

Financial Aid Council

Winter 2020 Meeting Agenda

Green River Community College
12401 SE 320th St, Auburn, Washington

Thursday, January 16, 2020

Friday, January 17, 2020

Business Meeting

FAC members

Reports:

- 1:35 Review Fall meeting minutes
Teresa Buchmann Presented. Heidi Townsend move to approve, Melanie Ruiz 2nd. Motion carried.
- 1:37 Review treasurer's report
Heidi Townsend presented. One correction. Teresa Buchmann moves to approve, Stacy Savino 2nd. Motion carried.
- 1:39 Report from FAST Committee – Presented by Tammy Zibell & MiChelle Thorsen via chat

Old Business

- 1:40-2:17 Work Plan - Progress reports

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

Tammy Zibell shared that the work group would be working on the details of this today.

Salary Equity – Heidi Townsend will do NASFAA benchmark salary report.

Tammy Zibell reviewed the information from WSSSC and it was suggested we create a memo that each director could send to their campus president regarding salary equity. Chippi Bello will share the draft memo she has.

Goal 2 Decrease barriers to FA application process – Teresa Buchmann, Michelle Thorsen & Trinity Huttner

Teresa Buchmann shared train the trainer is a prototype to assist students with the application process. Workgroup will continue in February/March collating best practices for removing data sheets and review other possible barriers such as passive vs. active acceptance of financial aid, FSA ID, etc.

Guided Pathways – Heidi Townsend, Celva Boone & Rahel Weldu

Goal 3 – Software innovation & IT security – FAST Committee

They will continue to review SAP for recommendations regarding Peoplesoft implementation.

Create 20/21 goal for funding apprenticeships.

Cybersecurity – Spokane has an option for students to opt out of email correspondence. No one has opted out yet. Heidi volunteered to be on this workgroup.

No trainings from FSA will be available for FAC meetings anymore. They only will attend annual state conferences.

Award Letter Guidance – Send to listserv examples to be compiled by Tammy Zibel.

2:18 – Stephanie moved to support with Rachel Weldu. Her vacated position is out for hire.

2:20 Motion to postpone meeting until tomorrow. Heidi Townsend, Kim Mattison 2nd. Motion approved

Friday, January 17, 2020

8:35 Resumed Business Meeting

Continue Old Business

8:35 Special Election: FAST Member & President Elect)

- Move to table SAP recommendations due to limited knowledge and impact by Chantel Fields. Teresa Buchmann 2nd. Motion approved

Salary Equity

- Workgroup is drafting a letter for all directors to share on campuses. Final letter by Spring meeting. Please ensure you add input in a timely way. Draft will be sent on private listserv. Not just about pay equity, but also about having Financial Aid specific positions. Heidi Townsendsent out NASFAA benchmarking study to private list serve.

8:40 Review By Laws

Special Elections – Heidi Townsend

- Amending by-law in elections – Proposing to amending to add with 2/3 vote to allow president to serve 2 consecutive terms.
- Discussion
- Quorum established with 23 colleges participating
- Heidi Townsendwill send out finalized language and will do a ballot for special elections

8:53 FAST committee

- Need to vote on a new member
- Volunteers
 - Melanie Ruiz from Bellevue
 - Yeumie or Rahel from Renton
 - Barbara from Peninsula
- Additional nominations to Heidi Townsend by Friday, January 24th

9:00 New Business

FAC funds and Dues

- Concerns about balance in accounts
- Recommended maximum \$3000-4000 in additional funds, currently we have \$9000
- Expenses – Rainbow & Refreshments
- Many councils have dues, but no dues at this time due to balance of funds
- Other councils use funds for outside presenters for professional development
- Department of Education will no longer participate in FAC, so we need other presenters
- Heidi reviewed finance bylaws. Change to “may charge a minimum of \$50” for 3 day meetings, which we have now expected
- Heidi will send out on email

Meetings & Dates

- SBCTC assistant is wanting to have dates for year scheduled in advance

Spring Meeting (Venue and dates)

WSSSC Conference @ Tacoma 4/29 – 45/1

Spring Meeting Tentative Date Tuesday 4/28

Need Venue-Possibly Tacoma College (Tuesday - 12-430, Wednesday 8-12),

Friday scheduled in the morning for sector meetings if needed.

Tammy Zibell will connect with Kim at Tacoma for accommodations

Dates Fall Meeting & Venue- Connect with WFAA conference, hold meeting full-day prior to conference

Dates Winter Meeting & Venue. Host in Spokane (January/February) Possible February 3-5, 2021 or January 13-15, 20-22

Tentative date confirmed January 20-22, 2021.

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

Motion to adjourn from Heidi Townsend at 9:29

9:30 Discussion regarding CTCLink preparation. Heidi Townsend from DG3 shared:

- FA lives in student financials, so most of the work in building is in the finance pillar
- Financial Aid SMEs, responsible for building the crosswalks, track codes, etc
- Deadlines for submitting data from homework
- Sprints – You have access and you attempt processes
- FA can get forgotten, watch instruction and enrollment services sessions. Help with data validation
- Important that FA attend sessions for student financials
- Know the financial screens
- Admissions and registration drives FA. Academic plan stacks are critical

- Estimated time commitments – depends on your project manager. Plan on working 40-60 hours a week for any leads (director or designee) Larger schools have several SMEs. ISIRs, Pell, Loans. Spokane had 5. They trained staff on their specific programs. Can't be an expert in ALL the areas.
- Be prepared to do things on the fly. Once homework is submitted, SBCTC will have questions that need immediate answer/guidance
- Delegate as much as you can for legacy processing to allow time for CTC Conversion prep. If you are a working director...train your people to do the work NOW. Your focus as a director will be consumed by CtcLink
- Take care of yourself. Take care of your staff.
- Dual processing – There is no clean cut off. So we finish one year in legacy...and new year in Peoplesoft.
- Will there be on-campus supports from SBCTC for DG3? Unknown at this time. Some campuses have confirmed they will not have on campus support.
- For sprints. We are logged into Webex for questions and work on things together in a room
- DG4s who want to assist during go live with DG3s are encouraged to reach out.

Move to adjourn by Heidi Townsend, Stacy Savino 2nd. Motion carried.

Meeting adjourned at 9:50.