

COLORADO ASSOCIATION OF FINANCIAL AID ADMINISTRATORS  
EXECUTIVE COMMITTEE MEETING MINUTES  
DECEMBER 8, 1998  
COLORADO SCHOOL OF MINES  
GOLDEN, COLORADO

PRESENT: Curt Martin, Kathy Periman, Cindy Hejl, Ruben Guerrero, Debbie Erickson, Laura Edler, Ellie Miller, Kim Rhodes, Diane DeReyes, Jeffrey Gregory, Nancy Gray, Dixie Cirillo, Carolyn Giarratano, Arthur Figel.

ABSENT: Nancy Behr, Larry Holstein, Mark Putman, Jannifer Conley, Lynn Tindall.

ADDITIONS TO AGENDA: None

CALL TO ORDER: Curt Martin called the Executive Committee meeting to order at 9:10 a.m.

MINUTES: Curt Martin reported that the minutes from the April meeting are still pending approval. He will e-mail them to the Committee.

It was agreed that the Secretary should be notified as to the location of CAFAA items. Currently Yvette Hunt has the brochures "You can go to school.". Diane DeReyes has the CAFAA banner.

DIVERSITY: Ruben Guerrero reported that the committee hosted several scholarship seminars. They have also made plans to do early awareness projects in the future. A central program is planned for the Auraria campus. There was discussion about partnering with other organizations to promote early awareness. Ruben will put together a proposal for partnering. A written report was submitted.

FINANCIAL AID AWARENESS: Debbie Erickson and Diane DeReyes reported that a letter has gone to Governor Romer requesting him to declare a Financial Aid Awareness Week. Call in night will be held on January 19 and volunteers are needed. The committee has distributed posters through King Soopers to advertise Financial Aid Awareness. Safeway will have a message on their receipts. The committee presented Colorado Council workshops at six different locations this Fall.

HISTORIAN: Ellie Miller circulated pictures from both the Spring, 1998 and the Fall, 1998 conferences. Pictures will eventually be available on the CAFAA web site. Costs for the pictures are expected to run about \$100.00 per year.

MEMBERSHIP: Jannifer Conley was not present. Curt Martin reported that membership is down from last Spring. It is expected that it will pick up again in the Spring.

NEWSLETTER: Lynn Tindall was not present but **sent a written report**. Curt Martin recommend that CAFAA purchase PageMaker software for the newsletter which will ultimately be web only. Dixie Cirillo made a motion that \$550 be transferred from the 1998 Spring Conference budget to the Newsletter budget to purchase the PageMaker software. Nancy Gray seconded the motion.

PROFESSIONAL DEVELOPMENT: Kathy Periman reported that staff training was well received this past year. Some type of training will be offered again this coming year. "Financial Aid 101" will be a new project for the committee and will be offered to all new Financial Aid employees. There is also a plan to produce a video for training purposes and it will be funded by a grant through CCHE by way of CU Denver.

SERVICE ORGANIZATION: Kim Rhodes indicated she will survey the vendors/lenders about the new direction, namely website that CAFAA is taking with the Newsletter.

TECHNOLOGY: Arthur Figel reported that the CAFAA website has been revamped and brought current. The goal is to keep it current for 1999. There needs to be some policy development regarding the address book on the web. On-line registration is possible for the Spring Conference. The website has been using the Forest Service site and will move to CU. For Spring 1999 Conference there will be discussion of FERPA issues and the FAFSA on the web. Liaisons were established between the committees and the board as follows: Board of Directors - Art Figel Newsletter - Mark Putman Financial Aid Awareness - John Ceru Membership - Brian Glover and Patty Haas Professional Development - Beth Harris Technology - Isaac Swanson Spring 1999 Conference - Brian Glover and Patty Haas Fall 1999 Conference - Mark Putman

SPRING CONFERENCE: Mark Putman was not present. Curt Martin reported for him that the Spring conference will be held at Silver Creek on April 21 thru 23, 1999. Rooms will be around \$59.00 per single and all meals will be provided at the conference site. Presentation will be more discussion based. The Theme is "Hawaii 5-0". A suggestion was made to invite Wyoming Financial Aid members and charge them our rate. The committee still needs members.

OFFICER REPORTS: PRESIDENT: Curt Martin reported that CAFAA will send Nancy Gray and Jeff Gregory to Leadership Conference in March. He also requested a list of all committee members from the Chairs in order to recognize those participants at the Spring conference

since they were not recognized in the Fall because of the RMASFAA coalition.

PAST PRESIDENT: Larry Holstein was not present.

PRESIDENT ELECT: Jeffrey Gregory reported that the CCHE meeting was cancelled for this month. He suggested that paid advertisements on the website may require a commercial server. He also indicated that service organizations have concerns about advertising availability. It was agreed that there are many unanswered questions about website advertising costs to service organizations.

VICE-PRESIDENT: Nancy Gray asked if CAFAA is going to continue "Success Stories". It was felt that the stories were a good legislative tool. She will pursue the issue and have each sector representative come up with three stories. Members were reminded that each story must have a release from the student.

TREASURER: Dixie Cirillo reported that something had malfunctioned in her reporting mechanism and she will revise the report and mail them out when corrected. The Balance Sheet was correct. It was decided to table the end of the year budget until the January meeting.

SECRETARY: Carolyn Giarratano submitted a written summary of notes from the Powderhorn transition meeting.

OLD BUSINESS:

RESERVE FUNDS: It was discussed that the general membership should be informed that our bylaws indicate that we should carry at least a \$35,000 reserve. That is actually less than a full year's operating budget. There will be further discussion on this matter.

NEW BUSINESS:

FINANCIAL AID 101: This was formerly discussed as part of the Professional Development. committee report.

POLICY AND PROCEDURES UPDATES: It was decided that we must first clarify the difference between policy which is determined by the Board and procedures which are determined by the Committees.

GRANT: Ellie Miller explained that the grant money given to CAFAA was part of an original "Standards Based Education Grant" made by CCHE to CU Boulder. It was not used by Boulder but in fact half of it was used by CU Denver and the other half a total of \$1450 was passed on to be used by CAFAA. Jeffrey Gregory suggested a CAFAA research committee that would determine how the grant should be used. Dixie Cirillo made a motion that an ad hoc committee charged with data collection and dissemination of info related to CAFAA operations, be established to provide leadership.

Nancy Gray seconded the motion. The committee will report to the President-elect for the intern period. It was also suggested that we offer scholarships to conferences to encourage attendance by members who otherwise could not attend.

ADJOURNMENT: Jeff Gregory made a motion to adjourn and Nancy Gray seconded the motion. Curt Martin adjourned the meeting at 11:50 p.m.