

IASFAA EXECUTIVE COUNCIL TELENET MINUTES - Approved
Wednesday, September 3, 2003

President Tracie Pavon called the meeting to order at 12:34 p.m.

Members of the Executive Council present were: Luann Beckel, Debbie Craig, Julie Dunn, Mike Epema, Nancy Ferguson, Robin Fisher, Amy Gaffney, Beverly Hickman, Catherine Hoch, Mary Jacobsen, Steve Loven, Julie Molenburg, Lois Mulbrook, Beth Oakes, John Parker, Tracie Pavon, Jen Sassman, Mary Jo Smith, Aaron Steffens, Jean Vander Wert.

The minutes from the August 6, 2003 Executive Council meeting were approved with an amendment to the treasurer's report. Julie Dunn made the motion to accept. Robin Fisher seconded the motion. Motion carried.

OFFICIER'S REPORT:

Treasurer Robin Fisher reported that for the month of August, IASFAA had a total income of \$7,400.06 and expenses of \$5,076.31 for a monthly net gain of 2,323.75. Some of the expenses are related to the summer retreat, meeting during the summer, etc. Detail will show on the reports on the website. Robin reported that \$7,370 has been collected in dues.

Robin also reported that she has a Master Card for IASFAA on the way. There is no charge for the credit card and our money market account is immediately debited for any usage. It acts like a debit card, but is a credit card. The same check signatories are the people who are able to make charges on the card. It will be used primarily for IASFAA travel. John Parker inquired about controls being put in place for use of the credit card. Another association put some checks and balances in place such as a detail of monthly expense report being sent to a few other people in addition to the treasurer. Tracie asked that Robin type up policy and procedure. John will provide Robin with names of some in the other association that has dealt with this issue.

Nancy Ankeny and Robin have been working to get budget reports on the website and they will be updated monthly. Committee chairs can use these to keep tabs on activity to ensure their expenses are being accounted for correctly.

Nancy Ferguson motioned to accept the treasurer's report. Mike Epema seconded the motion. Motion carried.

Past President: Lois Mulbrook reported that they have scheduled the annual review of the treasurer's books for September 17. The meeting is at NIACC in Mason City as a central location.

After this meeting, Lois will be sending out the invitations to the past presidents for the birthday party. She is also working with Linda Miller to coordinate the invitations to former IASFAA members and friends of IASFAA. Debbie Craig and Lois are coordinating with Beth Oakes and the Program Committee the extra events associated with the birthday party for the fall conference.

Tracie Pavon reported that the grant through Prairie Meadows was been written and \$10,000 was requested. She also reminded members to be thinking about MASFAA. Sign up for the

conference and renew your membership. Aaron reported the program for MASFAA is in place and it should be a good conference.

Tracie also reported the Joyce Morrow and Paula Mitchell will be trainers this fall.

President Elect: Julie Dunn no report.

Vice President: Jean Vander Wert reported that she has been trying to connect with Lloyd Mueller to get the IASFAA conferences and NASFAA training through IASFAA on the MASFAA calendar. The instructions that Merlyn Kathol was given last year did not work for him and thus far have not worked for her either. Jean expects that these things will be added to the MASFAA calendar in the very near future now that things are settling down after the start of the academic year.

Secretary: Jen Sassman no report.

Delegates Mike Epema no report. Nancy Ferguson no report . Amy Gaffney no report. Tracie added that the delegates have been progressing on their projects.

ICSAC REPORT: Julie Molenburg reported that Brenda Easter is recuperating from her surgery and has appreciated the notes and emails for concern. The initial fall disbursement rosters for the Teacher Forgivable Loan Program have been finalized. Several eligible students have yet to sign their MPN – they have until Friday, September 5 or their funds will be re-awarded. Grant and scholarship rosters should be available on-line next week. Schools involved in the Student Assistantship program participated on a conference call to formulate an alternative to the August on-site training of student peer counselors.

COMMITTEE REPORTS:

Associate Members: Cathy Hoch reported the committee will meet for the first time on September 11, 2003.

Awards: Mary Jacobsen reported that her committee is working on student success story nominations.

By-Laws: Delegates no report. John Parker thought we may be missing a few pages. The content matches but the table of contents needs to be updated.

Community Outreach: Luann Beckel indicated the community would meet next week and a report will be ready for the next telnet conference call. John Parker suggested that during Financial Aid Awareness month we should get key people in to see the governor 15 minutes before the signing. Luann will check on that.

Electronic Services: Nancy Ankeny absent, no report.

Federal and State Issues: John Parker reported the following:

IASFAA Federal and State Issues Report
September 3, 2003

I. Review of committee duties and plans:

Duty 1: Provide the membership with current information regarding issues pertaining to financial aid at the federal and state levels, including but not limited to distribution of the Iowa College Student Aid Commission's agenda notices and meeting minutes.

Current Activities: Reauthorization, legislative, and regulatory postings are submitted to the IASFAA list on a regular basis. Both chambers of Congress were in recess during the month of August and have now just reconvened following the Labor Day holiday weekend. The number of Reauthorization and higher education legislative postings will increase going forward given the increased attention that those topics will receive during the coming weeks.

Future Activities:

1. Post regular Reauthorization and other legislative updates to the IASFAA list.
2. Enlist a group of IASFAA members who will agree to contact their Representatives and our state Senators on important Reauthorization and legislative proposals as they arise.
3. Work to schedule "breakfast forum" meetings in Iowa with U.S. Representatives and Senators.
4. Work with the Conference Program Committee to incorporate sessions and involve speakers on topics relevant to legislative issues and higher education policy. Currently, Ken Redd, NASFAA Director of Research and Policy Analysis has been contacted regarding involvement in the Spring Conference. That referral has been turned over to the Program Committee for consideration.

Other possible speakers include:

Sally Stroup, DOE Assistant Secretary of Postsecondary Education

Mary Cohen, DOE Secretary's Regional Representative for Region VII

Tom Mortenson, Senior Scholar, Center for the Study of Opportunity in Higher Education

Kathleen Smith, Professional Staff Member, U.S. House of Representatives, Committee on Education and the Workforce

Beth Oakes indicated that the Spring Conference is shorted so fewer speakers will be needed and some speakers have already been asked to come for the Fall Conference.

5. Work to create individual "town hall forums" for the individuals listed above if they are not involved in the fall or spring conferences.

6. Consider coordination of a D.C. hill visit with the MASFAA Federal Issues Committee during the NASFAA Leadership Conference in spring, 2004.

Duty 2: Prepare and provide periodic training to the membership on effective ways to interact with state and federal lawmakers.

Current Activities: See Duty #1 above.

Future Activities: See Duty #1 above.

Duty 3: Research and draft position papers for the membership, at the direction of the President and Executive Council.

Current Activities: None at present.

Future Activities: None planned at present.

Duty 4: Coordinate the annual IASFAA Legislative Day.

Current Activities: None currently.

Future Activities: Promote membership legislative advocacy at the state level through:

1. Participation in the annual Iowa Legislative Day in February 2004 coordinated by the IACAC.
2. Promote legislative contact with State Legislators through individual meetings with FAOs and students within each Iowa legislative district.

Finance: Tracie Pavon reported the Finance Committee met and had a productive meeting. 2003-2004 IASFAA Budget as reviewed. John Parker inquired whether or not the special projects committee needed to show up on the budget. Tracie thought that funding would come from reserve. It is on page 25 in the Policy and Procedures. The expense cannot exceed more than 10% of the reserve fund. Questions about specific committee budget requests should be directed to Tracie. Amy Gaffney motioned to accept the 03-04 IASFAA budget. Robin Fisher seconded the motion. Motion carried.

The Long Range Plan has not been reviewed because there needs to be discussion on the implementations during the year MASFAA is in Iowa. John Parker inquired about the fluctuation of the expense column. It was explained that training for the treasurer happens every other year. The same kind of training exists for electronic services.

Long Range Planning: Debbie Craig had nothing in addition to the report.

Mentoring Task Force: Mary Jo Smith reported they plan to meet in September. Committee members are being solicited. They are looking for someone in northwest Iowa and someone from the eastern side of the state. They are working to establish regional events. Beth Oakes confirmed that this committee will take over events for new comers at the conferences.

Newsletter: Mary Jo Smith reported for Heather Doe. Mary Jo reported that Heather has the newsletter with the conference highlights ready to go. Shannon Amundson from Cornell is a new member of the committee.

Professional Development: The Leadership Symposium has selected 13 participants for the 2003-04 Symposium. The first Symposium meeting is October 1 and 2. Fall NASFAA Training will be held in Davenport in conjunction with the fall IASFAA conference, the topic is Student Eligibility Issues. Paula Mitchell and Joyce Morrow are the trainers.

Program: Beth Oakes reported the Program Committee had its first planning meeting at the Holiday Inn in Davenport. They will be meeting via teleconference about every two weeks planning for the fall conference. Everything is underway for the big Birthday Bash and reunion. We have 23 committee members that represent all sectors of our association. Lois Mulbrook, Debbie Craig and Linda Miller are working on getting alums and past presidents to attend the conference.

The hotel determines room charges based on volume and we are fortunate to have some rooms free.

Next committee meeting is September 4, 2003.

John Parker asked about expenses covered for those professional invitations. Lois explained they will be expected to cover their own meals.

School Relations: Steve Loven reported that registration for the October 30th counselor training on the ICN will go out later this month. They have 30 confirmed sites, and will add a few more as counselors request them. Committee members will be contacting IASFAA members to serve as hosts at the various sites. Thursday, January 29th has also been confirmed for the financial aid night program over the ICN.

Site Coordinating: Jeff Fritz absent, no report. Beth reported he has been working with the hotel concerning various costs, so he is on task.

Sponsorship: Bev Hickman reported letters have been sent to sponsors. She is working to solicit other agencies and is developing an in-kind support form.

OLD BUSINESS: Robin Fisher motioned to approve the Mentoring Task Force and the Membership Task Force as special task force committees. Jean Vander Wert seconded the motion. Motion carried.

NEW BUSINESS:

The IASFAA Project Development Fund Request For Funding form and the subsequent change to the Policy and Procedure Manuel was explained by Lois Mulbrook. Lois Mulbrook moved to

accept the new form and its addition to the P & P Manual. Julie Dunn seconded the motion
Motion carried.

The Finance Committee has met to discuss the expense for the birthday bash event at the fall conference may be as much as \$5500. John Parker inquired how the invitees were determined. Lois Mulbrook explained all past presidents that could be located and were active in the state were invited.

A music license is needed to use songs on a slide show that is being planned. Debbie Craig is working on getting a music events license.

Steve Loven asked how the committee arrived at determining which travel expenses would be covered by IASFAA. They calculated four people out of state and the association would cover \$250 towards their flight. Others from a 500 mile range motel and mileage would be covered. It was not an exact science because it is unknown who will actually attend.

Amy motioned to accept the proposal to spend up to \$5500 for the birthday bash. Lois seconded the motion. Motion carried.

Debbie Craig inquired about Debbie Does. If anyone has something to submit, please email Debbie.

The next meeting is October 1, 2003 via telenet.

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

Meeting adjourned at 1:31p.m.

Respectfully submitted,
Jen Sassman
Secretary