

Minutes of the Joint Meeting of the CAFAA Executive Committee and Board of Directors
Pikes Peak Community College—Rampart Range Campus
November 12, 2004
Transition Meeting

Present:
Current EC, Board,
Committee Chairs

President: Marty Somero
President-Elect: Audrey Osswald
Vice President: Dave Aker
Secretary: Elaine Redwine
Treasurer: Sherri McCullough
Treasurer-Elect: Cindy Vadeboncoeur
Past President: Rick Lee
Four Year Private Rep: John Ceru
Four Year Public Rep: Aimee Rogers
Proprietary Rep: Julia Alexander
Webmaster: Mark Putman:
Conference Committee Chair: Jim Harris
Membership Chair: Rhonda Rankin:
Technology Chair: Tresa England
Service Organization Rep: Debra Erickson
Diversity Issues: Rueben Guerrero
CAFAA Crier: Nancy Gregory
Two Year Public Rep: Linda Crook
Professional Development Chair: Debra Hjelle

Present:
Transition EC, Board,
Committee chairs

Conference Committee Chair: Lori Gloer
Two-Year Public Rep: Tresa England
Proprietary Rep: Stasi Bottinelli
Vice President: Eric Cronkright
Secretary: Jennifer Presuhn
President-Elect: Linda Crook
Treasurer-Elect: Elaine Redwine
Four Year Private Rep: Craig Johnson
Area Vocational Technical Rep: Kimberly McKay
Professional Development Chair: Eileen Griego
Four Year Public Rep: Pending

Absent:

Financial Aid Awareness Chair: Judy Ransom
Area Vocational Technical Rep Tony Bowling:

The agenda for the meeting was distributed and reviewed (attached)

Old Business:

The by-laws were distributed at the CAFAA conference and currently there has been no feedback to Rick regarding any proposed changes. Marty recommended that the by-laws be approved by the current officers and Marty will continue to work on finalizing the by-laws. Recommendation to Executive Committee for approval of by-laws from Elaine Redwine, Sherri McCullough second. Board of Directors approved first by Linda Crook, Second by Debbie Erickson. The by laws will also be posted on the CAFAA web site. The changes to the CAFAA web page continue on task. Tresa, Marty and Mark attended an initial meeting with the agency that was contracted to perform these services, [Community IT Innovators \(CITI\)](#) The content management system within the new web structure will allow designated members to post information on the web themselves. This will also allow an expansion of the Technology Committee since the new site will accommodate very basic user knowledge. The

CAFAA mission statement, privacy statement and the Terms of Use document will also be disclosed on the new site. Implementation of the new web design is ahead of schedule and should be ready by the end of December. Tresa and Mark will be adding content to the web page during the phase in period. There should be no delay in web availability. Committee Chairs and Treasurer-elect are not voting positions unless a straw poll is needed in which case the committee chairs would be called upon for a vote.

Officer reports:

President—Marty Somero:

The outgoing board will be in place until December 31, 2004 therefore any issues that need Executive Committee or Board approval will consist of the current EC and Board officers. It was suggested that all new officers read and memorize the CAFAA policies and procedures that are out of the CAFAA web site, courtesy of Rick Lee.

President Elect---Audrey Osswald:

Audrey informed the members that the Board of Directors four year public representative, has gone to another institution that is not a four year school and therefore this individual may not serve CAFAA in this capacity. Audrey will contact the member who ran for against the incumbent to see if she is still interested to serve as the four year rep. Audrey requested that the Executive Committee approve this appointment if the member is still willing to serve. Motion brought by Elaine Redwine and second received by Linda Crook. Motion approved to for the four year public sector rep to be filled by the member who also ran for this position. Audrey will keep the EX and the BOD posted on the progress of filling this position. Discussion about who would attend the Leadership Conference in the 2005 year. In the past the President-elect, the Treasurer-elect and in some years, a Diversity Committee member attended. The intent is to send an individual serving on the EC or the BOD that has never attended this conference in the past. This will also be discussed at the combined meeting in January. Audrey is also winding down on the site visits for next years conference. She has visited: Denver Marriott, Keystone, Copper Mountain, and Steamboat Springs and will be visiting Glenwood Springs. There are several sites that have already been excluded due to cost and location. Audrey will make a site recommendation at the next combined meeting.

Past President—Rick Lee:

Rick has indicated that vendor support is strong and there have been a number of vendors that have already committed dollars. Marty will continue this process and ask for vendor commitment during the months of December and January.

Vice President--Dave Aker:

Dave attended the October CCHE Advisory meeting where the primary issue was the treatment of the COF. The CCHE approved a new policy on the treatment of the COF in the financial aid process to not consider the stipend as student financial aid or in calculating Cost of Attendance, nor placing it in the student's package as a resource. He distributed copies of the materials provided to date by the CCHE of the summary/background and their staff analysis and recommendation on the new policy as well as some copies of the policy itself. The CCHE Advisory group is scheduled to meet November 19, 2004 and Dave will attend on behalf of CAFAA. The COF will be discussed; and a briefing will be given at the next meeting. Copies of the minutes of the 11-9-04 CCHE meeting were distributed to the CAFAA list-serve on 11-23-04.

Treasurer---- Sherri McCullough

Sherri handed out the Treasurer Report and balance sheet [CAFAA Balance Sheet 11-12-04.xls](#), [CAFAA Budget Report 11-12-2004.xls](#) Please turn in all expenses that need reimbursed to Sherri prior to the end of the year. Expense forms can be obtained on the CAFAA web page under the "forms" section or by contact Sherri at

[Sherri.McCullough@ppcc.edu]. The requested budget variance was included into the Technology Committee budget to pay for the new web design. Sherri included the current information on CAFAA assets (CD's) which should be included in the Treasurer's Report. Expiration of each CD has also been included and any time these items are changed, it should be added to ensure that the organizations assets are drawing the appropriate interest rates. There was a huge increase in a CD that Sherri changed on behalf of the organization that netted a substantial increase in the rates (from 1.85 to 3.35). The signature transfer has occurred from Sherri to Cindy Vadeboncoeur who will take over the Treasurer duties 1-1-04. Sherry and Marty will be removed from accessing the bank site and Cindy and Audrey will be added. Audrey requested a budget variance be approved for \$1400.00 to add to the President-elect budget as the site visits were more expensive. Rick Lee motioned for approval, Dave Aker second. Executive Committee approved variance; John Ceru motioned for a Board of Director motion, Linda Crook second. Motion approved for a budget variance be added to the President-elect budget. Budgets will be discussed at the next CAFAA meeting that will entail all the officers who were voted in at the October conference. There was discussion that the FAAwarness Committee may also need a budget variance, Audrey will contact Judy Ransom for more information on this. If a budget variance is needed, Audrey will request current officers to vote through an on-line vote. A specific line item will be added to the Professional Development budget for the scholarship dollars. Leadership Training will also be a line item in the Professional Development Budget. Budget variance requested for this committee, Audrey Osswald brought the motion forward, Rick Lee second. Budget variance for the overage in the PD Committee approved by the Executive Committee; motion from Julia Alexander and a second from Linda Crook for an approval from the Board of Directors. Budget Variance approved for the Professional Development Committee.

Secretary---Elaine Redwine

None to report.

Committee Reports:

Fall Conference—Jim Harris

Fall Conference report: final numbers have not yet been released. Jim predicts that there were around 142-143 people in attendance. The evaluations from the conference were positive and there were a number of suggestions for future sessions. The Treasurer Report will reflect the total amount spent on the conference as well as the amount that was earned by the association. Vendors were very generous and assisted greatly in the overall expenses that would have had to be consumed by CAFAA. Thanks again to our vendors that support our association. Jim added a number of housekeeping tools that should assist future conference chairs, such as a traveling box filled with markers, tape, staplers and all those items needed for building beer steins. As well as two walkie talkies that will be in this box if we can ever get them away from Jim's children. The receipts for the conference have all been submitted.

Diversity Issues: Rueben Guerrero/Jim Contreras

Gearing up for the WYASF AA road rally that will begin shortly.

Professional Development (PD) ---DJ Hjelle

Eileen Griego will become the new chair of the Professional Development Committee starting January 1, 2005. Some discussion about budget for this committee which is located in the Treasurers report. .

Financial Aid Awareness (FAA)—Judy Ransom (absent)

Some discussion about budget variance in the Treasurers report section.

Technology---Mark Putnam/Tresa England

Discussion in old business regarding the work of the new web site as well as the company who is performing these duties.

[CAFAA Site RFP.doc](#)

Crier---Nancy Gregory

Nancy would like members to submit articles no later then December 13 for the fall Crier. If you would like to be involved with the CAFAA Crier or become the editor, please contact Nancy at [Nancy.Gregory@unco.edu].

Historian-----Ellie Miller (absent)

Updates are represented in the Business Meeting Minutes.

Membership-----Rhonda Rankin

Rhonda will continue as the CAFAA membership chair and is looking for a co-chair or volunteers that would like to assist.

New Business-----All

There was some discussion about previous Board Minutes as it was originally determined there were no minutes. However, there are and they are currently on the web page for review. A recommendation was made to get approval on current Business Meeting Minutes from the Executive Committee and Board and post on the web. The President will then ask the members for member approval of the business meeting at the subsequent CAFAA conference. For the next conference to be held in October of 05, the members will need to approve the business minutes from the 03 conference as well as the business meeting minutes from the 04 conference in Vail. Business meetings have only been held at the fall conference. Mark Putman and Elaine will work on cleaning up the “minutes” section that is currently posted on the web. It was also recommended that the Presidents Recognition Award be listed on the recognition page of the web site. Since this was never posted previously there is some confusion as to who received these awards in the past. If you received this award from CAFAA or if you are a past-president and presented this award to a deserving member, please contact Debbie Erickson at debra.a.erickson@citigroup.com. A process of incorporating the award winners will rest with the secretary and all of the awards that are presented will be included in the Business Meeting Minutes following the conference. The current secretary will add those to the October 05 minutes taken in Vail. Marty will add this new job duty to the secretary’s duties in the policies and procedures manual.

Other Business

RMAFAA has scheduled the annual conference during the original time that CAFAA was scheduled and therefore we need to reschedule the CAFAA conference. There were two suggested weeks in October. Audrey will need to check with the sites to determine if there are enough hotels and if there will be a huge price variance for pushing the time frame back. Audrey will keep the members updated on the progress of finalizing a date for the conference. Some concerns voiced about how vendors are sponsoring the organization and the activities that are being sponsored. Discussion will occur at the EC and Board level to formalize the process of vendor support for trainings etc.

Adjourn:

Motion to adjourn made by Aimee Rodgers, Rick Lee seconded motion. Meeting adjourned.

Minutes submitted by Elaine Redwine CAFAA secretary.



Executive Committee and Board of Directors
 November 12, 2004
 Pikes Peak Community College

Transition Meeting

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|----|--|------------------|
| 1. | Welcome | Audrey |
| 2. | Old Business | |
| | By-Laws | Rick |
| | Web Site update | Mark/Tresa |
| | Business Meeting minutes from 2003 | Marty/Rick/Linda |
| 3. | Officer Reports | |
| | Treasurer | Sherri |
| 4. | Committee Reports | |
| | Fall Conference | Jim/Lori |
| | 2005 Conference Update | Audrey |
| 5. | New Business | |
| | Board Vacancy | Marty/Audrey |
| | Membership Approval | Marty |
| | President's Award on the Web | Elaine |
| | Board Minutes on the Web | Elaine |
| | Non-Consortium Lender | Marty\Audrey |
| 6. | Other Business | All |
| 7. | Exchange information including budget needs and projects or goals between old and new board members, executive committee and committee chairs. | |

CAFAA Balance Sheet
As of November 10, 2004

<u>Account</u>	<u>Balance</u>
ASSETS	
Cash and Bank Accounts	
CD 24 month - Bank One	\$ 7,550.61 (Currently at 0.75%. Matures 4/30/05)
18 month CD - SSFCU	\$ 31,978.62 (Currently at 3.35%. Matures 4/15/06)
12 month CD - Wells Fargo	\$ 7,757.12 (Currently at 0.85%. Matures 12/22/04)
Savings Account	\$ 5.00 (Necessary to have CD's at SSFCU)
Checking	\$ 20,303.71 (This is our regular checking account)
Wells Fargo Bus Premium Mkt	\$ 15,893.62 (This is our premium checking account)
TOTAL Cash and Bank Accounts	<u>\$ 83,488.68</u>
Other Assets	
Lap Top	\$ -
TOTAL Other Assets	\$ -
TOTAL ASSETS	\$ 83,488.68
LIABILITIES & EQUITY	
LIABILITIES	\$ -
EQUITY	<u>\$ 83,488.68</u>
TOTAL LIABILITIES & EQUITY	\$ 83,488.68

CAFAA BUDGET REPORT
November 12, 2004

INCOME	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Advertising	\$ 3,200.00	6,000.00	\$ 2,800.00	187.50%
Corp. Sponsorship	\$ 2,560.00	6,097.00	\$ 3,537.00	238.16%
Dues	\$ 6,220.00	9,159.00	\$ 2,939.00	147.25%
Fall Conference	\$ 18,000.00	24,342.00	\$ 6,342.00	135.23%
Spring Conference	\$ -	0.00	\$ -	
Interest Income (Checking)	\$ 5.00	34.28	\$ 29.28	685.60%
Reserves	\$8,895.00	0.00	\$0.00	0.00%
Other Income				
TOTAL INCOME	\$ 38,880.00	\$ 45,632.28	\$ 6,752.28	117.37%
EXPENSES				
Crier:				
Total Crier	\$ 150.00	\$0.00	\$ 150.00	0.00%
Conference - Fall				
Total Fall Conference	\$ 18,000.00	\$ 21,936.68	\$ (3,936.68)	121.87%
Conference - Spring				
Total Spring Conference	\$ -	\$ -	\$ -	0.00%
Diversity				
Total Diversity Committee	\$ 3,500.00	\$ 624.74	\$ 2,875.26	17.85%
FA Awareness Committee				
Total Awareness Committee	\$ 2,000.00	\$0.00	\$ 2,000.00	0.00%
Historian				
Total Historian	100.00	\$0.00	100.00	0.00%
Honorarium				
Total Honorarium	\$ -	\$0.00	\$ -	0.00%
Membership Committee				
Total Membership Committee	\$ 100.00	\$0.00	\$ 100.00	0.00%
NASFAA Leadership				
Total NASFAA Leadership	\$ 2,600.00	\$ 2,057.28	\$ 542.72	79.13%
Past President				
Total Past President	\$ 100.00	\$ -	\$ 100.00	0.00%
President				
Executive Meetings	\$ 3,400.00	\$ 3,665.80	\$ (265.80)	107.82%
NASFAA Conference	\$ 1,500.00	\$ 740.20	\$ 759.80	49.35%
RNASFAA	\$ 1,200.00	\$ 492.57	\$ 707.43	41.05%
Total President	\$ 6,100.00	\$ 4,898.57	\$ 1,201.43	80.30%
President-Elect				
Total President-Elect	\$ 1,100.00	\$ 1,211.02	\$ (111.02)	110.09%

CAFAA BUDGET REPORT
November 12, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Professional Development				
Committee	\$ 1,700.00	\$ 1,288.27		
Scholarship	\$ 1,000.00	\$ 1,672.16		
Total Professional Development	\$ 2,700.00	\$ 2,960.43	\$ (260.43)	109.65%
Secretary				
Total Secretary	\$ 100.00	\$0.00	\$ 100.00	0.00%
Service Organization				
Total Service Organization	\$ 100.00	\$0.00	\$ 100.00	0.00%
Technology				
Total Technology	\$ 5,825.00	\$ 466.90	\$ 5,358.10	8.02%
Variance of an additional (\$5525 approved 10/6/04)				
Treasurer				
Total Treasurer	\$ 1,750.00	\$ 1,019.24	\$ 730.76	58.24%
Vice President				
Total Vice President	\$ 100.00	\$ -	\$ 100.00	0.00%
TOTAL EXPENSES	\$ 44,325.00	\$ 35,174.86	\$ 9,150.14	79.36%
	Income		Profit/Loss (Reserve Impact)	
	\$ 45,632.28	\$35,174.86	=	\$10,457.42