

Minutes from the Joint Meeting of the CAFAA Board and Executive Committee  
March 29, 2002

Present: Ruben Guerrero, Rick Lee, Lee Ingalls-Noble, Gary Lewis, Nancy Gregory, John Ceru, Linda Crook, Tip Blewitt, Sunny Staninger, Karon Johnson, James Broscheit, Jim Contreras, Cyndeth Allison, Eileen Griego, Mary Anne Romero-Hunter, Mark Putman, Judy Ransom. Absent: Deb Frazier, Larry Hollstein, Gaye Scheafer.

Prior to the meeting being called to order, President Ruben Guerrero again reminded those present that this would be a joint meeting of the Board and Executive Committee.

Meeting called to order by President Ruben Guerrero at 9:30 a.m.

Minutes were reviewed. One typographical error was corrected, and the report for the fall conference indicated that "will" should be "may" as to the Mardi Gras theme of the fall conference. Motion to approve minutes from the January 4, 2002 meeting as amended was made by Lee Ingalls-Noble, seconded by Rick Lee. Motion carried.

It was mentioned that minutes from the January 4 meeting were not yet on the web site. Minutes were sent out at the time when Mark Putman's e-mail was not working. Mark will put them on the web when received.

Reports:

**Spring Conference Committee**—Mary Anne Romero—the agenda for the spring conference is pretty well set. The committee is planning on two more meetings. \$20000 was originally budgeted for this conference; however, the hotel does not have internet access and must contract with another entity to provide it, which costs \$1000. CSLP may split the cost due to their lab set up. Mark will bring a hub. The lab is set up for the hands on session.

There are 84 rooms reserved so far. Ruben proposes moving some dollars from the fall conference to spring pending conversations between Karon Johnson and some of the vendors.

The RMAFSA Road Rally will be at the spring conference. Chris Christensen from KS will be coming as part of the Road Rally. The wine tasting will be provided compliments of the vendors. Ruben noted he would like committee chairs to give a short description of the function of their committee and introduce members. Ruben mentioned he would like to honor Bob Fomer at the banquet. There needs to be some language added to Policy and Procedures that would allow the recognition of retirees besides Life Membership. Ruben would like some suggestions for that.

**President-Elect**—Rick Lee— Rick sent out an e-mail to sector reps to think about folks to run for office and sector representatives. He would like some suggestions by spring conference. The RMAFSA Conference for fall 2003 will be in Big Sky, MT Oct. 5-8, which is closer to when we normally schedule CAFAA.

**Past President**—Karon Johnson—has reviewed and edited the Policy and Procedures Manual and in the process discovered that this is the responsibility of the Vice President. In particular the Committee Membership policy was reviewed and updated to reflect current practice. Karon distributed the individual job descriptions for each board/executive committee member and asked that they be updated and returned to her at the meeting.

Ruben noted that the By-laws say that the Vice President should be attending the CCHE Advisory Board meeting, and the P & P manual says it's the President-Elect. Per the By-laws, Lee Ingalls-Noble will attend the advisory committee meetings. In a continuing discussion, it was announced that proprietary schools were not represented on the CCHE advisory board and Karen asked Sunny if she'd be willing to represent that sector.

Karon continues to work with vendors regarding the options of fall conference sponsorships as well as in the future.

**Vice President**—Lee Ingalls-Noble—Lee reported on her and Rick Lee’s participation in the NASFAA Leadership Conference. Each participant received a Leadership Resource Manual and she shared the Table of Contents indicating she is willing to share the parts of the manual in which others may have an interest. They visited with aides from Senators Allard and Nighthorse-Campbell offices and with the representative from Colorado Springs. They raised several issues with them. Lee thanked CAFAA for allowing them to attend.

An announcement was made that Kim Walter has resigned from Key Bank and Jim Contreras will contact her to obtain any brochures or other CAFAA items she may have.

**Secretary**—Nancy Gregory—no report

**Treasurer**—Gary Lewis—Gary handed out the profit and loss statement and the Balance Sheet. He will send out a budget report at a later date. The accountant indicated that we would owe taxes for 2001, and those will be added to the budget report. Gary is paying bills for the conference and expense reports as they arrive. Gary will check with Kent Bauer regarding the \$800 that was outstanding as reported in January. Kent believes the \$800 was received. Upon review it was noted that the Balance Sheet was missing one of the accounts. Gary will correct the balance sheet and distribute it and the budget report at a later date. Procedure of accepting will be done electronically. Gary will bring the laptop and printer to the spring conference.

**President Elect**—Rick Lee—Rick reported on possible sites for future conferences, said we are being courted by Vail Manor, and we are looking at the convention center in Pueblo. He reported that Audrey Osswald from Pueblo Community College has agreed to co-chair the fall conference. Rick would like some volunteers to look at sites. Right now we are thinking of Pueblo for spring 2003 and Vail in fall. There was some question regarding using the hotel in Pueblo only vs. booking the convention center. Rick will check into it.

**President**—Ruben Guerrero—Ruben is asking us to think about our 25-year members. The Board will seek input from their sectors and report back to RMASFAA. Summer Institute will be May 31 through June 7. Rick Lee will look at Intervanced Agenda to see if we want to send anyone from CAFAA. Ruben is also seeking ideas on using some of the scholarship funds for various things such as the RMASFAA conference, or Summer Institute, etc.

RMASFAA is looking for state tax exempt status in each of the states in the region. They cannot be considered tax exempt in CO because they are not incorporated here.

Ruben reported that RMASFAA is increasing its mileage and per diem, should CAFAA follow suit? We are currently using the state parameters and he will bring it up again at the meeting at the spring conference. Jim Swanson and Paula Kohles are working on a guide to negotiating contracts for conferences, or looking at contracting those services out.

CO submitted the Road Rally topic to RMASFAA and was selected. It is called the “Cycle of Choice” and will be presented in most of the RMASFAA states.

**Diversity Issues**—Jim Contreras—Jim mentioned the Road Rally and also that the CAFAA Brochure is available in Spanish. There are a couple of events in April at which we’ll use these materials. Colorado Council and Boettcher will underwrite an update of the scholarship CD and we may be able to produce a Spanish version as well. Jim will put out an e-mail regarding the availability of the Spanish brochure.

**Financial Aid Awareness**—Judy Ransom—Judy is looking at printing many more of the Success brochures.

**Fall Conference**—Eileen Griego—Eileen reported that the first committee meeting was held. The theme for the Fall Conference will be Homecoming, but still looking for a title with that. The keynote speaker has been retained and closing speakers are being contacted. Interest sessions are being developed. The band will cost \$1000 for four hours and wants a \$250 deposit. Darry Voigt from RMASFAA has confirmed he will attend the fall conference. We are also looking into possibly honoring Lifetime Members, perhaps at the President's reception.

**Membership Committee**—Mark Putman reporting for Gaye Scheafer—Membership committee is working with the Technology committee to keep the web directory and listserv up to date. The Chair of the membership committee will contact those whose memberships are not paid. A question was raised as to the acceptance of new members and the timing of the Board meetings. Ruben and Rick will confer with Gaye and develop a proposal on how new membership applications should be reviewed. They will get back to the board.

**Newsletter**—Cyndeth Allison—Cyndeth reminded all committee chairs, indeed, everyone in the room, needs to write and submit articles. May 15 is the next deadline. Kudos to Mark Putman for getting the *CRIER* up on the web site. Greg Thomason from CSLP has volunteered to be editor for next year.

**Professional Development**—James Broscheit—James reported that Decentralized Training will be at Red Rocks on April 3 and then in North Dakota April 16 & 17. There are 32 registered, and Don Flaherty will be co-training. There will be two sessions on Power Point Presentations at the spring conference and they are looking at presenting others at the fall conference. They are still working on the Support Staff training. James thinks they may need more laptops for the spring conference lab.

Ruben added that we will participate in fall Decentralized Training which will focus on additional resources and packaging issues. We will probably send another trainer from CO and Jim volunteered Arapahoe CC to be the host site.

**Service Organization**—Tip Blewitt—this serves as his sector report as well. Tip reported on a couple of issues that affect the S.O.S. members, i.e., interest rate fixed at 6.8% for the life of the loan effective July 2006. For next year the interest rate possibilities are 4 1/8% to 5% for student loans. Tip also reported that Summer Institute will be held at Regis starting in 2003 and that the RMASFAA conference will be held Oct. 13-16 in Bismarck, N.D.

**Technology Committee**—Mark Putman—Mark indicated that they want to hear from committee chairs regarding upcoming activities to put on the calendar. They are finding that keeping the directory and the listserv updated is time consuming. They are also reforwarding bounced back e-mails.

**Four Year Public**—no report

**Private Four-Year**—John Ceru—John reported on issues for private schools including the CCHE audit guidelines and the reexamining of the FTE policy. CCHE has been working on the residency classification form that has been used by private and proprietary schools to determine eligibility for state funds. The new form is not yet available.

**Two-Year Public**—Linda Crook—Linda reported that the two-year schools are getting out of the distance ed project. They are working on setting up their next meeting via videoconference and plan to have four sites set up.

**Proprietary Schools**—Sunny Staninger—Sunny received a list of the proprietary schools in CO and wrote to those (36) that were not CAFAA members. She's received a couple of responses from those schools that intend to join. She'll monitor how many apply for membership. Ruben urged all sector reps to follow up with new members.

**Vocational/Technical**—no report

### **Old Business**

Equal Opportunity Center had requested presentations at a couple of their events; however, CAFAA is unable to accept their invitations to participate.

Ruben asked about the exec comm. /board listserv and Mark reported he was waiting to receive the information from Ruben to set it up. Ruben will follow up.

### **New Business**

Mark Putman for Gaye Scheafer brought up the idea of giving the Membership Chair and the Treasurer the ability to accept new members instead of the whole board. There are currently 8-10 applications to review and vote on. Ruben will respond to Gaye about the possibility of voting on them electronically or change the By-laws. Discussion ensued regarding changing the By-laws. Two people only making the decision may put too much pressure on them. The review of applications followed. Sunny Staninger made a motion to accept all the new members submitted by the membership chair, Tip seconded. Motion carried.

The next meeting will be held at the spring conference, on April 24, 10-12 in the Aspen Room.

A motion to adjourn was made by John Ceru, seconded by Sunny Staninger.

Meeting adjourned at 1:00 p.m.