

**CASFAA Executive Council**  
**April 19-20, 2001**  
**San Jose Fairmont**

**Present:** Connie Burden, Linda Bisesi, John Anderson, Mindy Bergeron, Nancy Kull, Maureen Martinez, Robin Bailey-Chen, Karen Sanders, Ann Sciortino, Jerry Sims, Sarah Tyson-Joshua, Lili Vidal, Ann Whitmer.

**CCCSFAAA Present:** Sherri Hancock, John Muskavitch, Craig Yamamoto, Joaquin Jimenez, Judith Cohen, Dixie Munekeyo, Adela Jacobsen, Andy Schreiber, Steve Arena, Glenn Schenk, Mary Gill, Kathy Degn, Anafe Robinson, Kim Miles, Barbara Smith, Richard Quintana, Lois Papner.

**Absent:** Vu Tran, Diana Minor, Marco De La Garza

**Guests:** Marianna Deeken

**Thursday, April 19, 2001**

**Call to order (Connie Burden)**

Connie called meeting to order at 9:30 AM.

This a joint meeting of CCCSFAA and CASFAA boards. The agenda was approved with one change: Mary Gill's presentation was moved to the morning.

**Federal update (Marianna Deeken)**

Marianna is the training officer for region IX out of Seattle. She has been filling in for Region X. Permanent replacement will be sought hiring moratorium makes it difficult to say how soon. She is handling region IX out of Seattle.

- Staff members at Region IX are in temporary quarters. Move is scheduled for 5/30. Marianne recently posted her phone number to the listserv. Once her new number is available after the move, she will send another update to the listserv. Her new email address is [Marianna.deeken@ed.gov](mailto:Marianna.deeken@ed.gov). Mail will be forwarded for one year but we are asked to update our address books with the new address.
- Spring training was cancelled this year because there are few new regulations. A half-day FISAP training session is scheduled in July, possibly with both a morning and afternoon sessions at the same site to accommodate more people. Common FISAP problems will be covered, as there has been no training on FISAP in the last 18 years. The focus will not be on software. There is a web pilot this year for interested schools; next year all schools will submit the FISAP on the Web.
- There is a Pell videoconference the afternoon of May 10.
- Fiscal management training (formerly called "fiscal officers training" but now geared toward both business and financial aid officers) and Perkins training will be offered between October and January. Fiscal management training will consist of two days training with a third day of Perkins training either preceding or following the fiscal management training for attendees to participate in either or both. The training will take place in the regional offices, San Diego, Sacramento and Los Angeles.
- A 4½-day workshop for new financial aid administrators is tentatively scheduled for Pasadena, October 15-19. The program is similar to the summer institute but will be free. There will be two federal trainers and one school trainer.
- The 2002-3 draft FAFSA is on web for comments. Now is the time to speak up if you see a problem.
- SFA handbook update: all chapters have now been mailed except the Campus Based Aid chapter. It will be mailed soon but is already available on the Web.
- The 01-02 SFA Handbook is due to be posted on the Web this week. Paper copies will follow soon. Be careful in opening.
- There will no longer be a charge for Title IV WAN phone calls.
- The CPS and Title IV WAN are now the same.
- Several members questioned the removal of the asterisk from the SAR (indicating CPS selection for verification) that was a very simple tool for FAA's to use in advising students and parents. Marianna replied that this change is actually a delivery system issue and suggested we email Jeanne Saunders at [Jeanne.saunders@ed.gov](mailto:Jeanne.saunders@ed.gov) with our concerns. It was recommended that both associations send a letter as well. The SAR as we know it may be eliminated and a letter take its place. The SAR is the means many

schools use to initiate corrections and its elimination may be problematic for FAA's. Marianna reiterated that now is the time to make our comments heard.

- On the issue of paying Pell Grant for a summer crossover period, Marianna indicated there has been no change on this since last year.
- In calculating summer eligibility, schools must use the known enrollment period, e.g., summer only for 3 months with a 3 month EFC and a 3 month cost of attendance OR, if the student was enrolled the preceding 9 months, retroactively change the student to a 12 month EFC and 12 month cost of attendance.
- The rules for computing enrollment status are not different for summer. We must use the same formula for all students in the same program. If summer is considered a non-standard term at your institution, you would have to use formula 3 for all periods at your school. This would not affect fall and spring but would result in the correct calculation of summer eligibility. If full-time is other than 12 units in summer, you must use formula 3. If multiple mini-sessions are considered equal to a regular term, you may use formula 1 but you must then use 12 units as full-time. To consider a summer equal to a standard term, it must be "substantially equal" in terms of the number of weeks to a standard term.
- Marianna asked us to send her suggestions for other types of training needed. This is the ideal time since there is currently no negotiated rulemaking currently going on.
- There have been many complaints from students and families about FAFSA.com. The Department is looking at copywriting "FAFSA" but it is unknown what effect this would have on prior usage of the term.
- Mary Gill suggested a national taskforce on financial aid ethics. There is a market for private sources of financial aid information but it should be at a reasonable cost and not manipulative of data elements. For example, guidance should be provided on the use of misleading advertising.
- INS secondary confirmation is scheduled to come up this spring (not in time for start up). INS suggested this because they believe they can clear up most problems themselves. Beta testing has been good. CPS sends a file to INS who hand research it and they'll resolve 95 % before we even ask for paper. We'll get a new SAR saying status has been confirmed. Confirmation of naturalized citizens is not an INS issue but rather a Social Security Administration issue. We should be advising students to go to SSA to clear up problems.
- Glenn suggested INS training be offered. A common problem is the student who is very close to receiving permanent residency but is currently not eligible for benefits. Marianna replied that it would have to be a statutory change. We should write to our congressional representatives to fight for a change.

#### **Break 10:30-10:45.**

#### **California Community Colleges Chancellor's Office Report (Mary Gill)**

- CCC business officers don't belong to NACUBO and don't have a blue book; they belong to CASBO (for K-12 business officers). The community colleges are still part of the education code for K-14.
- Charts were distributed showing the impact of Pell Grant tuition sensitivity on community college students. Any increase in the maximum Pell at the federal level results in a decrease to community college students. If full Pell were authorized, these students would lose close to \$40 million.
- Currently there is no political avenue to allow the community college to raise its fees and direct some of the increase to needy students.
- Return of Title IV Funds create problems because the community colleges are dealing with "small change." Mary questioned why institutions are required to return partial fees when students' fees were waived.
- Cal Grants are of concern to the community colleges because they have been shortchanged for years: while 51% of Cal Grants were offered to their students, only about 40% came to fruition. With the Cal Grant Entitlement program, it's now a moot point. Mary suggests they match census data with ISIR's and inform CSAC so they can pull their 11,000 students from those students with confirmed enrollment at community colleges. GAC is looking at campus-based state aid where schools are allocated a number of awards they package themselves. Sarah Tyson-Joshua indicated that it is a high priority initiative to get students off our rosters when enrolled elsewhere.
- The September 2 GPA verification is also of concern because of the timeframe to be included. The new attorney at the Commission says you can't limit time frame on GPA; therefore, it must be reported with current GPA. Mary said there is concern about students who have been out of high school a year and cannot get the entitlement grant. They must try for the grant during the "competitive window" over summer. High schools need some mechanism in place to provide GPA's over the summer.
- The CSU has 37% of all students on Pell while the community college has 8%. This is because there are no mechanisms at the community colleges to find students, inform them of available aid. Students/parents are often afraid of the government so they don't apply. The Chancellor's Office Outreach Officer is creating a flyer about the fears and is seeking to know if the fear is founded in truth.

- Mary thanked the CSU and UC segments for coming together to aid students in transition to 4-year schools. The issue is that many community college students are employed fulltime while attending the community college part-time. When transferring, students wish to go fulltime but don't qualify for Pell due to high earnings in the prior year.
- An MOU exists on transfers within all three segments but there is no MOU on financial aid. The UC is at the table but the CSU has refused to see the need and form a subcommittee.
- Mary says we should remind our colleagues that Cal Grant is portable and renewable and that students must write a letter to CSAC to activate it. She suggested we get access to the Cal Grant reserve system and compare it to our incoming population, then help the students to activate their grants. The grant could have been awarded three years ago and the students have no clue they can activate it. USC and UCSB are already doing this.
- John asked if the community colleges are using the National Student Clearinghouse. Mary responded that 82% do and that it's a major initiative for all to use it. The Clearinghouse would allow us at a cost to contract with them to tell us where students are enrolled. A CSAC contract could be created for this purpose and perhaps all schools could assist in funding this effort. The FERPA flag is one of new services of Clearinghouse.
- Under FERPA, we cannot send all our students' GPA's; we can do it only for financial aid applicants.
- Dual admission and transfer: the community colleges are asking for a grant to fund training of staff to handle transfer financial aid issues. Sherri suggested we use the lists she provided of the regional representatives and contact those individuals to work out issues and to create a mutually understood document that could be given to students who are planning to transfer.
- Nancy said the UC is working on brochures for transfer student financing plan (i.e., a financing plan for UC bound students) as well as a 4-year planning tool for dual admission students.

#### **CASFAA Federal Issues (Ann Whitmer)**

- Things are off to a late start with the President's budget; the house and senate versions are out now. It looks dismal: "hope for every child" is not coming to the post-secondary front. Bush's Pell proposal is only a \$100 increase in the Pell Grant maximum due in part to the 00-01 shortfall. Campus Based Aid held stable. Lots of tax proposals, education savings accounts, ability to take both a tax credit and extending employer provision of tuition benefits not taxed, but only at the undergraduate level. It's on the NASFAA wish list to extend this to the graduate level. We'll have to become better versed in tax law because the provisions not expected through financial aid provisions. There is a good brochure on tax benefits available from EdFund. It contains good information on Hope and Lifetime Learning.
- Nancy asked about potential liabilities if we "give tax advice" and it turns out to be wrong. Ann said there's a fine line between helping parents make education decisions without becoming tax advisors. We need to look at resources to which we can point people. Sarah added that we should make a concerted effort to provide materials that have been reviewed by our legal counsel.
- E-signatures will be here in June. Direct Lending will be offering this option this summer. Several FFELP lenders will as well. One of the summer mini-conferences covers this topic. E-signature is an authentication process. DOE falls under two laws allowing individuals to certify you are the person whose signature is authenticated. Using an SSA match, the name, SSN, date of birth and citizenship are all matched and a PIN assigned. The PIN becomes the e-signature. There is also talk of a certified signature. UCI is looking at a third party to provide this type of authentication. An NPRN is to be released soon on standards. Marianna said individuals may now go online to request a PIN if they've lost theirs or can't remember it. Then they can use the assigned PIN to go online and change it to something they'll remember. Students can submit an address change and request a PIN at same time.
- There is a committee project to increase awareness of California legislators of CASFAA in general, our wish list, etc. in preparation for reauthorization. Sarah said Lisa on her staff is doing district visits and campus visits and recommended than Ann include Lisa in the committee's plans.
- Glenn asked about attempts to bring parity to FFELP and Direct Lending. We should look at it and obtain support for the California Coalition on Legislation and Regulatory Work Group (with EdFund, CSAC, CASFAA and CCCSFAA). There is a lawsuit by lenders against DOE for the interest rate reduction in Direct Lending.

#### **Lunch break 12:00 – 1:30 pm.**

#### **CCCSFAAA Federal Issues (Glenn Schenk)**

Glenn distributed a handout on FDLP and FFELP comparison completed by the afore-mentioned coalition. They are looking for a level playing field. Dixie Munekiyo is the CCCSFAAA representative on the coalition and Lou Reinhart the CASFAA representative from the CSU segment. Steve advised that CCCSFAAA and CASFAA must seek input from

both FDLP and FFELP schools. TO DO We should review the handout and suggest any edits the association may want to make. Are the differences between the two programs positive or unacceptable? The document is not meant for students. We should give our comments to Ann if CASFAA or Glenn if CCCSFAAA.

### **CSAC Update (Sarah Tyson-Joshua)**

- Sarah distributed the new Cal Grant T booklet/application. CSAC will automatically ship 5 or so to each school. A brochure is currently in draft form and should be out in a couple of weeks.
- APLE will be updated for next year. This year's should be out shortly in the old format. Steve suggested that transfer centers at the community colleges should be sent the brochure.
- It was noted that the Cal Grant T application does not state the amount of the award. Sarah will add this as an edit to be made. TO DO Add award amount to application.
- The administration has proposed changes to APLE and Cal Grant T. Teaching service change may be to put a bracket on the years in which one must complete the teaching service. APLE may more narrowly define "low-income" schools. (Currently, 70% of California schools could be considered low-income schools.) The proposed language is part of budget trailer bill.
- Students can apply for Cal Grant T but must be enrolled in an eligible teacher preparation program to receive it. Glenn says he got a Cal Grant T roster but has no eligible program at his school and asked if he is responsible for notifying CSAC that students are not eligible at the campus? Sarah asked Glenn to send her an email about it so she can research it.
- Capital Cable has expressed interest in doing a PSA on the September 2 filing date. Sarah asked that proposed text be reviewed internally and then with community college representatives.
- NCS Pierson is the Mentor XAP vendor. In conversations with them and expecting a proposal in a couple of weeks to allow public high schools to use their software to populate a database with GPA verifications. The vendor would do the calculations according to CSAC rules and this would relieve high schools of this task. As for FERPA implications, Sarah said they believe the database is partitioned for schools to put GPA's into the system; then CSAC could get ISIR information and it would be legal to pull the GPA's for those students with FAFSA's. 60% of high schools are on the "SASSY" system (administrative software for grades, enrollment etc.). But John Anderson said the 40% of schools not on the system are the poorest schools with the greatest need and eligibility for Cal Grant entitlement. It's hoped that the system would relieve these poor schools of workload rather than making it more difficult or less accessible. It was noted that high schools do not report students' SSN's to anyone. The XAP requires the SSN so this would facilitate the exchange of information.
- Jerry raised the issue of verifying high school graduation dates; i.e., are community colleges required to verify that the students actually graduated? Consensus is that community colleges must verify this anyway to meet ability to benefits requirements. When the applicant leaves the education level blank, CSAC uses date of birth range and graduation date range to make assumptions about EL. It's up to the school to verify EL. If the student reports the wrong grade level, even if the date of birth and graduation date are within range, CSAC notifies the student and provides an opportunity to correct the EL.
- Sarah hopes by next year, a system will be in place to let us verify EL at the time we pay students instead of after the fact. In the past community colleges were not sent EL verifications but for 01-02, with the entitlement program, all EL verifications must be completed. CSAC tries two times to verify with EL with the student and then, failing that, sends the EL roster to the campus to verify. Sarah doesn't know if entitlement grants will be cancelled if the EL is verified as "2". The 01-02 processing cycle will be the same as in past: we will get a separate roster in the spring. But for Fall '02, the EL verification will be part of full roster.
- There was comment that community college students can only be EL 1 or EL 2. Sarah says CSAC needs to make decisions about this and will need to schedule a separate meeting with the community colleges to iron out the details. TO DO Sarah will ask for 5 community college volunteers to meet with CSAC.
- Entitlement awards were made last week (April 6) and letters have been mailed. There are 43,500 awards, which is lower than the projected 70,000. About 8300 letters were sent to students with blank EFC's. Sarah says they believe about 26,000 students received an ineligible notice but could potentially be corrected. 34,000 passed through the filter but were over income/asset ceiling, did not meet the minimum need but who did meet the GPA requirement and otherwise passed all Cal Grant edits. Cal Grant B's are up Cal Grant A's are down in volume. The outreach to low income students appears to have paid off.
- High school statistics: CSAC received 32.6% more GPA's than last year. The FAFSA pool grew by 6.8 %. Those with both a FAFSA and GPA verification grew by 18.7% and the number of recipients is up 9.5% from last year. Cal B recipients grew 28% over last year. Outreach was specifically targeted to 285 schools in low-income areas. GPA verifications were up 45% for these targeted schools.
- Things are still on track to run competitive awards at the end of April. Entitlements will be on month- end rosters. Of all recipients, 25% are for community colleges, 24.3% for UC, 30.8% for CSU, and 16.7% for independent colleges and universities. (These statistics are based on the first school listed on the ISIR.)

- If students contact schools about a correction letter, encourage them to correct their data by the May 11 preferred deadline. The two big reasons for error are that the student did not list a California school and that the student did not indicate California residency.
- When asked if future funding was ensured, particularly in light of the state's energy crisis, Sarah responded that their projections go through 2006-07. The entitlement program has a call on the state reserve and it is as near guaranteed as anything in the state can be.
- A new "leave of payment" status will be in place 01-02. Separate from leave of absence, leave of payment comes from a GAC recommendation. Now students may elect not to accept a payment during an enrolled semester in order to reserve eligibility for use upon transfer. Summer award utilization is part of the discussion. There will be a limit on how many terms a student may use the leave of payment option. CSAC may merge leave of absence and leave of payment into some "non-utilization" policy. Comments were made that all codes should be revisited and simplified by CSAC since schools find themselves "making do" with codes that don't really fit the situation.
- SB508 is a huge bill covering teacher preparation programs. Modifications are proposed to APLE and Cal Grant T.
- In Sarah's packet are the proposed permanent rules to Cal Grant entitlement program. 9/17/01, the tentative rules expire; we may send comments now. Competitive proposed rules are due out shortly and we must wait until then to comment.
- Next year, 02-03, some changes are expected in the competitive rules. Some feel there is a need to look at additional data elements. Look for written details around June. Some of the elements being considered are the high school of origin, rate of college attendance for graduates of that high school, whether the high school is a continuation school, time out of high school, geographical component, primary language in student's home. The next meeting will look at if and how to use these elements.
- CSAC has agreed to change record retention rules to be parallel to federal. They're looking to see if the institutional participation agreement would have to be changed. Details will be forthcoming.

#### **Break 2:55 – 3:10 PM**

#### **CCCSFAAA State Issues Committee (Joaquin Jimenez)**

- SB888 on page 10 of the handout. There are concerns about how this would be implemented. Sarah said the bill has not been assigned to a committee yet. It was suggested that CCCSFAAA and EOPS write a joint letter voicing concerns and issues surrounding the bill; for example, is a book allowance a "resource" to be counted against unmet need? There was no consistency across institutions. Sarah asked to be copied on the letter if they do write one.
- Joaquin thanked CASFAA for its support and opportunity to attend the leadership training workshop jointly as a team. He commented that it is extremely important that treasurers attend this training. There has been some talk of a separate training session specifically for treasurers.

#### **CASFAA State Issues (Linda Bisesi)**

- Day at the Capitol in February was very productive. Linda brought a folder of materials handed out at the event. Connie wrote an article for the newsletter. Steve said CSAC deserves a great deal of credit for the behind the scenes work done to bring about the Day at the Capitol.
- Ann Whitmer has an article in process on the leadership institute.
- A comment was made that CASFAA should consider scholarships for the leadership conference and/or Day at the Capitol. Might it be a better investment of association money to provide development opportunities to people who are involved in the association than newcomers?
- Fund Your Future project: Christie still accepting comments.
- Linda asked if there are issues the State Issues Committee should focus on. We should let her know by phone or email. Sarah suggested we use Joaquin and Linda as avenues of informing CSAC of our issues and concerns.
- John said the Bowen bill (SB168 on page 6 of the handout) is back. This is the bill to prohibit schools from using the SSN as the primary identifier. Sarah believes if the bill passes, there will be a phase-in period. We should start looking at this now and developing other means (e.g., a dual identifier). Sarah will have a better idea of the likelihood of the bill passing in a month or so.
- Bagley Keene Open Meeting Act affects the financial aid community in that GAC and LAC are subject to it. Sarah said the amendments would make it more restrictive. All public bodies are required to have public meetings. The Act also deals with how this may be done with new technologies.

### **Training (Lili Vidal)**

- Handout lists CASFAA training activities. Will need to add CCCSFAAA activities as well. Lili asked if she should include other types of training; e.g., USA Funds. Steve commented that the beginner aid administrator workshop was historically a joint event of CSAC and CASFAA. Each association could use the materials separately but had to acknowledge that the materials were jointly developed. Sarah said when mini-conferences were started, this notion changed and it was thought the mini-conferences would replace those joint efforts. TO DO: follow up on the history and current status and be sure it's correctly represented in the policies and procedures.
- Karen asked about conflict with mini-conferences and the EDC ethnic diversity awareness workshops. She put in the dates early to avoid this and asked if there's any chance the mini-conference could be changed. To avoid this problem in future, it was suggested a master calendar be created to include everything and to be updated at every meeting. Lili should add in Oct 15-19 now, the new aid administrator workshop. Lili could work with Tim Bonnel who is doing his own calendar. John commented we should be publishing the calendar on the CASFAA web site where people are more likely to look for this type of information. TO DO Lili needs to be sure CCCSFAAA, CASFAA, CSAC and EdFund are represented and posting information on the web site.
- It was suggested that the policies and procedures clearly state that the G/P and EDC chairs must be consulted before mini-conferences or other events are scheduled. John advised that there are ways to share a working calendar and that it is not considered final until published on the Web.
- It was recommended that this coordination become part of the secretary's job. The consensus was that was unnecessary as long as Lili passes on her notes and recommendations to the next person.
- Scholarships: Maria has posted announcements twice to the listserv. May 16 is the deadline. We should all encourage people to apply for these scholarships.
- High schools liaison: the counselor workshop in October is currently under development. Work is underway to create a web site for high school counselors (and anyone who works with high school students) on financial aid issues.
- The management institute is planned for July.
- Mini-conferences: Craig commented there is nothing in writing on how to set them up. He and Paul are making it up as they go along.
  - The theme is "thinking outside the box." They are planning on getting the book *Who Moved My Cheese* for participants.
  - Three breakout sessions will be offered per time slot.
  - Email listserv and web site will be updated to notify the membership.
  - One session "Maze to Modules" will cover non-standard enrollment periods (mini-sessions)
  - John said \$55,000 was budgeted for mini-conferences but there's been no discussion of cost. Craig said the costs were set at \$15 for members and \$25 for non-members. Attendees may pay membership on site. John needs an estimate based on projected attendance. Craig will work on getting John the figures.

### **Graduate and Professional (Mindy Bergeron)**

- Project: Joan and Jane's adaptation of Bill and Ted but more sophisticated for a more mature audience. CSAC's Anita Kermes has agreed to fund a guide to aid for graduate and professional students. Draft to be presented at the July G/P meeting. Mindy hope to bring a draft to the June EC meeting.
- Do Talks: scheduled in June will deal with debt management in a roundtable format. "Connecting the Pieces" is the theme. They would not charge for attendance other than to cover the cost of lunch. John said last year the do talks were budgeted to raise \$3000 in north and \$2200 in south, raised only \$900 north and \$700 south. Tomorrow we need to decide whether we expect income as well as expenses for the event.
- TO DO: Mindy will research last year's attendance records and report to John on projected attendance.
- Membership directory for G/P was in the proposed budget but was rejected for more discussion after further research. Mindy reported that the committee is thinking about creating a kind of address book for folks in G/P.
- Graduate forum: Mindy talked to Elizabeth Carter about having a joint session with common issues. The idea is that proprietary and G/P could both be considered "nontraditional."

### **Proprietary Report (Mindy Bergeron for Elizabeth Carter)**

Elizabeth is in the planning stages for workshops at De Anza and Cerritos; big changes are planned. A mini task force is developing its own proprietary workshop series.

## **Community College Regional Reports**

Region 1: There has not been a meeting this year. Vicky Robel is the new director at College of the Siskiyous. Barbara indicated there is concern about the administrative cost allowance for Cal Grants.

Region 2: Craig stated campuses shared common findings from their program review with others in the region.

Region 3: Judy reported that their campus representatives had met and there were not too many issues. Vista College needs to be added region 3 on the handout. There is discussion of e-signatures on the BOG application and also a web-based BOG application.

Region 4: There was one meeting but nothing to report except that the director is leaving Chabot College.

Region 5: The new director of Reedley College is Chris Cortez.

Region 6: There was a meeting and consensus that there be an online BOGW application as well as multiple language versions of the application. Video conferencing was not well-received; they prefer in person meetings. Dixie noted additional errors on the regional list. Sherri will work on corrections.

Region 7: Regions 7 & 8 meet together and have met twice. Next Friday there is a meeting with fiscal officers. BOG was brought up as an issue for 3 summer mini-sessions and whether to use 00-01 or 01-02 data.

Region 8: This region meets monthly. No new issues to report beyond those previously stated.

Region 9: This region's second meeting is scheduled for next week. They are working with CCCSFAAA on "Education Odyssey" to collect old conference bags and donate them to inner city schools. Sarah offered to collect them at CSAC and EdFund too. John said they would accept all donations. We should email our campus community to solicit bags and then bring all donated bags to the conference.

Region 10: No report was submitted.

## **UC Report (Nancy Kull)**

- Nancy has succeeded in identifying a person on each campus to promote CASFAA. This committee will not meet in person but had a one-hour phone conference asking:
  - Who becomes a member? The response was "whoever attends the conference."
  - Who gets to go to the conference? Advisors generally have a choice to go to CASFAA or another conference. Some advisors choose to go to the FDLP conference instead.
  - Is the conference worthwhile? Nancy collected many good ideas for the conference and passed them on to Susan Murphy.
- Nancy suggested CSAC write a newsletter article on the topic of the energy crisis and its possible impact on state aid programs.
- There are three vacant director positions in the UC: Davis, Berkeley and Irvine. In other news, Pat Wilhoit and Hiroshi Ueha from UCI have retired.
- On the issue of awarding summer aid, all 9 campuses agreed the home campus should do it.
- Some campuses are sending electronic award letters (Berkeley and UCLA).
- Campuses are mandated to use as standard budgets from consumer survey. Budgets have increased so self-help has increased.
- Sherri said she'd heard the UC's would be allowing more part-time enrollment. Nancy said she hadn't heard anything recently but noted that Tidal Wave II concerns about the need to move students through faster would probably argue against part-time enrollment.

## **CSU Report (Marco De La Garza)**

The board welcomed Marco as the new CSU segmental representative.

## **Independent Report (Robin Bailey-Chen)**

- Funding has been approved for the visibility project through the Irvine Foundation. On April 5, a meeting was held to review proposals. Admissions and financial aid directors met with 3 vendors after a review of the proposals. The project will increase awareness of affordability of private schools.
- The independents are still waiting to see the effects of the new cal grants on independent schools.
- There is much on-going work on debt management initiatives. This year, they are working with EdFund and USA Group products; many schools are taking debt management more seriously and are developing formal projects on their campuses.

## **Ethnic Diversity Committee (Karen Sanders)**

- Karen is on the conference program committee. Their goal is to move the EDC reception from Monday evening to Monday luncheon. They plan something similar to the FIDM fashion show; i.e., some form of entertainment where everyone can participate—something educational and enjoyable. There will be a sit-down lunch and a CASFAA "happy hour" in lieu of the EDC reception.

- The EDC page in the newsletter deals with issues in the financial aid community or the community in general. The first page appears in the April issue and will continue in each issue thereafter. Committee updates will be in the body of the newsletter so that the EDC page may be devoted to coverage of diversity issues. The committee wants to increase awareness of the existence and purpose of EDC.
- There are many projects managed by splitting the committee into north and south to handle activities in the two regions.

**Recessed at 5:08 PM.**

**Friday, April 20, 2001**

**Present:** Connie Burden, Linda Bisesi, John Anderson, Mindy Bergeron, Marco De La Garza, Nancy Kull, David Levy, Maureen Martinez, Robin Bailey-Chen, Karen Sanders, Ann Sciortino, Jerry Sims, Sarah Tyson-Joshua.

**Absent:** Vu Tran, Elizabeth Carter, Lili Vidal, Ann Whitmer.

**Guests:** Mary San Agustin, Ken Souza

**Connie Burden reconvened the meeting at 9:00 AM.**

The day's agenda was approved.

**Secretary's Report (Ann Sciortino)**

- Minutes of the February 11-12 meeting were reviewed and corrections noted to pages 2 and 10.
- List of TO DO's from the February meeting were reviewed:
  - Long-range planning: TO DO: Linda and Connie will work on drafting language for the policies and procedures manual and will check with Steve Herndon on the issue of the board voting to take an action that takes effect years later.
  - Inclusion of a non-active member on the Site Selection Committee: Although there is nothing in the bylaws prohibiting such participation, there was discussion about grooming someone to be able to take on the chair's responsibility in the future. It takes years for someone to gain enough experience to take on this role. TO DO: Connie will discuss this with the site selection committee and ask them to recommend someone who would be willing to take on this long-term commitment. It was clarified that the site selection committee does not vote but rather makes recommendations to the EC for their vote.
  - Mini-conferences: this is a moot point because the events have already been scheduled.
  - Write up of results yielded from budgeted items: The board agreed that each board member or committee chair should include this information in the year-end report. There was discussion of how difficult it was for incoming board members to prepare budgets without reference materials or training and what could be done differently this year. TO DO: Provide a glossary of terms to everyone preparing a budget. At the transition meeting, the chair of fiscal planning will do a presentation for the incoming board to prepare them for their budget work. TO DO: Ann Sciortino will email everyone prior to the transition meeting reminding them to bring their policies and procedures manual, budget packet, etc.

Motion: To approve the minutes of the February board meeting with corrections noted.  
 Moved: John Anderson  
 2<sup>nd</sup>: Linda Bisesi  
 Motion carried

- The rooming list for the June board meeting was distributed.

**Treasurer's Report (John Anderson)**

- Balance sheet as of 4/16 was distributed. John has been moving money from the maximizer account to the checking account because income is less than expenditures at this time of year.
- Budget versus actual is shown for 2001 and 2000. Council approved \$329,435 expenditures but no revenue approvals have come through yet. There is no budget yet for long range planning.
- For potential revenue generating items (e.g., 1040 review, EDC), see page 2 of the handout. He clarified that a non-member may pay the \$15 member fee by paying \$40 membership dues at the time of registration for the event.

- John asked for discussion of which items generate revenue and which involve assessing a fee. Historically, we have budgeted expenses but not income. We need to decide what percentage of our entire budget CASFAA will subsidize. In the past, it has been roughly 30% excluding the conference. (John noted that the conference budget does include projected revenue.)
- John announced that three people cancelled their rooms after the deadline and stressed the need to meet the deadline. We must make sure our campuses are aware that we have a commitment to attend meetings. If we must cancel for unavoidable reasons, we should let Connie know so that she can bring in a committee chair to use the room.
- TO DO John asked for revenue projections on 1040 review, ethnic diversity, high school, leadership, mini-conferences, GP north and south and placement. Upon receipt, John will share the information with Diana Minor, chair of fiscal planning.
- Occasional bad checks must be dealt with and a \$5 service fee is assessed. One individual claimed to have paid for conference but there is no evidence and there has been no response to requests for proof. John asked the board if this person's membership should be revoked. TO DO: John will send a registered letter asking for a copy of the front and back of the check proving payment and advising the person that failure to submit the documentation by a firm date will result in revocation of membership. If no proof provided by the stated date, John will notify the membership chair to remove the individual from the membership database. TO DO: Association policy on returned checks will be published in the pre-registration conference materials.
- John asked if we should assess an additional charge for bad checks beyond the \$5.00 the bank charges us. This would be a deterrent against writing bad checks and would also create an account to help cover future bad checks. He proposed we charge \$25.00 in addition to the bank charge.

Motion: To charge \$25 for returned checks and to add to all policies and procedures the statement "A \$25 fee will be assessed for all returned checks regardless of the initial amount of the check."

Moved: John Anderson  
2<sup>nd</sup>: Mindy Bergeron

Motion carried pending legal counsel.

TO DO: John will take this motion to David with response expected within a week. John will email the council with the results.

### **Conference Co-Chairs Report (Mary San Agustin and Ken Souza)**

- Committee wants to continue last year's success with the use of large video screens at an estimated cost of \$15,000 for two screens. Depending on the room, we may need four screens. Addalou will include this as a sponsorship and the screens will be used as a means of thanking sponsors. Sponsors' logos will be displayed on screens throughout the conference at no charge. The EC okayed this.
- Entertainment center card: the San Francisco Marriott has Sony Meteron. The committee wants to establish cards for attendees to use. They are good for games, movies, food, etc. The cards are expected to cost about \$8800 and it's likely several vendors would want to sponsor them. Attendees may add their own funds to the card if desired. There was discussion of what happens if the cards are unused, if insufficient sponsorship was committed to sponsor. Ken will get more details and forward them to Connie so she can share them with the board.
- There is a suggestion to start the sessions earlier on Sunday, scheduling less critical sessions for this slot and repeating the sessions later so no one would miss out. There was concern that this might impact CCCSFAA attendance and that some CASFAA people may decide not to attend the conference because of the perceived need to arrive Saturday night and pay an extra night's lodging. Consensus was that the conference committee will coordinate any Sunday morning sessions with CCCSFAA's program. They will also make it clear in all pre-conference materials that the Sunday morning sessions are optional (and repeated) and are offered only if you arrive in town early. There will still be the traditional keynote speaker to kick off the conference Sunday afternoon.
- Newcomers reception: committee's goal is to make the reception more meaty; e.g., "what is CASFAA?" and how/why to volunteer. They plan the session for 11:30 to 12:45 with a box lunch. All first timers are invited.
- United Airlines contract: should it be offered as a courtesy? For every 40 tickets purchased, we get one free. Southwest is no longer flying into San Francisco as of June 1. Legal counsel would have to approve the contract if the board agrees we should proceed.

Motion: That we enter into a contract with United Airlines for the 2001 conference pending legal counsel.

Moved: Karen Sanders  
2<sup>nd</sup>: Marco De La Garza

Motion carried pending legal counsel.

- Committee will minimize stuffing of materials in conference packets. No flyers will be permitted—all information must be submitted by the deadlines established for inclusion in the program booklet. The only insert will be the errata sheet. Publication deadlines will be announced.
- Status on association policy on fee waivers for committee members; i.e., spell out clearly the policy that conference fees will not be waived.
  - Old Language: CASFAA encourages its members to volunteer their services on various CASFAA committees as well as serving as moderators and presenters at the annual conference and other training events. Registration fees for members of the association are not waived for members of the association who volunteer in these capacities.
  - New Language: CASFAA encourages members to volunteer their services at Association activities including serving as moderators and presenters at the annual conference and other training events held throughout the year. Any fees association with activities in which CASFAA members volunteer are not waived. CASFAA members who participate in association activities are to pay the requisite registration fees regardless of their volunteer involvement with the event.
- We are not prohibited from giving nametags to registration staff who, because they work at the registration desk throughout the conference, attend no conference sessions.

Motion: To approve the language on waiver of registration fees for volunteers to be published in the policies and procedures manual and all publications.

Moved: Nancy Kull  
2<sup>nd</sup>: John Anderson  
Motion carried.

- Credit card charges: some vendors have asked to use credit card as payment of sponsored amounts. The benefits are that the money reaches us faster which is a help to the treasurer and the sponsors appreciate the option; however, there is a transaction fee believed to be 4-5% of transaction amount. We paid \$4,254 in charges on conference registrations by credit card. It's estimated it would cost the association about \$10,000-15,000. One idea would be to increase the conference fee to cover the cost. TO DO This issue was tabled for the June meeting. Connie will find out the cost for use of credit card and the advantages/disadvantages.
- Conference meals: cost will be higher in San Francisco. Committee recommendation is to raise the conference registration fee by \$10-\$15 to \$205-\$210 plus \$40 dues. This will break even on meal costs and covers no other conference cost.

Motion: To increase the conference registration fee by \$15 to \$210.

Moved: Marco De La Garza  
2<sup>nd</sup>: Nancy Kull  
Motion carried.

- Late registration fee: has always been \$80 and there is no change recommended.
- Proprietary certification: last year, the association paid \$4200 for audio-visual not covered in the budget. The association also subsidized \$1000 for meals. Each segment is subsidized \$1000. This is part of the conference expense but there is no revenue to cover it. Proprietary segment was charged \$30 but the conference had to pick up \$8200 plus another \$4200 for the audio-visual equipment. GP--\$6600 was covered by the conference. The CSU segmental and independent segmental did not use their full \$1000. The UC exceeded its \$1000 but covered the difference.
- There was a discussion of the history of fund development for the GP forum. With centralized fund development, less willingness on the part of vendors to sponsor the event. Mindy commented that there is a lot of wasted food but the reception is part of the contract. She suggests having a general reception for anyone to attend, not just GP and proprietary. TO DO: Mindy will talk to committee and report back in June. For future planning, we may want to remove this reception from contracts.

Motion To discontinue the graduation/professional reception and replace with a reception open to all attendees.

Moved: Nancy Kull  
2<sup>nd</sup>: None  
Motion died for lack of second.

- Proprietary registration fee: Mary proposes raising the fee from \$30 to \$50. Even \$50 won't cover the full cost of meals and audio-visual. This is a pre-conference event coming out of the conference budget. The committee needs an answer before the June board meeting. Mary noted we are subsidizing the proprietary segment \$13000 compared to \$1000 for other segments. John said we pick up 75-100 people for the conference who might not come if the proprietary certification were not offered. In addition, the graduate/profession segment is also subsidized for a pre-conference activity beyond the \$1000 subsidy.

Motion: To raise the proprietary registration fee to \$295, a \$20 increase (\$80 for late proprietary registrants)  
 Moved: Nancy Kull  
 2<sup>nd</sup> Karen Sanders  
 Tabled for June meeting.

- It was suggested that a broader discussion was needed to determine what pre-conference activities should be included. We should look historically at the rationale for programs we have and determine whether it is appropriate to continue or change. TO DO Make time for this discussion at the June meeting when David and Elizabeth will be present.
- Anticipated budget: a handout was distributed projecting \$375,020 for the conference. Drayage has been moved from the facilities category to a sponsors/vendors budget item. \$406,000 income is anticipated. Meal guarantees make the difference in the net income. Projected Income does not yet assume sponsorship of \$15000 for the large screens. Facilities category includes meals for conference attendees. Last year, \$132,000 revenue was realized for sponsorship and vendor booths combined. This year's committee is projecting \$156,000. Last year, there was a \$16,200 donation from Great Lakes; committee does not know whether this amount will be repeated or exceeded for 2001.

Motion: To accept the conference budget as presented.  
 Moved: Marco De La Garza  
 2<sup>nd</sup> Mindy Bergeron  
 Motion carried.

- Photocopying costs for presenters' handouts: if 30-50 people in the audience, the presenter can usually manage the expense. For larger groups, will we reimburse? The board recommends the program committee handle this by language provided to presenters. If the presenter's institution is not able to cover the cost, submit your handout to the program committee to make copies. This way the program committee can do copying at the best rate. The moderators could coordinate this for their presenters. It is recommended the count be limited to 50 for less waste. If there are not enough handouts at the conference, they'll be available on the Web after the conference. A suggestion was made that the program committee make available a PowerPoint template with the conference logo for uniformity.
- Special projects proposal: to purchase two digital cameras for all association activities. Cost is estimated at no more than \$2000 including maintenance agreement. This should not be under the conference. TO DO Prepare a proposal for one camera to be used for the newsletter and the other for the conference. Proposal to be approved by the board.
- Committee budget will be submitted at \$15,000 (same as last year). Copy will be faxed to Diana Minor for fiscal planning committee.
- Conference materials are scheduled to go out in September. Hotel registrations begin in September after pre-registration packets go out. The packet will not include a registration form because the use of technology is encouraged. The form will be available on the Web for download and by mail or fax on request.

**Association Services Report (Jerry Sims)**

- Jerry is asking for a written report from his chairs and is providing them a format to be used.
- Jerry has suggested to Addalou that she send the draft of her sponsorship brochure to several people to edit rather than using board meeting for this. It was recommended that Addalou find out from her printer whether camera-ready art or electronic format is preferred for ads, photos, etc.
- Listserv: people may not understand that the message sent goes to the entire group. There was discussion of whether it is appropriate that non-members may subscribe with the conclusion that this issue should be referred to the web review committee. TO DO: This committee can bring it back to the board if there is anything they feel they should not decide.
- Ann Klein report: item 7 states there is a question about whether the listserv should be set up as a discussion site (reply to listserv) or reply to sender only. TO DO Ask Ann Klein to refer this to the web review committee to explore the changing role.

- John asked Jerry to inform the placement chair he needs the proposed budget and estimated revenues. TO DO
- Conference mailings: a community college member expressed concern that information is not being sent to past members who didn't attend conference. The consensus was that the mailings are being sent but perhaps not to the right office on campus. In addition, Cindy can send only to people who attended the prior year; she cannot go further back. Ann Klein's database will allow more flexibility.
- LAC: Carrie requested ideas for CSAC to enhance outreach to the Latino population. It was suggested she go back to her constituents on this matter. Nancy suggested that the loan interest subsidy should an issue for LAC in preparing for reauthorization.
- Early awareness: "I'm Going to College" was copyrighted by CASFAA and created by CASFAA and jointly with CHELA. Connie gave permission to the early awareness committee to use the name. There is a proposed project to go back and try to track what happened to the students in the early days of program. She suggests EdFund and CSAC might be interested in this project. It could also be submitted to NASFAA as a project. Marco said CSUN has done the program and they may have archival information. He indicated Caroline is the contact person at CSUN.

**Other Business (Connie Burden)**

- TO DO: Connie will update the list of board members to correct errors noted and to add Marco.
- Connie distributed minutes from WASFAA.

The next meeting is June 14-15 in Anaheim.

Motion: To adjourn this meeting of the CASFAA Executive Council at 2:40 PM.  
 Moved: Nancy Kull  
 2<sup>nd</sup> Linda Bisesi  
 Motion carried.