

nassgap

national association of state student grant and aid programs

www.nassgap.org/ (202) 483-7060

Executive Board Meeting
June 5, 2005
Jury's Hotel
Washington, D.C.

Members Present:

Theresa Antworth – President
Maureen Laffey – Past President
Melanie Amrhein – President Elect
Marilyn Cargill – Secretary
Lee Andes – Treasurer Elect
Claude Roy – Treasurer
John Klacik – Past President
Naomi Derryberry – Member at Large
Mary Beth Kelly – Technical Forms Committee
Shiela Joyner – Membership/Communication Committee
Chas Treadwell – Federal Relations
Dennis Oberfell – Ed Technical Forms/Web
Cheryl Maplethorpe – Survey/Reserch
Elizabeth McDuffie – Member at Large
Andrea Mansfield – Site Coordinator, DC conference
Mary Ann Welch – Site Chair, Fall 2006 conference

President Theresa Antworth called the meeting to order at 10:25 AM. Theresa welcomed everyone. Recognized the great work done by Andrea Mansfield as site chair in setting up this meeting. Elizabeth McDuffie was also recognized for her excellent work as Program Chair.

Elizabeth McDuffie moved that we accept the spring Executive Committee Business minutes with noted changes. Maureen Laffey seconded the motion. Minutes were approved as amended.

Maureen Laffey moved that we accept the phone conference minutes as amended. Seconded by Elizabeth McDuffie. Conference call minutes from May 4th were approved as amended.

Claude Roy moved acceptance of the agenda, seconded by Melanie Amrhein. Agenda was approved.

Claude Roy offered to host future conference calls through FAME.

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*Executive Committee Reports:**President's Report – Theresa Antworth*

- Reviewed NASSGAP Task List and purpose. Theresa discussed 4 on-going tasks as well as 10 outstanding tasks.
 - Discussion Items:
 - Colleen O'Brien needs to be an Associate member in order to co-chair the new committee that she and John Klacik have been asked to create to combine the Research Committee and Policy Committee. Theresa will speak with Colleen O'Brien about becoming an Associate Member by paying the membership fees. If that is not possible we will look at other options including the \$5000 MOU.
 - Credit Cards – We still need to find new cards for incoming President and Treasurer with a \$10,000 limit. Maureen's card has been cancelled. New cards should be available at fall conference.
- NASSGAP Hats and Visors - We have 24 hats and 80 visors remaining from the initial creation. We will be handing these out to members who do not have one and non-member presenters. Original intent was public relations, team development, gifts for presenters. We should encourage members to bring their hats to the fall conference. In the fall will discuss if we want to do this again.
- College Goal Sunday – Marcia Weston, Director of College Goal Sunday operations, originally from Maine, will be presenting on this topic. Part of the goal of CGS is to look at outcomes to see if we are reaching the right students, are they applying, are they staying in college. Looking at NASSGAP to see how our data might help outcome measures. Claude Roy, thought our information might help with 1st generation, low income students. Theresa suggested we may be able to add a special interest question to the NASSGAP survey.
- Correspondence – All correspondence sent out over the signature of NASSGAP's President has been posted to the listserv. Dennis recommended that we date all letters. Claude recommended that we forward Bart's press release on LEAP/SLEAP to state Governors.
- Maureen requested that the bylaw pages be numbered. Dennis Obergfell will make that change.
- Claude Roy recommended that NASSGAP include the moonlight tour as part of registration fee and only charge guests the \$28.00 fees. Seconded by Elizabeth McDuffie. Motion was passed.
- In the past, Maureen has suggested we use a conference planner to assist with and plan future conferences. We currently use XXX to negotiate contracts with hotels. Any service fee is paid for by the hotel. Do we want to continue to work with our current person? YES
- Melanie made a motion to create an outline of a policy and operations manual that could be added to the user guide that will be brought back to the EC for further development. Maureen seconded the motion. Motion was passed.

Past Presidents Report – Maureen Laffey

- Nomination slate was handed out to Executive Committee.
- Waiting for responses from states on the survey being conducted by the Center for Education Study at Illinois State University and the State Higher Education Executive Officers. The project is funded by the Lumina Foundation. Concerns were raised about some of the questions on the survey, Maureen encouraged states to share concerns with Ross Hodel and Sheila Pruden at their presentation on the survey.

President-Elect – Melanie Amrhein

- NASSGAP conference dates are set for spring '06, June 3 – June 7, 2006. Melanie plans to share those dates with NCHelp to see if they can avoid those dates. Melanie will continue to collect dates to help with planning calendar.
- Melanie is looking at places and dates for the Executive Meeting for the 2006 meeting in March. She plans to discuss further at the fall conference.

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Secretarys Report – Marilyn Cargill

- Minutes approved with amendments
- Reviewed Bylaw changes

Treasurers Report – Claude Roy

- Revenues are in good shape. Fall conference had higher revenue than anticipated. Expect similar results for spring conference. Expected dues revenue has been received from all but one state. Bonus dividend received from the credit union.
- Difficult to categorize expenses between Executive Committee and Federal Relations committee expense. At this time Executive Committee expense slightly exceeds budgeted figure. **Claude Roy asked for Theresa to look at detail and see if any should be moved from Executive Committee to Federal Relations Committee.** Phone budget was based on prior year experience. Actual experience of new phone system is significantly more expensive. **Claude Roy** will look into phone costs for next budget year. Web work has an invoice coming soon for which we will pay \$40,000 prior to June 30, 2005. We need to show this by reflecting the \$40,000 expense and explaining the encumbered funds from 03-04 from Lumina and NASSGAP match that was not reflected in the revenue for the 04-05 budget.
- Claude Roy and Lee Andes, Treasurer-Elect, will create a budget for 05-06 to present at the business meeting on 6/7/2005. Executive Committee will review budget at a time to be determined but prior to business meeting.
- Claude and Lee are working on a plan to transfer treasurer responsibilities.
- Melanie Amrhein made a motion to not increase dues for the 05-06 year. Seconded by Naomi Derryberry. Tabled discussion until budget is developed.
- *NASSGAP Committee Reports:*

Spring Conference 2005 Report – Andrea Mansfield and Elizabeth McDuffie

- Andrea Mansfield, Site Chair spring conference D.C. Registration will be open from 4 to 6. Sunday night the President's Reception will be from 6PM to 8PM with a Mexican Fiesta theme. All attending Past Presidents will have red ribbons printed with Past President. Monday night we will have a Trolley at 7:30 for moonlight tour of the monuments. Tuesday, dinner is scheduled for 6:30 with entertainment included. Dept of Ed. presentation will divide attendees into two focus groups, we have a breakout room available to accommodate this session.
- Elizabeth McDuffie: Program chair. Some updates will be needed to explain focus groupings and trolley tour. Elizabeth suggested using Monday morning welcome for these housekeeping updates. No Monday luncheon speaker. All presenters who present either before or directly after the lunch have been invited to stay for lunch. Andrea Mansfield will give numbers to the hotel each day to ensure adequate seating.

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- Brian Trzebiatowski will not be presenting, Michelle Asha Cooper will be presenting alone from the Advisory Committee on Student Financial Assistance.
- Katie Crowley from the DED, will report out on what the feedback from institutions was on AdVANCE after collecting information from the States.
- Bart Astor will introduce Dallas Martin at Tuesday's luncheon.
- We must clear the Doyle room by 4PM on Tuesday as there is another event in that room following our meeting.
- Dept of Ed will represent changes in application process for 06-07 on Wed. morning.
- We are waiving fees for the following attendees: Bart Astor NASSGAP consultant, Brian Trzebiatowski and Michelle Cooper Advisory Committee, SFA. Claude and Theresa will speak after the conference and correct any misunderstandings of fee charges for future NASSGAP meetings.

Fall Conference 2005, Westin St. Francis Hotel in San Francisco – Maureen Laffey

- Room rate \$139 that is extended for 3 days prior to the conference and 3 days past the conference.
- Group activity could be found if we want to do that in addition to the group dinner.
- Lisa will be helping with site
- Theresa Maxwell has agreed to be program chair.

Fall 2006 Conference- Mary Ann Welch:

- Currently looking at Boston but rates are very high. We are still exploring other options in the northeastern region of the United States. Should we raise our conference fee? A motion was made by Naomi DerryBerry to raise the minimum conference fee to \$400 beginning fall 2005, seconded by Marilyn Cargill. Motion passed. Theresa will take this change to the business meeting.

Research Committee – John Klacik

Theresa has withdrawn her recommendation for a new Policy and Issues committee and has asked John Klacik to co-chair the Research Committee with an invitation to rename and redefine the mission should the committee so recommend.

John Klacik sees the Research Committee changes to be roughly based on NASFAA best practices committee. A lot of this has been done on an issue basis (FAFSA changes, LEAP/SLEAP funding issues, etc.) but John is suggesting it be more deliberate. Collaboration between PELL Institute through Colleen O'Brien and NASSGAP should generate some great synergy. Starting points for the committee:

- Performance Measures – Assessing effectiveness of State programs
- Balance of need based and merit aid.

John asked what other ideas exist on the Executive Committee for the Policy and Research Committee to explore especially as they deal with the Research angle:

- Continue to bring research to the conference that effects all of us on an annual basis.
- Scheduling so we can attend Research Conferences
- Undocumented Aliens
- Incarcerated Students and access to higher education programs
- College Savings Plans as a source of revenue
- Lessons Learned
- Summary of Research for the past month with highlights of which are the most important to read
- Suggest Research topics for the Research Conference to explore

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- Sift through Research Conference presentations to see what information is there that can be translated to an action plan.
- Identification of reoccurring themes in state updates.
- Output of surveys and questions on the NASSGAP listserv
- Advance notice of upcoming issues

John posed the question “Is NASSGAP willing to sponsor research?” After discussion the decision was reached that the intent is not to fund the research but to support it through soliciting ideas.

NASSGAP Survey - Cheryl Mapelthrope

- Report to Lumina has been turned in explaining how we spent the survey money. Lumina report was due August 4, 2004 for phase 2 money of \$37,000. It was turned in on July 15, 2004. Lumina accepted report and gave us additional \$10,000 for web site. We have received the second payment and should receive the 3rd disbursement in August, 2005. We have now paid JBL. We continue to receive \$10,000 for the next 3 years for web site. We will need to officially request \$10,000 on an annual basis. Dennis currently needs \$40,000 for web development. **Cheryl will work with Lumina to verify the number of reports they are expecting from us over the next 5 years.** Cheryl and Dennis will work cooperatively to generate necessary reports.

Membership and Communications - Shiela Joyner

- The listservs are going fine being hosted by Oklahoma. NASSGAP is the sponsor of the NASSGAP and specialty listservs as well as the GEARUP listserv and Oklahoma is the host.
- We still have an issue of states who are not paying dues who are on the listserv and using other services. Sheila has a draft correspondence to encourage non-paying members to pay. Letter was approved by Executive Committee. Executive Committee recommended that non-participants in all aspects of NASSGAP should be removed from the listserv and all services. Non-dues paying states who participate in NASSGAP by responding to annual survey, will continue to be allowed to use listserv but will not be able to use the members only section of the NASSGAP website. **This policy will be in place for 05-06, a letter outlining benefits of membership will be sent in July with invoice for dues payment.** Follow-up will be done prior to Fall meeting. Removal from listserv would occur following the fall meeting. **Melanie will add this to the policy and procedures manual.**
- Volunteer form has been developed and presented to the Executive Committee. The form needs to be updated to change Policy and Issue Committee to Research Committee and will be distributed to the membership at the Business Meeting.
- Friends of NASSGAP – Sheila will be inviting all living past presidents who are no longer in the Financial Aid profession to become Friends of NASSGAP. **Sheila will be preparing a listserv announcement for nominating non-presidents for Friend status.**

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Ed Tech Forms - Mary Beth Kelly

- We had a win on removing language concerning contributions to “voluntary” retirement plans and replacing it with “contributions to retirement plans”. Also, recommended the creation of a FAFSA on the Web committee. This idea was received with some level of enthusiasm. Also recommended that we start the process for 07-08 significantly earlier. This was also received with some level of enthusiasm.

Federal Relations Report - Chas Treadwell

- Bart Astor has been very active over the spring. He continues to work closely with Elyse Walsh. We have received an elevated status and visibility thanks to Bart’s efforts. FR has been very active in the press. The starting number on June 8th is very important to LEAP/SLEAP funding.
- Office space from NCHELP. **Bart will create MOU after we renew his contract.** Many amenities will be available through NCHELP. He is interested in having a Blackberry. He is interested in attending the NASFAA conference, this July, as a NASSGAP representative with a cost of about \$600.
- Bart’s new contract – represents about one day per week (\$35,000) rather than 4 hours per week, supplemented with approximately \$2000 in expense money for one full year. Any single expense amount that exceeds \$200 needs President or Federal Relations chair approval Contract represents 75% increase. Chas is recommending that contract be approved and that the NASFAA funds come from \$2000 expense money. Executive Committee will determine whether this contract is possible in our current financial environment prior to the meeting on June 7. The Blackberry request was denied.

Web Report - Dennis Oberfell

- Report will be given at NASSGAP conference.
- Document management issues will need to be worked out for public documents.
- Overall very pleased with the outcome.

Motion was made to adjourn by Marilyn Cargill, seconded by Maureen Laffey. Meeting adjourned at 5:18

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