

CAFAA Executive Committee and Board of Directors Meeting

September 19, 2006 9:30 a.m-3:00 p.m.

Red Rocks Community College

*In Attendance:*

*Linda Crook, Alan Ishida, Audrey Osswald, James Broscheit, Carolee Goldsmith, Natascha Ambrose, Aimee Rogers, Elaine Redwine, Thad Spaulding, Debbie Erickson, Rosina Chaparro, Sherri McCullough, Mary Davis, Tammy Dybdahl, Connie Jaime-Lujan*

*Absent:*

*Phil Schroeder, Judy Ransom, Kevin Simpson, Tresa England, Rob Drybread, Karla Nash, Jim Harris, Lydia MacMillan, Evan Icolari, Karon Johnson, Ellie Miller*

- **Welcome:** Linda welcomed everyone
- **Call to Order:** Meeting was called to order by President, Linda Crook
- **Approval of Minutes:** A copy of the minutes was emailed and hardcopies were made available to everyone at the meeting. James made a motion to approve, Natascha seconded and all approved.
- **Officer Reports:**
  - President- Linda Crook:
    - An email was sent to the new “Ad Hoc Legislative Committee” that was recently created to assist CAFAA members. This committee was charged with their purpose, duties and responsibilities. Connie Jaime-Lujan and Evan Icolari have agreed to share the responsibility of chairing the committee.
      - Natasha Ambrose, Marty Somero, Barbara Stapleton and Jacob Sweeney have also volunteered to serve.
      - The purpose of this committee is to stay abreast of state and federal legislation that impacts student financial aid in Colorado and to share that information with CAFAA members. In addition, the committee will also plan and carry out the Legislative Coffee scheduled at the Colorado State Capitol on January 30, 2007.
    - A mass email was sent in August to individuals who received the Spanish Folders and provided an address, to ask for evaluations in regard to the folders. A follow-up email was sent to include high school counselors who may not have been in session yet.
      - Most individuals felt that the project was worthwhile and included were some suggestions for improvement. It was asked if anyone had any idea on how to distribute to high school counselors.
        - Rosina is planning on attending the high school counselors meeting in December and will distribute some there. Perhaps we should include a flyer (survey) to ask for input. These could be faxed back or perhaps emailed back.
        - Alan suggested sending out a mass email to all the high school counselors. Mary has a list of all the email addresses, but the problem is that most of the schools have a spam blocker that may prohibit them from receiving the email.
      - Maybe we should identify other groups that focus on Spanish speaking students, such as LAEF, Pueblo Hispanic Foundation, etc...Rosina will contact the Pueblo Hispanic Foundation and Linda will try to contact agencies in the Denver area.

- We will need additional evaluation input on the Spanish Folders in order to submit for a NASFAA Project. This needs to be submitted by February 2007 and Linda is asking for assistance in writing the project.
  - There will be approximately 1500 folders to be “stuffed” on Tuesday night before the CAFAA Conference. Several people have volunteered to assist with the assembly and a few will help transport the materials needed. Additional transportation of the materials may be needed. The intention is to have the folders ready for distribution at the conference for those who want some for their own outreach.
- Past-President-Audrey Osswald:
  - A handout was given with the updated 2006 CAFAA Conference sponsor list. Alan said there are 23 paid exhibitors. There was some confusion on an extra \$350 sent from College Access Network and this was clarified. Sallie Mae is going to have 2 booths, but one not paid for. 23 sponsors have paid to date and awaiting payment on 6 others. There is a maximum of 30 that the hotel stated that they can handle.
- President-Elect- Phil Schroeder:
  - Absent, no report available.
    - Phil has been working on the slate of officers for next year. Tresa is working on this also to upload to the website so everyone will be able to vote.
- Vice-President- Evan Icolari:
  - Absent, no report available.
- Secretary-Carolee Goldsmith:
  - No report at this time
- Treasurer- Elaine Redwine:
  - Elaine had emailed the budget out to everyone and Linda distributed copies for those who had not received a copy.
  - There were questions on a few items of the budget report that were confusing. It was suggested that a more descriptive breakdown for next year would be helpful. There is a discrepancy in what Audrey has recorded for corporate sponsors and what Elaine has posted. Audrey and Elaine will get together to discuss. Elaine may have counted the corporate sponsorship twice.
  - We are missing payment for approximately 76 people who applied for membership but have not submitted the dues.
  - The question was posed on where the funding for Rob Drybread (RMASFAA Conference Chair) should come from in order to fulfill his commitment. He attended the conference last year also and it is unclear how that was paid. Linda will contact Rob to clarify this and his award received, etc...Once it has been determined, she will let Elaine know where the money should come from.
  - There were some discrepancies in Professional Development line item. Debbie's records did not match what was listed on Elaine's spreadsheet. This will be reviewed. Elaine will update the budget and send out a new spreadsheet within the next two weeks.
  - It was suggested that at the beginning of the year, there needs to be some training in the Transition meeting to help the new person in filling out the forms, going over the budget and other pertinent information that would assist the new officer.
  - Elaine will try to have the new laptop prior to the conference. She is ordering it from Dell and will send out the specifications to the Board members.

- Treasurer Elect- Karla Nash:
  - Absent, no report available.
- **Sector Reports:**
  - Thad Spaulding (2-year Public Representative):
    - No report at this time.
  - Tammy Dybdahl (Proprietary Representative):
    - No report at this time.
  - James Broscheit (4-year Public Representative):
    - No report at this time.
  - Natascha Ambrose(4-year Private Representative):
    - No report at this time.
  - Kevin Simpson (Vocational-Technical Representative):
    - Absent, no report available.
  - Judy Ransom (Service Organization Representative):
    - Absent, no report available.
- **Committee Reports**
  - Aimee Rogers (Annual Conference):
    - 127 people have registered to date.
    - Aimee needs to have a count of how many will be attending the breakfast board meeting on Wednesday.
    - Aimee is also asking for a description of what each committee does and a contact person to encourage people to volunteer. Linda will send an email out and Debbie will put them together and print them. These printed volunteer sheets will be distributed at the conference.
    - Things are going along very well. There is not an attire “theme”.
  - Rosina Chaparro (Diversity Issues):
    - A handout was given to all in attendance.
    - The committee met on June 30, 2006.
    - The Diversity and Professional Development Committees will co-sponsor Jim Chavez’ Latino Males session at the CAFAA Conference.
    - The Diversity Committee will sponsor a session titled “The Changing Faces of College Students” at the Colorado Council on High School/College Relations Conference on December 7<sup>th</sup> and 8<sup>th</sup>. The presenter is Blane Harding, Director of Advising, Recruitment and Retention at CSU. An abstract for the presentation was handed out.
    - Projects to develop for next year were discussed at the committee meeting.
      - A fundraiser for student scholarships.
      - Developing different presentations for high school students to address specific topics.
      - Assist and/or facilitate and participate at a Leadership Conference planned for spring 2007 at Pueblo Community College.
  - Mary Davis (Financial Aid Awareness/High School Relations):
    - The new CAFAA brochure was distributed. It is a financial aid brochure on what we as CAFAA members can do to assist, such as giving presentations. This was distributed to high school counselors and being sent out to over 1000 high schools throughout the state. It is a wonderful brochure. Mary has also put together a presentation-guideline as a CAFAA member and using CAFAA materials so a presenter who is representing CAFAA during a presentation will remain neutral. They just starting to distribute the brochures last week and already have 12 requests for financial aid presentations.

- College Goal Sunday is also being presented at the FA Awareness presentations. Cherry Creek High School is going to promote College Goal Sunday and has volunteered to do all the advertising.
    - The question was asked on how we will be able to distinguish between whether it is a CAFAA or an institution presentation. It was suggested that when we are doing a CAFAA presentation, we should use the CAFAA folders with the information Mary has put together to give out at these presentations.
  - Ellie Miller (Historian):
    - Absent, no report available.
  - Sherri McCullough (Membership):
    - A report was distributed with statistical information and sector representation.
      - 316 membership applications received to date.
      - 81 new members to date.
      - 220 letters were sent with the CAFFA brochure that depicts what CAFAA is all about. 8 new members just from this campaign.
      - Sherri thanked Mary Davis, FA Awareness committee and Alan Ishida for all of their assistance and wonderful ideas.
    - New members approved at the meeting were moved by James and Natascha seconded. Tammy, Thad, James and Natascha voted affirmative.
      - Kim Sanders-UCCS
      - Karen Roney-Accounting & Business School of the Rockies
      - Sandy Harness-UCCS
      - Alisha Danko-Young-Colorado Tech University
      - Alisha Yanez-Everest College (formerly Blair)
      - Tom Noonan-Colorado Contemporary Music College
      - John Cerda-TG
      - Tara Miller-Remington College
      - Letita Reyna-Sallie Mae
    - Request denied for membership was moved by James and Natascha seconded. Tammy, Thad, James and Natascha voted affirmative.
      - Anna Zawisza-Axiom Management Group
    - Perhaps next year the membership committee could assist with the billing for membership or change the wording on the application stating that we will cancel the membership if they do not submit payment within 30 days. Or perhaps have the “Treasurer Elect” be the person to do the billing. Elaine will contact Karla at this time to assist with the billing.
    - New members approved on 08/02/06 via email with Natascha making the motion and seconded by Judy. Affirmative votes from Kevin, James, Thad and Tammy.
      - Mary Neuenwander- Nelnet
      - Barbara McFall- University of Denver
      - LeAnne Schnader-Colorado State University
    - New members approved on 08/23/06 via email with James making the motion and seconded by Natascha. Affirmative votes from James, Natascha, Tammy, Thad and Kevin.
      - David Knutelsky – Campus Door
      - Thomas Rockwood – College Access Network
      - Meghann Rutledge – Westwood College
      - Luke Downer – EdAmerica

- New member approved on 8/29/06 via email with Judy making the motion and seconded by Evan. Affirmative votes from Natascha, James, Judy and Evan.
    - Marschall Smith- First Revenue Assurance
  - New members approved on 8/30/06 via email with Tammy motioning to approve and seconded by Natascha. Affirmative votes from Natascha, Kevin and James.
    - Kim Sandes - UCCS
    - Karen Roney – Accounting & Business School of the Rockies
    - Sandy Harness – UCCS
  - New members approved on 9/25/06 via email with Natascha motioning to approve and seconded by Kevin. Affirmative votes from James, Judy, Tammy and Thad.
    - Gerry Lee- PPCC
    - Deedra Allbritton-DU
    - Valerie Karnes- DeVry University
    - Amber Bacca- DU
    - Anne Manning- Heritage College
    - Jen Sprinkle- DU
    - Maureen Conners- Denver Academy of Court Reporting
  - New members approved on 10/03/06 via email with a motion from James and a second from Tammy. Affirmative votes from James, Tammy, Kevin and Judy.
    - Jennifer Carrica- Otero Junior College
    - Jessica Levitt- Rocky Mountain College of Art and Design
    - Judy McCombs- International Beauty Academy
    - Margaret Peterson- International Beauty Academy
    - Thomas Twardowski- International Beauty Academy
    - Carrie Petersen- International Beauty Academy
    - Lisa Doyle- University of Denver
  - New members approved on 10/12/06 via email with a motion from Kevin and a second from Thad. Affirmative votes from Kevin, Thad, Natascha and James.
    - Susan Stein-TH Pickens Technical Center
- Jim Harris (Newsletter Editor):
  - Absent, no report available.
  - Alan spoke on his behalf in regard to what everyone is thinking about the newsletter. A survey may be sent out to get feedback. Jim will be looking at other associations to see what is included in their newsletters. Alan and Jim will be meeting for transitioning to next year.
- Debbie Erickson (Professional Development):
  - The CAFAA PDC has completed the two spring training sessions they are tasked with - the Support Staff Workshop (Survivor: S. S. Island) on April 11 and the CAFAA Spring Training on May 17. 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. Jim Chavez the Director will be presenting.



will contact them and offer them what they may need. Aimee is going to check on compensation rooms to see if we have any available.

- Awards (Board & Executive Members only)
  - The following awards had nominations submitted. These were voted and decided upon.
    - Tom Monahan Rookie of the Year
    - Distinguished Staff Member of the Year
    - CAFAA Hall of Fame
    - Life Member
    - Post Secondary Professional of the Year
    - Service Organization Sector Professional of the Year
- **Additional Discussion Item**
  - “MY RICH UNCLE” (MRU), there was a discussion in regard to this agency and their advertising tactics. Are they following what CAFAA’s mission is? Debbie will send everyone the letter Dallas Martin sent to this agency as a rebuttal to their ad. James was questioned what RMAFSA has done or will we do and should we do anything. RMAFSA is going to wait and see if they register as vendors for the conference.
    - A continued discussion took place via email in regard to the membership of MRU and the availability of a booth at the CAFAA Conference. This was after everyone had a chance to read the letter from Dallas Martin, do individual research and discuss as a collective group.
    - On September 29<sup>th</sup>, there were 5 votes in favor of James motion to rescind Matthew Shelley’s (MRU representative) membership and deny him a booth at the conference.
    - Linda contacted Matthew Shelley on October 3<sup>rd</sup> and advised him of the CAFAA Board’s decision. This was followed up with a written letter. He understood our position, appreciated the phone call and hopes to work with CAFAA in the future. All monies received by MRU have been returned.
  - The right to revoke a membership should be part of the bylaws.
- **Next Meeting Date and Location- CAFAA Fall Conference; Wednesday, October 18, 2006 in Glenwood Springs at 8:30 am. Linda will send an agenda out.**
- **Meeting was motioned to adjourn by James, seconded by Natascha. All approved.**