

NASSGAP Executive Meeting  
March 23, 2006  
Holiday Inn Select  
Memphis, Tennessee  
Spring Executive Meeting

Meeting called to order at 8:30 am

Melanie welcomed everyone and updated attendees on the plans for the evening.

- Review and Approve Agenda – Motion to approve Theresa Antworth. Seconded by Mary Ann Welch. Agenda was approved.
- Review and Approve Minutes – Motion to approve minutes as amended by Mary Ann Welch. Seconded by Elizabeth McDuffie. Minutes approved as amended.

Executive Reports:

President – Old Business – Melanie Amrhein

- Review Bylaws
- Outside Membership update/Discussion –
  - We have sent in dues to the Committee for Education Funding (CEF)
  - Melanie would like us to consider an affiliate membership to NCAN for \$1,250. Cheryl recommended that we ask to join in the “other” category as most states are already members. Theresa offered to talk with NCAN to see if “other” category or swap in membership to each other’s association is possible. Theresa will report back to Executive Committee. Lee moved to talk with NCAN, barter, and/or seek a \$300 Membership. Seconded by Marilyn. Motion was approved.
  - **College Cost Partners** is another outside organization of which we might want to become a member. Elizabeth McDuffie offered to do follow-up research and gather details. She will report back to the Executive Committee.
- 3R Study – Report was provided from Maureen in the Executive handbooks. \$12,000 was received from 3R study in mid-December. Lee will check the contract to see how funds may be used.
- We have accounted for \$2,000 of funds from Lumina and confirmed that they can be used in our budget.
- President’s Travel – Louisiana agency is currently struggling with a difficult financial year. They have currently curtailed travel severely. Melanie Amrhein is fine for NASSGAP conferences, but NCAN, Advisory Committee meeting in DC, CEF Gala in September, NASSFA in July, Research Conference in June can not be covered by her state. The Executive Committee agreed that it is important to have NASSGAP represented at various industry conferences. It is important to have the President at certain events and to leverage membership attendance at others. In those cases where the President needs to attend, NASSGAP will need

- to be able to pay. The Executive Committee should review meeting possibilities for the upcoming year to help with budget planning at the spring Executive Meeting. This year due to time constraints Lee, MaryAnn and Melanie will try to do this work before the Spring meeting in DC. We will defer the financial side of this issue to the Treasurer's discussion.
- NASSGAP records/archives (boxes) –
    - Melanie would like to recommend that we have a historian status for a long-standing assignment. **We will discuss further at a future meeting.**
    - We have a large amount of old paper records stored in boxes in various offices throughout the country. Theresa and Marilyn will send boxes to Chas' home address: Chas Treadwell , 18 Westover Road; Troy, NY 12180. Chas will try to weed boxes down to one complete set of records. Chas will send to Theresa to scan and Dennis will post to NASSGAP Web site. Chas agreed to accept unofficial historian role and "Bard".
  - Conference Policies – Deferred until Conference Committee Reports

#### President – New Business – Melanie Amrhein

- Webmaster Contract – Melanie reminded folks that we have approved a laptop purchase for the Webmaster. Dennis has purchased the computer. Lee will reimburse him.
- President's Correspondence – Reviewed correspondence sent since last EC meeting. Thanked Chas for help with letter writing and also acknowledged other NASSGAP members who helped with writing. Currently working with pending correspondence, i.e. Sally Stroup stepping in to new job as Deputy Staff Director for Congressman McKeon; Vic Klatt stepping in as Staff Director for McKeon, etc.
- Deficit Reduction Act
  - College Access Initiative – New requirements for guarantee agencies to share access info and links with students and families of postsecondary opportunities. Melanie included an outline of initiatives and timeline for this issue from NCHELP. NASSGAP will have a role in this. **Melanie asked all EC members to read the March 3,2006 correspondence from NCHELP and help identify NASSGAP's role.** We should post this initiative to an email and forward it to the membership as well as posting it on the Web site.
  - Committee Changes – John Klacik apologized for not having time for the Research and Policy Committee chair position. He informed Melanie that he needed to step down. Cheryl Maplethorpe has agreed to chair the committee.
  - Need for NASSGAP Historian – More conversation to come.

#### President Elect– Mary Ann Welch

- Has been updating the event calendar on the NASSGAP Web site with upcoming meetings. An update will go out to the membership to unveil the updated Web site including this feature.

Past-President– Theresa Antworth

- Nominations – Reviewed with the Exec.committee members a preliminary slate of candidates for the upcoming election that had been previewed by Melanie and Theresa. Additional names were recommended by the EC's. Theresa will contact people to see who is able/interested in running. EC recommended that we continue to solicit interest for future Executive Committee membership. We want members to feel free to volunteer their expertise on behalf of NASSGAP. This can be done at meetings, on the Membership Volunteer Form or perhaps on the web via a volunteer action.

Secretary – Marilyn Cargill

- By-Laws –
  - Article IV, section 4 a: Should we change the timing of the Nomination Committee? Yes, Elizabeth made a motion to change the wording from “at the Conclusion” to “Prior to the fall meeting”. It was seconded by Lee. Motion was passed.
  - Article IV, Section 4 h: Should we change the terms date for elected officers? No
  - Article VIII, section 4: Should we change the fiscal year to align our Fiscal Year with our term office? Lee recommended that we postpone this discussion, form a committee and discuss further at a future meeting.
- Elections – The slate of candidates will be presented at the June, 2006 meeting in DC. Elections will be run via secret ballot on the NASSGAP Web site.

Meeting was adjourned for lunch.

ED Technical Forms Committee Report – Mary Beth Kelly (by phone)

- Update on 06-07 FAFSA draft
- Update on Design Group Meeting- No updates from Sherry's notes. Marybeth has not heard from ED staff (Anita) yet. Expecting a number of system impacts. Dennis has been communicating with Sue O'Flaherty. DCL is being written. ED is attempting to minimize changes that would cause forms or systems to be rewritten. However changes will not be ignored. All '06 statutory changes will be in place.
- How can NASSGAP respond to the HERA document? Bart: should we work with NCHELP on this? Dennis: at the very least we be sure that ED is aware of the impact on States. Push them for a decision ASAP. Dennis offered to send questions he has already shared with ED to Melanie; Marybeth and Sherry to start developing a communication line with DE. Chas suggested that we try and align with NASFAA if possible. **Bart will check with Marty Guthrie and report back to the EC.**

Treasurer – Lee Andes

- **Sheila will resend Pell Institute dues bill to Colleen.**

- 2005-06 Budget/ Review of accounts/expenditures –
  - Revenues are on budget. By year-end we expect the number of dues paying members to be up. Only revenue missing at this time is one or two dues fees and interest income. Expenditures for San Francisco far outweighed what we budgeted. The majority of this problem was from service charge, taxes, meeting room charges, and the group dinner. The end result is that we overspent the budgeted revenues by \$13,412.
  - Spring conference is taking this into account for Washington and using a new spread sheet to track daily expenses to be sure that we will fall within budget in '06. All conferences site chairs should use this format in the future.
  - Issue this creates is not a cash problem as we have sufficient funds but rather a budgeting problem. Lee is looking at other line items to see where savings might be found. He is confident that revenues will exceed expenditures by the end of the year.
  - Cheryl would like to review the 3R contract. Lee will provide a copy to Cheryl.
  - Lumina Grant – Due to misunderstanding of match requirements, we are \$10,000 short of what we thought was available in revenue for this year to spend on website enhancements. We currently owe GBPI over \$18,000 for Web site improvements we contracted with them for. We will need to pay that bill this year and reduce next years work by the amount we overspent in addition to the computer we bought for the Webmaster. The outcome is that we are matching next year's Lumina grant in advance. The question is where this money should come from. We may have to move funds from the reserve.
- Credit Cards – We are looking for a copy of our articles of incorporation. Chas mentioned that he may have something in his historical files. Lee was able to obtain a debit card. There is only one card available and Lee is holding the debit card.
- Theresa Antworth moved to accept the Treasurer's report. Seconded by Elizabeth McDuffie. Motion passed.
- Audit/Bond (Discussion from prior Exec meeting) – Lois suggested that the Treasurer be bonded. Marilyn will have Dave Myette talk with Lee about the process.
- Travel Reimbursement – Lee handed out travel reimbursement forms. Forms should be faxed to Melanie for signatures. Receipts can be sent directly to Lee.

Conference Committee – Shiela Joyner; Marilyn Cargill

- Spring Program – Shiela Joyner
  - Conference program is coming together. We have sent agendas and invitations to all associate members, friends, etc. Marilyn should update the conference procedures so that conference information is sent to folks who are in the directory and not on the listserv. Plan to send out periodic updates on where we are. The session named How Non-Legislative

Changes are Negotiated will not take place this spring. Dennis will try and keep the FAFSA processing update on the topic we have requested, ED is trying to change the topic. Mary Ann and Theresa will be happy to give their session up for Sandy Baum. **Bart will call and ask Sandy to attend.** Sandy Baum was confirmed via telephone, so Sheila and committee will fit her in. She will speak for 1 ½ hours on a topic to be determined. **Bart will work with her on topic.**

- Spring Site - Jamie is still trying to get the larger room for us. If he can't obtain that, we will have space across the hall.
- Fall Program – Ritchie Morrow from Nebraska is program chair.
- Fall Site – **Marilyn Cargill is site chair for fall and will obtain a spreadsheet from Jamie.** EC agreed to go on the cruise for dinner.
- Contracts for future spring conferences in DC have been signed for '07 and '08. We reviewed details of the contract.
- We are looking at Salt Lake City of fall '07.

#### Membership and Communications – Sheila Joyner

- Current Membership –
  - Reviewed Paid Dues Statement and current listserv membership. Updated membership names due to staff changes at various agencies. Once we have reconciled between the Treasurer and Membership Chair, we will send letters to non-dues paying States informing them that they are removed from the listserv.
  - **Melanie needs to send retirement recognition to Joe McCormick and John Siegrist.** Should we offer them a “friends” membership? Theresa moved that Joe and John be offered a Friends of NASSGAP. Mary Ann seconded the motion. The motion was approved. **Melanie will notify Joe and John.**
  - **What should we do about DC non-payment? Melanie will send a letter to DC letting them know that they are no longer able to attend unless all owed funds are paid.**
  - **Melanie proposed that dues not paid 60 days past due we will send out a letter notifying them that we will remove them from the listserv and turn off virtual office use in the following 60 days.**
- List Serv Groups –
  - We will add the Exec Committee to the NASSGAP Federal Relations committee.
  - The old Survey Committee listserv group will be renamed and updated to reflect Research and Policy Committee.
- Discussion on Conference Policies
  - Should we hire someone to negotiate our contracts for hotels based on San Francisco experience? Should the President Elect work with the fall conference? Should we have a member who is responsible for negotiating all hotel situations?
  - We need to line up chairs for conferences as far in advance as possible.

- Should state political people be able to attend? How would we charge them? Government officials will be charged the membership rate. Rate may be waived at the discretion of the Executive Committee. Presenters and Speakers who are not members, and who wish to be full conference participants, must pay the conference fee unless a request is approved by the Executive Committee.
- Marilyn made a motion to not allow waivers of conference registration for spring of '06. Motion was seconded by Elizabeth. Motion was approved.
- NASSGAP staff will not pay conference fees for NASSGAP conferences.

Motion was made to recess until 8AM on Friday.

#### Federal Relations – Chas Treadwell and Bart Astor

- There is more than HERA going on including the President's budget which eliminates LEAP, GEARUP and TRIO. Some movement in Senate to replace funding with bi-partisan support. Received an email on March 23, that reauthorization will move forward starting immediately. Spoke with Martie Guthrie at NASFAA and they aren't weighing in as a group on HERA. Instead they are working directly with ED to support and mostly to stay out of the way so things can get done on time. Regulations are expected to be done by May 1, 2006. New LEAP letter is being sent out in DC to garner support from the Senate. Many Senators who signed last year have not signed yet; deadline to sign is March 29. **Chas will send letter out on the listserv today to make request of NASSGAP members.** We still need to find someone on the House side to champion LEAP. Chas and Bart will draft a letter from Melanie to the Senate and House appropriation chairs in support of LEAP/SLEAP at the appropriate time. ProGAP is still alive. Bart is working to develop support of this portion of the reauthorization bill. Due to staff changes for Sen. McKeon; i.e. Sally Stroup and Vic Klatt, we need to reestablish relationships and support (if possible) with new staff members.
- Dateline: Washington – Federal Update from Bart that is posted on the NASSGAP Web site. The update was supported by the EC and will continue on an as needed basis.
- Attendance at DC Meetings – Bart goes to the meetings of the Alliance and CEF. He speaks when appropriate. These groups are very centered on their work and are not as broad in their scope as NASSGAP. Advisory Committee staff supports NASSGAP and LEAP. Advisory Committee is meeting on April 4<sup>th</sup>. They have asked NASSGAP to testify for 5 minutes on Innovative Pathways to Baccalaureate Degree Completion. Bart could speak but he suggests that a practitioner testify. **Melanie will testify on behalf of the states.**
- Chair's Conference Call – The Federal Relations Committee had a conference call. Outcomes include a primer on Hill visits; helping to set up Hill visits; response to ED PART analysis.

Website – Dennis Oberfell

- First project was building the Web site. We are now focusing our resources on enhancement of the site. Phase I enhancements have been completed and tested. Output from that call plus ideas that did not make it into Phase I have now been added to a Phase II plan. Due to budget constraints Phase II will not be able to tackled for another year. Work outstanding from initial development is the query tool. Mike has been working with GBPI to enhance the query tool for this years survey output. The tool will meet most needs but it will not meet every possible need. Query tool has proved to be significantly more difficult than originally bid. This is not a money issue as we have already paid but it is a time issue.
- Live Web Demo -
- Discussion of costs/priorities- Reviewed priority list for phase II.

#### Survey – Cheryl Maplethorpe and Mike Solomon

- We have a \$37,000 grant from Lumina to update the annual survey. Followed by 5 years of \$10,000 grants to update Web site to support survey results to be posted. Survey update was done. Web improvements are well under way. Responsibility of reporting to Lumina from this point forward will now be done by Webmaster rather than survey chair
- Update from Illinois re: annual survey - Only a few states are outstanding. We should have draft tables out next week to the states. Expect general release date in May.
- Review the function and necessity of Survey Committee – Do we still need a Survey Committee? The chair’s role is to move the invoice from Illinois (who contracts to run the survey for us) and forwards it to the Treasurer. Lee Andes moved that the Survey Committee be commended for a job well done and disbanded with oversight for the survey now moving to the Policy and Research Committee with input from Federal Relations. Seconded by Mary Ann Welch. Motion was approved.

#### Policy and Research – Cheryl Maplethorpe

- Change in Chair position – John Klacik has stepped down and Cheryl Maplethorpe has agreed to co-chair the committee with Colleen O’Brien.
- Future direction
  - They may run a survey of states to see what would happen if LEAP went away. Should we do an RFP? **Chas will create a first draft of RFP and send out to the EC for approval.** Should we allocate funds for this purpose? We will discuss after the draft RFP has been developed. Cheryl suggests that we may be able to do research and analysis in-house. However will that impact credibility of the report? Further discussion needed.
  - Cheryl would like us to develop a closer relationship with the Research Conference. She is recommending that we help that group expand its research as currently most is loan-focused. She will investigate inviting researchers to our annual conferences for future years. Theresa would like

us to consider targeting our invitatoins to those researchers who are doing more connected to our issues.

Long Range Planning – Melanie is planning to ask the EC to create a new committee for Long Range Planning. She is thinking more about the concept and would like the EC to send possible names and ideas to her prior to the June meeting.

Wrap Up -

Marilyn made a motion to adjourn at 11:10. Seconded by Lee Andes. Motion was approved and meeting adjourned.

Attendees: Melanie Amrhein, President; Theresa Antworth, Past-President; Marilyn Cargill, Secretary; Lee Andes, Treasurer; Lois Hollis, Member-at-Large; Sheila Joyner; Membership and Communication Chair; Chas Treadwell, Federal Relations Chair; Dennis Obergfell, Webmaster and Website Chair; Cheryl Maplethorpe, Research and Policy Chair; Elizabeth McDuffie, Member-at-Large; Mike Solomon, Annual Survey Committee; Mary Ann Welch, President-Elect; Bart Astor, DC Representative; Mary Beth Kelly, Ed Technical Forms Committee (joined by phone.)