

Financial Aid Council

Spring Quarter 2020 Meeting Agenda

Zoom Meeting

April 28, 2020

Join Zoom Meeting

<https://ccs-spokane.zoom.us/j/3313626557?pwd=b0FIZDRlKytGSzVDSEpHQmhLUUdWQT09>

Meeting ID: 331 362 6557

Password: facspring2

8:10 SBCTC IT Update - FAM Becky Philips

8:24 Call to Order by Tammy Zibell at 8:24 am

8:26 CARES Act discussion

- Spokane, splitting between Spring & Summer
- Schools are mixed, some received, some started disbursing, some still waiting for funds
- How to determine Title IV eligible students. Most schools requiring FAFSA. 19/20 or 20/21
- Reporting, first due mid-april (30 days from application)
- Eligibility for COVID-19 related expenses, must have policy & procedure
- Can it be COVID-19 related expenses or must it be expenses related to campus disruptions
- Current students only? Or new students? Most believe students at time of disbursement.
- Can CARES be retroactive for students who couldn't attend due to class cancellations
- 8:40 table for future conversation

8: 41 SBCTC IT Update- PS Marjorie Facio Alan-Michael Alston

- June 20th – update for COD schema
- DG3B-May 11th go live
- Aid year rollover for DG3A, will be remote
- SEAG & CARES – item types to be created soon with categories (next week)
- Hiring FA functional analyst, can be remote position

8:50 SBCTC Update Ha Nguyen

- CARES Act distribution of funds
- Survey was sent out, 24 hour turnaround. Info was pushed to presidents
- DEI & FA – opportunity to make major progress
- Build community across campuses
- 350 people participated in FA application train the Trainer
- Legislation, new laws
 - HB6141 will be covered by WSAC
 - 1783 – office of equity, start July 1
- New vision statement coming, focus on equity

9:05 CARES conversation continues

- Only restriction for online students is if they are in an exclusively online program.
- A few schools are doing a student self-certification
- Professional judgement, increased PJ could trigger program review, but DOE is easing this fear
- WFAA reaching out to WSAC regarding WASFA to possibly create a FAQ page
- R2T4
- Bates adding question to find students who might need PJ for income loss
- Weekly meetings @ WSSSC regarding disbursement and eligibility
- FAFSA completion limits risk to institution
- Important to document process and procedure
- 9:30 table conversation

9:30 WSAC Update

Becky Thompson
Carla Idohl-Corwin

- May 11-Spring workshop series
 - Module based
 - Recorded for future use
- 6141-Financial Aid Advising Day for high school
 - Increase FAFSA/WASFA filing rates
 - Working with OSPI
 - FA related-
 - Section 2. WSAC creates calculator for WCG and Pell eligibility
 - Hoping to create by Oct 2020 (for 21-22 AY)
 - Will work with FA Work Group (3 reps from FAC)
 - Section 3. Colleges use standard for award letter/template
 - Intent is that student's can easily compare awards
 - July 1, but asking for it to be pushed out
- Guaranteed funding with expanded eligibility
- Expansion to apprenticeships-expanded to outside colleges. Our apprenticeships are the same as they have been unless we have a contract with a provider. But schools don't administer the funds to students.
- For non schools, students will not need to fill out FAFSA/WASFA. Will have another, shortened application
- WCG max on chart is for 3 quarters, if a student goes 4 quarters they can receive the extra amount. Similar to Pell
- Rule change next year, 125% of program length removed. Eligibility of 5 years.
- Undocumented student loan administered by WSAC. Fundraising needs to be completed first (state matches). Earliest implementation would be 21-22 AY if a private donor is found.
- Professional judgement decisions-will provide info on website pointing students and families to individual school. Focus on this for upcoming trainings.

10:00 Break

10:15 WSSSC liaison update

Christina Castorena

- More application for FAFSA/WASFA expected next year
- WSSSC conference postponed until next year
- WSSSC meeting weekly

- CARES
 - Cannot award to international or undocumented students
 - Programs solely online
 - Students must be eligible for Title IV aid
 - Cannot be used for institutional expenses, tuition, etc.
- Updates from SBCTC
- Best practices for serving students
- Summer/fall modalities
- Don't put all pressure on FA office

10:38

Lessons Learned

Marissa Geier

- No disbursing yet, due to disbursement indicators
 - In legacy-set NOT to disburse. In PS-set TO disburse
 - Specifically students with funds that can only apply to tuition (TW, scholarships), ADI from a 7 to a 1
 - Communication with finance critical
 - Issue to be resolved today
- Item types not set up correctly
- Testing is limited so you miss things due to limited scope
- Things broke down between test and live
- Check calc in FAM portal– turn off. Displays whole quarterly award, not after tuition
- Security Roles, did Business Process Guides walk throughs one live to ensure everyone had correct roles (average 15 missing per person). Then submit one ticket.
- Finance had issues with not having needed security roles
- When Dual processing started, it updated SAP in PS. Make SAP policy changes 2 quarters before go live
- Automated SAP is nice
- Mid-quarter go live is best for FA perspective.
- Testing & homework focus: Understand the security roles: ZZ, ZD, and ZC, SAP, item types, get a good and large sample group-loans, grants, restricted aid, WASFA (25 students), take students through full process: admissions, reg, awarding, disbursing, SAP, etc). Read through the test (mass build and then individual builds...conflict in process, had to load more students
- Dual processing is a pain, not set up in sequential plan. SBCTC is updating BPGs
- Create an acronym database
- Set a lot of time aside for testing, even easy processes

11:15 adjourn for lunch

Business Meeting

FAC members

12:15 Call to order Business meeting
Meeting resumed at 12:15

Reports:

Review Winter meeting minutes

- Winter meeting minutes approved with no corrections: (moved Brianne Sanchez, 2nded Chippi Bello)

Review treasurer's report

- Treasurer's report approved with no corrections: (moved Heidi Townsend, 2nded Chippi Bellow)

Report from FAST Committee

- Michelle Thorsen gave a FAST update: The SAP Recommendations for PeopleSoft were submitted 1-1/2 ago. No decision has been made. We are waiting until more schools are on PS so we have a better understanding of what we are asking.

Old Business

Work Plan - Group Planning time

Goal 1 Professional Development – Johanna Dwyer, Tammy Zibell, Melanie Ruiz

Salary Equity – Heidi will do NASFAA benchmark salary report.

- Letter was written to WSSSC. WSSSC was concerned about making new job descriptions, was sent to SBCTC Human Resource. HR came back that said they wouldn't be able to make new job descriptions. Have created and sent out the draft letter.
- What is the outcome we want (example: verification=PS2?)?
- Bellevue was approved for PS3 positions
- FA work is much more complex than other positions on campus at the same classification
- Tammy will create spreadsheet of all positions, duties, and work load
- Teresa and Beth from Green River will help analyze data from spreadsheet
- Heidi, Oscar, Trinity, and Marjorie will also help on revising letter based on data
- We play a huge role in enrollment management
- Expansion of state funding increases workload

Goal 2 Decrease barriers to FA application process – Teresa Buchmann, Michelle

Thorsen & Trinity Huttner – Report out what has been accomplished

12:50

- Continue to have FAC representation on Train the Trainer for next year
- Wrong year FAFSA - strategies?
- FSA ID:
 - Prep document w/ tips and tricks
 - Sessions focused on FSA ID completion
- Data Sheets: best practices prior to removing
 - Communication with other offices for data integrity

- Determine what information is gathered on data sheet, find alternate ways of obtaining/tracking
- Use tracking letters or 3 C's to notify students (program, BAS clarification)
- Best practice: passive acceptance for grants. Award in accepted status.
- Loans:
 - Pre-package loans
 - Pro: less revisions, students can see full eligibility
 - Con: Possible increase in borrowing/default rates, more cancelling loans/admin burden
 - Green River data: borrowing and default rates
- IRS tax transcripts & non-filing
 - Example of statement
 - Help videos: requesting transcripts & DRT
- Does FAC want best practices outlined formally?
- Suggested that there be a spreadsheet of all CBOs trained

1:09 Guided Pathways – Heidi Townsend, Celva Boone & Rahel Weldu

- Heidi shared they were doing Achieve the Dream also, which falls in line with guided pathways
- Spokane is also ATD, mandatory advising.
- Pierce ATD
- Renton, in planning stage

Goal 3 – Software innovation & IT security – FAST Committee

Continue Old Business

1:15 Special Election: FAST Member & President Elect

- President Elect
 - Met quorum (23 college responses)
 - Tammy remains president through 20/21
 - Teresa will be president elect through 20/21
- Need to elect secretary & treasurer: Nominations?
- FAST committee: Need legacy FAST and PS FAST members (Heidi will do PS co-chair)
 - Yeumie for legacy FAST member

1:25 Review By Laws

- Approved in section 6, b-length of term. Added that a term could be extended with approval.
- Section 10, finance (b & C) may assess a minimum fee. No refunds.
- These have been updated

New Business

1:28 Discuss Bill SB 6141 - Financial Aid Template: WSAC develops a financial aid calculator/tool; all higher education institutions must use a standardized template for aid award packages by 2021; financial aid advising day at all high schools fall term

- Tammy on SBCTC work group which has a packet for high school students
- FAM updated award letter, will need to be incorporated into legacy

1:30 Discuss Emergency Grant Guidance – Cares Act

- Update that we don't need to do anything additional for BankMobile
- Discussion that we should use the same award code/FACP/item type
- Questions about how and where reporting will be done
- Work study – switched to grant
- Several schools created a tracking letter.
 - Approved
 - Need more information
 - Denied
- Many schools have gotten 300-800 applications
- Separate email address for student questions

1:50 Confirming dates:

Dates Fall Meeting – WFAA 10/14/2020 – 10/18/2020

Yakima Valley College October (Tentative ½ day 10/12/20 & all day 10/13/20)

- WFAA-has until July to cancel (50%)

Winter Meeting January 20-22, 2021

Spokane Community College

Spring Meeting 5/12/21 – 5/14/21, Confirmed @ Rainbow Lodge

- WSSSC scheduled during same time.
- Need to decide by fall to get full refund
- Many members agree to cancel and schedule around WSSSC conference
- Melanie agrees to stay as ARC liaison
- At WSSSC (postponed) there was going to be a FAC & ARC roundtable.

1:58 Heidi moved to adjourn, Melanie 2nd. Motion approved.