

CAFAA Executive Committee and Board of Directors Meeting

January 30, 2006 9:30 a.m-3:00 p.m.

Pueblo Community College

*In Attendance:*

*Linda Crook, Audrey Osswald, Sherri McCullough, James Broscheit, Karla Nash, Phil Schroeder, Kevin Simpson, Thad Spaulding, Carolee Goldsmith, Judy Ransom, Tammy Dybdahl, Evan Icolari, Natascha Ambrose, Rosina Chaparro, Mary Davis, Elaine Redwine, Debra Erickson, James Harris, Aimee Rogers*

*Absent:*

*Ellie Miller, Tresa England*

- **Welcome:** Each person present introduced themselves
- **Call to Order:** Meeting was called to order by President, Linda Crook
- **Approval of Minutes:** Handout of December minutes were passed out for everyone to review and make corrections. Linda asked for approval, motion was made to approve and then was seconded.
- **Officer Reports:**
  - President- Linda Crook:
    - Nothing to report at this time
  - President-Elect- Phil Schroeder:
    - Lydia McMillan and Karon Johnson have agreed to head up the College Goal Sunday project and will attend the training in Indianapolis, Indiana in February.
  - Vice-President- Evan Icolari:
    - Nothing to report
  - Secretary-Carolee Goldsmith:
    - Nothing to report
  - Treasurer- Elaine Redwine:
    - The most recent list of members were sent to Sherri on January 27<sup>th</sup>
    - The Leadership Conference in Washington, DC is being investigated for Elaine and Phil to attend. The flights are expensive.
    - Copies of the balance sheets were handed out to everyone. Elaine will electronically send a copy to Carolee. (Attached)
    - There was an issue that has been resolved with Jeff Recker's check. All outstanding amounts from the fall conference are now caught up.
    - Will Capin Crouse do the taxes for CAFAA this year? This is the same firm we have had the last couple of years and performed our audit.
    - Membership and sponsorship dues are being received. Some of the sponsorship checks are coming in without a form and it is difficult to know where the money is supposed to go.
  - Treasurer Elect- Karla Nash:
    - Nothing to report
  - Past-President-Audrey Osswald:
    - Handed out a list of sponsors for the Fall 2006 Conference with the fees that have been paid to date. When Audrey receives the forms, she will fax them to Elaine and she will email Audrey when the money has been received. Yearly budgets are just now being set for sponsors, so the money for the conference should be received shortly. There is also a new addition to the form that was not previously there.

- **Sector Reports:**

- Thad Spaulding (2-year Public Representative):
  - Nothing to report
- Tammy Dybdahl (Proprietary Representative):
  - Nothing to report
- James Broscheit (4-year Public Representative):
  - Many of the schools/presidents have been responding to the articles from CCHE in regard to “Fixing Financial Aid”. It was asked if we should have responded as a CAFAA Organization. This was discussed and some felt that we should, as professionals, possibly putting something out on the website. Others thought that this was already done the letter that was written in October. There was not much feedback from the letter that was sent though. Need to double check with Tresa to see if the letter is on the CAFAA website.
  - The question was brought up in regard to how many institutions pay for our CAFAA dues and how many members pay out of their own pocket.
  - Discussion on the March 21<sup>st</sup> Legislative Coffee. Some were wishing we could have had an earlier date. Some schools are collecting their own financial aid data and some of this is getting out to the newspapers. The stronger issue is that the information gets to the right people (legislators, etc...) unfortunately we do not have much time to put together and respond. Possibly put some of the data on the CAFAA website and refer to each individual institution, this would be in addition to the October letter. Linda is going to put some type of statement on the website. Each institution may want to respond with statistical data and other information and place those responses on the website. This would be in addition to the newspaper responses and CCHE. CU has responded to both. The sector reps may be contacting each school for that information. The group asked what data should be collected.
  - Evan attended the CCHE Advisory meeting and sent out minutes on Friday. He is concerned about how much Diane Lindner can do. The outsourcing of financial aid was taken off the table by Diane, but is there is still some question whether or not it really is or if it was for the meeting. It was corresponded to her in regard to the recent items coming out from CCHE and the great concern from everyone. It was stated many times by Diane to “not count on Merit Money”. They may look at institutional money being awarded at each institution a bit closer. There was a strong push to move all need based aid into one fund, which most felt would be okay, especially since the Merit allocation is so small. The situation is very fluid at this point.
- Natascha Ambrose(4-year Private Representative):
  - Nothing to report
- Kevin Simpson (Vocational-Technical Representative):
  - The Technical Schools are asking if the Vocational schools will not be guaranteed state funding. Nothing was addressed in regard to Community Colleges and Vo Tech schools at the advisory meeting.
- Judy Ransom (Service Organization Representative):
  - Nothing to report.

- **Committee Reports**

- Aimee Rogers (Annual Conference):
  - Rob is the Co-Chair and everyone agrees there will be a conference. The group has not met yet. They will be using something with “cooking” as a theme. The deposit has not been sent yet. It is due March 16<sup>th</sup> and is \$1000.

Elaine has the checkbook. Direct bill the application. There are 15-17 on her committee.

- Rosina Chaparro (Diversity Issues):
  - There is not a Co-Chair, but there is about 8 people on committee. The 1<sup>st</sup> meeting is next week, Feb 8<sup>th</sup> in Denver. There have been some suggestions on the Spanish CD to make them easier for families to understand were Spanish is the 1<sup>st</sup> language. There are presentations being scheduled, including the junior high schools.
  - Linda informed the group that the “Student Guide” has a different name, “Funding Your Education”. Our project has not been submitted yet. February 10<sup>th</sup> is the deadline to apply, but we cannot send them a packet because the Department of Education does not have the “Funding Your Education” ready to send to institutions. There has not been any feedback yet on the folders. We may need a more formal way to receive feedback and try to send this project in next year to possibly receive funding. Linda would like to share the CD’s and give them to the Diversity and Financial Aid Awareness committees.
- Mary Davis (Financial Aid Awareness/High School Relations):
  - Sharon Harper is the Co-Chair and the committee has not met yet. Members who have volunteered are stating that they are too busy. So, currently there are just lenders. Mary may send out another email to recruit more from the schools. Call-ins are going very well and we are trying to get more media attention, such as Help-Line 9, etc. The media is also looking for stories on specific topics, such as “what happens when you don’t receive a scholarship”...”athletic scholarships”, etc. Mary may send out these requests and perhaps we have students out there who are willing to assist.
- Ellie Miller (Historian):
  - Absent, no report
- Sherri McCullough (Membership):
  - Ronda Rankin is the Co-Chair. A handout was given with a list of where the applications are to this point. The question was asked as to how many members do we currently have and how many have renewed their membership. The password will be changed once the membership deadline has passed. This will be done the end of February. The new login in will be a great reminder for those who have not renewed the membership.
  - There are 16 new people to vote on today. Are there any questions on the new members? Audrey moved for motion, Evan seconded, everyone approved.
    - New Members voted on:
      - Alfredo Burciaga- College Invest
      - Mae Lee Heble- FRCC
      - Julia Murphy- FRCC
      - Mark Whitney- Metro State
      - Morgan Ramsey-Daniel- Adams State
      - Misty Foster- CCA
      - Ezy Ulibarri- Adams State
      - LeAnn Strand- UC-Boulder
      - Lisa Clements- Adams State
      - Lisa Castro- Nellie Mae
      - Patrick McTee- UCDHSC
      - Mary Morales- UCDHSC
      - Adina Chavez- Regis
      - Kathleen Schwader- FRCC

- Renee Seidel- FRCC
      - Nereyda Diaz-Adams State
    - Sherri would like to send a note to say welcome to new members.
  - Jim Harris (Newsletter Editor):
    - Marty Somero is Co-Chair. The last newsletter was just finished. Nancy Gregory has finished her tenure as editor and she did a wonderful job! Much longer than originally asked. Jim may ask for more photos and write-ups from each school and possibly feature a school with an article. Plus add a bit of humor and pictures. He is also asking for ideas. The next deadline is February 24<sup>th</sup> for the spring. There will be a request for more information to be sent (movers/shakers). Bev Alles from CSU will be requesting profiles.
  - Debbie Erickson (Professional Development):
    - There is currently not a Co-Chair and there are 11 members. CAFAA Support Staff training will be held on April 11<sup>th</sup> at the Daniels Building in Denver. There is free parking. There will also be an event held for directors on May 16<sup>th</sup> or 17<sup>th</sup> hosted by CAFAA.
  - Tresa England (Technology & Webmaster):
    - Absent, although she sent a report that Linda printed and handed out to everyone. (The items listed below were in the email)
    - Officers and committee chairs are updated on the website. The membership directory is in the process of being updated.
    - There is a Technology goal this year to create a counselor resource page which would be available to all counselors and a CAFAA membership would not be required.
    - Tresa needs an updated list for the database on those members who have paid.
    - The new Treasurer information has been added to the Expense Reimbursement form. It was necessary to recreate the form due to a PDF format. Please send any feedback to Tresa.
- **Old Business**
  - College-Goal Sunday (Linda)
    - Lydia and Karon will be attending the training in Indianapolis February 12<sup>th</sup> and 13<sup>th</sup>. They will be attending one of our board meetings to present additional information. A report from Lydia was emailed to Linda. A copy of the handout was given to each. (The items listed below were in the email from Lydia)
      - All information requested by Marcia Weston has been submitted.
      - Based on Phil's information, a spreadsheet of volunteers has been compiled. To date, there are 30 individuals with representation from both schools and service organizations divided equally. (If there are additional volunteers, please direct them to Lydia and Karon)
      - Regis University has been asked to serve as a back-up fiscal agent and the response has been positive. This arrangement will be confirmed and finalized in the near future.
      - Participated in the January 18<sup>th</sup> FAFSA training session for volunteers. This was good basic training and a resource list was provided. Will be valuable next year for all site volunteers.
      - March 14<sup>th</sup> is the deadline for the Planning Grant and budget. A steering committee and volunteers will be asked to assist. A completed Implementation Grant and 3-year budget are due by August 1<sup>st</sup>.

- Legislative Coffee (Evan and Natascha and Eric)
  - Thank you to Natascha for her work on assisting with the organization of the event. The entire event may be approximately \$1000.
  - Discussion on refreshments from a large list of caterers
    - “Sweet Loraines” was chosen because there were so many that were much more expensive. This caterer has done this event several times and was very helpful. There is not a contract at this time. It was decided to contact someone who has used this caterer before.
    - 200-250 legislators with approx. 50 CAFAA members at approximately \$8 per person
  - Discussion on what individuals should/should not do or discuss.
    - Issues that are important to the financial aid community should be discussed with the legislators, especially those who are involved in budget committee.
    - A significant number of Directors are needed as representation in order to be effective in a short period of time.
    - May need to collect information from each institution and put together a question & answer sheet to represent all that could be given to the legislators and their aides. Items to possibly include; presentations given in the community, on our campuses, statistical information, allocations over the last 5 years. This will be a representative of CAFAA and our institutions and should be positive. Linda will be sending out an email to ask questions of each institution this week and ask for responses within a week. There may be some minimal printing costs. Letterhead will be given to Evan to print the gathered information on.
    - Are school names tags needed? Should business cards be made available?
    - Should a block of hotel rooms be reserved to hold a meeting the night before for CAFAA members to meet and discuss? Members will need to know that they are responsible for payment of the rooms and CAFAA will not be. An email will be sent to gather a number for those interested.
- **New Business**
  - Storage Unit for CAFFA items
    - There is a lot of “stuff” and it was ask if we should be keeping all of it. Many of the old items are not being used. Should we evaluate what we have and confer on what we do/do not need? Is some of it historical data that Ellie may need?
    - There may be some negative aspects to storing the information. Perhaps we should scan the tax returns and place them on a disk. We may also be able to this with many of the items.
    - We will wait on the storage unit and each board member will evaluate what they have and what is needed.
  - Computers
    - The laptop that is used by the Treasurer is old. It has been upgraded, but is still very slow for the Treasurer to use. It was decided to have this one used by the Secretary.
    - Should we put into the budget a purchase plan to upgrade and replace the one we have on a regular basis?
  - Budget

- A copy of the budget was handed out to discuss and an updated version will be sent for everyone to vote on via email. (Attached)
  - There are 333 members currently listed on the current members list and the budget report will be based on those figures for dues.
  - Decentralized training will be a line item under professional development and the corporate sponsorship will still pay.
  - There were discussions on the budget proposals, etc.
  - Conference costs were discussed
    - Rooms will be \$95 for a king or queen size bed
    - 90% of the cost for the conference will be for food, but will be less than the costs that were at Copper Mountain.
    - Do we need to reevaluate the conference fee?
  - There was a suggestion to charge a small fee, such as \$10 per person for the spring CAFAA training
  - Items that will need to be added to the budget next year
    - College-Goal Sunday, Regis will handle the expense function for the next three years
    - The legislative coffee
  - Dave Aker will be sent a check back from CAFAA because he sent a personal check and then his institution sent another check
  
- **Next Meeting Date and Location**
  - **Monday, April 17, 2006**                      **Red Rocks Community College 9:30-3:00**
  - **Meeting adjourned**
    - **Jim motioned and Debbie seconded**