon for the next 2 years. Students attending private colleges and universities will be funded this way at least through one year. The 11% of tuition calculation will continue to be used. The second year of the biennium may see eligibility for part-time students added although funding is questionable. At this time there is no summer eligibility and students will be eligible from the time of their admission forward—no look back. Margie expressed the need for a serious review of reconciliation and the need for more accurate, timely information to keep within resources. A committee may be formed to help determine an improved method for reporting.

The asset test was an eye-opener and definitely helpful as eligibility is refined to get grant funds to those students with the most need.

A change in residency rules now includes all tribal members of any recognized Oregon tribe as state residents.

Elizabeth asked about the future of OFAX. Margie said it will remain at OSAC and may require some nominal fee for sectors who participate. Elizabeth requested information about any new payment structure be sent to schools fairly soon. Margie said it would.

## **OTHER BUSINESS ITEMS**

**President-elect**, Tracey Lehman, reported that the form for scholarships is updated for the web.

**Past President**, Dave Allen, thanked Julia for doing the Policy & Procedure updates. He also suggested that we establish protocol for email communication. Mary Jo felt that discussion would be timely and that email etiquette should be required for OASFAA business and that perhaps a discussion during “New Business” would be appropriate.

\*\*\*The meeting broke for lunch at 11:30 am and resumed a half hour later.\*\*\*

Julia Reisinger discussed the proposed changes for **Policy & Procedure** items. Items 1 through 36 were voted on and passed.

A discussion followed on whether the **vote** would be electronic or in person and if in person would the Drive-In workshop be the appropriate arena or would the annual conference be better. The election will be after the Drive-In Workshop discussion. Mary Jo will send email out to all constituents.

Mary Jo said she will have a group **review the website** to make recommendations for improvements. Suggestions are welcome.

### **Email etiquette for Executive Council Business**

Using email for discussion of Exec Council has its limitations because it is often difficult to determine what is to be included as addendum to minutes. Dave said that he felt that before a vote there should be discussion and then the President calls for a vote. This would follow Roberts Rules of Order. The discussion needs to be lead with a timeline for when the vote will take place.

It was agreed by Executive Council that the same protocol observed during meetings will be used when it is necessary to use email for discussion and vote.

The meeting was adjourned at 1:50 pm

Respectfully submitted  
Judy Saling, Secretary