

**NASSGAP Executive Committee
Meeting – 5/18/2017 – Washington DC**

In Attendance:

Clantha McCurdy, MA – President
Rachelle Sharpe, WA – President-Elect
Mark French, CT – Treasurer
Irala Magee, OK – Treasurer-Elect
Jennifer Lanphear, ME – Member-at-Large (Conference)
Diane Lindeman, KS - Conference
Jennifer Rogers, MS - Membership
Donna Thomas, MD – Ed Technical Forms
Julie Leeper, IA – NASSGAP Website
Todd Brown, IA – NASSGAP Website
Mike Solomon, IL – NASSGAP Website
Ritchie Morrow, NE – Federal Relations
Frank Ballmann, NY – Federal Relations

Absent:

Stephanie Butler, AK – Past President
Katie Harrison, SC – Secretary
Brenda Zastoupil, ND – Member-at-Large

To-do list – highlighted in grey

1. **Call to order** – 9:41 a.m. EST by Clantha.

Approval of minutes from 4/3/17 meeting – Motion to approve made by Mark; Seconded by Jennifer L. Motion passed.

2. **Officer's Reports**

- a. **President – Clantha**

Clantha adjusted the agenda and would like to use this meeting to dive into areas we have been discussing for some time. The fall meeting will be held at the current location, and Jennifer and Diane have met with the hotel staff.

Clantha had a phone call from Brenda who sends her well wishes to NASSGAP and hopes to return to work. Stephanie is dealing with budget issues and had to stay home. Katie has had severe back pain. Mark will reimburse her for airfare. We should consider including this situation in the user's guide in the event of future reoccurrence (Rachelle will follow-up).

Most of Clantha's work was related to setting up the EC meeting. Clantha reflected that most of the work is conducted by the other positions and she expressed appreciation for everyone working collectively to make NASSGAP run smoothly.

3. Federal Relations Committee Report – Ritchie and Frank

Clantha shared a NASSGAP response to reauthorization from 1997, "A special perspective from the states on the challenges facing postsecondary education."

FAFSA School Order

Frank discussed the ED decision to continue sharing the student's school list order with states.

FAFSA Simplification

Reauthorization is not imminent and historically schools have states require many questions on the FAFSA are necessary; Frank has clarified that most states only need four additional questions beyond the 'two question postcard FAFSA proposed by Senators Alexander and Bennet. He has reached out to NCAN and NASFAA regarding their simplification proposals and suggested the three organizations issue a joint statement that agrees on principles. NCAN shared some distinctions between their specific proposals but they seem minor.

The group doesn't believe additional questions should be added to the FAFSA. Jennifer L. noted she gets questions about AGI; Mark noted he converts EFC to income to talk in broad ranges with policy makers. The issue should be elimination of questions that are difficult to answer, rather than focusing on the number of questions. Irala noted OK has a program that uses untaxed income. Mark asked about negative AGIs and whether it has been discussed with Senator Alexander (Pell eligible millionaires). Fields desired from IRS data match included business income; there are other ways to have a negative AGI (schedule F for farmers, as an example). Frank has raised with Hill staffers the issue of the need in some states for some asset questions.

Reauthorization

Frank shared the proposals from 2013 and suggests we make a clear statement regarding FAFSA simplification and perhaps an "adult LEAP" to provide financial aid to students whose work and family commitments preclude an at least halftime enrollment intensity. Yesterday the House Education & Workforce committee passed the career and technical education bill. A matching program could have some bipartisan support. Senator Murray is also interested in including DREAMers.

Mark mentioned so many states are in financial difficulty that they would not be able to participate in a matching program. Perhaps a new federal program would be appealing. Rachelle noted there might be support by other organizations such as SHEEO. Donna

asked how adult is defined and Mark suggested categories of Independent and Dependent could be used. Ritchie described the community college gap program for students coming in for short-term training programs that don't qualify for Title IV aid. NASSGAP could propose a narrower program. Mike said that addressing these groups are the only way to reach aspirational attainment goals that states have set. Donna noted workforce sequence scholarship legislation was passed without funding. Clantha suggested any platform developed should be shared with the membership for feedback. She expressed caution with matching; MA did not participate in LEAP for its last three years. Clantha noted states are providing incentives for out-of-state student enrollments as well. Jennifer R. asked if the proposal was for non-Title-IV or for short-term programs. Rachelle suggested flexibility for states to determine criteria. Mark noted that if not defined, it would be used for traditional students. Frank talked about meeting the workforce needs in the states.

Frank talked about Senator Harkin's verification of comprehension; there is an open book test which ensures students understand the information. Rachelle asked the process for developing the proposals and possibly sharing it with other like-minded associations. Frank noted there is a window of time to share a list.

Mark asked if this is an opening to make some substantive changes in our proposals (disbursement of loans at the end of a successful term; risk sharing ideas; etc.). Frank suggested we be cautious about "inflaming" other groups.

The other previous ideas were states being included in loan lender lists and permitting cell phone contacts. It was discussed these administrative issues could be in a final paragraph less emphasized. Frank will revise the priorities letter and send it to the group by early June and then it will be shared with membership. Ritchie will also ask the membership for input after the Executive Committee is comfortable with the latter. Jennifer R. suggested we review RADD and other proposals.

Frank described the budget process and suggested NASSGAP could develop a statement of higher education and affordability priorities when the budget proposals are shared. However, we would not want to be too critical and show appreciation for certain areas.

Ritchie said his last year is October 2018 so we need co-chair for federal relations. This is not an elected position and Ritchie, Frank, Clantha and Rachelle will consider names in coordination with Stephanie working on positions. Rachelle will capture a summary of high level proposals for consideration. A federal relations call might happen before the letter goes to membership.

4. Officer Reports Continued

a. Past President – Stephanie (via Clantha)

Nominations for president-elect and member-at-large are underway. She is also working on the User's Guide. Clantha suggested EC review the guide. The task had previously been assigned to the president-elect but EC decided it should be past-president. The

guide hasn't been updated. It has also been a place to capture history and major decisions of the committee. Mark noted we could add a summary page each year by the secretary rather than keeping a historical review in the user's guide. The guide was intended to address the recurring discussions that occur with turnover. Jennifer R. suggested that the dates of changes be recorded. Donna suggested that outgoing positions should be training incoming persons with a packet of information. An internal calendar could be of assistance.

b. President Elect – Rachelle

Conference for 2018 is October 15-19 in Albuquerque. Rachelle captured criteria for state site selection that EC discussed for inclusion in the User Guide (active program but inactive membership, attractive location in October, affordable, accessible to airport, etc.). There are also considerations for the contract itself (meeting room block, rate, insurance, catering). Dates for conferences related to access and aid were shared; however, dates for future years are not listed for many.

c. Secretary – Katie - no report. Rachelle and Donna standing in for Katie.

5. Committee Reports

a. Membership – Jennifer R.

Jennifer R. indicated she needs a new W-9 for the membership letter indicating benefits of the association. Mark will send Clantha a wet signature W-9 and Jennifer a copy. Jennifer will send the new membership letter; it does not need to be reviewed. Jennifer noted the role of membership is somewhat vague; invoices; directory; listserv; outreach to unpaid or inactive states. When the online system is improved, we should re-think what the membership chair should be doing (Jennifer will follow-up). In addition to the inactive states, how do we ensure membership understands what the association does, what the EC is addressing, and benefits of joining. Donna suggested a newsletter to share updates from states, similar to the roll call. Clantha suggested a template that shares EC meeting with the membership. Rachelle expressed concern about sharing more sensitive topics that may occur. Mark suggested agendas could be shared with membership ahead of time. Julie noted the role of members-at-large should be doing that rather than just conference management.

Ritchie noted the federal updates received strong attendance. We could do those quarterly and add an EC update. Jennifer R. noted the primary benefit is the listserv but it is underutilized. Donna suggested a welcome folder at the conference.

Mark noted there is a lot of conversation on the EC list that should probably be shared with membership. The listserv is not used for open discussion with the membership. Ritchie noted the EC is the policy making body. For example, if we ask for reauthorization ideas it will be the EC's role to filter and decide.

The current process of invoicing is cumbersome but should be resolved with the new web site.

The purpose of the listserv can be an email distribution list or encourage conversation and dialogue. We could survey the membership about the use of the listserv. Jennifer R. suggested reminders be sent about the use of the listserv and polls including sharing results with membership.

For now, we propose to a) schedule quarterly membership calls; b) share results of the call with membership via the listserv (Frank and Ritchie will follow-up).

The membership person is supposed to manage the specialty listservs and we have not managed committee memberships very well. The chair passes around lists at conference. The membership needs to understand the role of the committee and we need a process to recruit the right number of interested participants and keep lists updated. Previously all EC members have been placed on committee membership (previously was just officers). Federal relations should be all officers plus volunteers. Mark suggested committee chairs should be responsible for forming their committees. Jennifer L. suggested this be covered during a quarterly conference call as a committee recruitment drive. Julie noted she could be a test as the web committee is a big project that needs volunteers.

This discussion needs to be captured in the user guide (Rachelle will follow-up): Each committee chair should form their own committee and send the roster to membership. Annual updates should be provided to membership. There may be certain parameters (such as officers on federal relations; president on conference). The membership chair can remind committee chairs of the process. Committee chairs should use the listserv for recruitment (such as the web committee this year). The president can still recruit during and after the conference as well as during quarterly calls. Membership rosters can change at any time throughout the year. Chairs need to communicate with their volunteers to ensure engagement.

b. Web committee - Julie

Web Site Overhaul RFP

The RFP was sent to the listserv and associate members. The deadline passed and only one proposal was received. The committee (Julie, Mike, Jennifer R., Todd, Clantha and Irala) has a lot of questions and will be talking with the company (FreshySites). FS did the web site for CEF and they are pleased. The base price was \$40,700 with annual fees for e-commerce support, web hosting, etc. for \$4,650. The current monthly fee for web hosting is \$275 with \$150 SSL certificate but the hosting has been abysmal as demonstrated by shut downs over the last few weeks.

Julie needs authority to proceed if the cost is not prohibitive. The group will run the information by those with expertise in this area. The association has \$139,000 in savings that could be used for this purpose. Mark suggested there be a cap; it was decided a vote for a line item in the budget on Friday will suffice. The web site will provide ongoing benefits to the membership and the EC improving usability, awareness, functionality, use

of polls, access to information, etc. The web committee already has \$4,000 budgeted that is often unused. Frank can inquire how the CEF negotiations went. When the contract is signed, EC would need to vote to make the payment out of the reserves. The committee is proceeding with negotiations even if costs increase since the EC will approve the contract.

Social Media

Does the association need a social media presence? The new web site will have integration ability, such as a Frank Twitter feed. Who should manage the content? Should we find out from the membership? The Facebook is used for social purposes to keep in touch with members. We should perhaps consider the audience, the key messages, and platforms. The web committee will explore social media capability into the new site. The membership can continue to evaluate the best and most effective methods to communicate with members. We should also consider whether tools could be used to communicate with other associations, organizations, etc.

c. Ed Tech Committee - Donna

ED is no longer requiring verification of non-filing for Dependent students. Donna will share the information about how to change order of schools to membership. The FAFSA will be available by cell phone. For security reasons “www” will not be allowed and FAFSA can only be accessed with <https://fafsa.gov>.

Jeff Baker also shared that the IRS data match will be available for 2018-19 only and data will not be viewable without ability to make corrections. There is a hearing next week on improper payments. There is an issue with some schools providing program data to NSLDS. Year-round Pell will permit 150% of a scheduled award for 2017-18; this summer will not be permitted if 100% Pell has been used for 2016-17. But next year either summer header or trailer can be used. Students must be at least half time for summer Pell. Frank inquired about whether NASSGAP could get a Dear Colleague letter confirming that states cannot provide the student’s FAFSA school list order information to schools.

Donna indicated there is a list of committee members but there aren’t duties to share with others besides deadline dates and attending technical meetings with ED. Frank suggested having a representative from a centralized and a decentralized state would be helpful.

d. Conference – Diane and Jennifer L.

When Rachelle sends the questions for the roll call, explain the purpose. At the conference, draw states in random order, keep it to two minutes, and don’t require every state to report out.

Jennifer L. discussed the approach to the formation and division of duties for the conference committee. The 2nd year member would be the chair and the new person

would oversee site details. Optimally the president, treasurer, federal liaison, past member at large would be included.

The meeting was called to recess, to be reconvened Friday, May 19.

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Meeting reconvened and called back to order at 8:42 am

Committee Reports (Continued)

d. Conference – Diane and Jennifer L.

Conference group dinner update: EC given the choice of Clyde's or Range Restaurant and chose Range as the location for the conference group dinner. Group pricing for Range would be between \$40 and \$50 per person. **Committee will follow up with Francesca regarding the cash bar and the fee.**

Food Choices have been made and the estimate of price is questionable. Total budget approximately \$25,000 at \$550 per person (in comparison to Florida, where it was about \$350 per person)

- \$6,200 Presidents Reception
- \$15,040 Conference Price
- \$3,600 Group Dinner (off-site) including 10% tax and 20% gratuity
- Hotel estimates do not include 10% tax and 24% service charge

Explore option to forgo the open bar at the reception.

Tamara is double checking to see if the bar drinks must stay in the Manager's reception area or if the drinks can be transported to the restaurant.

President's Reception- Cocktail reception \$69 per person includes open bar for 2 hours. Three hot trays and 2 cold stations. Price does not include the carving stations as listed above, but will explore all options to determine if the carving stations are needed. The quoted price also does not include the 10% tax or the 24% service charge. Will investigate a la carte menu and see if they can do beer with white and red wine. Price based off assumption of 45 people.

Jennifer L. will continue to investigate ways to cut the price within the next few days to proceed with sending out the conference invite by June.

To get it down to \$500 per person, we would have to cut out \$2,500 for this year's conference. Last year's conference budget was at \$21,500 and the actual amount spent was approximately \$19,000.

Will review expenses from 2015 NASSGAP Conference held in DC.

Program Update:

First Day- Breakfast, registration, welcome by president, host happenings (DC, MD, VA), Break, Federal Update (Frank), Chair update, lunch, state roll call (1hr), adult learners, roll call (1hr)

Second Day- workforce initiatives, private industry update (partnership with a private industry and a state that helps students obtain their degree (NY is a model state) (Follow up with Frank may explore having IBM come in or pairing with a state that has done something in that area). Be sure that this session ties back to state and/or federal financial aid, perhaps have NY speak with IBM and provide their outcome with participating with IBM.

Early FAFSA Participation panel (states that changed their deadline date) or speak on states that saw increase in numbers or changes in the number of students that did the FAFSA with the implementation of early FAFSA (identify if states have had an increase in first time low income FAFSA filers) – **This item will be taken off the agenda**

This item will be added to the agenda - Open Session on Early FAFSA with a small panel based on a set of questions and then provide feedback from the attendees, Diane will identify individuals to speak on the panel (1 hr), College Affordability session with Mindy; lunch; US Department of Ed; (1 hr) state roll call wrap; break; Program Reviews (Mark will lead); NASSGAP Business meeting; dinner on your own

Final Day- Review data to determine how to implement policy changes (data on how states are using their data collection in relation to the policy makers and their data) will be a 2-hour session. Speakers will discuss how to apply the data to implement policy changes. Have NPSIS speak first and then have states talk about the data they collect and what they do with the data. Do states verify the data that they receive from schools? After further discussion, the decision was made to separate these into two 1-hr sessions on different days instead of back-to-back. Conference committee will adjust agenda as needed to accommodate this change.

The executive committee has determined that Canada will not speak at the conference this year, although they will be invited to attend.

Other session topics to explore: Highlight a state or two regarding their grant programs, work-study programs, performance based or incentive based programs to drive completion. Possibly follow up with Indiana to see if they have any data to track performance based programs and their outcomes. Can also follow up with MDRC as they did studies on targeted interventions to determine performance outcomes.

ACTION ITEMS: Have NPSIS explain how they will collect the data and how it can be used by the states. Ask if their data can be broken down by state. Follow up with Frank regarding if hill staffers will be speaking at the conference.

Budget Review:

2016-17 Year Review

- Increase in membership for 2016-17 by \$2,000
- Survey Contractor had to be paid \$17,500
- \$1,375 under budget for fall conference
- \$1,100 fall conference anniversary celebration under budget
- Increase in attendees for 50th celebration
- Anticipated the remaining executive budget will be spent today
- No amount paid for conference speakers
- Saved \$275 in federal relations
- Website spent very little
- Misc. \$17,500 used to cover unpaid prior year expenses (survey)
- Suggestion to move \$102,264.79 in savings account and open another CD; moving forward be mindful of what we are accruing in the accounts; Explore options of what other productive ways the money can be used

Need to input figure for operating reserve for conference hotel commitments for the 2017 annual NASSGAP conference. Mark will update the 2016-17 statement accounts report to include this figure.

Recommendation to use funds in the Lumina budgeted line item and transfer it to the figure needed for the NASSGAP website redesign project (approximately \$25,000) Executive committee will vote on this item in the future since there is not a quorum.

2017-2018 Budgeted Figures:

Revenues:

- Membership Budget: \$47,000 (states that are not members of NASSGAP- Ohio, New Hampshire, South Dakota, Hawaii, Puerto Rico, Delaware, Wyoming) (4 associate members that pay annually as members)
- Fall Conference: *See below
- Interest & Other Revenue: \$50
- Total Regular Revenue: To be updated when conference revenue determined
- Special Use Reserves: Will be used for the website (\$60,000) (11,000 from Lumina and \$49,000 from NASSGAP)
- Survey Payment line item will be removed

Expenditures:

- Fall Conference: \$27,500 (Includes \$250 for the welcome bags) based on 50 attendees
 - Still waiting on final figures from hotel for conference
- Removed 50th celebration line item
- Fall Conference 2018: \$1,500
- Executive Committee: \$14,000
- Conference Scholarship: \$2,500
- Conference Speakers Expenses: \$2,500 (used to cover travel)
- Federal Relations Committee: \$3,000
- Web Site on-time development fee: \$60,000
- Web Site maintenance fee: \$4,500 (maintenance fee will be charged after the site is launched)
- CEF Membership Dues: \$1,000
- Annual Survey: \$8,750
- Awards and Recognition/Promotions: \$350
- Tax Preparation: \$1,650
- Technical Forms Committee: \$1,500
- Research: \$2,250 (there for future research projects)
- Miscellaneous: \$1,000
- Reserves: \$0

Still need to come up with figure for revenue for the conference: \$67,500 estimated expenditure and \$65,050 revenue.

Keep registration fee same from last year \$450 for early and \$500 for late

Reserve 40 rooms and attendees

Recommendation to increase conference scholarship and budget for 4 scholarships. Budget increased by \$2,500 total of \$5,000

Mark will email all figures to the board. Conference Committee will apply conference charges to the budget once received from the Embassy Suites hotel. May take 2 weeks to get final numbers from the hotel. Once the figures are provided conference committee will update executive board with figures.

At this time, the EC cannot vote on the budget since there is not a quorum. Will have to postpone vote for the next phone meeting.

NASSGAP Tax Returns:

Update from Mark regarding tax returns –To date, there has been no response from Montana company previously used regarding taxes, and no taxes have been filed for the 2016 tax year. Mark offered to take taxes to local tax company to have them prepared.

Mark believes that there is no penalty for filing taxes late but if there is a penalty, he will follow up with the EC board to provide the figure.

Executive board has agreed that the taxes can be done locally in Connecticut since no response has been provided by Montana.

Discussion on Policy and Action Items

Mark recommends that the EC board refers to the user guide consistently

Action Item: Recommendation that the committees all review their sections to ensure accuracy. The Executive Committee will also review the USER MANUAL.

Past President will continue to update the USER MANUAL

Action Item: Hold off changing who sends out the invoices to the treasurer and keep that duty with membership chair. Also wait to see if the new website can automatically generate the invoice.

Specialty List: Leave current list as is until end of this year. Beginning next year, review and adjust list based on who makes up the new committees.

Action Items: We should first decide which committees need committee members at the discretion of the chair. Have the president send correspondence to members requesting volunteers? Committee chairs will determine how many members are needed for each group. Goal is to get more people engaged in the association.

Each committee needs to review and determine the needs of the committee; i.e. how many people are needed, in what areas, etc. Committee chairs should also use the user manual to determine what the co-chair or chairs have authority without needing approval from the executive board.

After a call for new business and hearing none, the meeting was adjourned at 11.45 a.m.