

Executive Council Retreat Minutes (Approved)
Tuesday, June 10, 2003

President Tracie Pavon called the meeting to order at 10:35am.

Members of the Executive Council present were Nancy Ankeny, Luann Beckel, Debbie Craig, Heather Doe, Julie Dunn, Mike Epema, Nancy Ferguson, Robin Fisher, Jeff Fritz, Amy Gaffney, Beverly Hickman, Catherine Hoch, Mary Jacobsen, Connie Jensen, Lora Juhl, Steve Loven, Julie Molenburg, Lois Mulbrook, Beth Oakes, John Parker, Tracie Pavon, Cindi Reints, Jen Sassman, Mary Jo Smith, Aaron Steffens, Jean Vander Wert

The minutes from the March 5th, 2003 Telenet meeting were approved with two changes: "Ohio" to "Michigan" and "message" to "contact information".

Lois Mulbrook made the motion to accept. Robin Fisher seconded the motion. Motion carried.

Officer's Report:

Treasurer: Robin Fisher reported IASFAA is in good shape financially. In the month of June, IASFAA had \$811.15 of income and \$2944.19 of expenses, for a monthly net of -\$2133.04. Robin Fisher also spoke of the reserve account and where it is invested. She confirmed that we are in a good position and are following the policy.

Tracie Paven explained two representatives (herself and Julie Dunn) were sent to NASFAA training this year to get Julie Dunn trained early. This will not happen in the future because the president elect will attend earlier than in the past consistently now.

New item: There was a proposal to change the expense voucher to track expenses by category. There was discussion about the policies of who need to sign expenses forms. Jean Vander Wert made the motion to accept the new expense voucher. Amy Gaffney seconded the motion. The new form was approved as amended. Motion carried.

Tracie Pavon is going to take some items to the Finance Committee regarding policy on mileage limitations for reimbursement for hotel, clean up the budget line items, limit for self-signature.

Lois Mulbrook made a motion to accept the treasurer's report. Julie Dunn seconded the motion. Motion carried.

Past Preseident: Lois Mulbrook reported we are going to continue with the state exchange. Aaron Steffen represented IASAA this past year and handed out a reported sharing his experience.

MASFAA CONFERENCE EXCHANGE
From Iowa to Indiana and Back Again

By Aaron Steffens

I would like to start out by stating that the MASFAA Conference Exchange Program is a great event that will hopefully be useful for every state in the MASFAA region. I was a little apprehensive about going to this conference since I only knew one ISFAA member prior to the conference. However, I was overwhelmed with the hospitality I received in the Hoosier State...many ISFAA members deemed me as 'the foreign exchange student'. I am going to utilize the remainder of this report to compare and contrast the IASFAA and ISFAA Spring Conferences.

The ISFAA conference runs very much like a MASFAA conference in the respect that it begins on a Sunday evening (however, it only runs until early afternoon on Tuesday). I arrived at Pokagon State Park near Angola, Indiana mid-Sunday afternoon. I didn't know what to expect since IASFAA conferences are usually in a town or city, however, this park was more of a resort and a very relaxing place to spend a couple of days. My registration packet included both full and pocket-sized programs, maps and an ISFAA flashlight (to compliment the camping atmosphere).

The conference began Sunday evening with a sit-down dinner and continued on with a keynote address, President's Reception and the evening concluded with a variety of board games. From what I could gather, the sit-down dinner was new this year to ISFAA and they were very pleased with the large attendance. Their conference had a total of 177 in attendance, including about 40 vendors...so a little larger than an IASFAA conference. At all meals, ISFAA has a head table for the officers to sit at...even though a couple of the officers wished they did not! The keynote address was presented on reauthorization with a question and answer session to follow. Some of the ISFAA members are very passionate about a few reauthorization issues and the Q & A turned into somewhat of a lively debate.

At the end of the Q & A session, the President introduced guests, newcomers and the conference charity. This was the first time the ISFAA conference had a charity and their charity was to help fund a scholarship created by the American Legion. Newcomers each received an ISFAA sandstone coaster and were treated to a President's Reception. For some reason, the reception was not very well attended. I don't know if these newcomers had mentors or not, but I think that may help out in the future. It adds to the overall attendance at those events and helps get the newcomers more involved. Game night followed and that was a great time. It was basically card tournaments and BINGO. Each school and most of the vendors donated prizes to the event (mainly logo merchandise from their respective institutions). Snack food and beverages were available and it was a "come and go as you wish" event. It was really a great chance to meet people, it appeared fairly easy to organize and there were plenty of prizes for everyone!

The real "meat" of the conference began on Monday. The first general session began at 9 a.m. with a full breakfast right before. I thought it was interesting that the vendor area opened on Monday at 8:30, which gave people time to see vendors before the day's agenda really began. Interest sessions comprised the remainder of the day, with sessions

being 1 hour long and running pretty similar to those held at IASFAA conferences. What I thought was unique was that one of the interest session presenters put candy bars on chairs in the first 3 rows to encourage people to sit near the front of her session. On a side note, I was surprised that at Monday's lunch there were no speakers, presentations, etc...which was actually kind of nice.

Activities for Monday evening included roasting marshmallows over a bonfire, raccoon sightings and watching movies, all of which were very simple, very good events (however, raccoon watching was totally unplanned). For the movie night, an interest session room was converted into a movie theatre complete with popcorn and beverages. The movie was a DVD run off of a laptop projector and LCD unit that had been used for PowerPoint presentations earlier in the day..what a good idea!

Tuesday began with continental breakfast followed by a group of interest sessions. I thought it was interesting that there were not evaluation forms for each interest session, just a simple question about each interest session on the overall conference evaluation. ISFAA doesn't present certificates to presenters, which I think is a nice touch on IASFAA's part. The business meeting was during brunch and went very quickly since we were provided printed reports from all major committees. The remainder of the brunch was spent presenting service awards, which were very nice clocks and plaques. The vendor drawing concluded the brunch and this was the only time each vendor was recognized individually. I was truly amazed at the number of vendors at this conference. The conference ended with an update from the Indiana State Student Aid Commission. I thought it was different having this at the end of a conference. However, it did keep many people at the conference and gave those who didn't need this report a chance to leave early.

In closing, I would have to say that it was awesome experiencing another state's conference. There are some things that I definitely hope we can incorporate into IASFAA's future conferences. It is also my sincere hope that the other states involved in this exchange are finding value in it. Thank you.

Lois Mulbrook reported we will host Minnesota this year. The person visiting will have the choice which conference to attend, Fall or Spring. Lois will be in contact with them and let Beth Oakes know which conference they prefer. The Professional Development Committee will help with spring training. Lois is going to assist with the 35th birthday celebration.

President Elect: Julie Dunn reported she has a few vice chairs to select. Representation from all sectors will be a top priority.

President: Tracie Pavon reported that she and Julie Dunn attended national training and felt comfortable with IASFAA's position. Budget requests are due July 14, 2003, so Finance Committee can meet to let inform chairs if their request is approved.

Vice President: Jean Vander Wert passed out instructions for the telenet meetings that included the dates of each meeting. Jean will email the instructions to Jen Sassman so she can send reminder prior to each teleconference.

The IASFAA exec council telenets will be at 12:30 on the first Wednesday of the months in which we do not have a conference or retreat scheduled. The dates for this year are August 6, September 3, October 1, January 7, February 4 and March 3. I have worked with Mary Emke at Iowa Valley Community College-Marshalltown to set up the telenets for the year. I requested 24 lines, which is the same number as last year, for 2 hours each. The dial-in instructions are as follows:

TELENET DIAL-IN DIRECTIONS

Scheduled Conference: Wednesdays, August 6, September 3, October 1, 2003; January 7, February 4, March 3, 2004 Time – 12:30-14:30

To participate in this TELENET conference call, carefully follow the 3-step procedure at the precise start. Your call will be automatically connected.

Step 1 Using a touch-tone speaker phone, dial **1-866-225-7015**

Step 2 After a short tone, dial your account number: **51490**

Step 3 As you are listening to solid dial tone, dial your access code: **31955**

The first caller to connect will hear repeated phone ringing until the second caller arrives. Subsequent arrivals will be "announced" with a beep. Notify the chair if you need to exit the conference call early. When a caller disconnects, another short tone will be heard by the remaining participants.

Number of lines requested. **24**

For "Great Connections at Your Fingertips" call 1-800-284-4823 or visit <http://www.telenet.state.ia.us>

For trouble shooting, call a Telenet staff member listed below.

Mary Emke, ext. 270

Mary Emke, Office Assistant, Distance Learning
Telenet and Region 6 ICN Scheduler
Iowa Valley Continuing Education
3702 South Center Street
Marshalltown, IA 50158

Ph. (641)752-4645 or (800)284-4823

Fax (641)752-1692

email: memke@iavalley.cc.ia.us

Secretary: Jen Sassman requested all reports be sent to her electronically before each meeting, if possible.

Committee Reports:

Delegates: Nancy Ferguson and Debbie Craig sorted through archives and found useful information. A scrapbook was created. Amy Gaffney has inherited the scrapbook.

Mike Epema and Nancy Ferguson met with the auditors and made suggestions to change policy and procedures.

Some information is in a time capsule that will be opened in 2006. It was suggested that if anyone had materials to include in achieves to send them to Debbie Craig. Robin Fisher inquired what should be sent. Debbie specified anything we would normally have is not necessary, such as meeting minutes, newsletter, etc, but consider things that might be artifacts that people have from past conference. One example as the Pell Dial Chart. Debbie Craig thought that past conversations suggested a final report from each committee should be archived. This would provide a historical perspective of how the committees evolve. The delegates will develop a standard format for committees to report.

Amy Gaffney asked what other projects should delegates pursue? Tracie explained it might be valuable to survey the membership to find particular talents to get people involved at the conferences and in the association.

Lois Mulbrook is missing IASFAA information from 1999-2000, so if anyone has information regarding that year, she would appreciate it.

Associate Members: Cathy Hoch reported that the committee is currently being formed. Initiatives for the year include working with the Program committee to coordinate charity functions and sessions at the conferences, creating written guidelines for the selection of the John Moore Award for incorporation into the Policies and Procedures Manual, providing Newsletter articles, and other charity projects.

The group discussed the need for regular members on the committee. We will continue to have regular members on the committee. The committee will investigate other states regarding this issue. There was much discussion about supporting education-related charities. The committee will research. The committee will be in charge of the “goodie box” to be used by all committees.

Awards: Mary Jacobsen reported that the Outstanding New Member award will stay as is. They plan to look at guidelines for Life Time Members. So far they plan to continue with awards as is. Mary Jo Smith suggested we create an award for the Mentor of the Year. Amy Gaffney questioned if it was really the mentor we want to recognize. Cathy Hoch questioned how we separate the efforts of the mentor vs. the success of the new comer. Nancy Ferguson brought up one of the focuses of a previous conversation was to expand on the mentor program. It was suggested that the new comer would recommend mentors. Mary Jo explained the Awards Committee would worry about the details if there was agreement to have such an award.

Lois Mulbrook said someone brought to her attention Iowa Valley CCD should be recognized for its contributions to the association.

By Laws:

Nancy Ferguson reported there have been extensive revisions to policy and procedures. These are available on the website.

Community Outreach: Luann Beckel reported her committee members are Aaron Steffens (Co-Chair), Shelly Brimeyer, Heather Doe, Jeff Fritz, Kristi Fuller, Janice Funkhouser, Karen Gagnon, Tracy Havener, Mary Jacobsen, Merlyn Kathol, Steve Loven, Amy Perrin, and Kathie Walters.

EARLY AWARENESS ACTIVITIES:

MAKE HIGH SCHOOL COUNT

Tracy Havener was the chair of the SubCommittee, Make High School Count. This was the second annual Make High School Count which was held at Drake University on May 19th. One hundred attendees included 48 7th and 8th graders and 52 parents. Thirteen exhibitors participated in the mini college fair.

Pizza was served as attendees arrived and registered. The evening began with a welcome from Omar Correa of Clarke College and proceeded with four breakout sessions (each offered twice throughout the evening). Attendees were able to browse through the college fair during their breaks. The event concluded with door prizes. The Committee gave away three backpacks. In addition, several colleges/universities donated t-shirts to give away as well.

PLANNING YOUR CHILD'S FUTURE

Last year, the Commission, in cooperation with IASFAA revised, printed and distributed nearly 40,000 of the brochure. The Committee's plan was to order enough to last two years. Brochures were sent to daycare centers, preschools, elementary schools and middle schools throughout the state of Iowa. The number of orders filled totaled 36,086.

Due to the popularity of the brochure, the Committee decided to order 20,000 brochures this year. In March, Committee members sent a single brochure and an order form to at-risks groups such as Women, Infants & Children (WIC). In addition the brochures were sent to the Department of Human Services and to libraries throughout the state of Iowa with the intentions of reaching the libraries that participate in the "Books for Babies" programs (Friends of the Libraries such as a Rotary Club, Women's Groups, Sororities, etc.) . Thus far, nearly, 6,000 brochures have been ordered. Iowa Methodist did request 700 copies to distribute at the Baby Finance classes they offer and also distributed some of the brochures during the "Oh Baby Fair". We did not send to daycares, preschools, or elementary schools this year, but have received some reorders from schools that ordered last year.

COLLEGE FOR A DAY EVENT

This year the event was held at three locations: Des Moines, Cedar Rapids, and Dubuque. The Des Moines area included 50 students from five high schools that attended four of the area colleges/universities. In Dubuque, one high school participated sending ten students to two different colleges. In the Cedar Rapids area, four high schools and four colleges participated.

The evaluations completed by the students were all very positive. The students indicated the activity should be repeated for other students. Committee members did attempt to schedule an

event in the Sioux City area but ran into complications with enlisting the high school to participate.

SOPHOMORE EVENT

The Committee planned an event for the sophomore students who attended College for a Day last year. Invitations were sent to 32 students and their parents to attend a dessert reception. The Committee did not have home addresses this year, so asked the high school guidance counselors to distribute to the students to take home to their parents. We did collect address information this year, and hope this helps for planning events in the future. The Committee asked CPC to present on various topics. Students were asked to RSVP – no responses were received until after the RSVP deadline.

FINANCIAL AID AWARENESS MONTH

The Committee met in May. At that time we voted on the activities done by the colleges and universities during Financial Aid Awareness Month. The winner this year is Coe College. Aaron informed me that Frita the Financial Aid Flamingo is being proudly displayed by Coe financial aid staff. Coe also received a certificate for a pizza party.

Electronic Services: Nancy Ankeny asked if the committees would like anything major added to the web-site. Get ideas to Nancy by the end of June so she can involve Captain Jack with programming. Debbie Craig reported that Nancy Ankeny has worked with Captain Jack to develop a membership directory on-line with personal photos. Membership renewal is about to happen and an announcement will be posted soon. Nancy reminded everyone that your passwords to access the site can be changed on-line.

Federal and State Issues: John Parker reported that the committee will continue efforts to keep the membership informed about reauthorization and other federal issues. For whatever reason the House is starting to put forth bills that reauthorize pieces of the legislation. Since this approach is different than in the past, John will stay on top of what this means for us.

The handbook project is complete and the response has been good. Approximately 80 have been distributed. He brought some of the executive council to take today if desired. John reported that we had good representative at the Legislative Day and would like to explore smaller meetings with our state representative as well as those on the federal level. Breakfast meetings were brought up as an example. John expressed the importance of our membership involvement on the regional and national level.

Finance: No report

Long Range Planning: Debbie Craig reported that Tracie Pavon inserted the plan into tab 6 of the Executive Council handbooks. Debbie has concerns about IASFAA attendance when MASFAA comes to Iowa in 2006. Budget approved through 2007-08.

Newsletter: Heather Doe reported four newsletters went this year to get on a quarterly basis. A committee will be formed for the newsletter. Heather will contact individuals to

get involved. The committee will focus on stories on support staff. Ideas are always welcome. Debbie Craig requested people let her know about Debbie Does.

Professional Development: Julie Mulenburg reported that she will get together with Cindi Reints, her co-chair, to develop a committee and work on their regular projects as well as those suggested yesterday.

Program: Nothing to report other than suggestions will be reviewed from the brainstorming session that took place earlier during the Executive Council Retreat.

School Relations: Steve Loven reported the numbers at the guidance counselor training dropped approximately 10% at around 180. The comments received were very favorable with an overall rating of 3.8 on a 4.0 scale. Steve will be looking for ideas on topics to discuss, in addition to The Basic Financial Aid Process, FAFSA Updates, FAFSA on the Web, and ICSAC update. The committee did one financial aid night on the ICN with approximately 200 people in attendance. Again, comments were very favorable. The committee members for the upcoming year are Nancy Ferguson, John Holland, Connie Jensen and Roberta Johnson.

Site Coordinating: Jeff reported that he is finalizing his committee members and will have that completed by the end of the week. He said that Site Coordinating will be working closely with the Program Committee, beginning in the next month or so, to finalize details of the Fall Conference in Davenport. He will also begin investigating possible locations for the 2004 Fall Conference as interim Site Selection Chair.

Tracie Pavon expressed that Site Coordinating and Site Selection may be combined and it will be further discussed at the December retreat.

Mary Jo suggested since we have never held a conference in Sioux City, would it be possible to work in conjunction with a Sioux City colleges. It was brought up that no hotels are in close proximity to the colleges. Steve suggested since we do an economical site at one conference, perhaps we could afford other sites like Okoboji. The issue was brought up about how difficult it may be for a school person to handle both duties of site coordinating and selection, because of the inconveniences of checking out further sites.

Jean Vander Wert suggested a comp room for the Program Chair. Lois Mulbrook suggested the person working with the hotels try to negotiate more comp room, or better rates rather than accepting the normal rates. Steve Loven suggested we contact the MASFAA site selection person to get some tips.

Site Selection: It was suggested that the western or northwestern part of the state would be preferred for Fall 2004. It was agreed that the Spring conference would be held at a more economical, central site.

Sponsorship: Bev Hickman reported she plans to send letters to vendors this July. Robin Fisher added that there is information in the newsletter about sponsorship and in-kind support. Tracie Pavon reported issues from lenders. If they continue to be dropped from lender lists, they may not be able to provide as much support. They may not want to sponsor events. They do not want to change sponsorship levels and appreciate the recognition at lunch. They wonder why their support is needed because of our large reserve. It was suggested that a goodie box be developed that could be used at College for a Day. The items would come from left over merchandise after a conference or a company name change. Mary Jo suggested vendors be made aware of cleaning up the vendor area when the conference concludes. Beth Oakes offered to assign a Program Committee person to check the vendor area at the end of the conference.

Julie Dunn suggested an Executive Council member explain the budget process at the sector meetings. Beth Oakes suggested it be a part of the Treasurer Report during the business meetings.

Mentoring Task Force: Nothing to report other than suggestions will be reviewed from the brainstorming session that took place earlier during the Executive Council Retreat.

Old Business: Aaron Steffens shared his experience regarding the state exchange program when he went to the Indiana conference in May 2003.

New Business: Site Selection Committee is complete. Research grant development will be discussed in August at the Finance Committee meeting. At least one grant will be written this year. Budget requests due July 14, so an answer can be given August 1, 2003.

Robin Fisher made the motion to adjourn the meeting. Lois Mulbrook seconded the motion. Motion carried.

Meeting adjourned at 12:45pm.

Respectfully submitted,

Jen Sassman
Secretary