

CAFAA EXECUTIVE COMMITTEE MEETING

June 1, 2001

Minutes

The meeting was called to order at 9:08 am by President Karon Johnson. Executive Committee members present were: Kent Bauer, Nancy Gray, and Ruben Guerrero. Guests present were: Nancy Behr, Jim Contreras, Debbie Erickson, Deb Frazier, Cindy Hejl, MaryAnne Romero-Hunter, Ellie Miller, Mark Putman, Judy Ransom, and Gaye Scheafer.

Kent Bauer moved that the Minutes from the April 18, 2001 meeting be approved as corrected. Seconded by Ruben Guerrero. Approved.

Officer Reports:

President – Karon Johnson reported that the Spring Conference went well. Nice Job! Karon sent thank you notes to all presenters.

Larry Hollstein will be the Colorado presenter for Fall Decentralized Training. The main topic will be Policies and Procedures. We need a host location.

Karon discussed the procedure for award recipient selection. The CAFAA President requests nominations and the Board of Directors vote at the meeting prior to the Fall Conference. Karon will put a request on the CAFAA e-mail list with an attachment listing and describing the awards. She also feels it is important to have a form with information provided by the nominator. There was some discussion regarding whether each award is given every year. Karon feels the awards are an important part of our organization. She will add the award process to the administrative calendar she is creating this year. She will also check the Policy and Procedure notebook and update the information accordingly. It was confirmed that committee chairs receive plaques as recognition of their efforts. The committee chairs present certificates to committee members.

President Elect – Ruben Guerrero indicated that he still needs names to place on the ballot for 2002. MaryAnne Romero-Hunter and Ruben went to Glenwood Springs and Grand Junction to check possible sites for the Spring 2002 conference. Confirmation was given for Ruben to get a contract from the Adams Mark Hotel. The Board of Directors will peruse the contract as soon as he gets it so it can be signed.

Treasurer – Kent Bauer distributed the Treasurer's report. Members scrutinized the budget, looking at any overspent or underspent areas to determine if any changes need to be made within the budget. No changes were made at this time.

There was some discussion regarding sponsorships for particular activities. A question was raised whether the funds get added to the amount already budgeted for the activity or are they considered part of the budgeted amount. The funds have not been added to the budgeted amount. We will continue to encourage vendors to send donations for the general fund rather than a specific committee or activity (other than funds vendors have earmarked for advertising).

Committee Reports:

Diversity – Deb Frazier reported that they will need door prizes again in the near future. Things are quiet over the summer but activities will increase in the Fall. Send any door prizes to Ruben Guerrero at CSU. The committee has added 2 new members.

Financial Aid Awareness – Judy Ransom reported that the committee participated in the Governor's Summer Job Fair that was held at various high schools in the metro Denver area. Committee members

handed out financial aid brochures and visited with students. She said it was very well organized and was a collaboration between Channel 9 and the Governor's Office.

Judy will add high school financial aid programs to the CAFAA calendar. There are already some listed on the calendar for Fall. The committee would still like to work more with the inner city schools next year. They would also like to formalize and expand the program that includes help completing tax returns and FAFSA's as well as providing financial aid information.

Members of the committee will be participating in high school counselor training. They will use the scholarship presentation and other financial aid information.

Historian – Ellie Miller will scan some of the pictures from conferences. She will then send the files to Mark Putman so he can put the pictures on the CAFAA web page.

Membership – Gaye Scheafer said we currently have 319 members. Information updates have been made to the membership list on the web on a monthly basis. It appears that most members prefer an electronic directory to a paper copy.

The membership year goes from July 1 through June 30 each year. Payment for membership is due by August 1. Gaye will meet with the Technology Committee on June 14. The membership application will be updated and will be made available on the web. She will send an e-mail to the CAFAA list to tell members to renew their membership on-line or she will mail a paper copy of the application if we do not have an e-mail address for a member. Mark Putman will work on the multiple entry problem so an institution can complete membership applications for all individuals at the institution without having to do each one separately. He and Gaye will also make sure the Treasurer gets a copy of the applications or membership information so he can keep track of payments made and payments due. Karon Johnson will add information regarding mailing membership information to Life Members to the Policy and Procedure Manual.

The volunteer form will be reinstated with the membership application and will also be available at conferences and the committee fair. Kim Walter reported that a generic membership brochure is still in development and should be completed in July. This can be distributed to software vendors, lenders, guaranty agencies, and others connected to student aid so they will know what CAFAA is about, why and how they should join.

Newsletter – Karon Johnson reported that everyone should have gotten an e-mail from Cyndeth Allison indicating that there have been numerous problems getting the paper newsletter out this year. She feels these problems illustrate why an electronic format will work better at this time. The next copy of the *CAFAA Crier* will be sent electronically. Banner sponsorships will be used that are similar to the ones RMASFAA does. The cost of the banner ads will be determined. This will be much easier than the full size ads in the paper newsletter although they will be limited to a certain size. The newsletter will be easier to compile without the ads. Karon will talk to Cyndeth about the concensus of the Executive Committee.

Service Organizations – Kim Walter said the survey to vendors is currently on hold. They are waiting for changes regarding advertising, the *CAFAA Crier*, etc. before sending the survey. She said the Service Organization Committee has been helping with the membership brochure.

Spring Conference – Comments were positive about tying Decentralized Training to the Conference. There were a few complaints about food but that will always happen. The meal costs are high – basically, the conference registration just pays for meals. Anyone who would like to have input regarding food should volunteer! Overall it was a good conference with good sessions, presenters and keynote speakers. The Gong Show was a big hit.

Technology – Mark Putman indicated that updating the webpage is the primary responsibility of the committee. He does a lot of the work himself because there is a lack of technical knowledge among most

of the committee members. He is trying to train others to take over some of the technical updating. Sponsors will be listed on the front page of the CAFAA web site.

Professional Development – MaryAnne Romero-Hunter reported that the committee is planning to sponsor support staff training. They need assistance from people who have helped plan this training in the past. They would also appreciate ideas for topics. Information can be given to MaryAnne.

Old Business: 1. Inventory - The inventory update was tabled.

2. Trademark - The trademark registration will be discussed again at the September meeting. Nancy Gray has obtained the form that needs to be completed. Two copies of the trademark must be submitted with the application and fee.

3. Summer Institute Nominee – One person was selected to attend Summer Institute as a potential CAFAA leader. CAFAA paid the registration fee for this member.

New Business: 1. Service Sector – Karon thinks some guidelines or protocol need to be established regarding asking or allowing vendors to provide sessions at conferences and other training events. It is important to know what is appropriate to ask vendors to do and other appropriate expectations regarding such things as advertising, the web page, donations, etc. Karon will chair a committee comprised of Ellie Miller, MaryAnne Romero-Hunter, and Judy Ransom.

2. One Conference Per Year – Jim Contreras asked if CAFAA could re-examine the possibility of having one conference per year. His reasons for asking include tighter budgets for many institutions and multiple training opportunities available. Karon will send an e-mail indicating that we should revisit this idea in sector discussions at the Fall Conference. If a decision is made to hold only one conference a year, it would be 2 to 3 years before implementation. One idea is to have a full conference in the Spring and then Decentralized Training and Support Staff Training in the Fall.

3. Web Page Update Responsibility - Content updates should be done by the following:

Calendar – information goes to the Technology Committee to be added

Crier – Editor

Forms – Treasurer and Membership Chairperson

Jobs – these are links that the Technology Committee will monitor

Links – Technology Committee

Membership – Membership Chairperson

Minutes – Secretary

Officers and Committee Chairs – President

Photos – Historian

Recognition – President (Historian will help fill in gaps)

Resources – Technology Committee, President, Past President

3. CAFAA Leadership Role – Karon received an e-mail from Larry Hollstein imploring that CAFAA take a more active leadership role in the state. The session presented by John Gudvangen at the Spring Conference was one way to explore how an organization such as CAFAA can do this. He indicated that a paid lobbyist is very effective but expensive. It is very difficult for the President of CAFAA to be seen as representing “the organization” without being seen as the financial aid personnel from a particular institution. However, there are some common issues on which we can take a stand. For example, we all have as a common goal serving students, providing financial assistance for low income students, and receiving information in a timely manner from CCHE.

Karon indicated that there are some good things happening in Colorado such as an increase in the amount of student aid. She reported that she is planning to go to the Commission to let them know we are here, we do have opinions and to thank them for the good things that are happening.

5. CSLP Policy Conference – Bob Fomer has called indicating that CSLP would like to include a roundtable discussion at their Fall Policy Conference around common state interests. Some ideas for discussion include distance learning, Reauthorization, training issues, Colorado Mentor, and alternative loans. There seemed to be a favorable response to this idea among those present.

The next meeting of the Executive Committee will be September 7, 2001 at Arapahoe Community College.

Kent Bauer moved that the meeting be adjourned. Seconded by Karon Johnson. The meeting adjourned at 2:55 pm.