

IASFAA EXECUTIVE COUNCIL TELENET MINUTES (Approved)
Thursday, November 13, 2003

President Tracie Pavon called the meeting to order at 4:10 p.m.

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

Julie Dunn made the motion to approve the minutes from the Emergency Email Meeting on October 28, 2003. Robin seconded the motion. Motion carried.

Amy Gaffney made the motion to approve the October Telenet Executive Council Meeting minutes. Lois Mulbrook seconded the motion. Motion carried.

OFFICIER'S REPORT:

Treasurer: Robin Fisher reported that the budget would be updated tomorrow for the business meeting once membership numbers and conference attendees were reconciled. She handed out a report of expenses to each committee chair that had expenses and requested they let her know if corrections were needed.

Robin also reported that Morgan Stanley contacted IASFAA a week ago to get the association thinking about its' investments. The Finance Committee should be making investment recommendations shortly. John Parker commented that he was aware some states that pool their funds with other states. He suggested we at least look into that avenue to give us other investment options. Jeff Fritz agreed that other investment options should be pursued.

Lois Mulbrook reported that mileage is going up to 37.5 cents beginning January 1, 2004 and our expense form will be updated to reflect the change.

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

Past President: Lois Mulbrook reported that at the October MASFAA conference, she finished serving as the Iowa Delegate to the MASFAA Executive Council. She was pleased to announce that the state exchange was approved to become a line item in the 04-05 budget. The Executive Council also voted to increase the initial allowance for reimbursement per state to \$500. Iowa will be hosting a representative from Minnesota at our Spring Conference and Julie Dunn will be attending the Illinois conference in April.

She thanked everyone for their cooperation in getting her the names and addresses of former members for the birthday bash. Even though Renee, her office manager, is not in attendance, she wants to formally thank her for all the help she gave me with the Birthday Bash. She spent a lot of time putting together the displays and power point presentations.

President: Tracie Pavon reminded everyone the Executive Council Retreat is on Dec 12, 2003 at AIB. The meeting will begin around 10am. Details will be sent shortly. She also reported that the Policy and Procedures manual has been updated and we should all take a moment to review it. The Delegates will seek council within the organization as future updates are made.

President Elect: Julie Dunn reported it is time to make nominations for 2004-2005. The election forms will be posted on-line. Be looking for an email from Julie. The same timeline will be used as in the past. They may add a Treasurer elect. Further discussion will take place at the Executive Council Retreat in December. Tracie Pavon said she would put a message out to the MASFAA listserv to find other schools who follow this practice.

Julie also requested future committee chairs to make note that the summer retreat will be June 10-11 in Dubuque.

Vice President: Jean Vander Wert no report.

Secretary: Jen Sassman no report.

Delegates: Policy and Procedures have been updated. Amy Gaffney mentioned that the last IASFAA newsletter promoted the talent survey. Everyone should be looking for it and encourage their staff to complete it. The End of the Year Summary for each committee will be reviewed and explained to each committee chair. Also at the last meeting the salary survey was discussed. Amy has reviewed it and we should be looking for that as well.

ICSAC REPORT: Julie Molenburg no report.

COMMITTEE REPORTS:

Associate Members: Mary Jo reported for Cathy Hoch that at least \$1000 was earned from the silent auction. Cathy will report exact figures tomorrow at the business meeting.

Awards: Mary Jacobsen thanked everyone for making the student success story recipient feel so welcome. He and his family were very appreciative.

By-Laws: Delegates no report.

Community Outreach: Luann Beckel reported that the committee members are in the process of narrowing down the College for a Day events to be held at five locations this year. In addition, they are in the process of planning a Sophomore event for the Des Moines students who attended the 2003 event. They have invited Iowa's first lady, Christie Vilsack to join them for a dessert reception which will be held some time during the month of February in conjunction with Financial Aid Awareness Month.

Leanne Valentine has agreed to chair the subcommittee, Make High School Count. The event has tentatively been scheduled for February 9 and will be held at Buena Vista College.

The status of the Prairie Meadows grant will not be known until January 2004.

Electronic Services: Debbie Craig reported for Nancy Ankeny that IASFAA now has 247 paid members to date.

Federal and State Issues: John Parker reported that after the fall conference, the Legislative Day will be clarified and advertised. We should also be expecting more information to be sent via the listserv regarding reauthorization.

John also mentioned he is working on organizing regional breakfast meetings with key people to discuss reauthorization issues.

Finance: Tracie Pavon informed the group that the Executive Council meeting agenda in December has a lot of issues regarding finance.

Long Range Planning: Debbie Craig reported that the future of IASFAA is sound. Dues will go up in two years. Soon we will have conversations regarding Iowa hosting MASFAA. Don Duzik commented that it would be nice to find historical data about the composition of the membership. Tracie Pavon asked Debbie to tell Nancy Ankeny to start archiving membership details.

Mentoring Task Force: Connie Jensen reported that the Mentoring Task Force committee successfully organized a Newcomer Breakfast for fall conference newcomers, their mentors and elected officers. The breakfast was held on Thursday morning at 7:30. Welcome basket gift bags were distributed to all of the newcomers. The elected officers did a skit. The committee chairs were invited to stop by after the breakfast to discuss the goals of their committee and invite the newcomers to consider participation in their committee. Mary Jo thanked Amy Gaffney for all of the work she put into developing the elected officer skit. It was mentioned that the cost of the breakfast is to be charged to the Program Committee budget. The committee has a lot planned for the year and thanked everyone for supporting the new committee.

Next, the Task Force will concentrate on a regional activity engaging new and inactive IASFAA members.

Newsletter: Heather Doe reported that the fall newsletter is on-line for reading. The next newsletter will highlight the fall conference. Get pictures to Heather if you want them included in the newsletter. Everyone should also feel welcome to submit suggestions for a crossword. Colleges can also continue to submit information regarding famous alumnus. Heather suggested that if you delegate an article to another person, be sure to read the article over before its submission. Another item that may be added to the newsletters are quizzes. The next newsletter is projected to be released in January 2004.

Professional Development: Julie Molenburg reported that NASFAA training was successful. The drive-in workshop in February will be held at La James in Johnston. A Support Staff Workshop is also in the works for this spring.

Program: Beth Oakes reported that there are two conference refunds currently requested. One will need to be voted on by the council because a 100% refund was requested instead of the 50% stated in the policy. Discussion pursued. Amy Gaffney motioned to approve the request. Tracie Pavon seconded the motion. Motion carried. Beth mentioned that there were a few quirks with the conference, but overall things have flowed well. The conference evaluations will be reviewed regarding the facilities.

School Relations: Steve Loven reported that the annual ICN training for high school guidance counselors was held on Thursday, October 30th. The program was transmitted to 34 sites throughout the state. They had 180 counselors sign up for the training, along with 21 IASFAA members who served as site coordinators. Steve thanked those who presented: Roberta Johnson from Iowa State, Connie Jensen from AIB, John Holland from the College Planning Center, Julie Leeper from ICSAC, and Luann Beckel from ILINK. The evaluations were again quite favorable.

The annual financial aid night over the ICN will be held on Thursday, January 29th originating from Valley High School in West Des Moines. Steve reported that currently 17 sites were approved to receive this training. Connie Jensen will assist him with the presentation.

Steve thanked his committee members: Roberta Johnson, Connie Jensen, John Holland, and Nancy Ferguson. A special thank you goes out to ICSAC for their generous financial support of these two projects.

Site Coordinating: Jeff Fritz reported that the tentative site and date for the Fall 2004 conference is Okoboji and October 6-8, respectively. There was a lot of discussion about the location and the timing of the conference, possibly starting on Wednesday morning. More will come as details are worked out. NASFAA training is not likely to be available that early, so discussion lead to possibly holding NASFAA training via ICN.

Sponsorship: Bev Hickman reported that she was happy with the exhibitor room and the amount of traffic in the room. All exhibitors will be recognized and thanked at the business meeting tomorrow.

OLD BUSINESS: None.

NEW BUSINESS: Lois Mulbrook suggested two updates be made to policies and procedures. The first dealt with moving the nomination and election process to be on-line so the ballots do not need to be physically destroyed. Lois motioned to adopt the change to the policies and procedures. Julie Dunn seconded the motion. Motion carried.

The second issue dealt with IASFAA paying for the past president to attend MASFAA. Discussion followed clarifying that since the past president's term is up, the person's institution was forced to absorb the cost of sending the past president to MASFAA. It is a little different than the institution paying for an employee to attend the conference because the person is required to attend and attend a day early. Lois motioned to adopt the change to the policies and procedures. Robin Fisher seconded the motion. Motion carried.

Another topic that was brought up was the fact that the Lumina Foundation wants College Bowl Sunday handed over to NASFAA, but they will continue to support the event financially. College Bowl Sunday is basically a national "fill out the forms" day. The issue will be further discussed at the December retreat. The possible change will occur until February 2005.

Julie Dunn made the motion to adjourn the meeting. Nancy Ferguson seconded the motion. Motion carried.

Meeting adjourned at 5:05p.m.
Respectfully submitted,
Jen Sassman
Secretary