

# Minutes

CASFAA Proprietary Committee		
3.27.2013	2:00pm – 3:00pm	Conference Call
Meeting called	Thomas D. Le	
Type of meeting	Conference Call	
Facilitator	Thomas D. Le	
Note taker	Thomas D. Le	
Attendees	Elizabeth Allen, Brian Chamberlain, Taula Jackson, Mabel Lin, Rosemary Martinez-Kepford, Michael Marcos, Shahrooz Roohparvar, Emily Valdovinos, Lissa Wayne, Chris Freeman	
Non-Attendees	Georgina Guardado, Kerri Helfrick, Marilyn Sweet, Dario Torres	
Committee Goals		
Discussion	CASFAA Mission Statement	
<p>“To provide training and professional development opportunities to the financial aid community and to advocate on behalf of the financial aid profession for student educational access and choice.”</p>		
Conclusions	Committee Goals	
<ol style="list-style-type: none"> <li>1. Keeping our sector informed of current industry best practices and training opportunities (ie. emails, newsletter, webinars, in-person and CASFAA Training Committee)</li> <li>2. Keeping our segment represented by increasing our membership in CASFAA and to get more aid administrators to volunteer/be involved in our sector.</li> <li>3. Provide professional development training activities during the year and/or at the Pre-Conference.</li> </ol>		
Survey Analysis		
Discussion	Reviewed responses to Proprietary Survey sent to membership	
<ul style="list-style-type: none"> <li>• Lack of attendance at the CASFAA Conference and Pre-Conference from the Proprietary Sector.</li> <li>• How do we increase participation and volunteer efforts from our segment?</li> </ul>		
Conclusions	Incorporate feedback and suggestions when planning Pre-Conference	
<ul style="list-style-type: none"> <li>• Institution’s budget cuts regarding professional development and travel expenses</li> <li>• Annual certifications are not mandated anymore and may be reason due to large drop of attendance</li> <li>• SFA Conference may not be offered this year and this may help with the increase of conference attendees</li> </ul>		
Action Items	Person	Deadline
Communication in variety of channels to reach segment	Tom	On-going
Do we provide summer one-day workshops?	All	TBD
Pre-Conference Planning		
Discussion	Brainstorm ideas of topics and activities for Pre-Conference	
<ul style="list-style-type: none"> <li>• Rooms were too small last year during session topics</li> <li>• PowerPoint / Laptop projections not so clear on screen.</li> </ul>		

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<ul style="list-style-type: none"> <li>Presenters need to have handouts available and any changes to PowerPoint needs to be updated in a timely manner and posted on CASFAA website</li> </ul>		
Conclusions	How can we make this fun and attract membership participation?	
<ul style="list-style-type: none"> <li>Last minute attendees, on-site registrations, did not expect larger audience. This led to certificates not being ready until receipt of paid registration were provided.</li> <li>Certificates are necessary for attendees professional development files at work</li> <li>Present “hot” topics for sessions and incorporate new suggestions from survey feedback</li> <li>Concurrent Sessions for beginners and advanced.</li> <li>Possible activities: Wine and cheese reception. Half-chair massages. Half-day of sessions/half-day to explore SF, Team Building – Build your own FAO, Q &amp; A Federal Session, tour of Region 9 SF Training Facility, Verification Bingo.</li> </ul>		
Action Items	Person	Deadline
Continue to brainstorm and provide feedback to Tom	All	04/08/13
Petition to Reinstate ATB Funding		
Discussion	Support Petition to Obama Administration: Reinstate ATB Funding	
One of our initiatives that the Federal Issues Committee is supporting in its position paper to Capitol Hill this year is to advocate for the reinstatement of Title IV funding for our ATB population.		
Conclusions	Spread the word and cast your vote of support	
<ul style="list-style-type: none"> <li>100,000 votes are needed by April 20, 2013.</li> <li><a href="https://petitions.whitehouse.gov/petition/stop-hurting-ability-benefit-students/TyH23WsK">https://petitions.whitehouse.gov/petition/stop-hurting-ability-benefit-students/TyH23WsK</a></li> </ul>		
Action Items	Person	Deadline
CASFAA Blast to Proprietary Membership	Tom	Completed
Forward the communication and link to our community	All	4/20/13
Segment Issues and Concerns		
Discussion	Overburden with Federal requirements on Aid Administrators with reporting	
Redundant information is required for various reporting mechanisms such as shopping sheet, score cards, accreditation, SB70, etc...asking for same information for similar purposes.		
Conclusions	Assistance for CASFAA Executive Council	
Seek assistance from E/C Federal Issues committee to create awareness on a national level that the reporting requirements need to be streamlined and process simplified.		
Action Items	Person	Deadline
Roll up issue to E/C and/or Federal Issues Committee	Tom	On-going
Create one-stop webpage/cheat sheet under Proprietary Resources Page	Tom	On-going
Recap Project Deadlines		
Discussion	Communication Timeline	
As needed via conference calls and emails. In-person committee meeting to be determined.		
Action Items	Person	Deadline
Communication Timeline	Tom	On-going