

CAFAA Executive Committee and Board of Directors Meeting

April 17, 2006 9:30 a.m-3:00 p.m.

Red Rocks Community College

In Attendance:

Linda Crook, Audrey Osswald, Sherri McCullough, James Broscheit, Phil Schroeder, Kevin Simpson, Carolee Goldsmith, Judy Ransom, Tammy Dybdahl, Evan Icolari, Natascha Ambrose, Mary Davis, Debra Erickson, Aimee Rogers, Rob Drybread, Freddy Burciaga (CollegeInvest & Co-Chair for Rosina), Lydia MacMillan and Karon Johnson joined us after lunch

Absent: Elaine Redwine, Rosina Chaparro, Ellie Miller, Tresa England, Thad Spaulding, Jim Harris, Karla Nash

- **Welcome:** Linda welcomed everyone
- **Call to Order:** Meeting was called to order by President, Linda Crook
- **Approval of Minutes:** Handout of January minutes was passed out for everyone to review and make corrections. Linda asked for approval, motion was made to approve by James and then was seconded by Kevin and approved by all.
- **Officer Reports:**
 - President- Linda Crook:
 - Legislative Coffee- Approximately 50 members attended. Linda handed out a copy of responses that she received. We need to decide whether we want to do this again. Most felt that perhaps we should do this again but with a different format and with fewer people to represent CAFAA. There were some individuals who were able to address the representatives and aides. Most of those who attended felt it was overall a good event, especially for our first time. The physical set-up was not exactly conducive to engage in conversation though. A pamphlet to hand out to representatives and aides would definitely assist. Official contact to certain groups prior to the event would also help. We need to book the event as soon as possible if we want to do this again. Perhaps reserve the date now and put together a committee later to coordinate the event. There is also an evening event that we may want to look at participating in. These types of gatherings are an EVERYDAY event for the representatives while they are in session. Would morning versus evening be better? Perhaps right before College Goal Sunday or 2 weeks prior? Maybe a Monday morning for those that are traveling?
 - A special “Thank You” from Linda to Evan, Natascha and Eric, who did a large amount of the preparation for the event! Thank you again to everyone who helped and attended.
 - We need a trainer for Fall Decentralized Training. Suggestions appreciated.
 - Linda has been meeting with the steering committee for College Goal Sunday. (Linda, Judy and Sherri are also on the steering committee)
 - Linda attended a RMASFAA meeting. The conference is Oct 8-11, 2006, in Salt Lake City, Utah (Sheraton Hotel). RMASFAA is in good shape fiscally. The NASFAA chair was also at the meeting.
 - Summer Institute will be held at Colorado School of Mines. The committee is looking at moving it to a different site, perhaps the University of Utah for 2007. They had looked at other sites, but they were more expensive. There were many discussions at the meeting. They want to keep Summer Institute an educational event. There were discussions in regard to dorm rooms versus a hotel and the committee discussed the cost to do this. We have been very

fortunate to have it in Colorado all this time. There are questions whether attendance will increase or decrease by moving the location.

- Past-President-Audrey Osswald:
 - Audrey submitted a report with Corporate Sponsorship. There was one difference between what Audrey and Elaine have. The amounts reported to-date are less than what we had been projected. Elaine's budget report was passed out to compare numbers to see if we are going to make it through the year. (Elaine was absent) We will need to have a slightly different format to see where we are at this point. Linda will ask Elaine to send a different format. She will then send an email to send to everyone with the new format for discussion. It was mentioned that everyone needs to watch their expenditures and try to be fiscally responsible.
- President-Elect- Phil Schroeder:
 - The NASFAA Leadership Conference was very enjoyable. Dallas Martin was interesting and is from Monte Vista. The political environment was also very interesting. Phil and Elaine were able to meet with aides from Ken Salazar's office. They were able to meet with Congressman John Salazar who is an alumnus of Adams State. It was a nice meeting that lasted approximately 20 minutes. The Congressman has a great commitment to Higher Education. Phil recommends that CAFAA send the Treasurer elect and other "elect" members to the conference versus those actually in the position. Both Phil and Elaine were very glad that they were able to actually meet with the Congressman.
- Vice-President- Evan Icolari:
 - No report at this time
 - Then was questioned about updates with CCHE. There are still some issues that are unknown for 06-07 allocations and the future of need-based and merit funding. The advisory board meeting is April 28th. There are questions on whether to change the way allocation formulas are set at this point. Hopefully we will have more firm numbers after this next meeting. The adoption of a funding model is still being discussed and items still very unclear. Rick O'Donnell's leaving does not help the situation, especially with GOS. Tobin Bliss is the new FA Director for CCHE. Diane Lindner is still present at this point.
- Secretary-Carolee Goldsmith:
 - No report at this time
- Treasurer- Elaine Redwine:
 - Absent, but sent report that was handed out to everyone present.
 - Two institutions double paid their dues and will be refunded
 - Working with Capin Crouse to file taxes by May 15th deadline. Their representative has all the information on the association.
 - NASFAA Leadership Conference was great.
 - There will be lag time on reimbursements. Please make sure the forms are complete and a secondary signature is on the form prior to sending. Can also FAX to (970)247-7108.
 - The deposit for the conference has been submitted.
- Treasurer Elect- Karla Nash:
 - Absent, No report at this time
- **Sector Reports:**
 - Thad Spaulding (2-year Public Representative):

- Absent, sent a report
 - Contacted all 2-year school members to say hello
 - Work on Banner in the schools, contingency plan for SIS
 - Tammy Dybdahl (Proprietary Representative):
 - Nothing to report
 - James Broscheit (4-year Public Representative):
 - No written report
 - Natascha Ambrose(4-year Private Representative):
 - Nothing to report, but did want to thank everyone who attended the Coffee
 - Kevin Simpson (Vocational-Technical Representative):
 - Tisha Corbett is back at Emily Griffith Opportunity School
 - Judy Ransom (Service Organization Representative):
 - Sent out an email to Service Organizations to introduce herself
 - There had been discussions on who should/should not attend. Should each sector, school, or lenders, etc. and what were their roles. It was made clear by Judy to all the Service Representatives that this was not a marketing tool, but a way to assist CAFAA members with financial aid issues. It will be easier next year. Debbie stated that Judy did a really good job at the Legislative Coffee to assist in representing CAFAA.
- **Committee Reports**
 - Aimee Rogers (Annual Conference):
 - There is a contract for a General Session Speaker for a flat fee of \$2000, Bob Kann, who is humorous. Would someone like to look at the contract to see if everything is okay? There is also another possibility for a humorous chef from Arizona.
 - Does the mileage for members come out of the committee budget? Yes.
 - A RMAFSA update will be made by Sally Schuaman, President.
 - An invitation was made to Dallas Martin and Diane Lindner for updates on the last day.
 - Who will stay in the compensated rooms? Perhaps Dallas Martin in one and Sally Schuaman in the other one.
 - Registration will available mid-August. The July meeting will have a discussion on the cost for the conference. The cut-off for the price of the rooms is September 26th. Everyone will need to make sure the rooms are booked by this date. The menu costs Amiee is receiving now are much more than we had originally been told. CAFAA will most likely be the only ones in the hotel during the conference time.
 - Linda had a question on the speaker, how did we know about him? He has been a speaker at other conferences. Rob checked his references and received responses back, one from the University of Wisconsin and they liked him. Evan looked at his website www.bobkann.com. We should send him one of our forms to sign, a contract from us. Debbie and Linda will look for a copy to send to Amiee.
 - The theme is “Fall Into the Flavor of CAFAA” and most sessions are set.
 - Lydia and Karon will do a session on College Goal Sunday.
 - The committee has had 2 meetings thus far and they will go to the conference site in May.
 - Rosina Chaparro (Diversity Issues):
 - Absent, but Freddy Burciaga attended to report.
 - The Spanish CD needs to be updated.

- The committee is looking into supporting a scholarship.
 - Possibly extending outreach activities to younger students, such as 8th graders. Would like to have more committee members to assist with this.
 - Not actively doing outreach at this time, but plans are in the making.
- Mary Davis (Financial Aid Awareness/High School Relations):
 - Sharon Harper is the Co-Chair.
 - Financial aid staff has been contacted and there is now a mixture of service and school representatives on the committee.
 - 6 weeks ago, there was a 3 minute piece by Nelson Garcia from Channel 9, which is still on their educational link at www.9News and then there was another call-in session on 9 News.
 - Mary wanted to thank Linda, Debbie, Jim and Alan. Sherri and Mary collaborated with them.
- Ellie Miller (Historian):
 - Absent, no report submitted.
- Sherri McCullough (Membership):
 - Passed out a report with a brochure about recruiting CAFAA members with 3 different letters to different types of populations, such as EOC, large schools, etc...the brochure is awesome!!! Something like this could be used at the Legislative Coffee next year. The membership committee in conjunction with the Financial Aid Awareness Committee put the brochure together with assistance from many different people that assisted with many items such as the wording.
 - 282 applications received with 56 new members to date.
 - 50 for 2-year
 - 18 for 4-year Private
 - 118 for 4-year Public
 - 17 for Proprietary
 - 11 for Vocational Tech
 - 56 for Service Organization
 - 12 Life Members
 - 3 applications were not approved for membership.
 - Ruben Guerrero (Consider for lifetime membership)
 - JC Temple
 - Frank Johnson
 - 1 new member to vote on today. Judy motioned to approve with Evan seconding. Everyone approved and motion passed.
 - Mary Lehrman- Colorado Mountain College
 - New members approved on 2/20/06 via email with James making the motion and seconded by Natascha. Those who voted in favor were James, Judy, Kevin and Thad. That is a quorum so the motion passed.
 - Wilma Atencio- Adams State
 - Jamie Perry- Mesa State
 - Carol Lawrence- Mesa State
 - Lynelle Brumley- San Juan Basin Tech College
 - Scott Campbell- Sallie Mae
 - Greg Thorsten- CSU at Pueblo
 - Sean McGivney- CSU at Pueblo
 - New members approved on 2/24/06 via email with Judy who moved that we accept the members and James who seconded. The yeas votes from James, Judy, Kevin, and Judy. Motion approved.

- Anongphin Thielen - UCDHSC
- Amy Argyris- Westwood
- Gloria Baily- UCDHSC
- Natalie Dietsch- Jones Knowledge University
- Merrie Haynes- Metro State
- Eiko Iwahashi- UCDHSC
- Regina Rodriguez- UCDHSC
- Mai Uyen- UCDHSC
- Judy Way- UCDHSC
- New members approved on 3/7/06 via email with James who moved to accept and Judy seconded. A vote of yes from Natascha, Kevin, James and Judy. Motion approved.
 - Chanon Asdanathar- USDHSC
 - Jaime Bertrand- FRCC
 - Cyndy Johnson- Bel Rae
- New members approved on 3/13/06 via email with a motion by Kevin to approve and seconded by Natascha. Affirmative votes from Kevin, Natascha, Judy, James and Thad.
 - Kira Deem- UCCS
 - Brooke Koenig-Tapolchanyi-UCCS
 - Margie Smith- UCCS
 - Lynne Suppes- Aims CC
- New member approved on 3/22/06 via email with James moving that we approve and Kevin seconded. Natascha, Thad and Judy voted to approve.
 - Amy Argyris-Westwood
- New member approved on 3/28/06 via email with James moving that we approve and Kevin seconded. Natascha, Kevin, Thad and James voted to approve.
 - Tobin Bliss- CCHE
- Membership declined via email was moved by Natascha and seconded by James. Natascha, James, Thad and Kevin voted to decline. A letter was sent to this individual.
 - J.C. DeTemple-Eagle Recruiting Services LLC
- Jim Harris (Newsletter Editor):
 - Absent, but sent a report
 - He has forwarded the Crier to Tresa to post and the deadline for the new one will be July 1st.
- Debbie Erickson (Professional Development):
 - The Professional Development Committee just completed the 2006 Support Staff Workshop on April 11. This was held at the Daniels Fund office with 27 or 32 registrants in attendance. A good turnout.
 - Topics - Time Management, Communicating with Peers, & DRA updates that would affect this population. We also added a short "stay fit while you sit" to help alleviate desk job related injuries - this was very popular.
 - A few counselors attended to see what was being trained.
 - On May 17th, the CAFAA Spring Training will be held at Rocky Mountain College of Art & Design in Lakewood. The school will be hosting the breakfast and CAFAA will be hosting the lunch. The training will include a session on SAP, Consolidation, Reauthorization update, CAFAA update & a

Banner panel. Looking for more input on Banner so it will be useful to those who stay to participate. There are currently 33 registered. Please assist in getting the word out to members! Debbie will send out another reminder this week. Everyone will need to be a CAFAA member.

- Tresa England (Technology & Webmaster):
 - Absent, but sent a report.
 - The membership list is updated.
 - Conference information is on the site.
 - There has also been a page added for College Goal Sunday.
- **Old Business**
 - Budget
 - The budget was approved via email.
 - James moved that we accept the budget, Natascha seconded the motion and the motion carried with James, Natascha, Kevin, and Thad voting that we approve on February 20, 2006. We had a quorum with 4 of 6 on the Board voting and the motion has been approved, so we have a budget.
 - College Goal Sunday (CGS) (Lydia MacMillan and Karon Johnson)
 - Lydia is the Coordinator for College Goal Sunday and starting May 1st will be working at CollegeInvest as head of outreach. A retired FA Director from Regis. Karon is the Site Coordinator for College Goal Sunday and is a retired FA Director from CU Boulder.
 - Handouts, a detailed report and a bracelet that states “Ask me about College Goal Sunday” were passed out.
 - Lydia and Karon went to Indianapolis, Indiana in February for training.
 - The core Steering Committee meets the 1st Thursday of each month at 2:00 pm at RRCC. The members are:
 - Linda Crook-CAFAA member at large
 - Tresa England-Technology
 - Sherri McCullough-Budget
 - Judy Ransom-Outreach
 - Misti Ruthven-PR
 - Other key people on the steering committee
 - Karen Lewis-AVID State Director
 - Scott Mendelsberg-Director of GearUp
 - Pat Middleton-EOC
 - Dawn Taylor Owens-Exec. Director of CIC
 - There are many people across Colorado very interested in helping, such as a reporter from Channel 9. Potential donors will be contacted to determine their interest.
 - The Planning Grant Application was submitted on March 14th and has been approved with an initial funding of \$3,750. Regis University has agreed to serve as a fiscal agent for CGS. A budget process has been established. This will allow CAFAA to avoid any potential problems with their tax status.
 - From now until the end of July is a planning period with a Planning grant report due on June 2nd. Then the Implementation Grant Application is due on August 1st which will detail the plans for the next 3 years with requested funding of \$150,000. February 11, 2007 has been set for the first Colorado College Goal Sunday.
 - Site update:

- There are approximately 10 sites identified for the 1st year.
 - Selection criteria for the sites include: access to target population of low income, 1st generation students, computer room accessible for a large group of students, geography and volunteer availability.
 - Site coordinators will be identified by the end of the week. Once the site coordinators have been chosen, they will ask for additional volunteers.
 - Final sites are to be identified by the end of the month. Additional items to consider are where the best spot in the community to host the event is and where will the target population feel most comfortable?
 - The event itself is very well organized with approximately 25 states currently holding the event.
 - The Spanish FA Folders. Linda is looking for feedback on these folders. A decision has been made not to apply for the grant this year, NASFAA State Award. We will continue to supply the folders. Next fall, Funding Your Education Guides (in Spanish) are not going to be released until the end of April from Dept. of Ed.
- **New Business**
 - RMASFAA/Spring 2008 CAFAA Combined Conference, dates not currently available, will be held at Breckinridge/Beaver Run. This will be CAFAA's 40th anniversary.
 - Peg Mason is the program chair. Misti Ruthven and Jim Harris are co-chairs. Judy Ransom will assist with corporate. Debbie Erickson will be in charge of sign-up.
 - Thad Spaulding and Shannon Sheaff will be doing the CAFAA portion.
 - There are questions on costs and fees. Increase the room block up to 250 for a possible high turnout. There was a shortage in Jackson Hole and the room block was 200. Expecting around 425 attendees. We should ask if there any penalties with going down to 200 if it appears that they will not have the numbers.
 - CAFAA's portion of the budget may be small because of the combined conference and we will only have one afternoon. We will have costs, but it is unclear whether we will have any revenue.
 - Should we have Decentralized Training on the Thursday after the conference ends? Most voted "no".
 - The Conference will begin on Sunday and we will have a CAFAA business meeting on Monday afternoon for awards, etc. approximately 3 hours.
 - Other items to consider:
 - Are there any ideas on how we would celebrate our 40th Anniversary?
 - How do the service representatives want to help this? Especially those who have other schools not in Colorado.
 - Will members need to be a RMASFAA and CAFAA member to attend? Most the memberships are institutional.
 - General consensus was to do have a reception with cake on Monday afternoon after the business meeting from 4:30-6:30. Dinner would not be included.
 - Has there been any discussion with RMASFAA in regard to our 40th Anniversary? Perhaps in addition to our reception, some type of recognition for our accomplishments.
 - Would we need a separate charge for those who want to attend just the CAFAA afternoon and are not attending the entire conference?

- There was a discussion on a separate Spring Conference for 2008, but no answers on how to finance one. Spring Training is to help take the place of a spring conference.
 - Hopefully attendance will be very large.
 - The budget will be addressed in the next few days via email to discuss our current situation.
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- **Next Meeting Date and Location**
 - **July 17, 2006 - Red Rocks Community College 9:30-3:00**
 - **Meeting adjourned Kevin motioned, Judy seconded and all agreed**