

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
Executive Board Meeting
October 24, 2007
Lane Community College, Eugene OR

MEMBERS PRESENT:

Leslie Limper, Tracey Lehman, Crisanne Werner, Donna Fulton, Melinda Dunnick, Nancy Hanscom, Patrick Downey, Patti Brady-Glassman, Jennifer Knight, Peter Goss, Sue Shogren, Judy Saling, Susan Degen, Jane Reynolds, Lydia Tanev.

CALL TO ORDER:

President Leslie Limper called the meeting to order at 9:40 am.

Welcome by Leslie, housekeeping and introductions of members.

Leslie requested approval of May minutes as amended. Tracey L. motioned to accept minutes as amended. Donna F. seconded the motion. Motion approved.

OFFICER REPORTS:

Treasurer: Donna F. handed out her report. She noted we are doing well financially. Summer Drive-In came in under budget. Leslie noted good job! Development income is coming in slower, as was expected. Consulted with the accountant about our need to keep our fund base within legal status as a non-profit; need to make sure we stay within the parameters. Donna will share in writing what the accountant stated. Tracey L. notes so far with the HS Counselor training that the schools are currently incurring the expenses. Donna F. noted this is a budgeted item just in case OUS does not pick up the cost at some point.

Secretary: Patti BG had no report.

Past President: Tracey L. discussed her report for award nominations process for 07-08. She noted the need to update the website with last year awardees. Leslie L. asked to check status of Jim Beyer's name being listed as award recipient on the web site. Tracey discussed her to do review on clarification of registrant requirements for workshops and conferences. Reviewed recommendations: if not a member and only a presenter, you do not need to pay the registration. It was suggested to add specific events to the policy and procedures (P&P). Patti BG. Noted maybe not be specific regarding the exact events. Donna F. noted not to be so specific and what is the purpose of proposal for the P&P? Leslie L. asked if this means we have to have a vote to make this change. Tracey L. noted a vote may not be needed for P&P but would need a vote if the by-laws are affected. Tracey reviewed the by-laws and noted this would only be an update to P&P by the EC. Lydia T. said it makes sense for the vendor to register if participating, but not if only there to present. Leslie L. indicated not to make a difference between a vendor and presenter, but the level of participation. Donna F. noted we need to cover the cost of food only. Peter G. suggested to write the language around the presenter and do not limit the participation. Jane R. asked if we should be making the presenter only just pay and why not buy them lunch. Leslie L. asked what to do if the presenter decides to stay for one session. Tracey L. noted we cannot afford to be as generous as in the past with our funding being questionable and that meals are costly. Donna F. indicated maybe we need to define "presenter" and an "attendee" to know

what is covered for the presenter. She noted membership status is not the problem, but the definition of a presenter. Melinda D. said person should not register an event if only a presenter, but include them if need a meal as compensation. Tracey L. suggested incorporate policy into the presenter agreement and state what we provide and is expected. Leslie L. summation of the discussion; need to define a “presenter” as coming to event and doing a presentation only and not attending any sessions and an “attendee” as coming to event and plan to participate. If a presenter, then need to include in budget cost to offer a meal and/or comp presenter’s registration such as Dept of Ed representative. Pat D. noted can be member of non-member, does not matter if meets definition of a presenter. Donna F. noted numbers will be more accurate and committee will understand actual cost associated with being or having a presenter. Sue S. noted this process gives more latitude to committee chairs to make decisions. Leslie L. asked Tracey L. to assist her with clarifying this item for review at the December EC meeting.

President Elect: Crisanne W. reviewed her report. Reviewed guidelines for scholarship selection.

President Report: Leslie L. indicated her report is reflected in old and new business.

Segmental VP’s:

2 year Public: Melinda D. did not have anything. No other VP’s present to give report.

OLD BUSINESS:

ACTION POINTS FROM JULY MEETING:

- Tracey L discussed her handout on clarification on who pays for registration and will have item on next agenda
- Status quo was decided on “code of conduct” issue.
- Support Staff workshop done and on the calendar
- Dec 3rd Monday was confirmed date for FA101
- Leslie had conversation off record with Marianna, Dept of Ed rep, on vendor support and no guidance from Feds being given to date and so proceed as we have been.

SEGMENTAL VP – PROPRIETARY WELCOME

Individual not in attendance, no welcome to take place.

MENTORING PROJECT

Sue S. discussed her report as presented. She asked if we can distribute the survey outside to financial aid folks to see interest for the topic. Pat D. is checking this option to “forward” the email survey request via the fin aid contacts. Tracey L. asked if forward the survey, would those folks be mentors? Would we allow them to be mentors? Sue S. noted it was only intended to gather information and assess the interest level. Survey is blind survey so we would not know who is responding to allow them to mentors they would not be identified via the survey. ?? Tracey L. asked what is the timeline of the survey? Sue S. noted as soon as approved by EC. Donna F. asked if interested in being a mentor, could we add a part to collect names. Leslie L. noted value of putting out blind survey to just collect information or interest. We can add option of adding part to collect name to gather folks for next step of developing program. Sue S. noted maybe we need to split out item #6 to gather information on interest level of the topic. Melinda D. suggested removing FAA in item #8. Sue S. noted not viewing others outside of Fin Aid, but gathering information about their interest, but only have a mentor program for OASF AA members. Jane R. asked what is the value of asking folks outside of Fin Aid if not allowing

them to participate. Donna F. noted there is a benefit if folks have an association with Fin Aid office, since there are more one stop shops and it is nice to get outside of OASF AA if needed. Peter G. suggested looking at other funding models if not a member of OASF AA. Sue S. noted to determine interest in paying for a mentoring program to participate. Pat D. said sending outside of Fin Aid to get more input, but could also skew results for our focus for an OASF AA mentoring program. Sue S. noted we could sort some of this out via skip logic. We know who is completing the survey and then have them answer questions on information we want from them. Leslie L noted in starting a mentor programming, it was to increase OASF AA membership and expanding our outreach and training. We could broaden our focus outside of fin aid since we interact more with other offices outside of fin aid office. How to collect and filter information to determine need for program is good. Sue S. noted she will revise survey and send out for review. Sue S. asked EC to look at questions #4 and #5 in particular. Peter G. asked about looking at crisis management question.

NEW BUSINESS:

OASF AA Partnership with College Night in Oregon: Leslie L. noted OSAC asked her if OASF AA would be interested in partnering with ECMC for College Night in Oregon. Leslie asked for approval and a vote from EC. Pat D. discussed program details and OASF AA's role:

3 hour meeting at 6 different sites simultaneously on Nov 19th.

It is being promoted via the ECMC web site and sending information to all the high schools.

Hoping the congress person from the congressional district would come to do a talk on education issues.

Leslie L. asked who developed program content. Pat D. noted it is from the National program and Oregon Opportunity booklets. Leslie L. asked if OASF AA partners, could we then in the future have input to the content? Pat D. said sure, that could happen. Peter G. asked to what extent is ECMC marketing their products? Pat D. indicated none, not promoting products. Lydia T. asked what perception does this bring to other vendors to hold events? Leslie L. noted ECMC is the state designated guarantor and has a requirement to do some programs. Pat D. notes it is for all families and students. Donna F. sees this as student access goal and OASF AA should look to support "access". Peter G. noted OASF AA would look at other vendors if choose to put forth such a program and wants to partner. Jennifer K. why are only community colleges listed as site locations? Pat D. said they are more neutral sites and they tie into view as the next step and attend community college. Tracey L. said feels less threatening at community college setting for parents and students from high school. Pat D. noted would be offering food and scholarships as a draw to attend. Scholarships are being provided by ECMC. Sue S. asked what is difference of an endorser or sponsor? Pat D. noted he could not answer about the difference. Tracey L. moved to be a sponsor for College Night in Oregon. Melinda D. seconded the motion. Motion was passed. Leslie L. asked Pat D. to be liaison to bring this program to OASF AA each year for review.

COMMITTEE REPORTS:

Annual Conference Committee: No committee members present, Leslie L. reviewed questions from report as submitted. 1) will check with Ryan on registration status 2) will accept credit card payments for registration 3) Ryan will do 4) Leslie as president will do 5) Commemorative give away item, can they increase the conference budget \$2000-\$3000 for this? Want to use the 40th year logo that was created for this. Should this only be used for the conference? Not used during the year for other training events. Donna F. asked why not use it year round. Let them pick and

item under \$2400 (the EC budget) and have the EC give final approval of the item. Leslie L. said anything above that limit would come from their budget. Price out for 400 to use during the year and see the difference for a minimum of 300 to 400, there are not extra funds in the budget. Donna F. noted we could pull from our reserve, but do not really want to use this option since not sure about future funding. Leslie L. indicated final approval was needed from the EC for item to be purchased. OK for \$2400 from the EC budget.

Archives: No one present.

Fund Development Committee: Sent report via email. Nancy H. had expected less support, so is happy where funding level is at. Are ahead of schedule by 2 months with getting notices out to vendors. For this year, will put advertising in conference only program for this year. Abril noted some vendor's legal counsel noted they will reject use of the word "sponsor" and use "partner". Nancy H. noted need to update our website language. Pat D. and Nancy H. will review website to update language. Also working with Pat D. to set up member access to participate in member pledge site to be able to sign up and pay on-line as option member services. Hoping to get access up next month. Nancy H. noted ala carte option being discussed as some vendors not being able to go with current sponsorship option levels as defined. Will need to do more education and advertising if we do go this route. She is not hearing from vendors as much even though we have other options for providing support to OASFAA. Sue S. noted we added value of electronic copy of newsletter and vendor buying ad space as means of providing supports. Nancy H. noted challenge of this year to update sponsors with what they are getting. Pat D. asked if we should charge for job postings? Tracey L. said yes since WASFAA does. Leslie L. said yes and we would discuss further in the technology report.

Elections Committee: Crisanne W. shared list of folks willing to put their names on the ballot. Still seeking another President elect nomination. Leslie L. noted she wants results by Dec 15th to allow folks time to talk about transition.

EMAIL UPDATE on 11-02-07:

Colleagues,

With thanks to Crisanne, we now have a full ballot for the 2008-09 OASFAA Executive Council. Crisanne has done a tremendous job of contacting OASFAA members and encouraging them to run for office.

Here is the proposed ballot. I need a motion to approve, and a second:

President-Elect:

Jane Reynolds, Oregon State-Cascades

Donna Fossum, Western Oregon University

Secretary:

Dick Heath, Linfield College – Portland Campus

Fayne Griffiths, Clackamas Community College

Segmental VP's:

Private Colleges:

Paul Krull, University of Portland

Peggy Burgus, Pacific NW College of Art

Community College:

Kevin Multop, Central Oregon Community College

Kevin Jensen, Treasure Valley Community College

Public Colleges:

Paul Carlile, University of Oregon

Deanna Smith, Portland State University

Proprietary:

Anny Hawkins, Everest College

You will note that there has been a bit of shuffling (Donna Fossum has allowed her name to switch from Secretary to President Elect), but this is the final version the Elections Committee has submitted for approval.

Let me know if you have questions.

Leslie

Anny Hawkins motioned to approve.
Tracey Lehman seconded the motion.
Motion was approved 11-15-07.

EMAIL UPDATE on 11-27-07:

Colleagues,

Your Elections Committee has found it necessary to make changes to the 2008-09 OASFAA ballot that was approved by the EC. Paul Krull has asked that his name be removed from the position of private segmental VP, and Peggy Burgess has resigned her position and is no longer working in financial aid (for the moment). She was also running for private segmental VP.

So, Katy Wilson from Willamette University and Bryan Cook from Warner Pacific have graciously agreed to have their names added to the ballot for the position of segmental VP.

I need a motion to modify the ballot, and a second.

Thanks,

Leslie

Terrie Crawford moved to modify the ballot
Crisanne Werner seconded the motion.
Motioned passed 11-28-07

Ementoring (ad hoc): See report under old business

FA101: Peter G. discussed his report as submitted. Expects to come in under \$1000 for budget. He indicated Elizabeth may help cover cost of parking passes @ \$5.00 a piece. Will take place at the Fir Room of the Erb Memorial Union. He does not intend to cap enrollment.

Legislative Committee: Legislative update: Susan discussed report items as listed. Better to fax request for Professional Judgments due to a new state law that prohibits mailing SSNs in some cases.

Membership Committee: Jane R. said membership is up over budget already. She discussed her report items as listed and noted her excitement about the credit card payment option.

Newsletter: Sue S. noted the summer issue was out. She wants the next one on line by Oct 31st. She received 4 submissions by folks who were not OASFAA members, so she did not accept them. Leslie L. said with our non profit status and being an OASFAA member, she feels we should hold to OASFAA member as author of an article for publication in the newsletter. Sue S. noted she wants to see articles from school partners and not just the vendors. She asked if it is possible to put our ad policy on the ad page of the web for submission deadline. Leslie L. said yes, as it was OK for information to help clarify the web page information. Sue S. noted she will work with Pat D. to update the newsletter page.

OPB Broadcast: Judy S. noted we are not doing OPB this year and contacted Steve Amen at OPB. She noted they value the program as a public service and said to contact them if we want to do it again, but they did not guarantee future shows. Judy S. a web based format of podcasts and chat situation for people to receive information and ask questions of professionals at different times on different subjects throughout the year. She sees this as reaching more people. Pat D. could check with ATAC to see if we could do this. Leslie L. did receive phone calls on why OPB canceled, but higher costs needs to be looked at and we need to be more cost effective and have meaningful ways to reach people. We are still having an outreach program, we are just redirecting our focus. Judy S. is and will continue to work on this. She notes students use web pages more to look for information. Leslie L. noted Judy will work on a name focused around outreach and community.

OSAC Liaison: Susan D. discussed her report with items as listed.

Registration: No report

Site Selection: Tracey L. discussed the breakdown of the sites reviewed. Asked if folks wanted a recommendation or are they still holding. Leslie L. noted we are out till 2010 and when should we do it. Tracey L. noted we need to be doing this now if we want to get a specific site. Judy S. indicated we are currently holding sites and they will book up fast. Tracey L. suggested: 2008 Eugene, 2009 Coast at Salishan, 2010 Portland; 2011 Seaside. Discussion by Donna F. on Seaside options and how the site fills up fast and may need to decide now if we want it for 2011. Leslie L. noted since Seaside would be 2011 option, we need to focus on 2010 site first. Tracey L. discussed parking options with Red Lion site and shuttle services to downtown Portland. Donna F. discussed Double Tree and would not recommend this option, not all financial cost were determined for one reason or another. Tracey L. recommends the Red Lion site. Leslie L. asked what is the cancellation policy option or penalty? Tracey L. noted she would have to check on this. Leslie L. asked how the council should proceed, should we just ask the site selection committee to get the Red Lion information. Donna F. wants to go out to 2011 and get Seaside confirmed now as well for cost. Leslie L. suggested we go to Salishan and see if we can get better quotes since some folks noted we were to go back there every other year. Sue S. suggested listing on the calendar as we look further out at different locations for annual conference. Leslie L. directed site council selection to proceed with the contract for the Red Lion in 2010 and negotiate with Salishan and Seaside for 2011. Bring back a contract for Red Lion and reduce rooms to 175 for Sunday and 150 for Monday with room and board release and cancellation policy.

Summer Drive In: Jennifer K. discussed her report as submitted. She noted the overwhelming response to the student speakers at the workshop. Overall, they were pleased with the event. The electronic survey was awesome, but the paper one was good for immediate feedback. Noted we may want to continue using both formats. Pat D. had assisted with electronic survey data. They came in under budget. Had one presenter submit a bill for printing cost that they had not anticipated, noted need to clarify printing expectations on the presenter form for future events. Melinda D. noted loss of some rooms due to delay in getting contract signed. Also, registration deadline and getting membership completed on-time can be a timing issue for some, since may have to wait till July 1 to pay membership. Jane R. noted membership remained opened until July 10th as this is always an issue and had hoped this extension would help to alleviate this concern. Leslie L. noted this may be cleared up when the technical report is given.

Support Staff Workshop: In progress

Technology Committee: Pat D. indicated we should have on-line payments up by Nov 1st. Should have automatic update status of individuals. Can do wireless laptop as well and should be secure. Will look for FA101 registration status. Important to nail down details of event before you give information to ATAC for the website and you need the registration chair in the loop since this can delay programming. 17 jobs were posted to OASFAA. Pat D. asked if we should charge a fee for posting jobs? Tracey L. asked should we charge the same fee as WASFAA? Donna F. noted WASFAA reaches more folks, so maybe fee should not be the same. Judy S. said maybe WASFAA is not charging enough. Leslie L. thinks \$45 is not a bad price for 30 days and that it does have a wider exposure than just Oregon folks. Jane R. said we need to give folks notice and January 1 is a good start date. Melinda D. motioned to move to charge \$45 fee to post jobs opportunities on the OASFAA list serve beginning January 1. Crisanne W. 2nd the motion. The motion was passed. Donna F. asked when would the job be posted if payment was not done via a credit card. Pat D. said it would be at the discretion of postee and to send a reminder. Tracey L. said to allow to post and get payment later and to revise process later if this becomes a problem.

Training Committee: No member present. EC committee reviewed report as submitted.

Vendor Liaison:

Lydia T. noted following request from vendors: 1) requested chairs be available in the vendor room 2) address where to send conference materials etc. and have information available before the conference. 3) concern for planning conference and not to go down lender bashing path, but to work together for the same goals. Leslie L. noted to bring up this topic with conference folks to clarify with moderators if session held on changing climate with vendor support. She also noted concerns with guarantee agency announcing vendor training activities via the list serve. She received emails noting this not the use of the list serve. Tracey L. noted last year vendor liaison sent notice to vendors to remind them of the purpose of the listserve. She noted that is was a conscious decision to use the list serve only to announce OASFAA or WASFAA training and not vendor training. Melinda D. vendors could develop their own list serve. Jennifer K. noted they can list training event on the OASFAA calendar. Leslie L. can she revise language on the website to clarify the expected training activities that can be notified via the list serve, for clarification purposes. Pat D. will read acceptable use as noted on website, need clearance by EC commercial use. Leslie L. noted to add clarification of OASFAA, WASFAA, NASFAA and Pat D. will just add this to website. Jennifer K. noted steps for vendors to get their training listed on the website. Leslie L. noted to contact the secretary to request posting events, Secretary will use discretion for posting or ask president for clarification. Pat D. noted he will update the website to note posting event process via the secretary.

OTHER BUSINESS:

No other business reported.

Donna F. motioned to adjourn. Melinda D. seconded the motioned. Meeting was adjourned at 3:25.

Respectfully submitted,
Patti Brady-Glassman
Secretary