

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
Executive Board Meeting  
May 16, 2007  
University of Oregon, Eugene OR

**MEMBERS PRESENT:**

Leslie Limper, Tracey Lehman, Crisanne Werner, Donna Fulton, Ryan West, Melinda Dunnick, Cindy Pollard, Nancy Hanscom, Carolyn Prescott, Dennis Johnson, Patrick Downey, Abril Hunt, Patti Brady-Glassman, Jennifer Knight, Peter Goss, Rod Boettcher, Sue Shogren, Judy Saling, Frankie Everett, Susan Degan, Jane Reynolds, Lydia Tanev, Terri Crawford.

**CALL TO ORDER:**

President Leslie Limper called the meeting to order at 9:33 am.

Welcome by Leslie, housekeeping and introductions of members present noting their favorite color.

Leslie requested approval of February minutes. Typos for misspelling noted for 3 corrections to be made.

Donna Fulton motions to accept minutes as corrected from February 15, 2007 meeting, Carolyn Prescott seconds to accepting minutes as corrected.  
Motion approved.

Request made by Leslie to get corrected minutes to Pat for posting to OASF AA web site.

**OLD BUSINESS:**

*FOLLOW UP FOR BOARDS ACTION POINTS:*

Review of action items discussed from last meeting.

Scholarship guidelines ready for discussion under committee reports for this meeting

Donna F. noted no down payment requested for Eugene Hilton, so no payment was made.

Pat D. reviewed email process of ATAC for sending information to membership. OASF AA web support will check status of member prior to sending them emails.

Leslie contacted training committee on FA201, which successfully took place. OLI is scheduled for July 25 and 26 at OSU.

Sue S. will check status of College Goal Oregon report for newsletter with Jennifer Satalino.

Carolyn P. as public VP sent out an email, did not get responses. Malinda D. as CC VP was not able to make any contacts. Leslie L. will continue discussion with Pat D. about web site options for sharing and collecting e-mentoring information.

Sue S. will check her newsletter information regarding request to include Thank you's from conference service project.

Pat D. noted charge of \$75 for new page on OASF AA web site to post conference materials.

Once added, then not charged again. Will check process to actually post materials for copyright concerns, but electronic posting itself should not be a problem. Sue S. asked about creating PDF files. Pat noted he is able to create and scan PDF documents via his work place, noting need to look at ongoing, long term process for how documents get posted to the web page. Sue proposed OASF AA discuss more about owning software to get this done. Leslie noted maybe add to OASF AA laptop purchase being reviewed and handle PDF software in this way.

Melinda D. noted WASFAA training was conducted on LCC campus with 21 attendees. LCC has schedule meeting for WASFAA spring training.

Judy S. noted EC July meeting is scheduled at the Hilton as requested.

Patti BG is working with Pat D. to purchase laptop before end of May.

#### *OASFAA BALANCE SHEET*

Leslie noted Peter G. raising point about asset reporting on budget sheets. Donna F. noted she is working with 2 CPA's to address the issue. Part of problem is past practice and how to get to balance correctly.

#### *SEGMENTAL VP - PROPRIETARY*

Leslie had proposed Dawn Gil to replace VP since she had run on last ballot, but she did not hear back from her. Other folks have volunteered and Leslie will contact them to see if interested in the position, since EC can appoint someone.

#### **NEW BUSINESS:**

*One-Day registration fee for 2008 annual conference:* Lengthy discussion on the pro's and con's of the one-day fee option with the decision to maintain the status quo. EC will look at future options for this, but current contract and budget projections dictates having one standard fee for this year's conference.

#### *Budget review and approval:*

Leslie noted committee members met to discuss the budget. Donna F. and Ryan W. discussed the budget items. Donna indicated the budget was based on committee proposals as submitted and estimating information as needed to set amounts. Vendor development over the years could have significant effect. Lydia indicated the current vendors have stated they will continue their support as committed this year. Based on the code of conduct and how vendors choose to interpret this, some feel it is OK to support the conference. Judy S. provided a handout from WASFAA & NASFAA on their attempt to respond to the vendor relationships with schools. Leslie noted for state of NY that some FAO associations had to return vendor support. Donna said each state's Attorney General would determine how things would work. Nothing in Oregon is happening to date to put provisions on schools or associations. Cindy said vendors from across states, so they may not be able to assist in Oregon even though it is OK in our state. Not anticipating any change in vendor support for this year.

Jane noted we may have more income from dues than listed. Donna indicated we are OK for that; we increased the tech budget with looking

at getting credit card payments for fees. Ryan noted we increased fees, except for the conference to accommodate increases. Donna said a service charge is now being charged each month for our web site. Leslie indicated 5% budget used to configure amounts for each event. Melinda D. requested an increase in the Summer Drive –In budget to accommodate a speaker. Tracey noted she needed to make a formal request now and have discussion. Sue S. proposed buying software for adobe and to add that to budget if needed. Pat D. will get information on laptop purchase and Leslie indicated that maybe the \$1800 would cover the laptop and adobe. Let her know if not OK and she will get additional funds for the adobe program. Sue S. noted little additional cost for newsletter from tech budget and Leslie noted no paper newsletter cost.

Jennifer K. noted additional cost for summer drive-in speaker might be \$750 plus hotel, mileage and meals. She requested a \$1200 increase since there was no discussion on a stipend. Janet Dodson is the scheduled speaker on Ethics in FAO for the general session. Leslie noted the importance to beef up the summer drive-in to increase attendance, which is why she suggested bringing in this speaker. Discussion followed on how to increase summer drive-in budget and decrease other areas. Melinda D. noted needed an additional \$800 since stipend line already had \$400 allotment. Judy S. said should could return \$200 increase for OPB since cost will be same as last year. Susan D. offered \$400 from Legislative Committee. Tracey offered \$100 from high school counselor facilities. Leslie offered \$100 from EC promotional line item. Tracey noted you couldn't spend more than what is in your budget. If additional funds are needed, you must make a request to the EC or you will not be reimbursed for additional cost. Leslie indicates we have money and need to offer effective training. We can relook at budget if necessary to meet committee's training needs, but do not spend over, as forgiveness will not be granted.

Tracey L. motioned to accept budget with proposed changes and discussed.  
Melinda D. seconded.  
Motion carried.

Jane R. asked to confirm non-member fee at \$55. Discussion noted that you are not a member until membership payment is received. Some folks do not want to become a member and we want to provide option to not be a member, but to attend the event/training. Leslie asked to have the non-member fee be set at \$55. Donna F. moved to have non-member fee charge of \$55.  
Carolyn P. seconded.  
Motion carried.

#### *Executive Council terms:*

Leslie opened discussion to expand VP positions to 2-year term (instead of 1 year) for personal and professional development. Noted may be hard to get a 2-year commitment from folks, yet some like the 2-year option as they feel they are just beginning to learn about OASF AA. Sue S. suggested do not mandate, but allow folks to run again if interested the following year. Jennifer K. said one year is a good amount of time to get some leadership exposure. Leslie suggested the election committee might want to ask the current VP if they want to run again. EC wants flexibility that sitting officers can run again. Patti noted might allow election committee to ask sitting positions if interested in running again. Minutes note discussion took place on VP terms.

#### *OASF AA Statement of Ethics (Code of Conduct):*

Leslie read OASF AA purpose of statement, which we will keep and remind members to follow. Dallas Martin as WASF AA noted not all states should have a code of conduct, but maybe a National code is needed. Leslie suggested adopting NASF AAA code of conduct and to wait and see what they put out and discuss again in July.

#### *Scholarship Guidelines:*

Ryan W. noted need to establish guidelines to assist with selection process. Need to decide on application itself, change the personal statement to be more specific on how participation in the event will benefit the applicant. Crisanne W. general guidelines would be helpful, does not want mandated specifics. Judy S. noted she likes guidelines as opposed to rules. Ryan noted guidelines also better than rules since the scholarship only happens if funds available. Sue S. indicated need to keep track of who receives them, perhaps put scholarship recipients on line to store

information. Leslie noted with better-written structure, it would help with following up on recipients. Crisanne and Ryan will work on scholarship guidelines and passing it on.

## **REPORTS:**

### *Annual Conference Committee:*

Cindy passed out list with proposed committee members for confirmation and added members. Leslie noted she would see if proprietary schools could be member of annual conference committee since no one was listed. Susan Hampton is the co-chair. Laurie Jones noted Linfield will do site coordination. Cindy indicated the committee would meet late July to update vendor support. This is the anniversary year for OASF AA and in a new location and it is futile to repeat what is done at Salishan. They plan to make it more like a celebration/party feel and they are open to feedback. Discussion on how to incorporate the super bowl or not since it is the same weekend. Donna F. moved to accept committee report as amended. Melinda D. seconded. Motion passed.

### *Archives:*

Ryan W. noted he is going through stuff. He is trying to keep electronic in space conscious way and how to keep older stuff. Currently has one volunteer from PSU to help with archives, but did not submit name for approval. Leslie asked what is the scope of archives. She has promotional items and wanted to know where to keep stuff and do we have a plan for a central location to keep stuff. Ryan indicated he would add information for the registration chairs to note some supplies available for events.

### *Development Committee:*

Abril noted a boost in the budget. Nancy H. indicated need to clear or redefine way to recognize vendor support. Proposed adding a diamond level at \$5000, though she does not expect much participation at this level. Propose removing registration fee from the annual conference for sponsor as part of their sponsorship. Maintain sponsorship benefit as is in light of climate till we see how things spin out. Ryan W. indicated sponsorship is not always followed through. Judy S. noted vendors considering not being able to offer conference tables or ads. She noted we could get vendor support at the diamond level. Nancy H. said they are looking at ways enhance the diamond level option of support by proposing some deadline dates for ad specifications since she does not want to go beyond the award year of their support. Changes are being proposed to keep benefits within the award year of sponsorship. She has defined the sponsorship year so does not have an obligation to the vendor past their sponsorship year. She is working on a calendar to follow-up with the vendors. She is also working on electronic recognition to cut down on paper or boards that cannot always be reused or become outdated. Exploring how to make initial investment to allow recognition at events and not create waste. Abril H. is exploring price quotes on a projector to be able to burn logos on disc and project on walls. She proposes OASF AA to consider purchasing a projector that may cost around \$1,000. Nancy H. said it could be useful for other purposes as well. May want to consider renting one for the drive-in workshop as trial to see if we like this option prior to purchasing a projector. She would still maintain some type of foam core designs for reuse.

Leslie asked about scholarship options. Nancy H. noted to add support staff event to diamond level as it was omitted in error. Sue S. noted not looking for ads to be revenue-generating, but

wants a limit to ads in the newsletter due to file size etc. Donna F. said ad prices are being set for one year due to conference table limits, but conference going back to Salishan the following year. Nancy H. defined year and price of ad for newsletter on sponsorship. Leslie L. noted discussion said adjust vendor tables down to one and remove the scholarship option. Work on a proposal for ads and cost. Drop ads down one notch ½ to ¼ to 1/8, no silver as. Do an email vote on cost of ads per issue.

*Elections Committee:*

Skip

*Ementoring (ad hoc)*

Sue will prepare proposal for next meeting, soliciting for volunteers. Pat D. will think how this may work with ETAC.

*FA101:*

Peter Goss was accepted as committee chair. 5 volunteers were proposed for committee members: Kathy McCutcheon, Chris Hainley, Marsha Webber, Teresa Schierman, Lindsay Plesha and 1 pending Nicole Hixon (OIT). Leslie motioned to accept committee members as proposed, Ryan W, moved to accept with more effort to look for more school participants, the motion was seconded by Tracey. Peter noted his intend to keep the integrity of the current FA101 format and to move forward with plans.

*Legislative Committee:*

Susan D. shared a list of bills to watch. Discussion on Senate Bill 334, Shared responsibility model with two amendments made to the proposal, one changing name back for Oregon Opportunity Grant. Aspire (2729A) for program funding. SB4A is one to watch. Bill 5044 is the one for all OSAC funding. She indicated “do pass” on list means committee voted to move the bill on. 448A and 928A are loan repayment programs. She referred folks to the website for review of the federal bills. No committee members proposed at this time.

*Membership Committee:*

Jane R. noted we are at end of membership year with 338, had 351 last year. Membership ends May 31, 2007 and do we need to extend the year? EC decision to extend membership year. Jane recommended we extend to July 10<sup>th</sup>. Recommendation adopted by ad hoc decision.

*Newsletter:*

Sue S. noted 4 issues for the newsletter, no paper. She requested VP's to solicit segments for newsletter submissions. She will explore photo's online for newsletter.

*OPB Broadcast:*

Judy S. proposed adding Ryan West to her committee. Leslie asked to accept motion to add Ryan, Donna F. motioned to accept and Carolyn P. seconded the motion, motion passed.

*OSAC Liaison:*

Dennis J. discussed OSAC programs.

*Opportunity Grant:*

- 1) Opportunity Grant and shared responsibility model. Governors budget signs on OSAC budget. Noted need for 35M commitments for 07-08 and 72M for 08-09 to implement shared responsibility model. Indicated misinformation

out there about the OPP Grant funding and they need to be out at OASFAA events to tell the correct information. Need 47M from somewhere to meet the 110M needed to fund the program. The revenue projections are good enough to fund OPP grant and not impact other Community College and OUS funding needs etc.

- 2) Behind scenes, OSAC has been building infrastructure to administer the shared responsibility model. Lots of training is planned. Noted it is good to make simple and straightforward as possible. Students will still apply on the FAFSA, no change in application process, to determine eligibility. The campus and amount of the grant will change. OSAC will post amount for specific student for a fulltime award and halftime award amount. Amounts could differ from student A to student B based on their individual situations. Estimate twice as many students will get OPP grant. FAFSA process is not changing nor their Internet delivery. What is changing is the amount.
- 3) OSAC wants to send email notice to all applicants to let them know how much OPP Grant they would be eligible to receive if attend a 4 year or 2 year school.
- 4) Feel it is important to let students know these funds are available to them to help them know access is possible and to retain in state students.

#### Discussion:

Peter G: how will you let them know eligibility with various transactions? Dennis J: will use appropriate fuzzy language base don what student said on what date (transaction). Rod B. If OSAC gives number, how will schools field questions on award amounts and it fits into the aid package. Dennis J: both OSAC and schools will be fielding questions, noting more student interface at the front end, but lets student know they have funds and they know school administrators will have to explain how it works into the aid package. Rod B: With training limits of school staff on front end, will be hard to explain this. Melinda D.: when will contact notices go out to students? LCC does not do awards till May. Dennis J: Some schools may need to move up award dates if want to influence students behavior. We will all need to work together. Ryan W. will we get data from OSAC sooner to get our awards out? Dennis J: downloads will be downloaded and posted as soon as possible in January. Sue S: If you tell student to contact schools, can you word email to allow schools time to contact students. Dennis J: want email notice to work and we can word smith the email to students to say what is needed for schools.

Tracey L: early notification may help student stay in Oregon. Crissane W.: with early action awards, will schools be able to get data soon enough to include in aid package? Dennis J: hope to do this, but use caution language noting "estimated" award, but do as accurately as possible and use caution. Peter G: with WASFAA noting LEAP and SLEAP going away, how will this impact OGG grant. Dennis J: These programs are about 1M, 2M out of 110M not that big of loss, but they do advocate to keep the programs, but it is not devastating if goes away. Susan D: OSAC is building a process to calculate awarding program using an estimator for families and a more detailed estimator for FAO offices. Legislature wants to see results of this program fast. Dennis J: How is it affecting student behavior and keeping them. Look at data on who is completing the FAFSA (112,000 students) and make OGG grant available. Fewer the 80% at 4 year pick up an award and 46% at 2 years actually pick up award. This program is designed to affect behavior and improve upon student's enrolling at Oregon schools.

Leslie noted the OSAC advisory council, as a steering committee is a group to use for concerns about the shared responsibility model and the wording of the email notice to students. Members are Rod Boetcher and Kathy Campbell, 2-year colleges. Leslie Limper and Glendi Gaddis, 4 year private and Patti Brady-Glassman and Donna Fossum 4 year public

Susan D. and Dennis J. noted the FAFSA application has a state deadline listed as March 1 for Oregon. FAO folks feel this discourages students to apply once date has passed. OSAC has requested that OREGON be taken off the state list and moved to the listing under “contact your financial aid administrator” for information.

#### *ASPIRE:*

Folks are out in the community schools, with lots of partnering to get information out. Currently in 83 high schools, getting funding to increase and expand out to 115 schools. This is the largest contact group to reach out and fill gap to help student get information needed to get to post secondary education.

Special population assistance being developed: Services for students with disabilities, Foster Youth Care programs (Chaffee) funds available, need to get information out to get these students into post secondary education. Veterans and teaching programs.

#### *Registration:*

Ryan W. noted he would be sending information as needed for scheduled events.

#### *Site Selection:*

Tracey noted with uncertainty of funding from vendors, they are hesitant to contract out to far in advance. Want to sign on only for 2010. They are in the process of visiting site options. Judy noted the new conference facility in Salem is very nice and has room for OASFAA with 2010 dates being available. Hotel rooms are also available and this may be a nice possibility. Tracey will propose site decision at the July meeting, as they will be visit sites in June. Noted we need to accommodate about 220 attendees. Donna is also pursuing contacts in Seaside for future years conference possibilities. Conference is scheduled for same day as the Super Bowl this year, but will not be the same weekend for the 2010 dates.

#### *Summer Drive In:*

Melinda D. and Jennifer K. proposed committee members Josh Puhn, Sheila Yacob, Jeannie Kupper, Mellony Stratton, Luhui Whitebear. Leslie motioned to accept committee members as presented. Carolyn P. moved to accept motion. Terri seconded. Motion passed. Melinda noted facilities at LCC has free parking, discussion followed on facilities, food cost and tour of LCC. Needs to have contract signed.

#### *Support Staff Workshop:*

Rod B. and Frankie E. are co-chairs. They will be looking for volunteers for committee and will seek approval later. Date of event is usually in mid November and will need to coordinate with other events. Will add vegetarian option to registration information. George Fox may be a location to explore. Leslie will look at dates and coordinate with Peter G. (FA101) and get back to EC. Ryan W. noted Clackamas as site option to consider. Frankie will report back at next meeting.

*Technology Committee:*

Pat D. has discussion of 06-07 goals and purchasing laptop by the end of the month. He made changes to the website.

*Training Committee:*

Elizabeth Bickford sent her report. A motion was made to accept Glendi Gaddis as co-chair. Ryan W. moved the motion, Donna F. seconded, motion passed.

*Vendor Liaison:*

Lydia T. asked about what information do we need to share. Leslie asked what were they hearing on vendor's support and partnerships and to let us know what they may need. Lydia is part of the Annual Conference committee as the vendor liaison and that is where most questions seem to come up. She will continue to check in with vendors to keep up with questions or needs.

**OTHER BUSINESS:**

No other business reported.

Leslie noted next meeting was in July at the Hilton. She appreciated everyone's hard work and information sharing.

Meeting was adjourned at 3:13.

Leslie asked for a motion to *officially* adjourn our meeting via email on May18, 2007. Ryan West sent an email motion to adjourn the meeting, which was seconded by Crisanne Werner. Leslie counted the AYE's and the meeting was officially adjourned via email on 5-24-07 at 4:19.