

CASFAA EXECUTIVE COUNCIL MEETING
Marriott Anaheim Hotel
June 21-22, 2004

Present: President Wayne Mahoney, Mindy Bergeron, Linda Bisesi, Joanne Brennan, Judith Cohen, Addalou, Davis, Brenda Johnson, Louise Jones, David Levy, Tami Sato, Marilyn Sweet, Ann Whitmer

Others Present: Despina Costopoulos, Max Espinoza, Donna Huber

Absent: Gary Byers, Ena Hull, Myra Rush, Karen Sanders

President Wayne Mahoney called the meeting to order at 8:45 a.m. He noted that there were enough voting members to have a quorum. Wayne introduced the guests present at the meeting and council members present introduced themselves with their name, organization and CASFAA position held.

1. Review and Approve Minutes -- Tami Sato (for Myra Rush)

The minutes were sent out electronically by Myra and revisions were made after input from several council members.

MOTION

A motion was made to approve the minutes as presented.

APPROVED

David Levy moved, duly seconded by Marilyn Sweet and approved by the Council.

2. Site Selection Update -- David Levy

The committee has selected Sacramento for the 2005 annual conference and will be reviewing the San Francisco Marriott as a possible conference site for 2007. Committee members are David Levy, Ann Whitmer, Wayne Mahoney, John Muskavitch and Justine Adamec.

The committee contacted twelve organizations and there were four responses, which responded to the Request for Information (RFI). Each sent an information packet that will be reviewed and points designated. The four organizations are Conferon, IMN Solutions, Professional Meeting Planners and Talley Management Group. Some organizations charge a great deal, but some do not. Ann developed a rating grid for comparing the four meeting planning organizations. The question was asked why we use a meeting planning organization and David replied that the organizations provide us with more clout in contract negotiations and they have more connections. This is just information gathering.

The 2008 contract is signed for Anaheim but will depend on our satisfaction with the conference this year. Ontario is the site for the 2006 conference. San Francisco will be the site for 2007, but both 2007 and 2009 are not signed yet. San Diego will be the site of the 2010 conference.

3. Training Report (Ann Whitmer)

Ann reported that there is a lot of training going on, and that is the reason some council members are not at this meeting. The results of the CASFAA Survey showed that our members wanted training events. Participants can now register for training events at the CASFAA web site and pay the registration fee with their credit cards. There was some confusion with what payments were associated with which events, as CASFAA charges the same amount for all training events. It was determined that reconciling with registration and payments can be made through ATAC. One complication is that the system takes out the credit card fees before we receive the funds.

The Management Institute was held on June 17th in Santa Barbara. There were five scholarship winners who attended. Twenty-seven people sent in applications for the twenty-two available spots for this event, reflecting the high demand for this type of training.

Proprietary workshops were advertised in two mass E-mails to the CASFAA membership, but attendance was lower than the previous year. Training events were held for both beginners and advanced financial aid personnel.

The High School Relations Committee has been busy. They provided feedback on CSAC publications to Christie Mullen of EdFund. There is an established process for this review process, which includes review by CASFAA.

CASFAA representatives supported NACAC and WACAC college fairs. They answered financial aid questions from mostly high school juniors.

They are working on the PowerPoint presentation that will be used at the High School Counselor workshops to be held in October and November.

The Southern Mini-Conferences were very successful with good attendance. SOKA University was a delightful and beautiful site and had 77 participants. There were 45 participants at Crafton Hills College and 99 at LA Mission College. The majority of participants were from the community college segment. There were some challenges, but the committee was great at solving problems.

As requested by Council, there will be 1040 Review Workshops. Cindy Bogue and Linda Williams will co-chair these events.

We discussed the problem of chairs of events having to front a large amount of funds for contracts or meals. Previously, only the Treasurer was able to write checks, but Wayne has that ability now. We also discussed who should have copies of the insurance contracts and David thought they should be provided to the Treasurer, President, and Archives Chair.

4. CSU Segmental Representative Change -- Wayne Mahoney

Linda has been in contact with Karen Massey-Neal. Karen is in transition, changing both job and residence. Karen has decided that she will step aside for the rest of the year and withdraw her CSU Representative position. CASFAA Policy and Procedures state that we ask the other nominee on the ballot to fill the position. Carolyn Kenner from CSU Sacramento has accepted this offer.

MOTION

A motion was made to approve Carolyn Kenner as CSU Segmental Representative

APPROVED

Tami Sato moved, duly seconded by Brenda Johnson and approved by Council.

5. CSAC Update -- Max Espinoza

Max Espinoza is the Chief of Grant Services Division at CSAC and will attend the Council meetings to provide a CSAC Update. Sarah Tyson is leaving her position at CSAC and returning to the Chancellor's Office of the California Community Colleges effective 7/2/2004.

- CSAC sent a Special Alert on a proposed change to the Cal Grant monthly payment cycle. Financial aid administrators requested more frequent distributions so payment will be made twice a month instead of only once.
- Max also provided the Council with the 2004/2005 Cal Grant Status chart. The income ceiling gap students are on hold depending on whether the Governor's proposals are approved. CSAC is holding awarding until the budget is signed. As of last Thursday the entitlement awards are up 6.6; Entitlement transfers are up 9%; competitive A and B are up 3.7%; and the competitive C awards are up 8.2%. More award letters were sent than statute allows due to expected attrition. The goal is to get close to 11,250 awards. There will be a Commission meeting next week. The legislature rejected lowering the Cal Grant income ceiling.
- CSAC is trying to increase the number of awards in the Chafee Grant Program. So far \$3.3 million has been awarded to 827 students. CSAC needs assistance from CASFAA members in identifying students who are current or former foster care youths. The program may not continue next year, but we are hopeful. David Levy asked about coordination with other grants. Max replied that these grants should supplement not supplant other federal awards. Louise Jones says the timing so late in the year brings complications. Another area of difficulty was caused by checks made out only to the student. It would be helpful if the Commission could make the checks co-payable to both the student and the school. **ToDo:** Max will bring back the request for co-payable checks and ask for clarification on the coordination of resources.
- Cal Grant B was awarded to 745 students who were in the top 2% of their high school GPA's. Wayne asked about progress in the process that allows high schools to send GPA's electronically. Max replied that improvements have been made.
- AB598- Diana Fuentes-Michel sent a letter to Wayne requesting CASFAA support for this bill. Max went over the PowerPoint of Dianna's presentation that

she will be making to the Assembly and the Senate. EdFund is the non-profit arm of CSAC and has served as the guarantor to students. EdFund is the nation's second largest guaranty agency. EdFund has waived the 1% guarantee fee to save students \$163 million. They will continue this loan benefit for next year. They have lowered their default rate by half since 1995 from 14.4% to 6.7%. They have a Voluntary Flexible Agreement (VFA) with the Education Department so that they receive an administrative allowance for improving default prevention and loan collections.

EdFund has a surplus of \$267 million in their Student Loan Operating Fund (SLOF) and the Commission's entire administrative budget is now funded by the SLOF. Governor Schwarzenegger's May Revise to the California budget proposes to redirect \$134 million from the SLOF to provide relief to the State General Fund for 2004/05. Some challenges for the Commission is that pending reauthorization of the Higher Education Act may change the ability to use a VFA agreement and the competitors of EdFund offer more products.

- The \$134 million drain is a short-sighted plan that may jeopardize future on-going administration of the Cal Grant program. The majority of loan volume is out of state from private post-secondary institutions. Out-of-state institutions may not want to use EdFund if the money goes to Cal Grant funds. CSAC wants to fund only financial aid-related services. CSAC would prefer to give SLOF funds back to the schools and students.
- Public accountability issues include CSAC continuing to fulfill its oversight responsibilities. They want to keep EdFund competitive with other guaranty agencies. CSAC and EdFund should continue to work together. They want to improve their IT services. CSAC would like us to support AB598.
- CSAC/EdFund would like to possibly develop a competitive private loan. For example, a competitive private loan for single moms who don't have all of their need met through the Cal Grant program. Other guaranty agencies are already developing these types of more competitive products and the Commission believes that EdFund needs to be more competitive.
- Max has been asked on behalf of EdFund to ask for the Association's support of the bill. Letters of support for AB 598 should go to speakers of both houses and Dianna Fuentes-Michel. The timeline is quick and a letter should probably go out tomorrow. We continued to discuss the pros and cons of the bill.
- Should the CSAC Cal Grant program be de-centralized? This is a huge question right now. Max was hired to improve Cal Grant administration and relations between CSAC and institutions. CSAC has received many complaints about their letters, timing of processes, etc. CSAC is trying to be more open-minded right now. They need to find a way to serve our students better. They want to try to reduce the bureaucracy of the Cal Grant system.

6. California College Goal Sunday Coordinator -- Despina Costopoulos

This program was formerly known as College Goal Sunday and is now called California Cash for College. Initially supported by the Lumina Foundation, the efforts have been turned over to the Commission, who changed the name to better reflect the initiative. The initiative is a work in progress and mainly helps students and families fill out the FAFSA. The name change means events can happen on any day. State officials involvement in the program is great. Despina provided the list of targeted schools. These 350 schools have lower academic achievement and low college attendance. They take a collaborative approach to work with other outreach efforts. CASFAA participates greatly in the workshops to give expert information and have assisted in adding five additional languages to their PowerPoint presentation. David Levy coordinates the FAA volunteers.

Despina gave the results of the 4,300 evaluation forms from this year's workshops. They served about the same number of students as last year. Ninety-five percent marked the excellent or good categories on finding the information helpful. Fifty-two percent would be the first in family to attend college, compared to 42% in the state. Most attendees found out about the workshops from their school. Flyers were also available in Spanish this year. Suggestions were made for more volunteers and computer access. This year they also tried to call attendees for feedback. Most completed the FAFSA on time. This year will focus on completion rates of FAFSA and GPA forms. The presentation materials are available on the web. They will work with the five regions in the state and individual cities and hope to identify regional coordinators by the end of July. They are looking at other partners such as WACAC. Despina thanked CASFAA for committing resources for materials and hopes we can continue to provide volunteers. Addalou Davis suggested that they have a booth at the conference. Ann Whitmer suggested a chat room format as a follow-up to the events. We may want to add to the evaluation whether students would like on-line information or distance learning. Judith Cohen mentioned the fact that many students we are trying to reach do not have e-mail addresses or access to computers. Wayne says they use a chat site for their admissions department and it works well. David suggested additional help on how to read award letters, explanations on why the student did not qualify, and how to read the SAR report. Postcards were suggested as a communications vehicle.

7. CASDRAP

Linda Hawk from CSU San Marcos was unable to be present to report on the California Student Debt Resource and Awareness Project.

8. Federal Issues Report -- Tami Sato

Tami sent a revised letter out to the Executive Council regarding HR 4283. She provided some addition revisions from the Federal Issues Committee. We discussed the additional paragraph addressing concerns about additional reporting requirements, accreditation and transfer policies and it was decided to put these issues in a separate letter.

CASFEE will not provide organizational support for NASFAA's document regarding inducements except to add the following to #10 under Guidelines for FFELP Industry Practices: "...also in accordance with state and institutional policies/guidelines regarding inducements." The document was sent to membership on the listserv with an opportunity for individual schools to provide comments by June 22nd.

Tami shared the handout for the federal update at the Southern Do Talk Workshop. The Federal Issues Committee wanted the Council to consider whether important federal issue messages should be sent to the limited number of members on the CASFAA listserv or to the CASFAA membership email list. It was decided that the listserv is for discussion and that the membership list is used for announcements of training events.

Her report included views on H.R. 3966, which would require schools to allow military recruiters on campuses or risk losing federal funding. This bill is a big issue for law schools and is still being debated in Congress.

Latest word on the reauthorization of the Higher Education Act is that time is running out and the bills may not be approved in 2004. The next Congress will have to start the process all over again with new bills and hearings.

9. Association Services Report -- Linda Bisesi

Scholarships - Linda Bisesi sent her report electronically, which included the scholarship opportunities and recipients to date. Linda suggested putting out scholarship opportunities with the registration information/materials in the future. This process should be suggested to next year's CASFAA Scholarship Coordinator. We still have time to do this with the remainder of this year's CASFAA events. Linda didn't have to use the scholarship committee this year because, so far, the number of scholarship applicants has not been more than the number of scholarship opportunities available. Earlier announcements will hopefully increase the number of applicants.

Volunteers - The Volunteer Application Form needs to be revised. For example, Archives needs to be taken off the form because David has this as his standing committee. We should only solicit volunteers for this committee when David needs help getting organized. There are other committees on the list that are not active or have committee participation designated by Policies and Procedures. Wayne suggested revising the form since it now appears that there are a many areas that don't necessarily need volunteers.

Linda is proposing to send out a letter to those people who have completed a volunteer form acknowledging that we have received their volunteer request and that they will possibly be assigned to a conference duty. David suggested we contact the committee chairs and ask them if they might still need a volunteer. Wayne suggested having the volunteer form available in electronic format so that the data can be automatically forwarded and responses sent automatically. We discussed other ways to encourage

committee participation such as a session on volunteering or a table display for each committee.

10. Fund Development Report -- Tracie Matthews

The fund development brochure for general support is on the web. Drayage contracts for the 2004 conference are in the works. Tracie will be talking to vendors about when they want to close down. It may be on Tuesday at 10:00 a.m.

11. Conference Committee -- Addalou Davis

The Committee has started putting together the bios of the major speakers and this information will be provided on the CASFAA web site and newsletter. Also available will be a preliminary session outline. There will be twelve sessions per time period. Some sessions will be repeated per evaluation request. Ron Lee and Mary Towne-Denton are the program chairs. They will try to get new people to serve as moderators. There are 72 sessions in all and 8-10 repeats. Jim Briggs will have two beginning and two advanced 1040 Review sessions. Handouts will be available on the web after the conference. The conference will go until Tuesday at 3:15 p.m. The College Board will have a post-conference session on professional judgment on Tuesday from 10:00 a.m.-4:00 p.m. They sent out requests for session ideas and got 40+ responses. At the segmental breakfast, everyone will have the same breakfast menu. The committee has a September 30th deadline to get information to ATAC. Registration will be available on October 1st. We are going to Disneyland for main dinner event and Disney dollars will be provided for meals. The CASFAA booth will have extra Disneyland tickets available for sale for family members. Syed Rizvi needs suggestions for a DJ. The next meeting is July 30th.

12. Segmental Reports

CCC -- Judith Cohen

The CCCSFAAA Executive Board and Regional Representatives met a couple of weeks ago. Linda Michalowski provided the State update. Sarah Tyson has changed position to the Chancellors Office of the Community College. They used the CCCConfer system to provide an interactive conference meeting. USA Funds will present 10 basic financial aid trainings for each region and two intermediate sessions in the fall. New directors' training is also planned.

No decision has been made on the enrollment fee, but it may be between \$22-\$26 per unit. BA degree differential fee is still in discussion and may be implemented. They have been doing an intensive letter writing campaign to retain the CCC BFAP augmented funds. The Crocker Flanagan PR firm was contracted for a 14-month advertising campaign and outreach effort. The CCCSFAAA conference fee was set and they have signed up with ATAC for their web site. Elections will be in August with a transition meeting on October 25th. A farewell barbeque was held for Mary Gill who is retiring from the State Chancellors Office.

GP -- Brenda Johnson

The main focus of this committee was the Do Talk Workshops that were held the in North and South. These events had about 60+ attendees at each event, which is about the same as last year. Presentations were provided on different ways to finance education, a federal update and private loans. Brenda summarized the evaluations forms that were available from the Northern event with a 33% return. The majority of presenters got an excellent or good rating.

Plans for the GPIC Forum before the conference will include keeping the same format. They will provide two sessions at the conference and may use presentation topics from the Do Talk workshops. A meeting is scheduled at the end of July to discuss the GP Forum and sessions organization.

Independent -- David Levy

A meeting is planned for August 3rd on the Cal Tech campus. Nancy Coolidge will provide the federal update and discussion on the campus-based allocation formula. Other topics addressed will be the new methodology for non-custodial parent, enrollment trends, a state update (SEARS data), the impact of Cal Grants on the independent segment and data security which is not only for identity theft.

The Council discussed the impact of UC schools not accepting some students until they completed two years of education.

We had additional discussion on the CSAC/EdFund Issue, AB 598.

MOTION

A motion was made to draft a letter relating CASFAA support for AB 598, which would authorize CSAC and EdFund to expand services to schools and students.

APPROVED

David Levy moved, duly seconded by Louise Jones and approved by Council.

To Do: Wayne Mahoney will work with Joanne Brennan to draft a letter supporting AB 598 to be sent out quickly.

Proprietary --Gary Byers

Gary was unable to attend the meeting due to his involvement with the Proprietary Workshops being held this month.

UC -- Louise Jones

Louise brought a document with the key points about the compact between the Governor and the UC and CSU, which outlines their intentions for state funding levels and institutional accountability. The compact is for six years through the 2010-2011 fiscal year. Funding is needed for enrollment growth and more stability. Funding components of the compact are a floor not a ceiling. The compact will need legislative approval annually. The agreement is not to cut any more than the January budget in the

May Revise. Louise provided some of the funding elements of the compact. This gave the percentage of fee increases both short- and long-term. They reduced the percentage that they could retain from revenue but it would not be lower than 20%. Louise feels it is a start to recovery. The average time period to degree is 4.5 years. A lot of provisions in the contract were less severe than previous estimates.

Ethnic Diversity Committee -- Merilyn Sweet

The Ethnic Diversity Committee is planning workshops on professional business writing with presenter Steve Wilbers. The two workshops will be on October 6th at Hope International University and the Burlingame Hyatt on October 7th.

A talent show with multicultural food is being organized for the conference. We discussed having this committee sponsor a community service drive such as a book drive, food drive, or support for the “Shoes That Fit” program.

13. Fiscal Planning Committee -- Mindy Bergeron

The committee received a budget request for organizing 1040 Review Workshops. The plan is to have six beginner and two advanced workshops. The budget will cover facilities, workshop booklets and refreshments. Chela is covering the honorarium fee and travel expenses for Jim Briggs. The registration fee will cover all but \$1,700, which would be the only CASFAA subsidy. Dates will be set in October and November. The committee approved this budget to be brought before Council for approval.

Lou Rinehart from CSU Monterey Bay sent in a budget request for a “new ideas” committee with two representatives from each segment. Her budget request was \$6,600. This item was tabled until we receive additional details and project description.

14. Project and Budget Requests (Mindy Bergeron)

Mindy described a new budget that was submitted for offering CASFAA members eight 1040 Review Workshops. The project chairs will be Cindy Bogue and Linda Williams. The workshops will be provided with a partnership with Chela. The CASFAA subsidy would be \$1,700.

MOTION

A motion was made to approve the budget request for eight 1040 Review Workshops with a CASFAA subsidy of \$1,700.

APPROVED

Tami Sato moved, duly seconded by Joanne Brennan and approved by Council.

As Treasurer-Elect, Mindy is working on investments, audits and budgets. Wayne and Mindy had a meeting with Sam Blakeslee, who handles the Association’s investment accounts. He has been unable to attend our Executive Council meetings but will send an assistant to the San Francisco meeting. Our investments that were not moved did pretty well.

Bob Lott is has been our insurance agent for some time. Mindy has been working on getting the Treasurer and President bonded. These are the CASFAA officers who can move money.

The auditor that we used a few years ago is not able to do our audit. Wayne gave a reference for another auditor who will audit our books. She will send a proposal on the cost.

15. Treasurer’s Report -- Karen Sanders

Karen was unable to attend the meeting, but she sent her report electronically to the Council. Ann Whitmer made a correction to the footnote that training chairs do not need to send copies of the registration forms to reconcile checks and electronic payments that were received for training. The reconciling can be done through ATAC. She added that we have set up a procedure so checks can be written by the President if the Treasurer is not available. Wayne has a checkbook.

16. New Business

Mindy asked about an update on the Policies and Procedures Manual. We need to find out the status of the retyping and formatting of the manual. We approved a \$500 budget for this to be done. If the reformatting is not being done we may need to hire a different person to finish this task.

To Do: Linda will contact Sarah Tyson first to find out the status of the Policies and Procedures Manual. If necessary, we will obtain a volunteer or paid person to complete this task.

Since Ena Hull was unable to get to Anaheim, the Electronic Initiatives Committee meeting was cancelled.

MOTION

A motion was made to adjourn the meeting at 12:00 noon.

APPROVED

Joanne Brennan moved, duly seconded by Tami Sato and approved by Council.

2004 EXECUTIVE COUNCIL ELECTRONIC VOTE

On August 25, 2004 President Wayne Mahoney emailed the Executive Council to consider purchasing six LCD projectors for the association's use at training and conference events. CASFAA usually rents 2-3 projectors to accommodate some of the interest sessions during the conferences. The rental costs run between \$650-\$850 (plus a service charge) per projector per day.

Wayne proposed that the projectors be housed at a central site and be checked out as needed.

The proposal was opened for discussion.

MOTION

A motion was made to purchase six LCD projectors (including cases) at a cost of less than \$1,500 each, for use in average size interest sessions at CASFAA conferences and training events.

APPROVED

David Levv moved, duly seconded by Louise Jones and approved by the Council.