

CAFAA Executive Committee and Board of Directors Meeting

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

Red Rocks Community College

In Attendance:

Linda Crook, Audrey Osswald, James Broscheit, Phil Schroeder, Karla Nash, Carolee Goldsmith, Judy Ransom, Tammy Dybdahl, Natascha Ambrose, Mary Davis, Aimee Rogers, Elaine Redwine, Ellie Miller, Thad Spaulding, Jim Harris, Freddy Burciaga, (Co-Chair for Rosina) Lydia MacMillan, Trina Gutierrez (Co-Chair for Debbie), Evan Icolari

Absent:

Debbie Erickson, Rosina Chaparro, Sherri McCullough, Kevin Simpson, Tresa England, Rob Drybread, Karon Johnson

- **Welcome:** Linda welcomed everyone
- **Call to Order:** Meeting was called to order by President, Linda Crook
- **Approval of Minutes:** Handout of April minutes was distributed for everyone to review and make corrections. James made a motion to approve minutes with corrections, Natascha seconded. All approved. Carolee will update with the corrections and send out via email.
- **Officer Reports:**
 - President- Linda Crook:
 - Decentralized Training will be focusing on Verification in several different areas, some of which are very in-depth. We are looking for someone to be a trainer, perhaps Ryan Abbott (CSU) or Audrey Osswald (PCC). The training for Trainers will be in Washington D.C., October 4th – October 6th. The Decentralized Training sessions are then to be held between mid-October through December. We are looking at November and will need a location. It was asked if Arapahoe Community College would be interested in hosting the training. The number of participants anticipated is approximately 40-50. The site needs to be convenient for travelers, etc. Wherever the location is determined to be, the site coordinator should also be at that school.
 - Linda wanted to express her appreciation for being able to go to the NASFAA Conference in Seattle. Several sessions were on Academic Competitiveness Grants. All who attended felt the overall conference was very good.
 - Past-President-Audrey Osswald:
 - A handout of the current CAFAA Sponsor spreadsheet was distributed. There is a notation that Chase overpaid last year by \$350 and therefore the sponsor amounts may be slightly different than what the Treasurer is showing. We are \$1050 short on pledge amounts, which is what Academic Financial Services (AFS) has not paid. We may also be missing a few sponsors because there were several more last year and the budget seems to be lower this year. Aimee has 30 booths available for sponsors at the CAFAA Conference. If there are more sponsors, it will need to be first come, first serve after those who have already prepaid. The booths cannot be more than 6 ft. long. There are 21 on the list and last year there were about 30. Hopefully there will be more once registration is open.
 - Last year we had a “Bond” through Colorado West from Colorado Springs. It is similar to an insurance policy that was to be just for the conference days last year. If we get a bill from them, Audrey has spoken to Christie at Colorado West and she stated that we are not to pay that bill. We do not need this for the CAFAA conference in Glenwood Springs.

- President-Elect- Phil Schroeder:
 - No report at this time.
- Vice-President- Evan Icolari:
 - No report at this time.
 - Evan is encouraging Financial Aid Administrators to attend the CCHE Commission meetings in addition to CCHE Advisory Meetings if at all possible. They are usually the 1st Thursday of every month. There is little participation and the representation from financial aid would be an asset. You would be able to check the agenda prior to attending to see if participation would be applicable. It is Elaine's understanding that only one representative per institution is able to attend. There are some institutions that would not have financial aid attending.
- Secretary-Carolee Goldsmith:
 - No report at this time
- Treasurer- Elaine Redwine:
 - A copy of the Budget Report was sent via email on July 12th. Reviewed during the meeting. We are short in membership dues, approximately \$9,000 and are also short in corporate sponsorships in accordance with our budgeted amount. It is difficult to anticipate where we are before the CAFAA Conference has actually occurred. *Additional discussion items are under "Old Business-Budget".
 - 2005 Taxes have been filed. It was recommended that we review how we are recording our advertising. Simply indicating that it is a sponsorship does not meet the test of the IRS rules governing advertising income. We need to perhaps change the way we are doing things. Our "Sponsorship" really should be recorded income. Something we need to be aware of because our tax advisor feels that this is more advertising. We received a \$200 break on the taxes. Elaine only needed to meet face-to-face one time with the advisor. Most correspondence was done electronically. Elaine was very pleased with the firm.
 - Reviewing information for the purchase of a new computer for the Treasurer position as decided at the January meeting. The current laptop does not have an operating system and will not boot up, therefore is not even a valued item. She has some specifications on a laptop with a 5-year life span. We budgeted \$2000. We need to make sure there are certain specifications, such as wireless, flash drive, etc. The specifications were passed around for all to see and make suggestions. We will need to make a decision on a purchase very soon.
 - There was a discussion on signature authority for submitted payment/reimbursement forms. Elaine has contacted other state associations for standard procedures. Many allow the co-chair of the committee to serve as the secondary signature because generally the co-chair and chair can confirm participation. Currently our committee chairs must obtain a Presidents signature. Once a decision is made, we will need to update the Policies and Procedures. During the last audit, it was suggested that a checks and balances should be in place and that is how the current procedures were implemented. Phil will put together a proposal for the September meeting.
 - If there are no receipts, a faxed form directly to Elaine is acceptable.
 - New reimbursement rates have been calculated for all members who sent in forms after the designated date set by the State of CO. The rates have been updated in the Policy and Procedure manual, but not directly to the website. Elaine has asked if Tresa will please update the website.

- Reminder to members: When completing the Expense Form, if there are two separate committees to be charged (such as Executive and another committee), complete two separate forms and list the appropriate expense on each. There have been several members who list mileage to attend these meetings on the same form they are requesting reimbursement for mileage to attend a committee meeting. Therefore, what is marked on the committee to be charged is where the account from where these expenses are to be debited.
 - Treasurer Elect- Karla Nash:
 - No report at this time
- **Sector Reports:**
 - Thad Spaulding (2-year Public Representative):
 - No report at this time
 - Banner issues is primarily the focus for the majority of the 2-year schools.
 - Tammy Dybdahl (Proprietary Representative):
 - No report
 - James Broscheit (4-year Public Representative):
 - No report at this time
 - CCHE issues have been a challenge. The Minutes that Evan is providing from the CCHE Advisory Board has been everything James would have provided to the sector.
 - Natascha Ambrose(4-year Private Representative):
 - No report at this time
 - Kevin Simpson (Vocational-Technical Representative):
 - Absent, no report sent
 - Judy Ransom (Service Organization Representative):
 - After the NASFAA Conference, information on the Academic Competitiveness Grants was sent to update high schools, etc. This also included where to get additional information on IFAP. During the NASFAA conference, it was made very aware that they do not have a plan for the high school counselors. It was suggested that CAFAA could help educate this audience.
- **Committee Reports**
 - Aimee Rogers (Annual Conference):
 - Last year's conference cost of attendance was \$90 per person and this year it will be \$95 for early bird members, who register by September 24th, and \$115 for those registering after September 24th. Non-members will pay \$125 for early registration and then it will go to \$140.
 - Aimee has not been able to find a contract for the entertainment to sign.
 - Diane Linder and Dallas Martin will not be able to attend. Tobin Bliss and Deb Tarpley will be attending and presenting.
 - Hotel registration will shut down on September 26th. Aimee will notify the hotel once the conference registration is on the website.
 - Registration will be available as soon as Tresa can post online. This should be completed by days end Tuesday.
 - All but one session has been scheduled.
 - Rosina Chaparro (Diversity Issues):
 - Absent, but emailed report on July 14th. Freddy Burciaga, co-chair attended in Rosina's absence.
 - The CAFAA Diversity Committee met June 30th.

- The Diversity Committee and the Professional Development Committee will co-sponsor Jim Contreras' Latino Males session at the CAFAA Fall Conference.
- The CAFAA CD was reviewed, corrected, and updated. Mary Ann Romero-Hunter will make the revisions on the working copy and e-mail to Freddy, Bea, and Rosina for a final proofreading. The presentation will then be e-mailed to Linda Crook.
 - The Diversity Committee and FA Awareness will get together to look at each of their CD's to compare and update together to ensure information is similar on both.
- The CAFAA Diversity Committee will present at the Colorado Council on High School/College Relations Conference December 7th and 8th. The committee is discussing two options: Either asking and sponsoring Jim Contreras to facilitate the Latino Males Session or developing a Generation X Session.
- Possible projects discussed for the CAFAA Diversity Committee to develop for next year:
 - The possibility of a fundraiser for student scholarship/scholarships.
 - The Taste of Colorado (Labor Day Event in Denver) offers a great fundraising opportunity.
 - Developing different presentations/sessions for high school to address specific topics such as:
 - How to research scholarships and write a winning scholarship essay.
 - Resources and how to pay for college if you are not able to apply for financial aid (for students who are not US Citizens or Permanent Residents).
 - Assist/facilitate sessions/participate at a Leadership Conference planned for Spring 2007 at Pueblo Community College.
- Mary Davis (Financial Aid Awareness/High School Relations):
 - The committee will be meeting next week to discuss items they could work on, such as a brochure to be mailed to all of the high school counselors with a section to tear off and send back. This brochure would list services that CAFAA offers, such as giving presentations. They will create some type of publication. There are 8 members on the committee and they will respond back to the area that the request is coming from to actually give presentations. Mary will email everyone with what they come up to gain feedback from the members before sending out to the high schools.
 - They will include College Goal Sunday, Academic Competitiveness Grants (ACG) and also Pre-Collegiate ACG (Colorado State Grant version with the same qualifications that will be a match).
 - 7 financial aid presentations have been set-up.
 - Mary and Judy will also be presenting 6 high school counselor workshops.
 - House Bill 1023 (Immigration) will affect procedures with COF. The application may need to be changed. This Bill may also affect all state aid. There will be more information and clarification at the CCHE Advisory Meeting.
- Ellie Miller (Historian):
 - No report at this time.
- Sherri McCullough (Membership):
 - Absent, but a report was sent and distributed:

- Membership statistics received to date:
 - 296 applications
 - 66 new members
 - 52 for 2-year
 - 20 for 4-year private
 - 121 for 4-year public
 - 19 for Proprietary
 - 11 for Vocational Tech
 - 62 for Service Organizations
 - 11 Life Members
- Sent over 100 letters out to Post Secondary Institutions with the CAFAA pamphlet to encourage memberships.
- New members approved on 05/05/06 via email with James making the motion and seconded by Kevin. Thad and Natascha voted to approve and motion passed.
 - Mary Lehrman- Colorado Mountain College
 - Erica Manuel- Parks College
- New member approved on 05/22/06 via email with Thad making the motion and seconded by James. James, Kevin, Thad and Natascha approving for a quorum.
 - Matthew Shelley-MYRICHUNCLE Student Loans
- New members approved on 05/31/06 via email with Natascha making the motion and seconded by Thad. Voted in favor to approve were Judy, James, Thad and Tammy.
 - Mara Swalstad-Academic Financial Services
 - Amy Sutz-UCCS
 - Nora Rhadbance- University of Denver
 - Paul Wright- Compass Bank
- New member approved on 06/01/06 via email with Thad making the motion and seconded by James. Affirmative votes from James, Natascha, Thad and Kevin.
 - Daniel Donner- Cortivo Institute of Colorado
- New member approved on 06/16/06 via email with Natascha making the motion and seconded by Kevin. Votes for approval from Thad, James, Kevin and Tammy.
 - LeAnne Schnader-Colorado State University
- New member approved on 07/03/06 via email with Natascha making the motion and seconded by James. Votes for approval from Judy, Thad, Natascha, and Kevin.
 - Elaine Neely-Eacona- Kaplan Higher Education Corporation
- New member approved on 07/13/06 via email with James making the motion and seconded by Natascha. Votes for approval from James, Natascha, Thad and Kevin.
 - Mary Redfern- Pikes Peak Community College
- Jim Harris (Newsletter Editor):
 - The Spring Crier went out and was posted to the website.
 - The Summer Crier was sent 2 weeks ago to upload onto the website.
 - There was a discussion on whether the Crier is still serving the purpose that it did. Perhaps there are other ways communicate some of the information that is being sent, such as a “blog” or a once a month short email update. Should

we evaluate? Is some of the information duplicated? The Crier is a way for us to keep our history, so would we be able to archive any method information is sent? Jim will have something more concrete to bring to the next meeting. He may send out a survey on how members use the CAFAA website.

- Debbie Erickson (Professional Development):
 - Absent, but emailed report on July 13th. Trina Gutierrez, co-chair attended in Debbie's absence.
 - The spring training sessions were completed. The Support Staff Workshop (Survivor: S. S. Island) on April 11th and the CAFAA Spring Training on May 17th. Attendance was very good at both trainings.
 - We will be co-sponsoring back to back sessions at the CAFAA Annual Conference with the Diversity Committee with a presentation from the Latino American Education Foundation (LAEF) on the dwindling numbers of Latino males finishing high school and enrolling in college.
 - The committee is currently contacting attendees from the Spring Training to get a better feel for what was missing and how to improve this training next year. There was a lot of competition from Service Agencies and Guarantors this year with training sessions and we felt we had some overlap of topics.
 - Approximately \$1200 has been spent for the 2 spring trainings and the budget is on track.
- Tresa England (Technology & Webmaster):
 - Absent, report sent to Linda.
 - There are currently problems with the membership database and Mark Putman is assisting to identify the issues.
 - Registration for the Fall CAFAA Conference will be ready to go live by days end on Tuesday, July 18th.
 - The Summer Crier is currently being worked on.
 - We were charged an additional \$5.00 for the listservs last month. We are not actually sending more than 100,000 emails in a month. There is an email address that is repeatedly bouncing. Crystal Tech has been contacted and they are working on this.
- **Old Business**
 - College Goal Sunday (CGS) update from Lydia:
 - Received the Planning Grant Fund of \$3800 (asked for \$3750) and submitted a report back to the Lumina Foundation stating that it is very feasible to have CGS in Colorado.
 - August 1st is the deadline for the Implementation Grant Proposal that will outline the next 3 years.
 - The steering committee has been wonderful and will be critical in coordinating the event.
 - February 11, 2007 is the date for the event, everyone mark your calendar!
 - There are 10 sites, Colorado Springs, Fort Collins, Alamosa, 3 sites in Denver (CCA, Auraria, Longmont), Greeley, La Junta, Grand Junction, and Pueblo. Each site will need to look at daycare, transportation, food, etc. It will be like 10 really big Financial Aid nights. Each site will have individual needs that will be addressed.
 - Lydia attended NASFAA Best Practices forum on College Goal Sunday and received really good information from other states. Everyone was very excited about the event from other states.
 - Karon and Lydia will give an update at the CAFAA Conference during the General Session on Thursday at 9:00. Then the site coordinators will be meeting with Karon after that update.

- They will be focusing on sponsorship guidelines for the next couple of months. The Lumina Foundation will donate \$150,000 as seed money over the next three years.
 - The call will go out this fall for more volunteers and assistance.
 - Spanish FA Folder/State Award
 - Linda has received the “Funding Your Education” booklets in Spanish. There was a discussion on whether we should send a mass email to go out with specific questions in regard to the folders. Perhaps about 5 questions with a scale to provide feedback on the folders. There were 4 different materials in each folder provided in Spanish. Linda will order materials from the Department of Education and College in Colorado and have them shipped directly to Jim. Jim will then bring to the materials to the CAFAA Conference for everyone to package and distribute. Instead of producing the CD, they will be available on the web.
 - Budget
 - The updated budget report and balance sheet were sent via email on April 26th for electronic discussion and vote. Natascha motioned to approve and James seconded. The discussion continued during the July 17th meeting in regard to whether a formal vote was needed to approve the budget.
 - There are not any assets listed on the budget that Elaine had sent out. The question was asked if we are using reserve funds to help balance the budget and yes we are.
 - It appears that overall we are in good shape with the budget. A non-formal tally was taken with those present in regard to how much of their remaining budget would be spent.
 - RMAFAA has a dollar range (or levels) versus a specific amount for sponsorship, should we do something like this for next year? Perhaps we also need one line for sponsorship that corresponds with the sponsorship spreadsheet.
 - We will have approximately \$1343 to sponsor CAFAA Conference attendance scholarships. The three committee chairs from FA Awareness, Professional Development and Diversity will decide the recipients.
- **New Business**
 - Ad Hoc Legislative Committee
 - The date for the Legislative Coffee will be Tuesday, January 30th. Connie Lujan will be on the Ad Hoc Committee chair. Dave Aker, Natascha and the incoming Vice President may be other members. There should be 4 or 5 on the committee. This group could perhaps stay in contact with legislative issues and report back to CAFAA.
 - Nominees for CAFAA Awards
 - Please send all nominee names to Linda by mid-August. She will send a reminder email.
 - Hall of Fame
 - Lifetime Membership
 - Rueben Guererro nominated at the meeting
- **Next Meeting Date and Location**
 - **Friday, September 22nd at Pueblo Community College 9:30 am -3:00 pm**
- **Meeting was motioned to adjourn by Phil, seconded by James. All approved.**
- **Post Script: A correction for the April Minutes came in after the meeting was over and the minutes approved. The following is the correction:**

- **The RMASFAA Conference is not a “combined” conference with CAFAA but is a RMASFAA Conference being held in Colorado.**