

NeASFAA Board of Directors Meeting
Friday, June 21, 2019 @ 9:00 am CDT
University of Nebraska-Lincoln, Lincoln, NE

Present: Sheila Johns, Renee Besse, Marty Habrock, Sarah Standley, Janice Volker, Tabitha Haynes, Shareen Thewke, Lani Swanson, Justin Brown, Ritchie Morrow, Diana Oglesby, Rob Cummings, Kimberly Vanosdall, Cecilia Hernandez

Not present: Doug Watson, Stacy Seim, Janet Solberg

Sheila Johns called meeting to order at 9:05am.

Approval of Agenda:

Approval of minutes from March 27, 2019: Motion to approve minutes from March 27, 2019 by Marty, second by Janice. Motion carried.

Approval of minutes from March 29, 2019: Motion to approve minutes from March 29, 2019 by Renee, second by Marty. Motion carried.

Officer Reports

President, Sheila Johns: Written report. Worked on dropbox protocol, Mason White resigned as 4 year public sector representative. Tabitha Haynes agreed to step up and take his place. Contacted Janet from Finance and Audit to review investment options for reducing balance in checking and increasing reserves. Hope to have an update by November board meeting.

President Elect, Renee Besse: Written report. Got committees put together, participating as ex-officio on committees, call for elections.

Past President, Marty Habrock: No written report. Nothing to report.

Treasurer, Janice Volker: Written report. Balance sheet, Profit/Loss are included. Hartford Insurance due July 1, membership renewal emails coming in. Question on line items that are listed as zero and if that is accurate. A lot of budget items are lumped into one category. Might look at deleting some of the categories that are not being used. Not sure if we can delete some line items without deleting them from previous years' budgets. Discussion about how to report credentialing expenses; whether to keep them all in one lump sum or to break the amounts out between fall conference, spring conference, and other for tracking purposes. Would be difficult to break out amounts since we are using credentials more than once in some instances. May be easier to just report credential expenses in one lump sum.

Secretary, Sarah Standley: Written report.

Sector Representative Reports:

Two-year Public Institutions, Kimberly Vanosdall: Written report. Not much to report.

Private Colleges and Universities, Doug Watson: Written report. Personnel changes, plans to get more input from staff in his sector.

Four-year Public Colleges and Universities: Written report. Sheila sent email on behalf of four year public sector since we did not have an official representative. Not much to report.

Associate Membership, Shareen Thewke: Written report. No email was sent to the sector, but they had a lot of talk at the conference in their session. They were pleased with the traffic at the conference. Request for more drawings throughout the week, they liked the murder mystery for networking, they enjoy being in high traffic areas, they were hoping for the opportunity for a 5 minute elevator speech about their business. Robb suggested maybe just a 30 second to 1 minute elevator speech. Wouldn't have to do them all at the same time, maybe spread out throughout the conference. Ritchie suggested

having them make their speech right at the beginning of the conference so people can be introduced to them at the beginning so people feel more comfortable approaching the vendor representatives.

Committee Reports

Association Governance, Marty Habrock: Written report. Will discuss more later in new business.

Corporate Development, Cecilia Hernandez: Written report. Spring philanthropy for Compass was a success, Robb will be the vice chair this year. We will start working on things more in January. Will start doing research at that time.

Finance and Audit, Janet Solberg: No written report.

Membership Connections, Lani Swanson: Written report. Membership notices were sent out. They worked with SOCS to create an online membership renewal form. Requesting membership listing from each institution to get updates/changes. Reminder emails will go out on July 15th to those who haven't renewed. We have had 19 renewals so far.

Nominations and Elections, Renee Besse: No written report. Sheila made an update to the committee timeline: Added Summer Institute scholarship review in February.

Professional Development & Recognition Committee, Stacy Seim: Written report. Discussion about Broken Bow for conference location, concerns about layout; only room for two breakout sessions unless we break one room into two with a curtain; concerns about sound. Also concerned about amount listed – website shows this amount is for one night, but it's listed in the bid as the total for the whole three days. May need to request bids from other locations. Decided to get bids from Divots in Norfolk, Ramada Inn in Columbus, and Graduate in Lincoln. Will try to get bids in by July 15th and have a quick Zoom meeting in mid-late July to discuss. Will have to consider dates and just make sure it's not conflicting with any other surrounding conferences. So far not seeing any conflicts for the weeks we're considering. Discussion about which credentials to offer. Talk about offering GE, but we may have trouble getting someone to present because there is only one person in the state who has it. May see about having someone from another state come to present. Also talk about CFAA.

State & Federal Relations, Justin Brown: Written report. Diana is Vice-Chair. Plans to poll membership on what topics we should advocate for. Item on agenda later on.

Continued Business

RMASFAA in Nebraska 2020 update: Becca didn't have any new information at this time. Deana Unger will be co-chair of committee. Working on theme right now.

Dropbox Protocol: Sheila, Sarah, and Lani met to discuss. Decided to have a standardized protocol of sharing folders, organization, and access. Motion to approve dropbox protocol as amended in our discussions today. Motion by Marty, second by Kimberly. Motion carries.

Summer Institute Scholarship data: Sheila did some research and compiled data on SI scholarship applicants and recipients. Document is uploaded in dropbox.

Investment of checking account funds, recommendation from Finance & Audit: We have requested and hope to hear back at next board meeting in November.

New NeASFAA Memberships approved in 2018-2019 that will begin 2019-2020: Ascendium, Common Bond, Cognition Financial/Sun Trust. They requested during 18-29 but clarified that they would like their membership to begin in 19-20.

Strategic Directions: We will table this discussion until our next board meeting due to time restrictions.

2021 Conference locations: Discussed earlier. Also beginning discussion on 2022 conference location area. Since we'll be east two years in a row, we may want to go a little further west. North Platte might be an option at that point. The hotel there is currently being sold, so that might be a good option if the sale is over by that point. Kearney is also an option.

New Business

4 Year Public College sector rep: Tabitha Haynes has agreed to serve. President has appointed her. Congratulations Tabby, and thank you for serving!

Appointment of Historian: Ritchie has agreed to serve again. Ritchie is the best!

Conflict of Interest forms: Sarah collected conflict of interest forms from all in attendance. She will look to see who she hasn't received one from and will collect them electronically.

S.1696 Student Loan Tax Elimination Act: Letters to Senators and committee leadership. Bill is to repeal origination fees on Direct Loans. Renee made a motion to send both letters to Senators and committee leaders, with NeASFAA President's signature on behalf of NeASFAA board. Second by Marty. Motion carries.

Member definition and officer eligibility: Item was added to agenda because some financial aid offices are being restructured around the state to have a one-stop shop. In the one stops, some employees are working with financial aid but aren't directly reporting to the financial aid office. Marty did some research in the bylaws and P&P. His research is uploaded in the dropbox. Committee decided based on this research that elected positions on the board must meet some definition of financial aid administrator. As long as the individual is involved in some capacity in financial aid as part of their day-to-day duties, they are eligible to run. It was determined by consensus that no revision to the bylaws or P&P is needed.

Adjournment: Motion by Sarah, second by Janice.

Next meetings

Friday, Nov. 1, 2019, Location TBD

Friday, Jan. 31, 2020, Location TBD

Wednesday, March 25, 2020, Location Divots Conference Center, Norfolk

Agenda
NeASFAA Board of Directors Meeting
Friday, June 21, 2019 @ 9:00 am CDT
University of Nebraska-Lincoln, Lincoln, NE

Zoom Instructions:

<https://unl.zoom.us/j/518973949>

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 876 9923 US (New York)

Meeting ID: 518 973 949

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from March 27, 2019
- III. Approval of minutes from March 29, 2019
- IV. Officer Reports
 - A. President, Sheila Johns
 - B. President Elect, Renee Besse
 - C. Past President, Marty Habrock
 - D. Treasurer, Janice Volker
 - E. Secretary, Sarah Standley
- V. Sector Representative Reports
 - A. Two-year Public Institutions, Kimberly Vanosdall
 - B. Private Colleges and Universities, Doug Watson
 - C. Four-year Public Colleges and Universities
 - D. Associate Membership, Shareen Thewke
- VI. Committee Reports
 - A. Association Governance, Marty Habrock
 - B. Corporate Development, Cecilia Hernandez
 - C. Finance and Audit, Janet Solberg
 - D. Membership Connections, Lani Swanson
 - E. Nominations and Elections, Renee Besse
 - F. Professional Development & Recognition Committee, Stacy Seim
 - G. State & Federal Relations, Justin Brown

VII. Continued Business

- A. RMAFAA in Nebraska 2020 update
- B. Dropbox Protocol
- C. Summer Institute Scholarship data

- D. Investment of checking account funds, recommendation from Finance & Audit
- E. New NeASFAA Memberships approved in 2018-2019 that will begin 2019-2020
 - i. Ascendium
 - ii. Common Bond
 - iii. Cognition Financial/Sun Trust
- F. Strategic Directions
- G. 2021 Conference locations

VIII. New Business

- A. 4 Year Public College sector rep
- B. Appointment of Historian
- C. Conflict of Interest forms
- D. S.1696 Student Loan Tax Elimination Act, letters to Senators and committee leadership
- E. Member definition and officer eligibility

IX. Adjournment

X. Next meetings

- A. Friday, Nov. 1, 2019, Location TBD
- B. Friday, Jan. 31, 2020, Location TBD
- C. Wednesday, March 25, 2020, Location Divots Conference Center, Norfolk

NeASFAA Board Meeting
President's Report
June 21, 2019

I have the following to report:

- Lani Swanson, Sarah Standley, and I have worked together to draft the recommendations for the Dropbox protocol and access to the folders. Our report will be presented at the meeting for consideration.
- I have participated in the State and Federal Relations committee meetings.
- I drafted a data report from the Summer Institute Scholarship applications as discussed during the March Board meeting.
- After Mason White resigned as 4-year public sector rep, I contacted Tabitha Haynes to fill the duration of the 2-year term. Tabitha's appointment will be ratified at the Board meeting. Because we did not have a 4-year public sector rep in place prior to the meeting, I contacted the 4-year public sector members to notify them of Mason's resignation, Tabitha's appointment, and to collect information from the membership for the Board meeting. A report will be submitted for the 4-year public sector.
- I (belatedly) contacted Janet Solberg, Finance and Audit Chair, to inform her of the Board's wish for the committee to review investment options for reducing the balance in checking and increasing reserves and report back to the Board, as discussed at the March Board meeting. We'll need to allow the Finance and Audit committee until November meeting to provide recommendation.
- I am attending the NASFAA conference. Thank you NeASFAA for giving me the opportunity! I will attend the Regional and State Presidents luncheon on Tuesday.

Respectfully submitted,

Sheila Johns

President-Elect Board Report

Submitted by: Renee Besse

Date: June 21, 2019

Activities

1. 19-20 NeASFAA Committees were finalized May 2, 2019 and sent to Lani for update to the NeASFAA webpage. Thanks to all who agreed to serve as chairs, vice-chairs and members.
2. Actively engaging as an ex-officio on the Association Governance Committee, State and Federal Relations Committee, Professional Development and Recognition Committee and Audit and Finance Committee

Request of Board Members and Committee Chairs

1. Although it is early please send me names of NeASFAA members that you think would be interested in joining the Board next year. I will need to fill the following positions: President-Elect, Treasurer, Private Colleges and Universities Sector Representative and Associate Sector Representative

Treasurer's Report

June 21, 2018

Account Balances

Account #	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank	N/A		N/A	\$33,338.61
CD 3-057-9044-4270	US Bank	9 months	2.00%	10/03/19	\$19,813.46
CD #576620	Union Bank	18 months	2.35%	6/05/20	\$14,632.32
CD #580134	Union Bank	17 months	2.37%	02/10/20	\$27,959.70
CD #586665	Union Bank	16 months	2.75%	07/08/2020	\$30,624.20
					\$126,368.29

1. Balance Sheet
2. Profit and Loss Statements
3. Hartford Insurance due July 1 \$500
4. Membership Renewal emails coming in.

Balance Sheet

Cash Basis

As of June 20, 2019

	<u>Jun 20, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	33,338.61
Total Checking/Savings	<u>33,338.61</u>
Other Current Assets	
CD # 580134 -Union Bk 7/10/13	27,959.70
CD #3057904 -US Bank 1/3/2014	19,813.46
CD #586665 - Union Bk 10/8/13	30,624.20
CD#576620--Union Bk 4/5/13	14,632.32
Total Other Current Assets	<u>93,029.68</u>
Total Current Assets	<u>126,368.29</u>
TOTAL ASSETS	<u>126,368.29</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,447.78
3900 · Retained Earnings	86,355.48
Net Income	5,565.03
Total Equity	<u>126,368.29</u>
TOTAL LIABILITIES & EQUITY	<u>126,368.29</u>

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2018 through June 20, 2019

	Jul 1, '18 - Jun 20, 19	Budget
Income		
Credentialing Income		
Administrative Capability	160.00	0.00
Application Processing	160.00	0.00
COA	440.00	0.00
Direct Loan	720.00	0.00
Federal Methodology	0.00	0.00
Late Fees	0.00	0.00
Needs Analysis	380.00	0.00
Packaging	160.00	0.00
PELL	0.00	0.00
R2T4	240.00	0.00
SAP	340.00	0.00
Student Eligibility	0.00	0.00
Verification	0.00	0.00
Credentialing Income - Other	0.00	0.00
Total Credentialing Income	2,600.00	0.00
Early Awareness	0.00	0.00
Exhibitor Fees	0.00	0.00
Fall Workshop	2,600.00	3,250.00
Interest Income	15.06	12.00
Membership Income		
Late Fee	10.00	0.00
Membership Income - Other	8,375.00	10,600.00
Total Membership Income	8,385.00	10,600.00
Miscellaneous (Philanthropy)	350.00	0.00
NASFAA State Award	0.00	0.00
NeASFAA Grant	0.00	0.00
Other		
Bid Incentive	0.00	0.00
Intuit	0.00	0.00
Other - Other	0.00	0.00
Total Other	0.00	0.00
Refunds	0.00	0.00
Reserve Debit*	0.00	2,345.00
Shirts	0.00	0.00
Special Projects Income	0.00	0.00
Sponsorships	0.00	0.00
Spring Conference	10,650.00	10,500.00
Support Staff Workshop	0.00	0.00
Total Income	24,600.06	26,707.00
Cost of Goods Sold		
50000 - Cost of Goods Sold	0.00	0.00
Total COGS	0.00	0.00
Gross Profit	24,600.06	26,707.00
Expense		
Ad Hoc Committee		
Ad Hoc Comm--Reauthorization	0.00	0.00
President/BOD Project	0.00	0.00
Ad Hoc Committee - Other	0.00	0.00
Total Ad Hoc Committee	0.00	0.00
Association Governance		
Meetings	0.00	0.00
Association Governance - Other	0.00	0.00
Total Association Governance	0.00	0.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2018 through June 20, 2019

	Jul 1, '18 - Jun 20, 19	Budget
Awards		
Fun Awards	0.00	0.00
Prestige Awards	239.36	0.00
Support Staff Awards	0.00	0.00
Awards - Other	0.00	0.00
Total Awards	239.36	0.00
Certificate of Deposit	0.00	0.00
closed 7 Month CD US Bank	0.00	0.00
closed 9 Month CD Union Bank	0.00	0.00
Communications		
Miscellaneous	0.00	0.00
NECOLLEGEHELP Book Giveaway	0.00	0.00
Newsletter Redesign	0.00	0.00
Photocopy	0.00	0.00
Postage	0.00	0.00
PR Campaign	0.00	0.00
SOCS Annual License Fee	0.00	0.00
Stationery	0.00	0.00
Website Domain Fees	0.00	0.00
Website Redesign	0.00	0.00
Communications - Other	0.00	0.00
Total Communications	0.00	0.00
Corporate Development		
Postage	0.00	0.00
Corporate Development - Other	0.00	0.00
Total Corporate Development	0.00	0.00
Federal Withholding	0.97	0.00
Leadership Development		
Lodging	0.00	0.00
Meals	0.00	0.00
RMA SF AA Registration	0.00	0.00
Travel	0.00	0.00
Leadership Development - Other	0.00	0.00
Total Leadership Development	0.00	0.00
Membership Expenses		
Printing/Postage	0.00	25.00
Stationery	0.00	0.00
Welcome Project	0.00	100.00
Membership Expenses - Other	0.00	0.00
Total Membership Expenses	0.00	125.00
Miscellaneous		
Memorials	0.00	0.00
Other	0.00	0.00
Philanthropy Project	350.00	0.00
Miscellaneous - Other	0.00	0.00
Total Miscellaneous	350.00	0.00
Miscellaneous (Philanthropy)	0.00	0.00
Past-President		
Travel	0.00	0.00
Past-President - Other	0.00	0.00
Total Past-President	0.00	0.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2018 through June 20, 2019

	Jul 1, '18 - Jun 20, 19	Budget
PDC		
Credentialing		
Breaks	635.13	0.00
Credentialing Materials	1,900.00	0.00
Facility Expenses	0.00	0.00
Trainer Expenses	0.00	0.00
Credentialing - Other	0.00	0.00
Total Credentialing	2,535.13	0.00
Fall Institute		
Credential Materials	0.00	500.00
Door Prizes	0.00	0.00
Entertainment	0.00	0.00
Meals/Breaks	708.40	950.00
Meeting Room Charges	0.00	0.00
Miscellaneous	0.00	0.00
Printing/Postage	0.00	0.00
Speaker Expense	0.00	800.00
Fall Institute - Other	0.00	0.00
Total Fall Institute	708.40	2,250.00
Guidance Counselor Workshop	0.00	0.00
Meeting Expense	78.19	400.00
Spring Conference		
Attrition/Penalty	0.00	0.00
Audio/Visual Needs	70.25	100.00
Credential Materials	0.00	500.00
Door Prizes	100.00	0.00
Entertainment	239.99	500.00
Meals/Breaks	4,737.72	9,100.00
Miscellaneous	0.00	0.00
Printing/Postage	0.00	250.00
Refunds	0.00	0.00
Speaker Expense	3,202.00	4,050.00
P - Prestigious Awards	0.00	550.00
Spring Conference - Other	0.00	0.00
Total Spring Conference	8,349.96	15,050.00
Support Staff Workshop		
Attendee Materials	0.00	0.00
Door Prizes	0.00	0.00
Meals/Breaks	0.00	0.00
Miscellaneous	0.00	0.00
Postage	0.00	0.00
Speaker Expense	0.00	0.00
Support Staff Workshop - Other	0.00	0.00
Total Support Staff Workshop	0.00	0.00
Training		
Committee Lunch	0.00	0.00
Decentralized	0.00	0.00
Title IV	0.00	0.00
Video Conference	0.00	0.00
Training - Other	0.00	0.00
Total Training	0.00	0.00
PDC - Other	0.00	0.00
Total PDC	11,671.68	17,700.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2018 through June 20, 2019

	Jul 1, '18 - Jun 20, 19	Budget
President/President Elect		
Board Meetings		
Meals	240.97	500.00
Transitional Board Meeting	515.54	200.00
Board Meetings - Other	0.00	0.00
Total Board Meetings	756.51	700.00
Leadership Conference		
Airline/Hotel/Meals	1,295.10	0.00
Registration	685.00	0.00
Leadership Conference - Other	0.00	2,100.00
Total Leadership Conference	1,980.10	2,100.00
Miscellaneous	13.65	0.00
NASFAA Conference		
Airline/Hotel/Meals	1,920.40	0.00
Registration	0.00	0.00
NASFAA Conference - Other	0.00	2,150.00
Total NASFAA Conference	1,920.40	2,150.00
RMASFAA Conference		
Airline/Hotel/Meals	929.36	0.00
Registration	275.00	0.00
RMASFAA Conference - Other	0.00	2,500.00
Total RMASFAA Conference	1,204.36	2,500.00
RMASFAA Executive Board	0.00	0.00
RMASFAA State Gift	75.00	75.00
Summer Institute Scholarships	750.00	750.00
Transitional Board Meeting	0.00	0.00
President/President Elect - Other	0.00	0.00
Total President/President Elect	6,700.02	8,275.00
RMASFAA 2004	0.00	0.00
Secretary		
Budget Variance - Laptop	0.00	0.00
Cards/Memorials/Flowers	0.00	0.00
Document Archival	0.00	0.00
Secretary - Other	0.00	0.00
Total Secretary	0.00	0.00
Special Projects		
Kids Explore	0.00	0.00
Miscellaneous	0.00	0.00
Postage	0.00	0.00
Special Projects - Other	0.00	0.00
Total Special Projects	0.00	0.00
Treasurer		
Association Liability Policy	0.00	500.00
Banking Expenses	0.00	24.00
Biannual Non-profit Filing Fee	23.00	23.00
Change of Agent Fee	0.00	10.00
Computer Expense	0.00	0.00
Computer Purchase*	0.00	0.00
Computer Repair	0.00	0.00
Tax Preparation	50.00	50.00
Treasurer - Other	0.00	0.00
Total Treasurer	73.00	607.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2018 through June 20, 2019

	<u>Jul 1, '18 - Jun 20, 19</u>	<u>Budget</u>
Void	0.00	0.00
Website Maintenance	0.00	0.00
6999 - Uncategorized Expenses	0.00	0.00
e - Patrick McTee	0.00	0.00
Total Expense	<u>19,035.03</u>	<u>26,707.00</u>
Net Income	<u>5,565.03</u>	<u>0.00</u>

Secretary Report
NeASFAA Board of Directors Meeting
June 21, 2019
Sarah Standley

The previous Secretary was unable to attend the Spring NeASFAA conference in March 2019, so I took the minutes for her. Minutes were taken at the Board of Directors Meeting on Wednesday March 27th, 2019 and at the Association Business Meeting on Thursday March 28th, 2019. Both were uploaded to the dropbox.

I also took minutes for the first Board of Directors Meeting for 2019-2020 on Friday March 29th, 2019 and uploaded to the dropbox as well.

I met with Lani and Sheila via phone a few times to discuss dropbox organization/access. As long as the board approves our decisions, I will go through and remove/grant access for the appropriate individuals.

Respectfully submitted,
Sarah Standley

NeASFAA Board Meeting
June 21, 2019
Two-Year Public Sector Report

I sent out a request for updates to the Two-Year Public Sector members. I received a welcome email but nothing new to report.

Also I am currently serving as vice chair for PDRC. We will have our first meeting on June 26, 2019 in Grand Island.

Respectfully Submitted,

Kimberly Vanosdall, Northeast Community College
Two-Year Public Sector Representative

I am sorry I am not able to attend the Board meeting. However, I have several items I would like to share on behalf of the Private Colleges and Universities.

A. Recent Personnel changes:

1. Dean Obenauer has retired from Creighton University.
2. Sarah Valdivia has been hired to replace Dean at Creighton.
3. Cheri Clark has retired from Capitol School of Hairstyling and Esthetics.
4. Brooke Lingren-Vote has left Midland University.
5. Brooke Phillips has been hired to replace Brooke Lingren-Vote at Midland.
6. Brooke Lingren-Vote has joined Doane University as a Financial Aid Counselor

- B. Going forward, I will be attempting to gather input from and sending information to the staff listed from each of the institutional members. My observation is that we often have staff from our respective offices that are attending various NEASFAA activities and with whom we/they are building our professional relationships. While the information can be shared by the director or voting member, it would seem that broadening our communications would be more inclusive and would help those newer members feel more connected.

Please let me know how I can be of service to the Board and the Association.

Respectfully submitted,

Douglas Watson
Private College and University Sector Rep.

NeASFAA Board Meeting
4-Year Public Sector Rep Report
June 21, 2019

On April 26, 2019, Mason White sent me an email resigning his position as 4-year public sector rep for 2019-2020 and 2020-2021 due to his relocating to a college in Salisbury, Maryland.

Tabitha Haynes was the 2nd candidate for 4-year public sector rep on the November 2018 ballot so I contacted Tabitha to see if she would be interested in completing the term. Tabitha agreed.

Since Tabitha has not yet been ratified, I contacted the members of the 4-year public sector to notify them of Mason's resignation, Tabitha's appointment, and to collect information from the members for the Board meeting. I also provided Tabitha's contact information for future reference. I received no information for the Board from any of the members emailed.

Respectfully submitted,

Sheila Johns

Associate Sector Representative
June 2019 Board Meeting

In a discussion with the Sector at the NeASFAA Spring Conference, the overall sentiment from the group is that it was a good conference. There was lots of traffic and people were making their way to the booths.

Here are some ideas they had to give to the PDRC committee:

- Have drawings spread out through out the conference. Maybe even do the drawings at the booths?
- They all remember the murder mystery from two years ago. Why they liked it? It gave people a reason to start talking to them.
- Liked being near the food and high traffic area.
- Could each vendor that exhibits give a 5 minute 'elevator' speech about their business?

Respectively submitted
Shareen Thewke

June 21, 2019

Association Governance – Marty Habrock

NeASFAA Board of Directors Meeting

Member definition and officer eligibility

1. NeASFAA has Institutional Memberships – so it is up to the institution to designate who can be an individual member.
2. Elected positions on the board must meet some definition of “financial aid administrator”. It is the President-Elects responsibility as chair of Nominations and Elections to evaluate member’s eligibility for positions on the board based on meeting the definition of “financial aid administrator”. Association Governance will work to formalize the definition of “financial aid administrator” for this purpose.

Pertinent Bylaws and Policies & Procedures

Bylaws

ARTICLE II: PURPOSE The Association, organized as an educational and charitable organization within the meaning of section 501(c)(3) of the Internal Revenue Code, as amended, has as its purpose the following:

- To foster and promote standards of professional preparation for, and the appointment, effectiveness, recognition, and association of student financial aid administrators and counselors in institutions of postsecondary education and other public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid.
- To serve the needs and interest of students, faculties and administrators of institutions of postsecondary education and of individuals and public and private agencies in the administration of student financial aid by promoting and facilitating coordination of student financial aid plans and programs, and by advising and assisting in the promotion and development of effective programs of student financial aid.
- To promote and facilitate communication between institutions of postsecondary education and the providers/sponsors of student aid funds.
- To stimulate, promote and encourage leadership, continuing education, conferences and other related activities, which are desirable and necessary in fulfilling the purposes of the Association

Section 1, Institutional Membership. Institutional membership in the association is open to institutions of postsecondary education having an interest in promoting the effective administration of student financial aid which meet the following criteria: Normally maintain a regular faculty and curriculum and

normally have a regularly enrolled body of students in attendance at the place where the educational activities are regularly carried on;

Policies and Procedures

1. NeASFAA MISSION & PURPOSE

1.1 NeASFAA Mission Statement The Nebraska Association of Student Financial Aid Administrators (NeASFAA) exists primarily to promote the professional preparation, effectiveness and mutual support of persons involved in student financial aid administration. In addition, NeASFAA exists to bring about the implementation of programs that will have a positive impact on students' ability to pay for programs of higher education. In order to effectively serve the needs of its members, NeASFAA shall strive to encourage its members to serve in a leadership role within the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) and the National Association of Student Financial Aid Administrators (NASFAA). The Association shall serve as a forum for its members and act as a focus for the expression of views on matters relating to the development, funding and administration of student financial aid. While the Association's primary goal is to provide an avenue for preparation to those members who are directly responsible for the administration of student aid programs, NeASFAA shall strive to expand its training services to include other individuals who play a major role in assisting students in completing and paying for programs of higher education. In order to effectively meet the goals of its mission and the diverse and changing needs of the post-secondary education community, NeASFAA seeks to maintain a spirit of cooperation and an approach which is flexible, equitable and innovative.

Respectfully submitted,

Marty Habrock

Corporate Development Report
NeASFAA Board Meeting
June 21, 2019
Cecilia Hernandez-Chavez

Spring Conference 2019 Notes:

- Our Spring Conference philanthropy with Compass was a success
- Robb Cummings will be Vice chair for 2019
- Rob will reach out to reps that will be attending the Montana Conference.

Our committee's primary responsibilities will begin January of 2020 as we begin preparing for the Spring Conference. Robb Cummings (Co-Chair) and I will work together on the following:

- We will reach out and encourage Associate Sector members to register for the conference and exhibit.
- We will research and recommend a recipient for the philanthropy for the Spring Conference.
- We will send messages via the list serve to promote the philanthropy prior to the conference.
- We will work with PRDC to communicate conference details and logistics to exhibitors.
- We will provide materials to recognize Associate Sector members and exhibitors at the conference.

Submitted Respectfully,
Cecilia

NeASFAA Board Meeting

Membership Connections Committee Report

June 21, 2019

- 2019-2020 Membership Invoices were emailed out to all current members on June 12. This year we worked with SOCS to create an online renewal membership form that works a lot like the conference registration. Members completed the form online, a copy was emailed to Janice Volker and the member was asked to print off a copy and mail to Janice with their dues.
- In the membership renewal email I also included a copy of each member's current membership list. I asked each member to review and email me with any changes. I have received several changes and will work with our committee to update the directory later this summer.
- A reminder email will be sent July 15 to those members who have not renewed.
- Continue to review the website and make updates as needed.

Lani Swanson

PDRC Report: Board Meeting June 21, 2019

Our committee is scheduled to meet next Wednesday, June 26th, to begin planning for the 2019-2020 year. There are a few issues we'd like board input regarding:

1. Location of the Spring 2021 conference. At this past conference the board was considering the following locations for the 2021 conference: North Platte (which was dismissed as the facility is in the middle of a sale and they were unable to provide a bid) and Broken Bow at the One Box Convention Center. I've found out a bit more information regarding the Broken Bow location listed below:
 - a. The cost for the full convention center is \$1100 with a \$550 deposit. There are two large banquet rooms with one able to be split with a curtain and piping. Food service would occur in this area as well. I spoke with the conference scheduler and she indicated that she did not believe noise would be an issue as they are aware of the need to split one of the rooms to create the 3 break out rooms we would need for the conference.
 - i. The food was served in our large room at this past conference in Kearney and I don't believe we received any concerns with noise regarding set up or take down of food preparation that occurred during sessions held in that room
 - b. There is no food service provided at the One Box Convention Center so each meal would be provided via caterers. There is a 10% kitchen fee assessed to each caterer that we would need to consider but after contacting a couple of caterers from the list I was unable to get a true definition of the food costs as it was too far into the future for them to estimate those costs. There are some snack menu costs that are listed in the enclosed conference information.
 - c. During the event we will be the only attendees at the convention center. Screens and projectors are available in each room. There is not a sound system but there is a speaker system that we could utilize free of charge. They also do not charge for any A/V equipment and we would have a dedicated person to help with technology needs. They have lap top computer available for use and Skype connectivity and typically recommend that all presentations are brought on a jump drive as their laptops are already connected. They are prepared to not charge any additional room rental charges.
 - d. Room rate would be \$86 per night for March 20-22. They have 36 rooms with a sister hotel down the street with additional rooms.
2. I can also get an additional request from Kearney/Grand Island options if you would like since RMAFSA Fall Conference will be in the Omaha area. We will just need to know how to proceed with finalizing a potential contract/location for Spring 2021.
3. Credentialing topics
 - a. We have had requests from membership for credentialing to be offered in TEACH Grant, Consumer Information, Federal Pell Grants & Iraq/Afghanistan Service Grants, and

Professional Judgement so I'd like to suggest that we offer these 4 topics. Further guidance is requested for other topics. Additional choices include:

- i. Administrative Capability (offered in 18-19)
 - ii. Campus-Based Programs (offered 18-19)
 - iii. Direct Loans (offered 18-19)
 - iv. Gainful Employment
 - v. Packaging & Notification of Awards (offered 18-19)
 - vi. Return of Title IV (offered in 18-19)
 - vii. Student Eligibility
 - viii. Verification
 - ix. Application Process (offered 18-19)
 - x. Cash Management (offered 18-19)
 - xi. Cost of Attendance (offered 18-19)
 - xii. SAP (offered in 18-19)
- b. Does the board have any suggestions as to the topics offered?
- c. Suggested locations/dates of training to be discussed next week at our PDRC meeting include: October 18 – GI/Hastings

November 13/14 – Fall training – Doane

- Discussion regarding only 1 day training (same morning and two different credentials in the afternoon or flip flop trainings for small staffs to attend in one day)
- Discussion regarding offering something completely different

February 21 - Lincoln

March 24-26 – Spring conference – Norfolk

April 16 - Fremont

We will start working on coordinating these training needs and the agenda for Fall Training as well as beginning planning for the Spring Conference in Norfolk along with any other board directed suggestions.

Respectfully submitted

Stacy Seim

PDRC Chair

The 2019-2020 committee held its first meeting via Zoom on Monday, May 20, 2019 at 1:30 p.m.

Purpose: fulfill the association’s objectives regarding legislative action on local, state, and national level.

Committee members are as follows:

Chair	Justin Chase Brown	justin.brown@unl.edu	402-472-2030
4 Year Public	Annette Kraus	ankaus1@wsc.edu	402-375-7430
2 Year Public and Vice Chair	Diana Oglesby	doglesby@southeast.edu	402-437-2273
Private Sector	Paula Kohles	paulakohles@creighton.edu	402-280-2351
Associate Sector	Ritchie Morrow	Ritchie.Morrow@nebraska.gov	402-471-0032
Ex-Officio - President	Sheila Johns	johnss23@wncc.edu	308-635-6366
Ex-Officio - President Elect	Renee Besse	besser@unk.edu	308-865-8782

SFRC priorities for 19-20:

1. NeASFAA will formally thank state and federal legislators for their work on behalf of students, as needed.
2. NeASFAA will annually poll its membership for what state and federal issues are important to them for the upcoming year and communicate these issues to the NeASFAA Board.
3. NeASFAA will invite state and federal guest speakers to the NeASFAA Conference.

Meeting Notes:

1. Committee overview
 - a. The committee includes representation from each sector and we plan to have monthly meetings
2. Brief Federal and State Issues Updates
 - a. Should or could we issue updates regarding federal and state issues to the NeASFAA membership. If so, how often? What topics? – **ongoing discussion**
3. Action Items, Duties, and Responsibilities
 - a. Monthly meetings and regular federal and state updates (and monitoring of federal and state legislative activity) – **ongoing discussion**
 - b. Correspondence with state senators and Nebraska delegation in D.C.
 - i. Committee will discuss needs as they arise, draft up letters when the committee feels its warranted, and advance to the board for a vote and release
 - ii. **The Committee will poll the membership on what issues it sees as important by August:** topics to generate ideas, prioritization, maybe add new ideas; Justin volunteered to take on this item
 - c. Develop a NeASFAA briefing document on important issues for the membership that all members/sectors can agree upon (present to board for approval)
 - i. This should be ready at least by February when NeASFAA members (usually President Elect and Treasurer) are sent to the NASFAA Leadership and Legislative Conference; **ongoing discussion**

State and Federal Relations Committee Report
Friday, June 21, 2019

- d. Ad Hoc duties; prepare written testimony for any state bills in the next session beginning January 2020, if applicable (subject to board approval)
- e. Calendar – what to do and when?
 - i. July or July – survey the membership on state and federal issues
 - ii. **PROCLAMATION OR LEGISLATIVE RESOLUTION**, August: Ongoing discussion on planning activities for launching a Financial Aid Awareness campaign in October
 - 1. Includes submission for Governor’s office to proclaim October 1st as Nebraska Financial Aid Awareness Day in coordination with the launch of the 2020-2021 FAFSA; Paula volunteered to research (<https://governor.nebraska.gov/proclamation-request>) and organizations can request up to 6 months in advance; ceremony dates are only in May and June, so we plan to submit our request in August & hope to have several folks from NeASFAA attend the signing
 - a. Ritchie also mentioned having the Nebraska Legislature do a Legislative Resolution (LR) – we thought it would be a good idea to plan to alternate years on Governor’s Proclamation and a Legislative Resolution
 - iii. Late Fall before Session: Sending letters to elected representatives (a NeASFAA drive) just to introduce NeASFAA, who we are, thank them for their support, and briefly mention a top priority, such as the continuation of the Nebraska Opportunity Grant within the state and on federal issues, probably the support of the Federal Pell Grant. Perhaps ask that they help promote FAFSA completion with their college-intending constituents.
 - iv. Late Fall – discuss planning activities for an advocacy day at the Unicameral sometime in the Spring or perhaps just a few individual meeting with Senators, such as Morfeld or Linehan who have introduced NOG legislation before
 - v. **January – Prepare/finalize NeASFAA briefing document**
 - vi. February/March – potential financial aid advocacy day at the Unicameral and suggest speaker or presentation for NeASFAA conference
- Sens. Mike Braun (R-IN), Kyrsten Sinema (D-AZ), Rick Scott (R-FL), and Chris Coons (D-DE) introduced the Student Loan Tax Elimination Act (S.1696), which would eliminate origination fees on federal student loans. This is a bipartisan bill and the committee feels like we should send letters to advocate for this. We drafted letters for a board vote.