

IASFAA EXECUTIVE COUNCIL TELENET MINUTES
Wednesday, August 7, 2002

President Lois Mulbrook called the meeting to order at 12:38 p.m.

Members of the Executive Council present were: Lois Mulbrook, Merlyn Kathol, Joan Meyer, Christina Hlas, Chris Morgan, Nancy Ferguson, Tracy Havener, Mary Jo Smith, Nancy Ankeny, John Parker, Carol Bogaard, Jean Vander Wert, Steve Loven, Curt Bolte, Linda Miller, Robin Fisher, Bev Hickman, Debbie Craig, Tracie Pavon, Luann Beckel, Cathy Hoch, Jeff Fritz, Mary Jacobsen.

The minutes from the March 6, 2002 were approved. Tracie Pavon made the motion to accept. Tracy Havener seconded the motion. Motion carried.

The minutes from the June 11, 2002 summer retreat were approved. Tracie Pavon made the motion to accept. Tracy Havener seconded the motion. Motion carried.

Christina Hlas gave the **Treasurer's Report**.

As of June 30, 2002, IASFAA had income of \$65,953.92 and expenses of \$60,087.71 resulting in net income of \$5,866.21. Assets total \$93,044.49. Tracie Pavon motioned to accept the treasurer's report. Chris Morgan seconded the motion. Motion carried.

Officer's Reports:

Past President Laurie Wolf was not present so Lois gave her report. Any one with reauthorization issues is urged to contact Laurie. She encouraged everyone to respond to the NASFAA survey that John Parker had posted under Federal and State Issues.

President Lois Mulbrook reported that she had just returned from the MASFAA Retreat and Iowa was well represented. The MASFAA Conference held in Milwaukee has chosen to benefit "Habitat for Humanity" and is asking that each state provide a gift for the raffle. MASFAA discussed the possibility of each state sending their President-Elect to another State Conference. The host state would provide the room and registration fee. Guest state would provide transportation. John Parker noted that NASFAA does this amongst the regions. General consensus was that this would be beneficial to our organization. The MASFAA President is committed to attending the Spring Conference this year. Lois is the Iowa Rep for NASFAA and at the NASFAA Conference Laurie Wolf received the Leadership Award and Senator Harkin received the Distinguished Service Award.

President-Elect Tracie Pavon has secured a safety deposit box for IASFAA use as of August 1st. There will be four signers and key holders from the Des Moines area. Tracie Pavon motioned to accept the addition of a policy to the policy and procedures for the safety deposit box. Tracy Havener seconded the motion. Motion carried.

Vice-President Merlyn Kathol is responsible for updating the MASFAA and NASFAA websites with IASFAA information. He will post information that will be useful to members of other states financial aid organizations. Merlyn checked for an appendix to the policy and procedures manual and was unable to find anything.

Secretary Joan Meyer had no report.

Delegates Tracy Havener reported for the delegates that Nancy Ferguson has completed her review and update of the policy and procedures. She has worked with Nancy Ankeny and the final draft will be discussed today. Nancy Ferguson and Debbie Craig have organized the IASFAA archives. There are a few more items to add, but the archives are done for the most part. Tracy is working on ideas for an IASFAA scrapbook. Her goal is to have one started and ready to display at the fall conference.

Committee Reports:

Associate Members: Mary Jo Smith reported that the Associate Members Committee will be having a meeting in August to begin planning the fall conference activities. They will be having a live and silent auction, and helping with any session the program committee needs help with. They will be choosing a charity in the Waterloo area to benefit from the auction and will be renewing IASFAA's commitment to the Ronald McDonald Project.

Awards: Mary Bloomingdale was not present and had no report.

By-Laws: Tracy Havener, Mike Epema, Nancy Ferguson. Report was postponed to Old Business.

Community Outreach: Christina Hlas reported that the committee consists of 22 members and they had their first meeting on July 26th. The following was discussed:

College For A Day will expand to 4 locations continuing on in Des Moines and Cedar Rapids and expanding into Sioux City and Dubuque. The Curriculum will expand to include activities for the selected students sophomore, junior, and senior years.

Soph – Evening social including the parents (assist parents in realizing that college is possible)

Junior – Go into school classroom and speak with students (again, reminding the students that college is possible)

Senior – Fill Out Forms Night

They are exploring option of assigning the participating students a mentor

FA Awareness Month: State-wide initiative encouraging students on our campuses to file the FAFSA (timely and electronically)

College Fairs will consist of 9 evening college fairs across the state that they will exhibit at on behalf of IASFAA. They may be asking for volunteers in various regions of the state

FA Chat Night: They decided that we would no longer sponsor a chat night for Iowa as it was not very cost efficient. However, they may email guidance counselors the Mapping Your Future FA chat night schedule. Therefore students and parents can still participate.

Planning Your Child's Future Brochure: They are still Waiting to hear from the ICSAC regarding commitment They discussed at length how to ensure this brochure isn't reaching the same families previously mailed to. They are researching the possibility of using this to apply for a grant. We would like this brochure to be given in the hospital to families who had a baby

Make High School Count: Last year the program was paid for by IACAC (Iowa Association of College Admission Counselors).

Invited chair of IACAC Community Outreach to be on our committee. Still waiting to hear what financial commitment is needed.

Next community outreach meeting will be September 13th.

Electronic Services: Nancy Ankeny reported that she is working with the programmer on the data systems. She sent out an e-mail earlier requesting what information people need for certain lists. It was decided to remove the president of the college field but to leave the optional ethnic background and date of birth fields as they currently exist. She will be meeting with the programmer for the next two Fridays so if anyone has suggestions, let her know by then. Nancy hopes to have the new website up by September 1st with unique user profiles for everyone. She will go ahead and put a little information out on the old website about the Fall Conference.

Federal & State Issues: John Parker is continuing to post Reauthorization information. He will post the prompt for ICSAC agendas and meeting materials. John is going to contact Charlie Parker, the National Chair of NASFAA, to see if he will speak at the Spring Conference. He would also like to get Senator Harkin to attend. Legislative Day has been set for February 4. Registration materials for the NASFAA Conference and hotel rooms in Salt Lake City, Utah is available on the web.

Finance: Lois Mulbrook went over the proposed budget. Tracie Pavon motioned to accept the budget. Chris Morgan seconded the motion. Motion carried.

Long Range Planning: Debbie Craig requested that her report be postponed until September.

Newsletter: Heather Doe was not present but wanted to remind everyone that the deadline for the next newsletter is August 19 and it will be out September 2nd.

Professional Development: Carol Bogard reported that the Professional Development Committee met on August 1, 2003 at AIB in Des Moines to plan the year's agenda.

NASFAA training will be offered just prior to the fall IASFAA Conference. Training will be held on the campus of Hawkeye Community College the afternoon of November 12 and the morning of November 13. We anticipate 35-40 attendees. The cost of training will be \$40 and \$45 will be charged for each set of materials. Trainers will be Duane Polsdofer and Tim Kremer. Trainers will be attending training in Washington D.C. on September 22 and 23. Topics for fall will be: ethical and operational issues as well as the federal requirements; how to put procedures in place to make sure the institution is in compliance with the federal programs; resolution strategies for resolving potential overawards; and resources for additional information about state programs. Julie Molenburg will arrange for videotaping. Lois mentioned that Missouri will not be offering fall NASFAA training this year so that might be an opportunity for some additional income. Probable Spring NASFAA training topics are: community service and possibly another on FWS; credit reports - how to read, how to challenge, how it is scored; alternative loans - sources, packaging considerations, impact on debt. The PD Committee felt the topics do not appear to be valuable enough to warrant the expense involved. Carol Bogaard is handling NASFAA training details. Any topic suggestions are welcome and will be shared with NASFAA. They will not finalize the topics for Spring until September. Beth Oaks, Connie Jensen, Cindy Peiffer and Linda Schwinn are in charge of newcomers and mentors for both the fall and spring IASFAA conferences. Newcomers will receive an IASFAA folder and a creative, yet inexpensive, gift will be given to those completing the icebreaker activity. Newcomers will be introduced at a luncheon at the conference. Scholarships will be the responsibility of Julie Dunn and Linda Schwinn. Connie Jensen, Julie Molenburg, and Cathy Remakel will plan the Director's Drive-In Workshop to be held on February 3, 2003. Legislative Day will be Tuesday, February 4. Possible guests to be invited for a brief presentation and Q & A session will be ICSAC, John Parker and Steve Loven. Julie Molenburg volunteered to be in charge of the training library because the equipment and tapes are stored at ICSAC. She will also send a reminder to the membership of the availability of the tapes. Training for support staff (the fall mini-conference) has not been offered for a number of years. Don Duzik, Julie Molenburg and Robert Piechota will research interest, possible topics, who would attend and cost of ICN vs. presenters at several locations. Cathy Remakel reported that plans for the Leadership Symposium are well under way. Her team is composed of Debbie Craig, Cathy Hoch and Julie Molenburg. Twelve to sixteen people will be participating. Dates are October 9 and February 7. The April 9 date is not yet finalized due to the possibility of NASFAA training the day before the Spring Conference. A Financial Aid 101 session will not be offered at the fall conference because DMACC is hosting Department of Education training for new FAA's November 4-8. Any additional meetings will be done by telenet on an as-needed basis.

Program: Jean VanderWert reported that the IASFAA Program Committee, consisting of 23 members, held its first meeting on July 8 at the Ramada Inn and Convention Center in Waterloo. The focus of this meeting was planning for the fall conference to held November 13-15. The meeting involved a tour of the convention center rooms, brainstorming and selection of possible topics for the general, interest and ICSAC sessions, theme selection and the assignment of various tasks to be completed. The suggested topics for interest sessions were emailed to the membership via IASFAA-L with 47 members voting on the interest sessions to assist with the final selections. The most popular 6 interest sessions were selected for the fall conference and the session coordinators are in the process of identifying presenters. The challenge presented to the program committee this year is to continue the quality of previous conferences while staying within a significant budget reduction. The Committee believes that the fall conference quality will be great as Steve McCullough has secured Bill Hansen, Undersecretary of the Department of Education, as a general session speaker. IASFAA conference attendees will be taking advantage of the complimentary hotel breakfast included in room charges for both the fall and spring conferences as well as having an “evening on your own” at the fall conference where attendees will be on their own for the evening meal and entertainment following the President’s Reception. The spring conference is scheduled for April 10 and 11 at the Embassy Suites in Des Moines.

School Relations: Steve Loven reported that the committee met on July 12th. The date for the ICN counselor training was set for Thursday, November 7th. This date has been approved by the ICN scheduler. The broadcast will originate from Dowling HS in West Des Moines. Counselor training is currently approved for 27 sites, and will probably add 5-10 more. The agenda for the training will consist of FA 101, FAFSA changes and common questions, FAFSA on the web, ICSAC update, scholarship scams, and higher education tax incentives. Speakers will include Roberta Johnson, Steve Loven, John Holland, an ICSAC representative, and maybe one more presenter. IASFAA representatives will be needed to serve as hosts at the various sites. Nancy Ferguson and Sara Hobart will coordinate this for the committee. Tentatively looking at Thursday, January 30th for the Financial Aid Night on the ICN. The committee thanks the Commission for again covering the costs of these ICN programs.

Site Coordinating: Linda Miller and Jeff Fritz reported that they attended the first Program Committee meeting and will start working on things once the sessions and presenters have all been set up.

Site Selection: Curt Bolte reported that the 2003 Spring Conference will be held at the Embassy Suites in Des Moines, the 2003 Fall Conference will be held in the Davenport area. The 2004 Spring Conference will be at the West Des Moines Marriott again. Lois requested that he try to get 1 or 2 more complimentary rooms since we will be having the MASFAA president in attendance at the Fall Conference.

Sponsorship: Robin Fisher reported for that the Sponsorship Committee has sent out letters to past exhibitors and sponsors and they have contacted possible new sponsors but most don’t feel they will get the desired exposure by having a booth at our conference. There has been some interest by exhibitors in presenting at our conferences. Robin feels this is something we really need to think about and discuss at our winter retreat.

Mentoring Task Force: Karen Gagnon was not present so no report was given.

Old Business:

Policy and Procedures Manual – Tracie Pavon and Lois Mulbrook submitted some minor changes to the Policy and Procedures Manual. Tracy Havener motioned to accept the Policy and Procedures Manual with these changes. Robin Fisher seconded the motion. Motion carried.

Safety Deposit Box was discussed under President Elect’s report.

Salary Survey – Tracey Havener reported that the salary survey would be posted to the new website.

New Business: None

Chris Morgan made the motion to adjourn the meeting. Tracie Pavon seconded the motion. Motion carried.

Meeting adjourned.

Respectfully submitted,

Joan M. Meyer
Secretary