

California Association of Student Financial Aid Administrators
2003 EXECUTIVE COUNCIL MEETING
 March 24-25, 2003 – Sacramento

Minutes for Monday, March 24, 2003

Council Members Present: President Ena Hull, Linda Bisesi, Mindy Bergeron, Nancy Davis, Tom Ma, Colleen MacDonald, Wayne Mahoney, Theresa Navarro, Bob Peters, Syed Rizvi, Tami Sato and Ann Whitmer.

Others Present: Joanne Bernard, Tim Bonnel, Candy Cannon, Judy Cohen, Addalou Davis, Toni DuBois, Karl Engelbach, Sherri Hancock, Brad Hardison, Andela Jacobson, Tracie Matthews, Karen Micalizio, Kim Miles, Melissa Moser, John Muskavitch, Allison Sandera, Andi Schriebman, Sarah Tyson, Craig Yamamoto,

Council Member Absent: Mary Ellen Muehring

The CASFAA/CCCSFAAA joint meeting was called to order by President Hull at 9:05 a.m.

1. Introductions, John Muskavitch—CCCSFAAA President

Members of CCCSFAAA and CASFAA present were asked to introduce themselves.

2. Housekeeping Items – CASFAA will break for lunch at noon, CCCSFAAA will meet at that time to go over community college issues in reference for Day at the Capitol visits. Wayne Mahoney asked for lunch menu choices for tomorrow. We will meet for breakfast at 8:00 a.m. before walking to the capitol.

3. Cal Grant Alternative Delivery System Update, Karl Engelbach, CPEC - Karl co-chaired a CPEC taskforce to examine alternative delivery systems for the State's Cal Grant program. Ena has received questions from CASFAA members on the position of CASFAA on this issue. Karl provided the taskforce report and gave their recommendations:

- The State needs to find out the “true” costs of the current Cal Grant delivery system and the implementation costs of an alternative model.
- Since the student GPA determines the award amount, the State needs to simplify the GPA calculation and establish a GPA database to help identify eligible Cal Grant students.
- It should be a requirement that high schools submit a GPA for every student for the database. Lack of a GPA is a barrier for student who are unaware of the process.
- The State should transition to a decentralized, campus-based delivery model for both the Cal Grant Entitlement and Competitive awards process.
- Timing of awards to participating institutions needs to be revised to better assist students.
- An administrative allowance should be provided to institutions participating in the Cal Grant programs.
- Financial Aid outreach efforts need to be continued and enhanced.
- Enhance student aid policy with more planning, research and program accountability activities.

The recommendations are in a bill form and are presently in revised legislation. The bill calls for an implementation plan for decentralization with the costs for both the state and the campus, procedural details and a deadline date. Tim Bonnel asked about older adults and Karl said this was not the

primary purpose but it does include a section on this. Toni DuBois was concerned if there were taskforce members present to voice the other side, i.e. not for decentralization. Karl replied that there was not total consensus. CSAC had concerns about how decentralization would be implemented but there were not many other alternative suggestions. Costs stated are only anecdotal not actual. Toni was concerned that some schools could not participate due to these extra costs that they would not be able to cover. Craig Yamamoto and Ena Hull stated that right now the schools do subsidize the programs, especially for the community colleges. Colleen MacDonald asked about the costs for high schools to provide GPA data. Karl said there were two bills to require this but that this was important enough for the state to take on the cost. Sarah Tyson said that they did develop an online system for GPA reporting and there are about 500 schools with ID and passwords. 1800 schools have submitted data dumps. One suggestion for distributing the competitive awards is to go by the last three years allocation and ask schools to develop selection criteria which has some issues on equity. There was discussion on changing the competitive funding to an entitlement program. Tim Bonnel mentioned that there is also a proposal for a Cal M for mature students. There was further discussion on the dissemination of information, equity issues, decentralization of the competitive program, viewpoints of the different players, alternative solutions for the GPA reporting from high schools (such as making a 2.0 assumption and verifying later at awarding), and fund limitations. Karl asked those present to share comments and inputs on these issues to him or Whitney Kramer of the State Assembly. Sarah provided the Commission viewpoint which felt that the decentralize transfer entitlement, would be easier do. Ena said we could also provide input to Wayne Mahoney or Craig Yamamoto, CASFAA and CCCSFAA State Issues chairs.

4. **Site Selection Update, Ena Hull** – We have finalized contracts for the CASFAA Annual Conference sites for 2004 and 2008 in Anaheim.

5. **Discussion of CASFAA/CCCSFAA Memo of Understanding (MOU)** – This is the MOU for the annual conferences of each organization. In June 2002, we had a joint meeting and a lengthy discussion on site selection and contracts. A workgroup was developed from the long range planning meeting with representatives from both CASFAA and CCCSFAA. Their task was to work through issues on the 2006 and 2010 conference sites and develop some standard processes. They surveyed membership at the last annual conference to get some input. The results showed that the main concerns are dates of the conference, cost of rooms and geographical location were the main issues of importance. Ena distributed the current MOU between the two organizations. We discussed who is involved on site selection and how final decisions were made. It was decided that the three Presidents (Past, Present and President-elect) of both associations should be involved. Ann Whitmer brought up the issue that selection of council meeting sites should not be included and Ena agreed. John Muskavitch would like any third-party agencies used to be contracted with both organizations. Toni DuBois felt contracts were better when David Levy was negotiating on his own, or before IMN involvement. There was discussion on how the IMN 10% commission rate is covered. We have been using IMN since 2000 and the contract ends in 2007. We discussed having a second person obtain meeting planning certification, maybe a CCCSFAA representative. We will have a joint meeting in June with a revised MOU that can be presented. One definite decision made by the workgroup was that it is for the mutual benefit of CASFAA and CCCSFAA if we continue our joint relationship for the two conferences being held at the same site. We discussed the pros and cons of using multiple hotels and convention center instead of just one hotel. We also discussed going out to bid on third-party meeting planners to compare services and benefits.

The MOU may need additions such as stating who would serve on the site selection committee. We surmised that the MOU needs to be reviewed and revised every three years and the following changes

were suggested. **TODO:** Ena will work with John on making revisions to the MOU for the next meeting.

- The second bullet needs to add the conference chairs.
- The second to last bullet on the MOU needs clarification of “first” or “last” day.
- Clarification is needed to state who designates the distribution of the complimentary suites.
- The fifth bullet on last page should have "Saturday" replaced by the final day, or between the two conferences.
- The bottom bullet seems to give up CASFAA rights for Proprietary and GP (Bob Peter’s comment). John felt this statement referred to days when there would be no conflict. But the statement does not specify which days are involved. The wording needs to be clarified.
- Remove “during the month of December” from first paragraph to allow flexibility.
- Need to add when the actual CASFAA Conference starts and listing of pre-conference activities.

6. **2006 and 2010 Conference Contract Status** - Both councils have now approved the 2006 conference site in Ontario and the 2010 conference site in San Diego. Both contracts are close to being finalized and should be ready to sign by both John Muskavitch and Ena Hull next week.
7. **Status of 2005/2007 and 2009** - The workgroup will look at 2005 and 2007 conference sites in the San Francisco area, San Jose and Sacramento and plan to present three proposals at the next meeting. They may or may not include 2009 depending on negotiation factors.

The CASFAA/CCCSFAAA joint meeting was adjourned at 11:50 a.m.

Minutes for Monday, March 25, 2003

Council Members Present: President Ena Hull, Linda Bisesi, Mindy Bergeron, Nancy Davis, Tom Ma, Colleen MacDonald, Wayne Mahoney, Theresa Navarro, Bob Peters, Syed Rizvi, Tami Sato and Ann Whitmer.

Others Present: Tim Bonnel, Toni DuBois, Tracie Matthews, and Sarah Tyson.

Council Member Absent: Mary Ellen Muehring

President Hull reconvened the CASFAA Executive Council meeting at 1:20 p.m.

Review and Approval of Minutes – February 2003 Executive Council Meeting

MOTION

Motion was made to approve the minutes for the Executive Council Meeting held on February 4-5, 2003 as amended

APPROVED

Moved by Colleen MacDonald , duly seconded by Teresa Navarro and approved by the council

1. **Mini-Conferences Update and Proposal, Syed Rizvi and Bob Peters** – Syed presented the plan to provide the 1040 workshops instead of the Mini-Conferences this year. Additionally, the Proprietary

Certification Workshops would be retained and open to all CASFAA members. The third day of training could be the 1040 Review for some sites. The \$50,000 allocated for the Mini-Conferences could be applied to the CASFAA Annual Conference. Bob Peters distributed his proposal for the Proprietary Workshops which compared holding the events at school sites or hotel sites. We had a discussion on the costs involved and the amount of the CASFAA subsidy for these events. One suggestion was discussed to reduce the number of workshops and add one of the workshops to just before the annual conference. Bob pointed out that the training would not be restricted to the proprietary segment as the agenda would offer beginning aid training. They use the NASFAA CORE materials which they will provide either in a reference book or on a CD. We are asking that Bob revise the proprietary budget with revisions to reduce the CASFAA subsidy. **TODO:** Bob will revise the proprietary workshop budget to include a reduced CASFAA subsidy.

MOTION

Motion was made to cancel the Mini-Conferences for 2003.

APPROVED

Moved by Colleen MacDonald, duly seconded by Teresa Navarro and approved by council

2. **Fund Development Update, Tracie Matthews** – Tracie and Addalou are working on the Fund Development brochure. Through the budget process they have received four fund development requests and are expecting more. Fund Development has developed a plan to offer sponsorship level at set values that would include benefits that would represent substantial savings to the donor:
- Silver (\$3,500) would include recognition at each mini-conference, sponsorship of one registration, one exhibit space and one quarter-page ad in the conference program.
 - Gold (\$5,000) would include recognition at each mini-conference site, recognition at 3 high school training events, sponsorship of two registrations, one exhibit space and one quarter-page ad in the conference program.
 - Platinum (\$7,500) would include recognition at each mini-conference and high school training event, sponsorship of 3 registrations, one exhibit space, one conference registration, one half-page ad in the conference program and one set of electronic labels.
 - Titanium (\$10,000) would include recognition at each mini-conference, recognition at the CASFAA Management Institute and each high school training event, sponsorship of 4 registrations, one exhibit space, one conference registration, one full-page ad in the conference program and one electronic set of labels.

Toni explained that sponsorship by levels would be an option and sponsorship of specific projects was still available. This plan would provide flexibility for CASFAA to use funds for where it is needed. Ann Whitmer added that some items on list represent no cost for CASFAA, i.e. name recognition. Tracie reported that Fund Development is planning on having only one brochure and it would include the CCCSFAAA brochure, mailed in one envelope. The target date is to get these out by the end of April. It was suggested the brochures be available electronically.

3. **Conference Update, Toni DuBois** – This information was provided with the Fiscal Planning Update.
4. **Training Update, Tim Bonnel** – Tim has been unable to contact the CASFAA webmaster to post training events on the CASFAA web site. The Mini-Conferences are being suspended and he is working on expanding the number of 1040 training sites. He reminded everyone to provide information about their training events and meetings that can be added to the CASFAA Master Calendar. **TODO:** Everyone should send information to be added to the calendar to Tim. Tim is

trying to schedule a meeting of all the training partners and providers to investigate partnership opportunities. They plan to kick off the Leadership Development and Planning training at the CASFAA Annual Conference. The High School Committee has met and they hope to staff college fairs which happen toward the end of April and beginning May. The Management Institute will be held on June 19-22 in Santa Barbara. The registration fee will be \$140 and will cover registration, room and board. He has confirmed 3 of 5 volunteered campus sites for the 1040 training.

MOTION

Motion was made to approve the partnership between Sallie Mae and their partners and CASFAA to provide the 1040 Review project.

APPROVED

Moved by Syed Rizvi, duly seconded by Colleen MacDonald and passed

5. **Association Services Update, Mai Bui** - Mai was unable to attend the meeting and his report on the Ambassador program will be provided at a later date.
6. **Ethnic Diversity Report, Theresa Navarro** - Theresa wanted to coordinate their training project on finding scholarship opportunities with the other CASFAA training events. They may cut back to two northern sites and two southern sites for budget savings.
7. **CSAC Update, Sarah Tyson** - Sarah distributed a roster of California government leaders for us to use at Day at the Capitol. Also helpful for our visits was a fact sheet on the CSAC work study program, FFEL loans guaranteed, Cal Grants and other specialized programs. CSAC also developed a one page tip sheet on the FAFSA that is in English and Spanish, a Spanish outreach newspaper piece, and a GED pamphlet for Cal Grants. An Operations Memo on the next phase of the Web Grants modification was sent with details on when sections would go live, the online roster, and an online reconciliation report. It is anticipated that the Legacy WebGrants system will be completely replaced by Fall 2003.
8. **Fiscal Planning Update/Project and Budget Requests, Ena Hull** – At the Fiscal Planning meeting we mainly discussed the conference budget. We voted last year for membership to go up to \$50. This was checked with legal counsel and as a non-profit organization this was allowed. The conference budget was based on a lower conference fee, from \$280 to \$175. This decision was based on the current times where many institutions in California have restricted budgets for training activities. The differential for on-site registration would remain the same. The budget was based on the same vendor support as last year. We have limited meal guarantees with this contract which only requires two breakfast meals and others meals are optional. Therefore Monday lunch will be on our own for 1 to 1-1/2 hours. There are many food venues nearby and this will give a chance for attendees to enjoy Monterey. Sunday will also be a night on your own but there will be a DJ with dancing later. They may have a coordinated activity with multiple vendors at the Monterey Aquarium. On Monday evening the Ethnic Diversity Committee will organize a wine tasting event at the Convention Center. There will be “Taste of the Nations” food stations with substantial food. The evening social activity will include a talent show, a name that tune game and a 70’s band for dancing. There will be a Tuesday morning breakfast but savings will be made by the elimination of the main sit down dinner and a lunch. They will not pay for conference speakers. Last year \$28,000 was spent on speakers. The program will not be cut. They would like to market the conference to Oregon and Nevada. Some of the sessions will use the NASFAA core material. Vendors may cover shuttle service from San Jose. There will be no give-away /souvenirs or lapel pins, and a clipboard will be used for conference material instead of a book bag. There will be no Fun Run due to liability

costs. Some breaks may be eliminated. The importance of publicizing cost cutting measures to save on the registration fee was discussed. The budget was based on an estimated 900 attendees. There is a 2800 room block for all nights and in three hotels. CCCSFAAA is planning to charge \$125 registration fee. We discussed whether Proprietary training could be combined with some of the CCCSFAAA training. Bob Peters liked the idea but has concerns about some coordination problems and meeting the needs of both groups. Ann wanted to keep a separate budget for conference committee meetings. Ena suggested redoing the conference budget for approval by a conference call next week. **TODO:** Toni DuBois will revise the conference budget to remove committee costs and submit as separate conference committee budget.

9. Treasurer's Report, Ann Whitmer - Ann has been working on the CASFAA insurance policies and thanked those who provided data on their events. If there are additions or updates, she requested that we let her know as soon as possible. Justene Adamec, CASFAA counsel, has reviewed our insurance policies and noted that volunteers are not covered under the present insurance we carry. **TODO:** Ann will send us a hard copy of Justene's notes. We have no coverage for our copyright on other projects, but we do have coverage for the CASFAA name, logo and "I'm Going to College" program. Ann is working with our tax preparer to file our association taxes. We had \$700,000 in assets, but have paid the San Diego conference hotel bill so our checking account is down. She is going through the conference expenses and income to make sure about estimated profit. CASFAA has only lost \$15,000 with our investments in the market so we have actually weathered the downturn in the market well. **TODO:** Ann will see if our investment advisor can attend the next EC meeting in Monterey.

10. State Issues Report, Wayne Mahoney - Wayne distributed a revised agenda for the Day at the Capitol event. There have been some adjustments due to multiple hearings. Steve Caldwell will meet with us at hotel during breakfast. Legislative visits have been set up but some of us may want to go to the budget hearings instead of meeting with staff members.

11. Federal Issues Report, Mindy Bergeron – Mindy stated that "Access, Affordability and Accountability" will be the main themes from Washington DC. She sent some messages to the CASFAA listserv urging members contact their representatives to support the Senate Budget Resolution which included an increase in Pell Grant and opposing the House Budget Resolution which would mandate \$9.7 billion in cuts over the next 10 years from the education committee. A CASFAA letter was sent to California members on the U.S. House of Representatives Committee on Appropriations. One approach to the affordability issue was Senator McKeon's proposal to set standards on tuition increases for schools. If tuition increases were twice the rate of inflation, it would trigger sanctions including ineligibility of federal aid. This proposal has received strong reactions from the community. Mindy's immediate goal is to draft a CASFAA letter supporting HR 12, the FED UP bill.

The Federal Issues Committee has been formed and two conference call meetings have been held. An in-person meeting is scheduled for 6/12/2003 to prepare the CASFAA position paper on the upcoming Reauthorization.

12. Segmental Reports

a. CCC, Mary Ellen Muehring – Mary Ellen was not present to give her report

b. CSU, Syed Rizvi – Syed reported that Governor Davis has proposed a fee increase of 25% for undergraduates and 20% for graduates above the already levied fee increases for this Spring semester.

The same budget proposes that the CSU reduce its base budget by \$260.7 million during a time when there has been continuing growth in the student population. The tuition increases caused a supplemental allocation of the State University Grant (SUG) and resulted in small amounts of additional SUG awards to students ranging from \$42 to \$114. The CSU has been a subject of articles about the transfer to Peoplesoft and the costs involved. Three campuses, Sonoma, Fresno and Sacramento have completed conversion to Peoplesoft. The CSU's are the largest Peoplesoft customers. There are new Presidents at Cal Poly Pomona and Sacramento. San Marcos will have a new President in a few months.

c. GP, Colleen MacDonald – Colleen distributed her report listing the Graduate and Professional Issues Committee members. They will be meeting in April to plan the Do Talk Workshops which have preliminary sites at UC Hastings and Chapman University. Dates will be in mid-June.

d. Independent, Nancy Davis – Nancy said the independent colleges have been dealing with Cal Grant reductions. She has not been able to set up a planning meeting because she has not received a segmental e-mail list from Membership. Tom Ma stated he has not received the segmental e-mail list for the UC's either. **TODO:** Ena will contact Ann Klein about providing the segmental e-mail group for the segmental representatives.

e. Proprietary, Bob Peters – Bob reported that the Proprietary Committee has met once since the last EC meeting. They have been making plans for the Proprietary Workshops and have been working on getting speakers.

f. UC, Tom Ma - Tom reported that he has told the financial aid administrators from the UC colleges about the about the Day at the Capitol event but has not been able to communicate to more UC members due to not receiving the e-mail list. He mentioned that we should let Fund Development know that we have voted to cancel the Mini-Conferences. **TODO** Ena will let Tracie Matthews or Addalou Davis know the Mini-Conferences should be removed from the Fund Development brochure.

New Business: Ena felt that there were some issues that needed discussion and approval before the next EC meeting in June. **TODO:** Ena will organize a conference call meeting of the council with the following topics:

- Association Services Budget and report on the Ambassador Project
- Scholarship Budget with possible revisions
- Proprietary Budget with less CASFAA subsidy
- Sallie Mae Partnership with CASFAA on the 1040 Review Workshops
- Additional Certified Meeting Planner for Site Selection
- Whether we should retain the services of a third-party servicer for Site Selection

MOTION

Motion was made to adjourn the CASFAA Executive Council meeting at 5:15 p.m.

APPROVED

Moved by Colleen MacDonald, duly seconded by Theresa Navarro and unanimously approved by the Council

