

Thursday, December 04, 2014
11:13 AM

NeASFAA Board of Directors Meeting
Friday Nov 21, 2014, Concordia University, Seward

Present: Matt, Wendy, Kay, Lani, Sara, Ritchie, Andrew, Stacy S, Kent, Linda, Bailey, Mary, Erin, Craig

Matt called meeting to order at 9:41.

Tom moved to approve agenda, Kay seconded. Agenda was approved.

Kay moved to approve minutes, Erin seconded. Minutes were approved.

Officer Reports

President: written report attached
Matt destroyed the ballots.

President Elect: no report

Past President: no report

Treasurer: written report attached

Secretary: written report attached

Sector Representative Reports

Private Career: no report

Two-year Public Institutions: no report

Private Colleges and Universities: no report
Bob Walker retired

Four-year Public Colleges and Universities: no report

Associate Membership: no report

Committee Reports

Professional Development Committee: written report attached
Mary felt that we missed a bit of training by not being able to have someone from NSLDS, but was still good training. She stated that we need to be flexible about fall training in regards to subject matter and timing.
Support staff workshop numbers were down, but content was good. PDC had discussions on why. Some thoughts on why were that office structures have changed and many aren't considered support staff anymore. Schools are maybe sending more to spring conference instead of support staff. Also discussed looking at academic calendars to determine dates to avoid peak processing times.
Committee is meeting again in December to ramp up for spring conference. Kent wanted to remind everyone that speaker costs are confidential.
Matt mentioned that we need member and non-member price for all of our functions.

Nominations and Elections

Lots of interest. Elections will probably go into December and will be held via email.

Membership: written report attached

Finance and Audit: written report attached
Audit was completed; everything went well.

Corporate Development: no report

Communications: written report attached

No adverse effects of securing membership directory on website that Linda has heard of.

Discussed if there is anything else on website that needs to be secure; possibly the list serve. Talked about adding everyone to list serve and members would have to opt out if they didn't want the emails. This would prevent anyone who didn't have a membership from being on the list serve.

Had discussion about listing more than one contact as part of membership, especially for associate members. That way, if someone leaves, NeASFAA would have another contact for that organization.

Also talked about needing more information in membership database.

As part of renewal process, we need to ask who is still in the office and who isn't to help keep the directory up to date.

Someone from NeASFAA should moderate and facilitate list serve.

Watch what RMAASFAA does to mimic what they are doing in regards to teleconferencing.

Mary talked about networking at conference and how important that is, but use technology where it fits best; possibly to put something together quick.

Awards: no report

Association Governance: written report attached

State Legislation Task Force update

New normal; what are we all about. Resources are limited. States don't need to have federal relations committee, but state advocacy is something NeASFAA can do.

Met three times, one in person, one conference call and met at hearing on Wednesday, November 19.

Core principles, attached.

Created file hosting service via Box to keep documents; all committee members have access.

Lots of stakeholders at hearing

Created excel worksheet with senators affiliated with colleges

Solicit student success stories – would have struggled without money, was very successful and has gone on to do well

Continued Business

Discussion and Referral of Communications/Membership committee P&P language to AG committee

Option 3 – audit person cannot collect money; needs to be separation of duties

Option 2 – too much responsibility for treasurer

Option 1 – seems like the best option

Refer to AG and bring back to next meeting

Ritchie thinks name needs to be changed. Membership Communications

Kent brought up individual vs organization

Discussion and Referral of PDC/Awards committee P&P language to AG committee

Sara and Mary will try to write certain portions again to give to AG to review

Had discussion about awards that board gives that maybe president should give

Communications and membership do not really need many volunteers

Should sector reps go on new membership communications committee? Would this be a way to get sector reps more involved? Talked about having a rotating calendar for "chair". For now, will put sector reps on membership communications committee and see how it goes

Membership policy language – Referred to AG committee June

Tom motions to add the language proposed by AG to 5.2 of P&P. Erin seconds. Kent asked who will grant exception. Change can to will. Motion approved

Ethics/Conflict of Interest Statements discussion and vote

Matt wanted to make sure everyone understood why we are doing this and the importance. Tom moves to adopt conflict of interest policy for our association. Bailey seconds. Motion approved

Electronic Initiative for board and committees

Wants Drop Box functionality to be up and going prior to conference registration

Want to use for committee "binder" to have most up to date information

Discuss implementation process for updating a central calendar to include officer and committee functions

through the year.

Done.

“Hello NeASFAA” write ups to Board and Committees

Stacy S has December

Upcoming Strategic Directions

Develop questionnaire get to know individual members more than just the organization

Want to introduce new members that apply for membership as well as individual members that are new to an organization. Sector reps will work on this.

Discussion on changes to by-laws about standing committees

Need to add that to P&P

New Business

Finance and Audit request – Audit guide as appendix to P&P?

Is guide something that BOD wants to review? Does this imply board approved amendments if we add it to the P&P document? Have finance and audit look at current document, bring to board to next meeting

New membership requests

Xenon Academy - were previous members. Tom moves, Wendy seconds. Motion approved.

Navient - Tom moves, Erin seconds. Motion approved.

RMASFAA gives membership committee approval to approve previous members without board approval; NeASFAA may want to look at doing this as well.

Budget Variance for Task Force

Bailey moves to add line to \$500 Budget Variance for Task Force under president and take from \$500 from reserves, Tom seconds. Motion approved

Retired folk.

Bob Walker & Don Beuhrer - Admiralsip, awards committee will take care of this

Tom moved to adjourn, Kay seconded. Meeting adjourned at 1:34 pm.

Agenda
NeASFAA Board of Directors Meeting
Friday Nov 21st, 2014 @ 9:30
Concordia University, Seward

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from April 2014
- III. Officer Reports
 - A. President, Matt Johnson
 - B. President Elect, Kay Dinkelman
 - C. Past President, Tom Ochsner
 - D. Treasurer, Marty Habrock
 - E. Secretary, Bailey Jorgensen
- IV. Sector Representative Reports
 - A. Private Career, Andrew Landrum
 - B. Two-year Public Institutions, Stacy Dieckman
 - C. Private Colleges and Universities, Wendy Matulka
 - D. Four-year Public Colleges and Universities, Erin Moran
 - E. Associate Membership, Stacy Seim
- V. Committee Reports
 - A. Professional Development Committee, Mary Sommers
 - B. Nominations and Elections, Kay Dinkelman
 - C. Membership, Shareen Thewke
 - D. Finance and Audit, Hylee Asche
 - E. Corporate Development, Stacy Seim
 - F. Communications, Linda Butcher
 - G. Awards, Sara Bennett
 - H. Association Governance, Tom Ochsner
 - I. State Legislation Task Force update, Craig Munier

VI. Continued Business

- a. Discussion and Referral of Communications/Membership committee P&P language to AG committee
- b. Discussion and Referral of PDC/Awards committee P&P language to AG committee
- c. Membership policy language – Referred to AG committee June
- d. Ethics/Conflict of Interest Statements discussion and vote
- e. Electronic Initiative for board and committees.
 - i. Drop Box functionality
- f. Discuss implementation process for updating a central calendar to include officer and committee functions through the year.
- g. “Hello NeASFAA” write ups to Board and Committees
- h. Upcoming Strategic Directions

VII. New Business

- a. Finance and Audit request – Audit guide as appendix in P&P?
 - i. Does this imply board approved amendments if we add it to the P&P document?
- b. \$500 Budget Variance for Task Force
- c. Retired folk. Bob Walker & Don Beuhrer

VIII. Adjournment

President's Report – Nov 21, 2014

Based on the decision by the Board in June to create a Nebraska Legislative Task Force, a charter had to be drawn up to set the charges of this task force in motion. I began this work shortly thereafter. It did not come together quite as quickly as I had hoped, but being our/my first foray into this sort of endeavor, it was hard for me to gauge just exactly what expectations to have for this processes. The document was drafted and put out to all of you for comment. Some comments were presented and updates made to the charter document. The copy of the charter has been submitted along with this report. After the document was finalized, volunteers were recruited from the association with an eye towards a broad representation from all of our sectors. With the exception of someone from our four year state college folks, we did accomplish very good representation. By about mid-August the task force was assembled. From the volunteers, I asked that Craig Munier lead this effort and he graciously accepted. In August some introductory work was done, and then in September the work of this task force really started to proceed forward. I am very pleased with the progress that has been made thus far.

During our June meeting we discussed the conflict of interest policy that was proposed. The board had asked that I make a few minor adjustments. These were made and I presented those changes to the board early on this month. No further changes were suggested. Then as requested by the board this document was presented to the association for the purpose of having them see it and comment on it. I received feedback from two persons. Deana Unger and Doug Watson responded. Both were pleased with the direction the board was taking in implementing this document and felt it was an appropriate step to take. We will be voting to approve this course of action today, and then should it be approved, current board members will sign off on this document. A copy is included with my report.

A contract has been signed for the Spring 2016 conference. The board approved the site and vetted the contract. Thank You for taking time to look it over. I received some good feedback and had Peggy Tvrdy, PDC vice chair take our requests back to the Cornhusker. The biggest concession that you will see in the contract is that our maximum food guarantee was reduced from \$10000 to \$8000. While it appears likely that we will spend closer to \$10000, we have some wiggle room so that we will not have to be concerned with rent of meeting rooms. I have included a copy of the final contract with my report.

I attended both the Support Staff workshop and the Fall Training. Both appeared to be well received. Certainly the topics that were covered were timely and of the utmost importance to understand and implement in our offices. I thank the PDC for putting together these training initiatives. I also appreciated the innovative approaches used for some parts of the training; round tables and speed dating specifically.

In July, I attended the NASFAA conference in Nashville. This was a good conference, held at very nice new conference center and providing many many good sessions for all levels of federal aid administrators. I think that some of the best take away was a better understanding for the policy positions that NASFAA is taking especially as reauthorization is being discussed and also some more insight on the task forces that are being implemented and the vision NASFAA has for those. I appreciate the opportunity to attend this conference.

In October, I attended the RMASFAA board meeting and conference. Snowbird resort in Utah was where the conference was held. Several good sessions were offered. I had two take aways to present to the board. First, RMASFAA is doing some things to be very intentional about the timing and vetting of the conference contracts that they sign. In fact, they may even seek outside consultation for the contracts that are signed to make sure everything is in order with no surprises. In light of the emphasis RMASFAA is placing on this, I am so very pleased that all of you took some time looking over our newest contract. Not that it is as big as a RMASFAA contract, but it does merit our time and careful attention to detail.

The second take away, RMASFAA is very interested in what we are doing with our Bylaws and Policies and Procedures with regard to our committees. The board asked specifically for information on -- how it is going, why we are doing this and what we are expecting as the outcome. I reported that we are in the midst of the processes, but that things are proceeding. Our hope is to give the board flexibility to adjust committee structure when and if needed and not tie us to a specific set of standing committees and more importantly to make sure that we don't solicit for more volunteers than are necessary and that our volunteers are utilized and feel valued when serving on committees. Thank You all for the work you have done to make these adjustments. Your efforts are appreciated and are being monitored not just by our own association.

Respectfully Submitted.
Matt Johnson
NeASFAA president



State Legislative Task Force

Timeline & Commitment

Start Date: July 2014

End Date: June 2015

Composition

- Chair – Chosen from volunteers by president
- Desired Representation – at least one member from each of these school sectors: 4 Year Public Universities, 4 Year State Colleges, 4 Year Private Colleges/Universities, 2 Year Public, Private/Career

Background & Purpose

The 2014 session of the Nebraska Legislature included several initiatives brought before the education committee that would impact the current Nebraska Opportunity Grant (NOG) and Access College Early (ACE) programs as two primary examples. While the bills that would have most dramatically changed these programs were not successful, they are an indication that some members of the Unicameral are examining these programs closely.

NeASFAA clearly has an interest in making sure the needs of our students are represented in any legislative discussions relating to these programs. The Nebraska Opportunity Grant provides over 15 million dollars to Nebraska students attending Nebraska colleges and universities. As new ideas are brought to the table we need to encourage initiatives that build on the success that these programs have had. Then we need to bring our perspective as NeASFAA to the programs in an effort to both strengthen and streamline the resources and processes so that students are served all the more effectively by them.

Task Force Duties & Responsibilities

This task force is charged with addressing legislative issues in the 2014 legislative cycle along with any that arise in the next pertaining to post-secondary education, keeping in mind the purpose above and the duties and responsibilities listed below.

- Provide a written summary (environmental scan) to the NeASFAA Board of Directors and members, noting initiatives that came before the Legislature last year, and laying groundwork for future discussions for the association membership.
- Develop a set of core principles, agreeable to all the sectors within NeASFAA, for approval by the Board of Directors to guide our advocacy work with the Nebraska Legislature.
- Monitor and provide reports to the association of activities in the Legislature during the 2015 session that relate to the Nebraska Opportunity Grant, the ACE program and any other higher education initiatives.
- Devise a policy position for each of the legislative initiatives that the committee identifies as critical and needs addressed by this task force, keeping in mind the core principles outlined by this task force.
- Prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills are being considered.
- Assist members with contacting members of the Legislature to advocate on behalf of their students.

Indicators of Success

- Establishing an advocacy framework for NeASFAA that can guide future activities in this area.
- Being heard by members of the Education Committee and providing clear policy positions.

Budget

- The task force should discuss whether any budget is needed and bring this to the board.

Purpose

In our capacity as the governing body to the association, Board members must at all times avoid conflicts of interest with respect to our Association fiduciary responsibility. This helps protect the organization, its federal tax-exempt status and the individual member from appearances and accusations of impropriety.

Procedure

Each Board of Director or committee chair shall annually sign, before or during the summer board meeting, a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. agreed to comply with the policy, and
- d. Understands NeASFAA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Policy

- 1. Board members must disclose their involvement (i.e. ownership, advisory boards, committees, stock, etc.) with other organizations, vendors or any other associations that currently do business or may do business with NeASFAA. Examples of disclosable relations would include:
 - a. Membership on another higher education or financial aid related advisory/governing boards, committees, work groups or task force
 - b. Financial Institutions, banks or loan servicers with whom NeASFAA may do business
 - c. Other businesses or organizations with whom NeASFAA contracts to do business.
- 2. Information exclusive to NeASFAA will not be used by board members for personal gain or the gain of a family member or associate, or any other party or organization.
- 3. Board members will immediately disclose to the Board any and all impending conflict of interest. Members will recuse themselves, or the Board will ask them to recuse themselves, without comment, from both the deliberation and final decision-making in cases where conflict is present.
- 4. There will be no self-dealing or any conduct of private business or personal services between any board member and NeASFAA

If you know of any real or perceived conflict of interest, or possibility of conflict, with respect to your NeASFAA legal or fiduciary responsibilities, please list/explain here:

By signing this document, I acknowledge that I understand and accept my obligations and responsibilities regarding any real or perceived conflict of interest in relation to my duty as a member of the NeASFAA Board of Directors.

Printed name

Signature

Date



NEASF AA SALES AGREEMENT

The following represents an agreement between: The Cornhusker, A Marriott Hotel, 333 S 13th Street, Lincoln, NE, 68508-2516, (402) 474-7474 and Nebraska Association of Student Financial Aid Administrators and outlines specific conditions and services to be provided.

ORGANIZATION: Nebraska Association of Student Financial Aid Administrators

CONTACT:

Name: Peggy Tvrdy
 Job Title: Director of Financial Aid
 Street Address: Doane College, 1014 Boswell Ave
 City, State/Province: Crete, NE
 Postal Code: 68333
 Phone Number: (402) 826-8260
 E-mail Address: peggy.tvrdy@doane.edu

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Nebraska Association of Student Financial Aid Administrators agrees that it will be responsible for utilizing, 105 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

| Date | Day | King or Double/Double | Total Rooms |
|------------|-----|-----------------------|-------------|
| 03/23/2016 | Wed | 35 | 35 |
| 03/24/2016 | Thu | 70 | 70 |

| Start Date | End Date | Room Type | Rate |
|------------|------------|-----------------------|---------|
| 03/23/2016 | 03/24/2016 | King or Double/Double | \$99.00 |

Room rates are subject to applicable state and local taxes (currently 16.48%) in effect at the time of check-out.

SPECIAL CONCESSIONS

In consideration of the Room Night Commitment, the functions identified on the Function Information Agenda/Event Agenda, and the commitments, The Cornhusker, A Marriott Hotel will provide NeASF AA with the following special concessions:

- ✓ Complimentary airport shuttle to and from the Lincoln Airport.
- ✓ Complimentary wireless internet up to 1.5 Mbps.
- ✓ The Cornhusker, A Marriott Hotel would like to offer 1 complimentary room per 40 rooms utilized by NeASF AA attendees. The Cornhusker, A Marriott Hotel shall credit the master account on the final bill.
- ✓ Complimentary meeting room rental with a food and beverage minimum of \$8,000.00 exclusive of service charge and tax.

CHECK-IN/ CHECK OUT

Guest accommodations will be available at 3:00 pm on arrival day and reserved until 12:00 pm on departure day. Any attendee

wishing special consideration for late checkout should inquire at the front desk on the day of departure.

GUESTROOM BILLING ARRANGEMENTS

The following guestroom billing arrangements apply:

Attendees will pay all guestroom charges.

METHOD OF RESERVATIONS

Reservations for the event will be made by individual attendees directly with Marriott reservations at 1-866-706-7706 attendees will need to ask for NeASF AA event rate. If attendees call the hotel directly they will be directed to the Marriott reservation line.

CUTOFF DATE

Reservations by attendees must be received on or before **March 6th, 2016** (the "Cutoff Date"). At the Cutoff Date, The Cornhusker, A Marriott Hotel will review the reservation pickup for the event and release the unreserved rooms for general sale. The hotel cannot guarantee more rooms can be added to the block before the "Cutoff Date" if the initial contracted room block is full.

Release of rooms for general sale following the Cutoff Date does not affect the obligation, as discussed elsewhere in this agreement, to utilize guest rooms.

GUARANTEED RESERVATIONS

All reservations must be guaranteed with a major credit card or by NeASF AA. The Cornhusker, A Marriott Hotel will not hold any reservations unless secured by one of the above methods.

MASTER ACCOUNT CHARGES

Enclosed is an application for direct billing approval. Please fill out the form completely and return to The Cornhusker, A Marriott Hotel with a signed agreement.

EVENT MANAGEMENT

An event manager will be coordinating all of the details pertinent to your function activities and room block. These details will include specific food and beverage arrangements, program revisions, room set-ups, rooming lists, and relevant billing instructions. Please be advised that no food or beverage of any kind may be brought into the hotel meeting rooms by or on the behalf of the guest, or any of the customer's guests or attendees.

EXHIBITORS

The exhibit table fee is \$35.00(plus service charge & tax) per booth space. The Cornhusker, A Marriott Hotel can provide one (1) skirted 3 foot x 8 foot table, two (2) chairs, waste-basket, and electricity with power strip. Pipe and drape must be rented and set up by an outside company.

SERVICE CHARGE & TAX

The taxable service charge in effect at the time of the event will be added to all menu items, beverages, and audio visual equipment selected for your event (currently 22%). As required by State law, the appropriate local occupation fee and sales tax (currently 9.14%) will be added to the total cost of the function including service charges. All food and beverage served in The Cornhusker, A Marriott Hotel must be purchased from The Cornhusker, A Marriott Hotel unless otherwise authorized by The Cornhusker, A Marriott Hotel.

FOOD AND BEVERAGE MINIMUM

The Cornhusker, A Marriott Hotel is relying upon the food and beverage functions outlined in the Function Information Agenda/Event Agenda. NeASF AA agrees that a loss will be incurred by the hotel if there is a cancellation or reduction in the number of food and beverage functions and the number of food and beverage covers.

NeASF AA agrees that it will provide The Cornhusker, A Marriott Hotel total Event food and beverage revenue of **\$8,000.00** exclusive of taxes and service charges ("Agreed Event F&B Revenue "). NeASF AA must initially confirm the expected number of attendees of its catered functions at the time of booking the event and again (5) business days prior to the scheduled function. If the guarantee is not received, the anticipated attendance will become the guarantee. This will be the final guarantee. Subsequently, the figure may be increased but cannot be decreased. In an upward adjustment, we cannot guarantee that we can provide the same item as originally selected.

If NeASF AA fails to provide The Cornhusker, A Marriott Hotel with the full Agreed Event F&B Revenue, NeASF AA will pay the hotel, as liquidated damages and not as a penalty, the difference up to the full Agreed Event F&B Revenue, plus service charge and tax.

PARKING

The City of Lincoln owns and manages two adjacent covered parking garages. Current parking charges are free the first hour and then \$1.00 an hour up to \$9.00 for overnight parking (garage pricing and hours of operation are subject to change). Valet parking can be provided at \$16.00 per day (prices subject to change). The daily valet charge can be added to the guestroom charges and paid upon check out by cash or credit card. Garage pricing is subject to increases during city special events.

CANCELLATION POLICY

The NeASF AA agrees that should either party cancel this event for any reason, including cancellation of function space or sleeping rooms, that the non-canceling party will suffer damages. Therefore, the parties agree that the canceling party will pay as liquidated damages to the non-canceling party immediately upon notice of cancellation based upon the calculation below:

- Any time after confirmation up to six months prior to scheduled NeASF AA arrival, a cancellation payment of 25% of the NeASF AA's total anticipated revenue and tax would apply.
- Six months out and up to 60 days prior to scheduled NeASF AA arrivals, a cancellation payment of 50% of the NeASF AA's total anticipated revenue and tax would apply.
- Sixty days out and up to the NeASF AA's arrival day, a cancellation payment of 80% of the NeASF AA's total anticipated revenue and tax would apply.

NeASF AA agrees that changing the meeting site and/or the guestrooms to another location would harm The Cornhusker, A Marriott Hotel and constitutes a breach of this agreement and agrees to pay 100% of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" as liquidated damages, not as a penalty.

Both parties agree that after receipt of such amounts it will not seek additional damages.

ROOMS ATTRITION

The Cornhusker, A Marriott Hotel is relying upon NeASF AA's use of the Room Night Commitment. NeASF AA agrees that a loss will be incurred by The Cornhusker, A Marriott Hotel if actual usage is less than 80% of the Room Night Commitment.

If actual usage is less than 80% of the Room Night Commitment, NeASF AA agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the Room Night Commitment and actual usage, multiplied by the average agreed room rate, plus applicable taxes.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, official cancellation of sporting event, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use The Cornhusker, A Marriott Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either The Cornhusker, A Marriott Hotel or NeASFAA will not be considered agreed to or binding on the other unless such modifications have been initiated or otherwise approved in writing by the other.

LIQUOR LICENSE

NeASFAA understands that The Cornhusker, A Marriott Hotel's liquor license requires that beverages only be dispensed by The Cornhusker, A Marriott Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

REWARDS PROGRAM - REWARDING EVENTS

After the conclusion of the event (provided that the event is not cancelled and NeASFAA has otherwise complied with the material terms and conditions of this agreement), The Cornhusker, A Marriott Hotel will either award points or submit an award for airline miles to the member(s) identified below:

CHECK ONE OPTION BELOW:

- o **Award Points** to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
 - Member Name _____
 - Rewards Program Member Number _____

- o **Split Points or Airline Miles Between Two Members** (one member must be the Contact, as identified on page 1 of this Agreement, or the Authorized Signer of this Agreement)
 - Member Name _____
 - Rewards Program Member Number _____

 - Member Name _____
 - Rewards Program Member Number _____

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Nebraska Association of Financial Aid Administrators, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

| Date | Day | Start Time | End Time | Function Type | Setup | # People | Related Events |
|------------|-----|------------|----------|---------------|------------|----------|---|
| 03/23/2016 | Wed | 12:00 PM | 12:00 AM | Storage | Storage | 1 | |
| | | 1:00 PM | 9:00 PM | Board Meeting | Conference | 20 | 5:30 PM - Dinner |
| | | 6:00 PM | 12:00 AM | Set Up | Exhibits | 20 | |
| 03/24/2016 | Thu | 7:00 AM | 12:00 AM | Exhibits | Exhibits | 20 | 8:00 AM - Continental Breakfast 1:30 PM - Coffee Break |

| Date | Day | Start Time | End Time | Function Type | Setup | # People | Related Events |
|------------|-----|------------|----------|-----------------|-------------|----------|---|
| | | 8:00 AM | 5:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 5:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 5:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 5:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 9:00 PM | General Session | Rounds of 8 | 120 | 12:00 PM - Lunch 6:00 PM - Dinner |
| | | 8:00 AM | 11:00 PM | Storage | Storage | 1 | |
| 03/25/2016 | Fri | 7:00 AM | 5:00 PM | General Session | Rounds of 8 | 120 | 7:00 AM - Breakfast 12:00 PM - Lunch |
| | | 8:00 AM | 12:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 12:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 12:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 12:00 PM | Breakout | Theatre | 40 | |
| | | 8:00 AM | 2:00 PM | Exhibits | Exhibits | 20 | |
| | | 8:00 AM | 3:00 PM | Storage | Storage | 1 | |

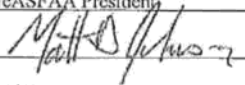
ACCEPTANCE

When presented by The Cornhusker, A Marriott Hotel to NeASF AA, this document is an invitation by The Cornhusker, A Marriott Hotel to NeASF AA to make an offer. Upon signature by NeASF AA, this document will be an offer by NeASF AA. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless The Cornhusker, A Marriott Hotel otherwise notifies NeASF AA at any time prior to NeASF AA's execution of this document, the outlined format and dates will be held by The Cornhusker, A Marriott Hotel for NeASF AA on a first-option basis until **November 10th, 2014**. If NeASF AA cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at The Cornhusker, A Marriott Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

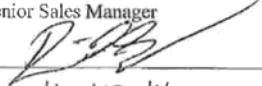
Upon signature by both parties, NeASF AA and The Cornhusker, A Marriott Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by:

Name: (Print) Matthew D Johnson
 Title: (Print) NeASF AA President
 Signature: 
 Date: 11/6/2014

Approved and authorized by The Cornhusker, A Marriott Hotel:

Name: (Print) Dan Jones
 Title: (Print) Senior Sales Manager
 Signature: 
 Date: 11-15-14

Treasurer Report

NeASFAA November Board Meeting

November 21, 2014

- 1)** On June 13, 2014, paid \$500 to The Harford for NeASFAA's liability policy – insurance renewal effective July 1, 2014 to June 30, 2015.
- 2)** On October 14, 2014, Christy Haddan CPA for Schulz & Associates filed our organization's 2013 Form 990-N. It was accepted by the IRS. A tax preparation fee of \$50 was paid on October 16m 2014.
- 3)** On August 8, 2014 met with the FAC for the annual audit.
- 4)** To date, for 2014-15 have received \$8,250 in school memberships and \$3,250 associate memberships.

Respectfully submitted by,

Marty Habrock, Treasurer

12:47 PM

NeASFAA

Profit & Loss Budget vs. Actual

July 1 through November 18, 2014

Cash Basis

| | Jul 1 - Nov 18, 14 | Budget | \$ Over Budget | % of Budget |
|-------------------------------------|--------------------|------------------|-------------------|--------------|
| Income | | | | |
| Exhibitor Fees | 0.00 | 2,900.00 | -2,900.00 | 0.0% |
| Fall Workshop | 980.00 | 2,400.00 | -1,420.00 | 40.8% |
| Interest Income | 0.00 | 1.00 | -1.00 | 0.0% |
| Membership Income | 11,500.00 | 11,550.00 | -50.00 | 99.6% |
| Reserve Debit* | 0.00 | 642.00 | -642.00 | 0.0% |
| Spring Conference | 75.00 | 11,000.00 | -10,925.00 | 0.7% |
| Support Staff Workshop | 930.00 | 1,200.00 | -270.00 | 77.5% |
| Total Income | 13,485.00 | 29,693.00 | -16,208.00 | 45.4% |
| Expense | | | | |
| Awards | | | | |
| Fun Awards | 0.00 | 230.00 | -230.00 | 0.0% |
| Prestige Awards | 0.00 | 520.00 | -520.00 | 0.0% |
| Total Awards | 0.00 | 750.00 | -750.00 | 0.0% |
| Membership | | | | |
| Printing/Postage | 0.00 | 50.00 | -50.00 | 0.0% |
| Welcome Project | 0.00 | 400.00 | -400.00 | 0.0% |
| Total Membership | 0.00 | 450.00 | -450.00 | 0.0% |
| PDC | | | | |
| Fall Institute | | | | |
| Meals/Breaks | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Miscellaneous | 20.00 | 300.00 | -300.00 | 0.0% |
| Printing/Postage | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Speaker Expense | 0.00 | 3,300.00 | -3,280.00 | 0.6% |
| Total Fall Institute | 20.00 | 3,300.00 | -3,280.00 | 0.6% |
| Meeting Expense | 85.43 | 250.00 | -164.57 | 34.2% |
| Spring Conference | | | | |
| Entertainment | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Meals/Breaks | 0.00 | 10,560.00 | -10,560.00 | 0.0% |
| Printing/Postage | 0.00 | 500.00 | -500.00 | 0.0% |
| Speaker Expense | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total Spring Conference | 0.00 | 17,060.00 | -17,060.00 | 0.0% |
| Support Staff Workshop | | | | |
| Attendee Materials | 0.00 | 250.00 | -250.00 | 0.0% |
| Meals/Breaks | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Speaker Expense | 0.00 | 300.00 | -300.00 | 0.0% |
| Total Support Staff Workshop | 0.00 | 1,550.00 | -1,550.00 | 0.0% |
| Total PDC | 105.43 | 22,160.00 | -22,054.57 | 0.5% |

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NeASFAA

Profit & Loss Budget vs. Actual

July 1 through November 18, 2014

Cash Basis

| | Jul 1 - Nov 18, 14 | Budget | \$ Over Budget | % of Budget |
|--|--------------------|-----------|----------------|-------------|
| President/President Elect | | | | |
| Board Meetings | 0.00 | 700.00 | -700.00 | 0.0% |
| Leadership Conference | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Miscellaneous | 113.29 | | | |
| NASFAA Conference | 1,664.16 | 1,750.00 | -85.84 | 95.1% |
| RMASFAA Conference | 250.00 | | | |
| Registration | 707.54 | 1,250.00 | -542.46 | 56.6% |
| RMASFAA Conference - Other | | | | |
| Total RMASFAA Conference | 957.54 | 1,250.00 | -292.46 | 76.6% |
| RMASFAA State Gift | 75.00 | 75.00 | 0.00 | 100.0% |
| Total President/President Elect | 2,809.99 | 6,775.00 | -3,965.01 | 41.5% |
| Secretary | | | | |
| Cards/Memorials/Flowers | 0.00 | 50.00 | -50.00 | 0.0% |
| Total Secretary | 0.00 | 50.00 | -50.00 | 0.0% |
| Treasurer | | | | |
| Association Liability Policy | 0.00 | 550.00 | -550.00 | 0.0% |
| Banking Expenses | 8.00 | 25.00 | -17.00 | 32.0% |
| Biannual Non-profit Filing Fee | 0.00 | 23.00 | -23.00 | 0.0% |
| Change of Agent Fee | 0.00 | 10.00 | -10.00 | 0.0% |
| Computer Expense | 0.00 | 250.00 | -250.00 | 0.0% |
| Computer Purchase* | 0.00 | 600.00 | -600.00 | 0.0% |
| Tax Preparation | 50.00 | 50.00 | 0.00 | 100.0% |
| Total Treasurer | 58.00 | 1,508.00 | -1,450.00 | 3.8% |
| Total Expense | 2,973.42 | 31,693.00 | -28,719.58 | 9.4% |
| Net Income | 10,511.58 | -2,000.00 | 12,511.58 | -525.6% |

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NeASFAA
Balance Sheet
As of November 18, 2014

Cash Basis

| | <u>Nov 18, 14</u> |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking- 148985925327 | 34,093.30 |
| Total Checking/Savings | 34,093.30 |
| Other Current Assets | |
| 12 Month CD--Union Bk 4/5/13 | 14,321.56 |
| 12 Month CD-US Bank 1/3/2014 | 19,736.72 |
| 12 month CD - Union Bk 10/8/13 | 29,646.43 |
| 12 month CD -Union Bk 7/10/13 | 27,249.27 |
| Total Other Current Assets | 90,953.98 |
| Total Current Assets | 125,047.28 |
| TOTAL ASSETS | <u>125,047.28</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 3000 · Opening Bal Equity | 34,427.98 |
| 3900 · Retained Earnings | 80,107.72 |
| Net Income | 10,511.58 |
| Total Equity | 125,047.28 |
| TOTAL LIABILITIES & EQUITY | <u>125,047.28</u> |

Secretary's Report

BOD Meeting 11/21/14

A sympathy card was sent to Kay Dinkelman after the passing of her mother.

Respectfully submitted,

Bailey Jorgensen

NeASFAA Professional Development Committee
Fall Training Initiatives 2014
Report for the Board of Directors November 21, 2014

During fall of 2014 we conducted two training initiatives:

November 4, 2014 – Enrollment Reporting. Training was conducted at the Southeast Community College Continuing Education Center. This was a great location and a good facility. A good note for the future would be to consider using this facility again. (Address is 301 S. 68th Street Place)

Attendance: 54 (including 13 individuals from Registrar's Offices)

Trainers: Denise Ellis, Registrar Doane College
Robert Hauschalter, National Clearinghouse

Our goal was to provide training on the process Registrars use to report enrollment to the National Clearinghouse (all of our attendees were clearinghouse participants) and then to understand once that information hits the Clearinghouse, what happens next. SULA certainly provided the context in which this training was conducted. But overall we received good information about the larger process of enrollment reporting. The missing link was NSLDS. Despite our best efforts, the Department could not provide a trainer from NSLDS for this program.

November 14, 2014 – Support Professionals Workshop. Training was conducted at Doane College in Crete. We were located in the student union and actually went through the cafeteria line for lunch which worked great. We trained 28 support professionals. This number was down considerably. In reviewing registration compared to last year, we had a dip in attendees from Metro Omaha (UNO, Kaplan). This may be related to the location? Another consideration that I think future PDC's may want to contemplate is the general shift/changes in office structures that make the "lines" between support and professional staff less rigid.

Registration projections were below what we anticipated in the budget:

My budget assumed revenue for fall training of \$3600 in registration and \$4850 in expenses. Our revenue will be less, but our expenses will be less as well. We had minimal costs for presenters. A full accounting of revenue and expenses will be available at our next regular meeting.

Submitted by Mary Sommers, PDC Chair

Membership Committee
November 21, 2014

Membership Committee has been busy updating the Membership Directory PDF. We had a meeting with our committee to divide up the Membership Directory to update it. Updates to the PDF document will include software, voting member and other updates. We are in the process of completing this and will be done by Spring Conference.

The Communications Chair, Linda Butcher, and I had a meeting to discuss the merger of the Membership and Communications Committee. We have come up with a set of recommendations that have been provided in another document.

We have two institutions who have petitioned for Membership that will be presented at the meeting. The applications are submitted with this report.

Currently 33 Institutional Members have paid dues and 5 schools have not paid and 16 Associate Members paid and 2 who have not paid. The Institutional members who have not paid are Little Priest Tribal College, Nebraska Christian College, Union College, Vatterott College and York College. Recently I have had contact with a couple of schools so feel their dues will be coming. Vatterott sent an email, they will not be renewing their membership as they will close their Omaha location. Aspire and First Marblehead Corp have not paid their Associate Dues.

To: NeASFAA Board of Directors

From: Finance and Audit Committee – Hylee Asche, Kay Dinkelman, Gina DeJong, Marty Habrock

Date: September 5, 2014

Regarding: Annual Audit for 2013-14 Fiscal Year

The Finance and Audit Committee conducted the Association's annual audit for the 2013-14 fiscal year on August 8, 2014. The meeting was held in Room 212 of the Nebraska Union at the University of Nebraska-Lincoln campus. All current members of the Finance and Audit Committee were present for the audit. The committee members followed the audit guidelines as written in the NeASFAA Audit Guide. The committee concluded that NeASFAA is financially healthy and that the responsibilities of the Treasurer are being conducted properly.

Items Reviewed

1. Board of Directors Minutes – The 2013-14 Board minutes were reviewed. It was confirmed that all adjustments to the budget were made as requested. It was also confirmed that the Annual Budget was approved.
2. Balance Sheet and Profit/Loss Statements – A random review of individual expenses was tracked from claim form, to check book, to detail by Account report to the Trial balance. Everything was processed in a timely manner and appears to be in order.
3. Bank Statements and Reconciliation Reports – Reconciliation is completed in a timely manner. Everything was accounted for and balances on bank statements matched QuickBooks records.
4. Certificate of Deposit – The CDs were reviewed. Everything is in order.
5. IRS Form 990N – It was confirmed that IRS Form 990N was filed and accepted on October 21, 2013.
6. Insurance Liability Policy – The NeASFAA Insurance Liability Policy for 2014-15 was reviewed. The Association is protected as per policy.

7. NeASFAA Policy and Procedures – The Treasurer is successfully fulfilling his duties pertaining to the financial interest of the Association as outlined in the NeASFAA Policy and Procedures.
8. Reserve Fund – The reserve fund meets the 50% of the Association’s budget as required by NeASFAA Policy and Procedures.

The Finance and Audit Committee found all financial records are in good order and the Association is fiscally sound. Marty Habrock is doing an excellent job!

Respectfully submitted,

Hylee Asche, Chair
Finance and Audit Committee

NeASFAA Communications Committee Report November 21, 2014 NeASFAA Board Meeting

Committee merger

Chairs of the membership and communications committees met to discuss merging the two committees. The proposal is attached.

Committee timelines

Committee timelines have been added to the NeASFAA website under the Committee Information Section. It’s a month-by-month list of each committee’s activities.

Drop Doc

It was suggested that perhaps we could use Drop Doc as a tool to exchange information between members, for example a member could put a document into Drop Doc for another member to view and edit. After investigating, it was determined that Drop Doc would not be the best tool for that. Once a person adds a document to Drop Doc, Drop Doc sends the document to the people designated to receive notification as an email attachment. Perhaps NeASFAA should look at opening a cloud storage account, such as Drop Box. That way the document could be put in Drop Box, the intended recipient notified by email, and the intended recipient could then pull up the document to view and edit.

Membership Directory

In response to increased security concerns, the membership directory in NeASFAA.org has been password-protected. The instructions to access the membership directory are:

Go to NeASFAA.org

If the membership directory is not visible under Quicklinks along the right side of the page, click on Quicklinks.

Click on Membership Directory under Quicklinks.

The Sign In page appears. Enter the generic username and password:

Username: member@neasfaa.org

Password: nebraska

Click Sign in.

Click on Membership Directory.

An email was sent to the NeASFAA listserv notifying members of the change. The email also asked members to view the information in both the Membership Directory and the Membership Directory by Institution to make sure the information is current.

New Look for NeASFAA.org

SOCs converted the NeASFAA website to their L11 template. It’s a more up-to-date look and layout.

Survey

A survey of NeASFAA members was conducted to measure how well NeASFAA is meeting the electronic needs of its members. 49 people completed the survey.

98% (48) of respondents have accessed NeASFAA.org. The top two reasons in accessing the website were to access the membership directory and to access event information (including conference materials and event registration.) Other reasons included Board and committee information; pictures; P&P, By-laws, and meeting minutes; FA community news; and general information. The lone respondent who has not accessed NeASFAA.org did not provide a reason why he or she has not accessed the website.

10% (5) of respondents have accessed NeASFAA.org from a mobile device. The top two reasons to access the website from a mobile device are to access P&P and By-laws and to access the membership directory. Other reasons included "was out and about at meetings- conference" and "didn't have a computer available."

43% (21) of respondents have joined the Friends of NeASFAA group on Facebook. 59% (29) of respondents would like to be able to pay membership, conference, and training fees online with a debit or credit card. 86% (42) of respondents think NeASFAA should offer training and board meetings via teleconference.

When asked how NeASFAA can better serve their electronic needs, the comments were:

Be able to pay for activities with a credit card

Could not access listerv to post job opening - perhaps that could be fixed

NeASFAA is meeting my electronic needs (2 respondents)

With NeASFAA our email addresses are not always recognized in electronic communications so we are unable to send emails to the list

Keep the website relevant and up to date

Rather than teleconferences, live streaming of training/board meetings would be as good as being there.

I would love to see more teleconference meetings

Lastly, one member asked to join the NeASFAA listerv.

Association Governance Report November 21, 2014

The Association Governance committee met on July 23, 2014 to go over a few items from the June 6 board meeting. In attendance were Tom Ochsner, Ritchie Morrow, Matt Petr, and Kay Dinkelman. The main topic of conversation included looking at the by-laws and how we might recommend it be amended with respect to standing committees to allow the association to be more flexible in its operations. After reviewing the original document, we came up with an initial draft of how it could be amended (attached).

The Finance and Audit Committee, as communicated through Hylee Asche, sent a request on October 2, 2014 to have the Audit Guide included in the P&P as an addendum to make it readily available for anyone who may need it. This recommendation was then forwarded on by me to the other Association Governance committee members and no objections were received. I will look to add this to the list of other adjustments to the P&P that may be coming forward after the conclusion of the November board meeting.

Respectfully submitted,

Tom Ochsner

State Legislative Task Force

Core Principles

- Always working to the benefit of the student regardless of sector
- Vegas Rules – all discussion and deliberations among Task Force will remain confidential and within the Task Force
- We will not engage in personal attacks, we will debate on principals and not on personalities
- Think outside the box
- There are no stupid ideas, all ideas have merit
- Look for long term ideas
- Once the Task Force agrees on a position, individual Task Force members agree to support the position; at least in their role as NeASFAA Task Force members
- Beyond the obvious institutional affiliation we agree to disclose all other affiliations that may be germane to an issue being considered by the Task Force
- Personal Commitment. We agree to follow through with assignments and to do what we agree to do

NeASFAA Proposal

Task

Membership and Communications committees collaborate on reviewing the Bylaws and P&P sections that govern your committees and complete these three action items for the Fall meeting for referral to the AG committee. This is in preparation for bringing the Communications and Membership committees together in a single committee combining their functions.

1. Name for the new committee – I have always referred to it as NeASFAA relations – but this is not to say this is what it should be – just my way to describe it.
2. Rewrite the combined P&P for the new committee. Scrubbing all references to Communications or Membership throughout the P&P to be replaced by the new name.
3. Consider making the composition of the committee the Sector Reps and what would that look like. (We will likely be changing awards to take them off of this committee.)

Proposal

Committee Name: Communications

Justification: After the Communications and Membership Chairs talked and reviewed duties of each committee, we determined both committees were communicating with the NeASFAA members. Coming up with a name for the combined committee was difficult and Communications encompasses what each committee is already doing.

Duty Break down Option 1: The new Communications Committee does both committees' descriptions. Several of the duties of the Membership committee involve the NeASFAA website. Rolling these duties into the Communications Committee is a natural fit.

Duty Break down Option 2: The new Communications Committee would take over managing the membership portion of the NeASFAA Website. The solicitation of the dues and managing the official member list would be the duty of the Treasurer. Currently the Membership Committee emails the members and the members pay the Treasurer directly. The Membership Committee must get the official list from the Treasurer as it stands now.

Duty Break down Option 3: The new Communications Committee would take over managing the membership portion of the NeASFAA Website. The solicitation of the dues and managing the official member list would be the duty of the Finance and Audit Committee. Currently the Membership Committee emails the members and the members pay the Treasurer directly. The Membership Committee must get the official list from the Treasurer as it stands now.

Recommended Committee Composition: It is recommended that members either have a working knowledge of or be willing to learn publishing, layout and/or technology development of various types of communication mediums.

Policy and Procedure Manual and ByLaw change for Duty Break down Option 1

Page 2 Remove 3.5.6 Membership Committee page reference

Page 16 Remove Membership from Standing Committees

Page 24 3.5.6 Remove entire Membership Section

Page 20-21 Add the following to the Communications Committee section

Purpose: The purpose of this committee is to facilitate communication and continued development and maintenance of the Association.

Duties: Manages the membership records of the Association.

Collects and compiles information about NeASFAA membership and provides that information for dissemination to state, regional and national associations.

Maintains updated membership list.

Develops appropriate communication materials for membership mailings, and ensures that membership dues are paid.

Identifies and cultivates potential new members on an on-going basis.

Submits the names of potential new members to the Board of Directors for approval.

Develops promotional materials advocating NeASFAA Membership.

Maintains the Membership Directory.

Verifies that all Members on the Membership Roster have paid the annual dues and provides a copy of the verified Membership Roster to the Treasurer.

Bylaws:

Article VI: Section 8 Secretary. Remove "and Membership" from the last sentence.

Article VII: Section 3 Change to: The Communications Committee is responsible for coordinating the distribution of all general publications and the cultivation of new and retention of current members to the Association.

Article VII: Remove Section 5 **Membership Committee** The Membership committee is responsible for the cultivation of new and retention of current members to the Association.

Adjustments to Policies and Procedures Manual

Proposal to merge the Awards Committee with the Professional Development Committee

Proposed Committee Title: Professional Development and Recognition Committee

Adjustments to Policy & Procedures Manual

Section 3.5.2 will be stricken entirely. Section 3.5.8 would be modified as follows:

Professional Development and Recognition Committee

Purpose

- This committee is charged with providing opportunities for members to receive training, professional and leadership development and to recognize the achievements of our members through association awards.

Duties

- Plan, coordinate, supervise and direct all training activities sponsored by the association including but not limited to: 1) State conferences, 2) Department of Education training, 3) Training initiatives sponsored by RMASFAA and NASFAA.

Manage all aspects of the nomination and selection process for NeASFAs's annual awards. This includes, but is not limited to:

- Bob Minturn Special Recognition Awards – given annually to an outstanding financial aid professional who is a NeASFAs member in recognition of their leadership activities with in the financial aid profession.
- Rookie of the Year Award – recognition given to a NEASFAs member for their first major contribution to the association.
- Feel the Excitement Award – presented to a member who has demonstrated outstanding service to their community.
- Committee of the Year – presented to a NeASFAs committee whose work during the year made a significant contribution to advancing the mission of the organization.

Develop an integrated plan to include awards and other recognition with the annual conference and other NeASFAs sponsored training.

Develop budgets and timetables to implement annual goals consistent with the strategic directions established by the Board of Directors.

Assess each year all training, professional development and recognition initiatives. Provide summary reports to the Board of Directors. Use information gained in assessments to establish new programming for the association membership.