



nassgap

Spring Executive Committee Meeting Agenda

May 4 - 6, 2014

Embassy Suites, San Diego, CA

Atchison Room

Participating

Christine Zuzack, PA – President
Diane Lindeman, KS – President Elect
J. Ritchie Morrow, NE – Past President
David Hughes, UT – Treasurer
Philip Axelroth, AR – Secretary
Jennifer Rogers, MS – Member-at-Large
Elizabeth McDuffie, NC – Member-at-Large
Michael Solomon, IL – NASSGAP Website
Julie Leeper, IA – NASSGAP Website
Susan Degen, OR - Ed Technical Forms
Jason Chavez, NJ – Ed Technical Forms
Rachelle Sharpe, WA – Membership
Frank Ballmann, NY – Federal Relations
Lee Andes, VA – Federal Relations

Not Participating

Marilyn Cargill, VT – Membership

Call to Order 8:35 am

1. Agenda – Ritchie moved and Elizabeth seconded approval of the agenda. Approved unanimously.
2. Approval of April Executive Committee Meeting Minutes: Phil Axelroth
Elizabeth moved and Diane seconded approval of the minutes as amended. They were approved unanimously.
3. President's Welcome and General Discussion: Christine Zuzack

Activities since October - There will be no May 15 conference call. The next one will be June 19 3:00 pm EST. Several members were on the May 1 conference call with Mia Harrison of Virginia, who was very appreciative. Anyone who has information for Virginia should send the information to Chris who will send it to VA. On May 2 Chris and Frank met with Brian Melnyk from the House Workforce and Education Committee. They are very interested in knowing which states would have a statutory or regulatory prohibition against using prior prior year data. On April 14, after the FAFSA design team meeting, Chris met with Jeff Baker on the FAFSA Completion project. They have prepared a letter from the Secretary about designated entities, but which has not gone out yet. He wanted states to know that they are still very interested in 2014-

15 participation. Prior to the conference might be a good time to set up a poll on what states have done and will be doing with the completion project. Discussed the status of the history project and stated she still needed contact information for several past presidents and will continue contacting those who have not responded. Chris received a request from a former PHEAA employee who retired and has opened his own consulting firm and wants to be a Friend of NASSGAP. Discussion followed and the consensus was not to make the offer.

Ritchie moved and Diane seconded to offer Friend of NASSGAP status to past presidents Melanie Amrhein, Teresa Antworth, and Vicki Merkel. It was approved unanimously.

Julie has updated the Friends of NASSGAP list on the website and everybody should check for accuracy. Discussed requirements for Friend of NASSGAP and potential changes to policy and by-laws. Mike, Julie, Lee, Ritchie, and Rachelle will review the language in the by-laws and bring recommendations to the EC. Frank shared that the General Accounting Office wants to better understand state programs and processes, how awards are made and the appropriation process. Frank will have a preliminary call later this week and a larger call on a Friday May 23 conference call.

4. Past President's Report: Ritchie Morrow – nothing to report until the nominations item.
5. President Elect's Report: Diane Lindeman

Conference Sites – 2015 the issue is which hotel. She has looked at several locations: Hilton Garden Inn - \$209, Washington Ct – \$?, Melrose – very high. The Hilton Garden Inn is working hard to get our business. They have developed several options for different dates with different rates. After a discussion of other aspects of the contract, Ritchie moved and Jennifer seconded to accept the Oct 20-23, 2015 dates at the Hilton Garden and work toward a contract. It was approved unanimously.

6. Secretary's Report: Phil Axelroth - Nothing to report
7. Treasurer's Report: David Hughes

2013-2014 Treasurer Report – It is current as of Friday, May 2. Reviewed states/associates that have not paid and made changes to the anticipated amounts based on being at the end of the fiscal year. This was followed by a discussion of items on the report. We are still with the same accounting firm, but Dave needs to contact them to determine the documentation needed for filing. Dave reviewed the location of our checking and savings accounts and CDs and discussed the investments and whether we should make any changes. The committee discussed on-line credit card payment and decided that it was worth looking into, followed by a discussion of developing on-line registration, which the web committee will investigate. The last discussion item was pre-payment of dues as an incentive for states not belonging.

2014-2015 Proposed Budget - Increased the conference budget item but others remain the same. Following a discussion of the budget several adjustments were made. Discussed conference the fee for fall 2014 conference and increased the Tech Forms Committee line item to cover travel costs for attendance at the USDE FAFSA design team committee meeting. Ritchie moved and Diane seconded that we keep the conference fee at \$450. It passed unanimously. Ritchie moved and Diane seconded to keep the membership dues at \$1000 per year. It passed unanimously. Ritchie moved and Diane seconded to approve the 2014-15 budget. It passed unanimously.

8. Member-at-Large Report: Jennifer Rogers and Elizabeth McDuffie

Jennifer was interested in knowing the major issue faced by agencies other than budget for the state roll call.

9. Ed Tech Forms Committee Report: Susan Deegan

Informed USDE that there are no changes in the state's use of the Simplified Needs Test and zero EFC. States who need legislative actions to change deadline dates probably need to start now and not wait for USDE to ask. Once they ask there may not be time to make the change. The midnight deadline problem will not go away because the CPS is in the central zone and midnight will be wherever the CPS is.

Jason Chavez – Report from the FAFSA Design Team meeting – USDE is looking at changing the PIN process to the way students use that information and using a username/password instead. There will be a link between PIN and username and password for authentication during the changeover. The PIN will become the FSAID. They are looking at a March 2015 implementation. The EC discussed the limitations of that date. The design team discussed determination of which parent's income to use for the FAFSA and changes to the instructions on the FAFSA. USDE wants to drop the paper FAFSA. NASSGAP presented that fact that some states use the FAFSA for state aid to non-TitleIV schools and need the paper application because the school code is not on the electronic form. Susan raised the issue regarding states having a modified diploma because of disabilities and whether these students are eligible for federal aid if the diploma is state wide. There was no feedback from USDE. There are enhancements to the Data Retrieval Tool that improve feedback to the student if the retrieval does not work.

10. Web Committee: Mike Solomon and Julie Leeper

Julie showed some of the updates to the website and reviewed areas the committee discussed. Julie suggested we need to discuss the purpose of the website and what information to keep and to clean out and they would like feedback from the EC. Julie reviewed the website and discussed the repository and the documentation retained and documentation that is missing. Consensus was to let the web committee decide how to reorganize with the default placement of documents in the members only section. Need help from membership in providing documents. The question from the web committee is do we need a new look or just focus on the repository? Discussion followed regarding use of the website, the audience, the library and what documents should be in the library. Jennifer suggested adding the submission of documents for the website to duties in the user manual.

11. Membership Committee Report – Rachelle Sharpe – see Marilyn's written report below. Suggested sending a thank you to the Oklahoma people who maintain the NASSGAP listserv.

Invoiced for annual dues

5/29/2013	Sent early dues invoice for 13-14 year to all NASSGAP members.
8/2/2013	Sent invoice for NASSGAP dues to all member states who did not pay early with a copy of NASSGAP's W9 for '13.
8/2/2013	Sent Annual Dues Invoice to 6 Associate Members

NASSGAP uses the email that accompanies the invoice to highlight the benefits of membership and to promote the upcoming fall conference. There is always a flurry of activity and email exchanges with members as they work within their states to ensure that dues are paid prior to the conference and validate who from their state agency are listed as members. For upcoming years we will include a PDF of NASSGAP's W9 form which many states need prior to paying their dues.

Responded to a small number of states who wanted to pre-pay their dues. It would be worth a brief discussion at the spring EC meeting to discuss what if any incentives we want to provide to states that pre-pay their dues. Last year we discussed and decided not to offer any incentive. Also, it was decided by the EC that states that did pre-pay could receive a bill if dues were raised in a given year in which they had prepaid.

I worked closely with Stephanie Butler to ensure that all attendees at the fall conference had paid dues prior to attending conference. I reached out to a small number of states that had registered for conference who had not yet paid.

Updates to Listserv:

Sent 25 emails to contact in OK for listserv updates
Sent emails on behalf of NASSGAP to retirees and removed them from the listservs
Throughout the year we will get a number of individual requests to update listserv information from member states. I also provide copies of the NASSGAP and specialty listservs at the fall conference so that attendees can update the information for themselves and members who aren't able to attend. I also updated the Committee listservs to reflect new members and changes to the Executive Committee following the fall conference.

Other Duties:

- Circulated retirement cards at the fall meeting for members who had stepped down including Theresa Antworth, Melanie Amrhein, Vicki Merkel, and Linda from Connecticut.
- Worked with Mike tracking down contacts at non-member states to reach out to.
- Worked with staff from OK to solve President's issue posting to the listserv.

12. Federal Relations Committee Report: Lee Andes and Frank Ballmann

We have seen an increase in cooperative efforts. Others are coming to NASSGAP asking for our input. Frank provided updates on the Bipartisan Budget Act, the federal FY15 budget process and HEA Reauthorization hearings.

13. Nominating Committee Report – Ritchie Morrow

The nominating committee presented the following slate of officers for the 2014-15 year:

President Elect – Stephanie Butler
Treasurer Elect – Mark French
Secretary -Todd Brown
Member at Large – Rachelle Sharp

After a 30 day period for the membership to submit write-ins, the secretary post the ballots on the website for voting.

With Rachelle moving to a member-at-large position, Marilyn will continue as the chair for a year. We will need someone to replace Rachelle for a year as co-chair and then take over as chair for 3 years.

Tuesday, May 6

14. Fall Conference Committee Report –Jennifer Rogers and Elizabeth McDuffie

Program/Site – Jennifer – looking at having federal presentations on Monday and NASSGAP presentations on Tuesday. The EC reviewed and discussed the proposed schedule and conference sessions and some potential topics, and discussed advertising the conference and the proposed agenda. Group room rates will be available plus/minus 3 days of the conference based on availability.

Elizabeth – Westin Gaslamp – reviewed the site information and discussed food options and other details of the conference. Also need to look at lunch for EC on Sunday morning.

Information on the NASSGAP Website – discussed on-line registration form. Mike and Julie will be checking.

Scholarships – will be putting out information shortly after the agenda goes out. Discussed putting out information together. Ritchie (past president) will be responsible for the scholarship. Due date will be Sept 1, 2014.

15. Upcoming Activities – May through October, 2014

Monthly calls (except May) – 3rd Thursday of each month at 3:00 pm EDT.

16. Adjourn – 10:25 am.

Next Meeting: Conference Call on June 19, 2014 at 3:00 pm EDST

Phone Number: 559.546.1000

Access Code: 975157#