WASFAA Executive Council Meeting
The Coeur d’Alene, ID
April 17, 2010

Present: Joan Crissman (Acting NASFAA President), Peter Miller, Jack Edwards, Lori Tiede, Ashley Munro, Nichole Doering, Adam hatch, Karen Driscoll, Jannine Oyama, Marianna Deeken, Wendy Olson, Lisa Tumer (NASFAA re-at-large), Tami Sato, Terri Gruba (RMASFAA), Steve Herndon, Pat Peppin, Karla Gonzalez, Luhui Whitebear, Sue Shogren, Patti Brady-Glassman, Kay Soltis, Leonard Walker, Catherine King-Todd, Mindy Bergeron, Sandi Guidry

Mindy Bergeron called the meeting to order at 1:06 p.m.

Introduction of guests: Joan Crissman, Lisa Tumer, Terri Gruba

Agenda reviewed
Nichole Doering moved to approve the agenda. Ashley Munro seconded. Vote: all in favor. Result: motion passed.

Minutes reviewed
Peter Miller moved to approve the minutes. Catherine King-Todd seconded. Vote: all in favor. Result: motion passed.

To-do list: all to-do’s completed except Policies and Procedures. Number 3 removed because it is a goal for the committee next year.

Treasurer’s Report:
Peter Miller: vanguard account going up a little. Doesn’t receive interest on checking account anymore because it is a corporate account. Most of funds moved to maximizer account to receive 2.5% interest. Sandi Guidry and Peter Miller are working on opening accounts to be covered under the FDIC coverage. New numbers on budget. Budget vs. actual: Transition Meeting used much less than it has in the past. Should be around $10,000. Will adjust the budget about mid year. Conference and Summer Institute income starting to come in. Executive Council expense was last meeting and this meeting. The meeting in June will be very low cost. Thank you to Leonard Walker for arranging a great rate with accommodations. Alaska airline mileage use reviewed. EDAC’s expenses will be less and the scholarship line will be less because of the miles used. Any questions?
None posed.

Pat Peppin moved to accept the Treasurers report. Lori Tiede seconded. Vote: all in favor. Result: motion passed.
Fiscal Planning:
Steve Herndon: met this morning. Received Treasurer’s Report and a couple of budget revision requests. First request is to replace the Treasurer’s laptop. Worked with TMCC IT to get a great deal on a new laptop. $1143 for the new one and the old one will be sold for $200. The total cost will be $943 and will come out of general administration.

Pat Peppin moved to approve the request to purchase a new laptop for the Treasurer. Adam Hatch seconded. Vote: all in favor. Result: motion passed.

Peter Miller: Policies and Procedures state that the Treasurer will get approval from Fiscal Planning and President for electronic funds transfers and checks of expenses of over $5000. Request form was passed around.

Catherine King-Todd: does it matter if it is a VISA expense?

Peter Miller: no, it is still an electronic purchase

Steve Herndon: reviewed the three budget request forms that are submitted throughout the year. Received a request from Awards and Scholarships for additional funding for plaques and awards. $210 was requested. Fiscal Planning recommended adding $250. Second adjustment is to the Conference budget. Income is currently $67,000. Now needs to be reduced to $60,675. Expense side is currently $52,500. Will reduce it to $41,832. Originally it was a net income of $14,500. Now it will be $18,433.

Steve Herndon: what this means is that budget will be adjusted to reflect the changes. Rounded to nearest $1000 increment. Total budget of $248,360 changed to $239,100. Asset reserves currently at $47,250 and will go down to $44,000. Historical Archives was not present but Peter Miller presented information.

Peter Miller: purchased luggage to transport the LCD projectors. One of them had a bad bulb from the conference last year. Had to buy a new one which cost $400. Discussed buying back up bulbs to have them. Looking for a better price than the last one. Limited stock on them because they are no longer manufactured. New projectors are about $800, whereas bulbs are $400. They should still last for a few more years because of the light use of them. The banner and most of the other asset inventory is here for the conference. Looking at number of bags left from the Seattle conference to use at Summer Institute.

Steve Herndon: last thing done was look at the committee roster. Renee Davis, Colleen MacDonald, Leonard Walker, and Luhui Whitebear were new on the committee this year. Lost Patrick Downing mid-year. Went through goals. Working on 2010 budget and ending up with a balanced budget with least amount of dependency on asset reserves was the largest task. Worked with Mindy Bergeron and Core
Activities Task Force. Worked on income stream wording. Three articles written throughout the year. Had a busy year and a good group.

Mindy Bergeron: need to have the budget changes approved.

Peter Miller moved to approve the budget revisions presented by Fiscal Planning. Ashley Munro seconded. Vote: All in favor. Result: motion passed

Strategic Planning:
Pat Peppin: not many changes since the last meeting in February. will have a lot of changes and updates at the June meeting once the Conference, Spring Training, and Summer Institute happen. 29% of volunteers were new this year. Will probably change once all reports are submitted. Collaboration was very good this year. Training collaborated with states on web service, Idaho collaborated with Conference, Colleen MacDonald got new vendors to participate with the conference. Will be about finished in June and will hand over to Mindy at that time.

Conference:
Wendy Olson: had a great committee this year. Passed out a handout of where EC members need to be if possible. The theme of the conference is “Reflecting on Student Success”. Was going to have a group from the local community college present, but the contact fell through. Will be good overall and the resort has been great to work with. Leonard Walker has been great and Peter Miller has been going beyond to help where needed.

Tami Sato: how many people will be here?

Wendy Olson: about 210. Karla Gonzalez has been very helpful getting the opening act there and the EDAC event planned.

Site Selection:
Leonard Walker: doesn’t have a lot to report. Thank you for all the things being said. Without the support and trust of everyone, wouldn’t be able to get it done. Just wants to say thank you. For those who are continuing on to the next EC, the travel request will be done a little differently. Planning meetings about 6 months out now. Getting better deals now with not scheduling them out as far. The next meeting is in Tempe, Arizona in conjunction with Summer Institute. Really good rates. Also doing things differently with Transition meeting and MLI. Will be combined with February 2011 meeting. First time doing this and should save a lot of money.

Graduate Professional Issues:
Tami Sato: tried to have articles in each Newsletter and held conference call meetings. Will have a session here at the conference. Worked on letters and send out messages on listserv. Tried to get more info out there to the schools.
NASFAA update:
Joan Crissman: thanks for the invitation. Been interim president for NASFAA since last summer. Has a search right now. There are three finalists. Has been a tough year for everyone and a busy year. Encouraging to hear all the creative ideas WASFAA has to balance the budget. Have lost so much in vendor support over the last few years. Didn't budget anything for vendor support. Have been surprised that there has been some support. A couple of things on the regulatory front. Granted $50 million in bill but don't have a plan to spend it. Looking at getting planners into schools. Only have 88 schools that haven’t done anything yet or contacted them. Mostly graduate professional schools. A lot of justification for the dept to help.

Tami Sato: who would get contracted to out to schools?

Joan Crissman: are talking with large contractors. DL Coalition has offered to help schools. have been working with Bill Taggart to try to get to schools and at least do conference calls. Department doesn't have contracts with DL schools.

Mindy Bergeron: how is everyone doing with DL transition?

Pat Peppin: July 1 was a shocker

Karen Driscoll: have been working on it since last fall

Adam Hatch: usually the software is an issue.

Karen Driscoll: Community colleges are using federal software to start out with.

Joan Crissman: the Dept has a lot of concerns with the software companies

Adam Hatch: year round Pell is more of an issue

Sandi Guidry: not set up for DL. Taking a step back. Was hoping would have until next year.

Joan Crissman: some of the software companies were saying that it isn’t in the contract. Understanding that if it is legislation, they have to listen. Give NASFAA a call if this is an issue.

Lori Tiede: been doing it since October. The loan coordinator said it is much easier. Has been a hidden secret of how it can be different. Has always been manual. Hoping to be more efficient with software.

Sue Shogren: one of the ways that NASFAA can help schools with is to get the word out to the administrations at schools about the administrative burden of both DL conversion and year round Pell.
Nichole Doering: For year round Pell, contact clock hour schools. is way that they always functioned.
Karen Driscoll: it is the amount of students.

Sandi Guidry: problem is, that you don’t know how much they received from a previous school if they are a transfer student.

Sue Shogren: also with all the cut days and furlough days, there isn’t a lot of time to get everything done.
Joan Crissman: has been bringing all of this up. Getting the notification from Department may help.

Catherine King-Todd: FSA has been taking place in the east.

Mindy Bergeron: send out contact name to send requests for more than one and more on west. 
Starting to listen.

Joan Crissman: have been working on this. Also taking place on top of other conferences. Requested to check on this first. Cut back to one conference directed from operational budget department.

Nichole Doering: also heard that there was too many people there to get the value.

Lori Tiede: getting message from President that can't have conference in Las Vegas that has low room rates, but hold it in Orlando with high rates.

Sandi Guidry: talked about this. It is said that the registration is free. They don’t think of the flight and room.

Joan Crissman: did a survey after last FSA Conference. $1500 to $2000 average cost per attendee.

Break from 2:15-2:38

Volunteer Development:
Kay Soltis: not much new. Has the Making New Connections session tomorrow. Committee was going to update the time commitment for the committees. Wasn’t able to get it done, but will before passing on to Tracey Lehman. List going around for volunteer booth.

Awards & Communications:
Catherine King-Todd: made decisions on awards at February meeting. Will be presented at a couple different times at the conference. Scholarships, ended up with 16 applications for the conference. Awarded 2. will be introduced at diversity event. Summer Institute had 24 applicants, awarded 4. Worked with Renee Davis on a survey regarding the website. Will be sending to Luhui Whitebear after the conference.
Jack Edwards requested that Catherine King-Todd send recipient names to him.

**Summer Institute:**
Jack Edwards: Frank Green had to resign from faculty due to work schedule conflict. Received names from Kay Soltis for faculty. Worked well to have representation from the community colleges. Have 25 people registered so far. Faculty are working on presentations. Having a conference call next week. The ASU contact left the institution without letting them know. Handing out a flyer and speaking at the Newcomer’s Reception. Reached out to state presidents to let their membership know registration is open. 85 max attendees.

Lori Tiede: is there a rule that there is a amount of time that they have been in Financial Aid?

Jack Edwards: geared towards new staff, but can also be viewed as a refresher for other staff.

Catherine King-Todd: there were also several scholarship applications that had 7-20 years of experience. Is the 85 limitation based on the rooms or the meeting rooms?

Jack Edwards: it’s the meeting room capacity. Limited by that. There are enough sleeping rooms, plenty of those and plenty of space for small breakout sessions. Would be a tight squeeze if they went more than 90. Only room available. ASU Honor’s College is new on campus. It is its own gated part of campus. Had to work with ASU to find another room for the banquet. One of the things that is good about the site is that they all have media outputs in them. Looking at purchasing flash drives to put the presentation on for the small group discussions. Will pass on to next year’s faculty.

**EDAC**
Karla Gonzalez: nothing new since the last meeting. helping with the opening of the conference. Group of 2-20 year olds will be presenting a 15 minute dance at the opening session. EDAC reception will be games and fun. Two sessions on Monday as well. EDAC scholarships for Summer Institute will be completed over next couple of weeks. Will send info to Jack Edwards.

**Training**
Sue Shogren: has been progress made since the last meeting. Wayne Mahoney from CASFAA signed contract for GoToMeeting contract. OASFAA and WFAA working on contracts. Has sent an email to Renee Davis for dates to offer demos to the EC on how it can be used. Scheduled webinar series. Training page has been updated to include the topics. Marianna Deeken will be helping prepare them. Three topics: Top Ten Things You Need to Know About FERPA, How Are You Communicating With Your Students, Consumer Information and Required Disclosure. Site registration fee rather than individual fee. Will send out notice to membership. Dates: May 19 & 20, June 1-2, June 22-23. Making good progress on the development of the training. Prepared a survey as part of the development of training. Will be on website as soon as ATAC posts it. updating committee page and will be sending to Renee
Davis. Looking for 2-3 more volunteers for the committee. Looked at purchasing NASFAA core. Did order the minimum of 60 licenses. Can use for trainings.

Kay Soltis: Renee Davis wiped the volunteer database out and it is all new. Chairs can now look at it for volunteers.

Sue Shogren: looking at fall training. NASFAA is working on getting the info out.

Federal Issues:
Tami Sato: continuing to send out listserv messages. Sent out an advocacy message recently. Last one was to send input on connecting a community service requirement to receive a tax benefit. Holding a couple of sessions at conference. Every time a message is sent to NASFAA, there is a response. Appreciates this.

USDE
Marianna Deeken: NPRM on program integrity is at OMB. Looking at a publication of late spring, early summer. Issues there that impact everyone. Gainful employment affects everyone who offers a certificate. The thought out there is that it only affects proprietary, but this is not the case. Sorting through the experimental site proposals. Will be out soon. Schools that want to participate can apply to be a part of an experiment. Making sure that if a school signs up, they know the measures. Working on the DL. Still looking at the two Pells in a year. Problem is that there isn’t adequate training. It has been electronic. Can do as a part of the RTF even though it doesn’t affect everyone. Would be a way to target highly populated areas. Would get a start on hands on training.

Mindy Bergeron: what is the department using to define gainful employment?

Marianna Deeken: there isn’t a definition right now.

Mindy Bergeron: they are using the Department of Labor right now.

Marianna Deeken: for the shorter programs they are using the 70/70 rule but for other programs there isn’t anything. Looking at income of people graduating compared to the debt they have. Particular issue came from the highest levels. It’s a debt to income ratio.

Lori Tiede: wanted to thank the dept for having a training in Vegas. Heard of a new scholarship for survivors of 9/11.

Marianna Deeken: Iraq and Afghanistan Service Grant is part of the Title IV programs. Not a lot of them. COD will now accept those records for next year.

Sue Shogren: mirrors Pell, but not Pell eligible.
Marianna Deeken: has all the codes ready for the ISIRS, not Pell eligible. Mostly in the pipeline right now. Those who are Pell eligible, they get a max Pell and receive a zero EFC. If they are not Pell eligible, they will get the equivalent Pell award, and their EFC will remain the same for Title IV purposes.

State Presidents:

Alaska
Ashley Munro: Had extra money and awarded a couple of scholarships. One for Summer Institute and one for Conference. Governor’s Grant is being postponed until next winter. Doesn’t look good for what it was supposed to be. All moving to DL. Students are not happy. There is a student group on campus was started for Alaska to separate from the union because of this.

Arizona:
Catherine King-Todd: put on the Spring Symposium a couple of weeks ago. Three levels. More attendees than anticipated. Howard Fischer put together a task force for the ‘preserve the reserve’ goal. Looking at ways the association can sustain itself. Looking at not holding conferences at hotels. Spring symposium took place at a school.

Jack Edwards: are there any scholarship recipients for Summer Institute?
Catherine King-Todd: yes

Idaho:
Nichole Doering: theme for one day meeting is “Rollercoaster”. Was not able to have annual conference. Having state reps at the annual meeting on Wednesday. Tried to hold elections. Can maintain the organization but only with participation of members. President-elect going to NASFAA Leadership. Anticipating 35-40 people at the annual meeting. Unfortunately there are no scholarships for Summer Institute. Thankful for Leonard Walker to be able to have annual meeting. Going to eat downstairs to support WASFAA’s meal requirement. Looking forward to the training WASFAA is providing now. thank you for that. NASFAA is not feasible for her institution anymore.

Nevada:
Lori Tiede: Neil Woolfe is not going to be here this weekend. He is working on notification of elections for upcoming year. Not able to provide a scholarship for Conference or Summer Institute. Looking at holding at joint conference with Arizona. Still going as an organization.

Oregon:
Patti Brady-Glassman: has conference dates for the next couple of years. Just had elections. Going through the same thing as everyone else. Strong volunteer base. Reviewing if all training events can be held. Trying to maintain without using reserves. Oregon Opportunity Grant didn’t have enough for the last couple of years.
Jack Edwards: any scholarships for Summer Institute?
Patti Brady-Glassman: none

**Pacific Islands:**
Adam Hatch: had spring conference. Thank you to Ashley Munro and Mindy Bergeron for attending. Jannine Oyama was the Conference Chair, thank you. There were some issues with the trainings that came out. The two Pells in a year was covered. Trying to recover and prepare for that. This is the one training they are have a year. There are electrical issues that prevent webinars in some places. Will not have a conference next year because they will be hosting WASFAA.

Jack Edwards: scholarships for Summer Institute?
Adam Hatch: none

**Washington:**
Karen Driscoll: no scholarships for Summer Institute. Had WFAA Executive Meeting. have chairs for the Fall Conference. Site secured for 2011-2012 year. Will be in Leavenworth, WA. Located in center of state and reasonably priced. State need grant and state work study program cut. State need grant able to be awarded at 80%. Work study cut by 30%. Looking at furlough and in state travel/hiring freeze.

**“The Presidents”**
**Past President:**
Pat Peppin: nothing new from last time, but would like to thank everyone for the opportunities with WASFAA.

Mindy Bergeron: thank you Pat Peppin for all of your work.

**Vice President:**
Jannine Oyama: sent out report, but been having email issues with new email conversion. Reviewed all of the bank statements and reconciliations with Peter Miller. Working with Renee Davis to get bags from Seattle Conference for Summer Institute. Good experience. Looking forward to seeing WASFAA Conference in Hawaii next year.
President-Elect: Sandi Guidry: through the Core Activities Task Force eliminated and combined committees. Announced 2010-2011 committee chairs as follows:

Frank Green, Conference
Catherine King-Todd, Sister Dale Brown Summer Institute
Susan Shogren, Training
Steve Herndon, Fiscal Planning
Tami Sato, Scholarships and Awards
Judy Saling, Newsletter and Communication
Renee Davis, Electronic Services and Historical Archives
Kevin Jensen, Federal Relations
Leonard Walker, Site Selection
Tracey Lehman, Membership and Volunteer Development
Wendy Olson, Jerry R. Sims Management Leadership Institute
Colleen MacDonald, Fund Development
Marianna Deeken, Federal Liaison

Pat Peppin moved to approve the 2010-2011 committee chairs. Lori Tiede seconded. Vote: All in favor. Result: motion passed.

Wendy Olson will take over role as State Presidents group rep.

President: Mindy Bergeron: has been a great experience as President with WASFAA. Thank you to everyone.

Adam Hatch made a motion to adjourn the meeting. Karla Gonzalez seconded. Vote: all in favor. Result: motion passed.

Meeting adjourned at 4:02 p.m.

Respectfully Submitted,

Luhui Whitebear
2010-2011 WASFAA Secretary
List of Motions from April EC Meeting

1. Nichole Doering moved to approve the agenda. Ashley Munro seconded. Vote: all in favor. Result: motion passed.

2. Peter Miller moved to approve the minutes. Catherine King-Todd seconded. Vote: all in favor. Result: motion passed.

3. Pat Peppin moved to accept the Treasurers report. Lori Tiede seconded. Vote: all in favor. Result: motion passed.

4. Pat Peppin moved to approve the request to purchase a new laptop for the Treasurer. Adam Hatch seconded. Vote: all in favor. Result: motion passed.

5. Peter Miller moved to approve the budget revisions presented by Fiscal Planning. Ashley Munro seconded. Vote: All in favor. Result: motion passed

6. Pat Peppin moved to approve the 2010-2011 committee chairs. Lori Tiede seconded. Vote: All in favor. Result: motion passed.

7. Adam Hatch made a motion to adjourn the meeting. Karla Gonzalez seconded. Vote: all in favor. Result: motion passed.

To-Do's from April 2010 Meeting

NONE

Ongoing To-Do’s

1. State Presidents will send conference dates to Adam Hatch for the WASFAA calendar.

2. EVERYONE: It is EXTREMELY IMPORTANT that everyone get the Travel Request form in at least 30 days in advance

3. EVERYONE needs to send Sandi Guidry information to include in monthly highlights.

4. Renee Davis will collect outstanding JobLinks payments due.