

NeASFAA Board of Director's Meeting

October 5, 2015 Doane College – Lincoln Campus Fred Brown Center

Present: Becca, Matt, Peggy, Beth, Gina, Kay, Marty, Wendi, Kent, Lani, Linda,

Kay called meeting to order at 9:48am

Stacy D moved to approve agenda, Marty seconded. Agenda was approved.

Becca moved to approve minutes, Matt seconded. Minutes approved.

Officer Reports

President: no written report – Kay will be attending RMASSFA will provide more information after conference.

President Elect: written report attached

Past President: written report attached

Treasurer: written report attached

Secretary: no report

Historian Report: no report

Sector Representative Reports

Private Career: no report

Two-year Public Institutions: written report attached

Private Colleges and Universities: no report – no response from emails

Four-year Public Colleges and Universities: written report attached

Associate Membership: no report

Committee Reports

Association Governance

Corporate Development: no written report – asked about Philanthropy project and asked for direction – request to have two projects and the board would then vote – focus on education and a project that has a clear mission and that is a needy project

Finance and Audit: written report attached

Membership Communications: written report attached – UNMC, Metro, ITT, Kaplan Omaha, Little Priest Tribal College, Credit World Services, Nelnet, TG, American Student Assistance did not renew. Lani will check with Renee to determine where the Nelnet notice was sent (Don retired). UNMC chose not to renew – stated expense issue.

Nominations and Elections: written report attached – additional information – checking with Sara Bennet – Kaplan Lincoln to see if she can cover since Andrew is no longer employed by Private Career. Beth will be seeking nominations for next elections- President will send email out to the Board on who the suggested representative is and ask the board to ratify that decision.

Positions include – President Elect, treasurer, private career rep, 4 year rep, associate member rep, secretary position – Kay suggested that we send a note out thru the listserv

PRDC: written report attached

Continued Business:

Association Governance - Matt stated that some time ago the association voted on what it meant to be a member of NeASFAA; however, it was never updated in the bylaws – Matt provided a document and asked if we could update the bylaws to include it- no objections to adding it

P&P section 5.2 reviewed dues

Action Items:

1. Cleanup of Committees revised information on standing committees and wording in bylaws after the committee structure was changed. Motion on table to accept changes by Matt. Beth seconded the motion. Discussion. Approved Changes. Motion passes.
2. Membership Communications P&P - Matt moved to change the language under Membership communications in the P&P – see attached revisions. Beth seconded the motion. Discussion – Kay suggested to table the motion. Matt asked if we wanted to refer back to committee and asked for motion to refer back to Association Governance. Wendi moved to refer back to Association of Governance. Becca seconded. Motion approved to refer back to Association of Governance for further review.

Request was made to put the new P&P on the website – the current copy is in the drop box. Matt asked if the board wanted anything else reviewed by Association Governance. Kay asked Association of Governance to review suggested name change for Membership Communications.

Implementation Process for updating central calendar- Kay asked if the central calendar is up to date – Matt stated that the central calendar was up to date - Lani indicated that she and Renee reviewed the committee timeline - timeline is located under the Committee sections

Hello NeASFAA – Kay indicated that she wanted to do more things to make Listserv more active –

Beth – October – membership renewal

Matt/Kay/Becca – RMASSFAA conference – Matt suggested that Kay could introduce herself as NeASFAA delegate

Becca indicated that RMASSFAA is doing more structured – picks topics and assigns to people – Kay suggested that the membership/communications committee work on how we can roll out Hello NeASFAA –

Matt suggested that we put a notice on the listserv to ask for nominations for awards – Kay indicated it should go on listserv in December –

Matt suggested that we interview new members and do a get to know new member section

Matt suggested that we have a name recognition/banner that we could use on the listserv

Electronic Initiatives

Dropbox – Kay suggested that we formalize the drop box – suggested that the Communications Committee be responsible for managing the drop box.

Discussion occurred on whether or not we were using the drop box and sharing information between board members and using it to store or archive materials. Kay suggested that the drop box be used to share information with board and for committees to use to share information within their committee. Lani will research a generic email account for NeASFAA to setup drop box

Need to review procedures to get information to historian.

New Business:

Conflict of interest policy- Kay distributed the Conflict of Interest policy statement to each board member for signatures – This document is required for all board members and committee chairs.

Fall training - Fall training is scheduled for November 5 and 6th at Concordia College - Matt reminded that we need to have a nonmember fee – Peggy indicated that Metro is presenting so we should follow up on membership

2016 Spring conference - was moved to Wednesday/ Thursday due to Easter

2017 Conference Becca has sent out three RFPs – 50th anniversary Lead Lodge, Cornhusker, Embassy Suites

Becca recommends the Embassy – nice facility, good response on requests. Embassy is available on March 29 thru 31st.

Matt moved that the board proceed with Embassy suites. Wendy seconded. Discussion – Matt asked if we want to reduce the room number – decision was made to drop the number to 80 rooms from 105 rooms. Becca will be forwarding contract to Marty to review section on insurance. Matt moved to amend his motion to reduce number of rooms to 80 total. Wendy seconded. Discussion – no discussion Motion approved.

Core Training

NASFAA offers core training at reduced cost to State associations. Email was sent out to judge interest. Only had 29 responses. Kay requested that Becca follow up with the voting members to gauge interest. Lani will provide list of voting members to Becca. Becca will follow up with voting members and bring that back to the next board meeting.

Other Business

Next meeting date January 29, 2015 – location Concordia University

Becca moved to adjourn. Beth seconded. Meeting adjourned at 1:45pm.

October 1, 2015

President-Elect Report – Beth Sisk
NeASFAA 10/5/2015 Board of Directors meeting

This summer, I set up the 2015-2016 committee membership with the following committees, contacted the individual volunteers with their committee assignment, and the committee chairs with the membership list.

Association Governance

Matt Johnson – Chair
Beth Sisk – Ex Officio
Cheryl Reid (MCC)
Ritchie Morrow

Corporate Development

Kent Wolfe – Chair
Jessica Hendricks – VC
Kay Dinkelman – Ex Officio

Finance and Audit

Gina DeJong – Chair
Melissa Troyer – VC
Robb Cummings
Beth Sisk – Ex Officio
Marty Habrock – Ex Officio

Membership and Communications

Renee Besse & Lani Swanson – Chairs
Linda Butcher – VC
Amanda vonSeggern
Julian Gomez

Professional Development and Recognition

Peggy Tvrdy – Chair
Becca Dobry – VC
Beth Sisk – Ex Officio
Lisa Gdowski
Glo Henning
Stacy Seim
Angie Pinkerman
Sheila Johns
Kent Wolfe
Marron Keady
Jessica Luebbe
Sara Bennett
Tom Ramaeker

Nominations and Election

Beth Sisk – Chair
Open for Private Career Sector Rep
Wendy Matulka
Stacy Seim
Becca Dobry
Sheila Johns

One question I have is that the sector representatives were automatic members of the Awards committee which is now the responsibility of the PDRC. Are the sector reps automatic members of PDRC after the combination of the two committees?

Past President/Association Governance Reports.

Not much to report as Past President. I will be attending RMAFSA as the NeASFSA Delegate for the last time next week. My report has been submitted to RMAFSA. So that you can see what I reported to RMAFSA I have included it as a separate document in our reports file. If you have RMAFSA access you should be able to see the state reports on the RMAFSA website. The NeASFSA State Gift will be a Omaha Steaks Gift card.

The Association Governance Committee has seen a little action over the last week or so.

Action Item 1 addresses some small changes that I noticed need to be made just to correct some language at the top of the Committees section of the P&P. This is submitted for the Boards approval.

Membership Communications submitted to us a proposed change in the P&P, revamping the language that describes their duties. My committee vetted this, commenting on both the old language and proposed new language. You can see our comments in the action item notated are separate colors. We are presenting Action Item 2 with our updates to MC's language as a motion. Please review, amend or refer back to the AG or MC committees as you see fit.

Finally, in my review of the P&P and Bylaws I found some missing pieces that were not yet updated from some prior Board and Association Actions. These are listed below.

1. From four years ago the definition of a member was voted on and approved by the association during Peggy's presidency. This language was not updated in the Bylaws. I have done so and it is in the Drop Box Bylaws with my revisions pending. I simply wanted to board to view the changes to verify that they are being inserted correctly. Please review them for yourselves. This update will be finalized accordingly unless you see something out of order.
2. P&P section 5.2. The April 24th, 2013 minutes approved a timeline for membership renewal notices. This was not added. I have done so. It is the 2nd paragraph in that section.
3. Lastly, if you all would endorse this, I will suggest to the board that it may be a good Idea to list the Membership Fees structure in the appendix of the P&P.

4. The Appendix Item listing the procedural actions has been updated to correctly align the formatting. The rules of order will now make more sense.

Respectfully Submitted.

Matt Johnson

Past President/AG Committee Chair

Treasurer Report

Treasurer Report

NeASFAA October Board Meeting

October 5, 2015

- 1)** On June 19, 2015, paid \$500 to The Harford for NeASFAA's liability policy – insurance renewal effective July 1, 2015 to June 30, 2016.
- 2)** On September 16, 2015 met with the FAC for the annual audit.
- 4)** To date, for 2015-16 have received \$7,450 in school memberships and \$2,200 associate memberships.

Respectfully submitted by,

Marty Habrock, Treasurer

1:03 PM

Cash Basis

NeASF^{AA}
Balance Sheet
As of October 1, 2015

	Oct 1, 15
ASSETS	
Current Assets	
Checking/Savings	32,153.48
Checking - 148985925327	32,153.48
Total Checking/Savings	14,350.22
Other Current Assets	19,750.94
12 Month CD--Union Bk 4/5/13	28,735.46
12 Month CD-US Bank 1/3/2014	27,331.11
12 month CD - Union Bk 10/8/13	91,167.73
12 month CD -Union Bk 7/10/13	123,321.21
Total Other Current Assets	123,321.21
Total Current Assets	<u>123,321.21</u>
TOTAL ASSETS	<u>123,321.21</u>
LIABILITIES & EQUITY	
Equity	
3000 - Opening Bal Equity	34,427.98
3900 - Retained Earnings	80,016.34
Net Income	8,876.89
Total Equity	<u>123,321.21</u>
TOTAL LIABILITIES & EQUITY	<u>123,321.21</u>

1:02 PM

NeASFAA

Profit & Loss Budget vs. Actual

Cash Basis

July 1 through October 1, 2015

	Jul 1 - Oct 1, 15	Budget	\$ Over Budget
Income			
Exhibitor Fees	0.00	1,500.00	-1,500.00
Fall Workshop	0.00	1,650.00	-1,650.00
Membership Income	9,275.00	11,750.00	-2,475.00
Reserve Debit*	0.00	2,625.00	-2,625.00
Spring Conference	0.00	11,000.00	-11,000.00
Support Staff Workshop	0.00	900.00	-900.00
Total Income	9,275.00	29,425.00	-20,150.00
Expense			
Awards			
Fun Awards	0.00	230.00	-230.00
Prestige Awards	0.00	520.00	-520.00
Total Awards	0.00	750.00	-750.00
Membership			
Printing/Postage	0.00	25.00	-25.00
Welcome Project	0.00	200.00	-200.00
Total Membership	0.00	225.00	-225.00
PDC			
Fall Institute			
Meals/Breaks	0.00	1,000.00	-1,000.00
Meeting Room Charges	75.00		
Printing/Postage	0.00	100.00	-100.00
Speaker Expense	0.00	1,000.00	-1,000.00
Total Fall Institute	75.00	2,100.00	-2,025.00
Meeting Expense	69.11	250.00	-180.89
Spring Conference			
Entertainment	0.00	1,000.00	-1,000.00
Meals/Breaks	0.00	12,000.00	-12,000.00
Printing/Postage	0.00	500.00	-500.00
Speaker Expense	0.00	4,000.00	-4,000.00
Total Spring Conference	0.00	17,500.00	-17,500.00
Support Staff Workshop			
Attendee Materials	0.00	150.00	-150.00
Meals/Breaks	0.00	550.00	-550.00
Speaker Expense	0.00	300.00	-300.00
Total Support Staff Workshop	0.00	1,000.00	-1,000.00
Total PDC	144.11	20,850.00	-20,705.89

1:02 PM

NeASFAA

Profit & Loss Budget vs. Actual

Cash Basis

July 1 through October 1, 2015

	Jul 1 - Oct 1, 15	Budget	\$ Over Budget
President/President Elect			
Board Meetings	0.00	700.00	-700.00
Leadership Conference	0.00	3,150.00	-3,150.00
NASFAA Conference	0.00	1,750.00	-1,750.00
RMASFAA Conference			
Registration	250.00		
RMASFAA Conference - Other	0.00	1,250.00	-1,250.00
Total RMASFAA Conference	250.00	1,250.00	-1,000.00
RMASFAA State Gift	0.00	75.00	-75.00
Total President/President Elect	250.00	6,925.00	-6,675.00
Secretary			
Cards/Memorials/Flowers	0.00	50.00	-50.00
Total Secretary	0.00	50.00	-50.00
Treasurer			
Association Liability Policy	0.00	550.00	-550.00
Banking Expenses	4.00	25.00	-21.00
Tax Preparation	0.00	50.00	-50.00
Total Treasurer	4.00	625.00	-621.00
Total Expense	398.11	29,425.00	-29,026.89
Net Income	8,876.89	0.00	8,876.89

1:02 PM

NeASFAA

Profit & Loss Budget vs. Actual

Cash Basis

July 1 through October 1, 2015

	<u>% of Budget</u>
Income	
Exhibitor Fees	0.0%
Fall Workshop	0.0%
Membership Income	78.9%
Reserve Debit*	0.0%
Spring Conference	0.0%
Support Staff Workshop	0.0%
Total Income	31.5%
Expense	
Awards	
Fun Awards	0.0%
Prestige Awards	0.0%
Total Awards	0.0%
Membership	
Printing/Postage	0.0%
Welcome Project	0.0%
Total Membership	0.0%
PDC	
Fall Institute	
Meals/Breaks	0.0%
Meeting Room Charges	
Printing/Postage	0.0%
Speaker Expense	0.0%
Total Fall Institute	3.6%
Meeting Expense	27.6%
Spring Conference	
Entertainment	0.0%
Meals/Breaks	0.0%
Printing/Postage	0.0%
Speaker Expense	0.0%
Total Spring Conference	0.0%
Support Staff Workshop	
Attendee Materials	0.0%
Meals/Breaks	0.0%
Speaker Expense	0.0%
Total Support Staff Workshop	0.0%
Total PDC	0.7%

1:02 PM

NeASFAA

Profit & Loss Budget vs. Actual

Cash Basis

July 1 through October 1, 2015

	<u>% of Budget</u>
President/President Elect	
Board Meetings	0.0%
Leadership Conference	0.0%
NASFAA Conference	0.0%
RMAFSA Conference	
Registration	
RMAFSA Conference - Other	0.0%
Total RMAFSA Conference	20.0%
RMAFSA State Gift	0.0%
Total President/President Elect	3.6%
Secretary	
Cards/Memorials/Flowers	0.0%
Total Secretary	0.0%
Treasurer	
Association Liability Policy	0.0%
Banking Expenses	16.0%
Tax Preparation	0.0%
Total Treasurer	0.6%
Total Expense	1.4%
Net Income	<u>100.0%</u>

Sector Reports

NeASFAA Board of Directors meeting

October 5, 2015

Two-Year Public Sector report

An email was sent to all members of the two-year public colleges requesting news to share or issues or concerns to pass on.

I received a response that Erinn Brauer is the new Director of Financial Aid for Mid-Plains Community College. I will contact Erinn and welcome her to NeASFAA.

Metro Community College has not renewed its NeASFAA membership as of this time and was not listed on the membership directory, so they were not contacted regarding the Board meeting. Shall I reach out to Metro regarding their membership? Or will the Membership Committee be doing so?

Respectfully submitted,

Sheila Johns

Two-Year Public Sector Representative

September 30, 2015

Private Colleges and Universities Report

10/1/15

NeASFAA Board Meeting - October 5, 2015

Private Colleges and Universities Sector

No report

Respectfully submitted,

Wendy L. Matulka

Undergraduate FA Specialist/Loan Coordinator

Student Financial Services

(402)643-7270

4 Year Public Sector Report

Per a request to follow-up on discussion during the sector meeting during the spring conference sent out an email on April 23rd asking “What is PeopleSoft not doing currently but you would like to see it do?” Received no response emails

Sent email on September 22 inquiring if there was anything that in our sector that needed to shared/taken to the board. Received no response emails.

Respectfully submitted,

Becca Dobry

4 Year Public Sector Representative

Committee Reports

PRDC Report

PDRC Report
NeASFAA Board Meeting
Monday October 5th

The PDRC committee held a planning meeting on July 30 at Education Quest. At the meeting, we discussed the location of the 2017 Conference, NeASFAA's 50th Anniversary year. Becca Dobry was tasked with obtaining RFPs and then provides a summary and recommendation. We are seeking the Board's input. Attached you will find a comparison sheet for the final two sites: The Cornhusker Marriott and The Embassy Suites Downtown Lincoln.

President Kay Dinkelman asked the committee to investigate the possibility of the association purchasing NASFAA's Credentialing Training (NASFAA University Bootcamp). This is a series of training modules that cover 16 different topics. The association can purchase the program and then offer the training to association members. Once the member has completed the module, they can take the test to obtain a credential at no additional cost. The modules must be taught or facilitated by members who are credentialed in the specific module they are teaching. Each module takes approximately a half day to complete. The cost to the association is \$1000 annually.

The committee felt like this is an excellent value compared to if an individual at a school wants to be credentialed on their own. However, we discussed whether we thought there was a need in our association for this kind of training, whether or not we could implement something during this year, as we would need to find association members who are already credentialed or are willing to be credentialed and then want to facilitate the module to other members. The committee decided to pull the association. Becca Dobry sent out a short survey on the listserv to the membership.

As a result, 29 people responded. We do not feel that we have enough response to make a decision one way or the other. We may need to post this to the membership either at Fall Training or spring conference. Results of the survey have been attached.

Spring Conference 2016 Update:

As we finalizing the Fall Training Agenda and what could be moved to session for the spring conference, it was discovered that the conference is scheduled for the week of Easter, which could have a huge impact on the attendance. The concern is having very low attendance. I contacted the Cornhusker Marriott and they were able to accommodate our request to move it from March 24-25 to March 23-24 hoping that this will help our attendance. However, we are still concerned regarding the impact this could have on conference attendance.

Fall Training 2015 Update:

Due to decreasing attendance at the Fall Support Staff training, the committee has redesigned the format of training. The reason that attendance has decreased is that there are fewer and fewer support staff and jobs are being reclassified as professional. Therefore, we decided to try to provide a training day that is geared to professional staff that is new to the profession, or new to an area that they wish to

seek more knowledge in (neophyte – intervanced). The second training day would be for intervanced - advanced level professional staff.

Training will be held on November 5-6 at Concordia University in Seward. The agenda is attached. We are hoping to provide quality training and that we have good attendance.

Respectfully submitted,

Peggy Tvrdy

PDRC Chair



Copy of Conference
Comparison 2017.xls



CORE CURRICULUM
SURVEY RESULTS.pdf



FALL TRAINING
AGENDA.docx

Nominations and Elections Committee Report

October 1, 2015

Nominations and Election Committee Report – Beth Sisk
NeASFAA 10/5/2015 Board of Directors meeting

Andrew Landrum no longer works for Kaplan (he works for Bellevue now) and since he was the Private Career Sector Representative, I am currently looking for a new representative to fill Andrew's role until spring conference in 2016 when the elected representative will take over. I recently reached out to Cheri Clark, Sandy LaRocca, and Sara Bennett to see if they knew anyone interested in being the representative. I have not heard back yet.

I have reached out to a few people to run for the elected positions of President-Elect, Treasurer, Private Career Sector Representative, Four-Year Private Sector Representative, Associate Member Sector Representative, and Secretary for 2016-2017. **If you know anyone, you would like to nominate, please let me know.** I will be reaching out to the nominations and elections committee for recommendations and approval of the candidates this month. Election is scheduled to occur in November.

Membership Connections Committee Report

Membership Connections Committee

NeASFAA

Submitted by: Renee Besse and Lani Swanson, Vice-chairs

- Membership renewal notifications were sent out by the July 1 deadline. A copy of the Membership Directory relating to each member was sent with the invoice requesting updates. Many updates were submitted and changes were submitted. We had a few members (both institutional and associates) not renew.
- The committee met on September 14th.
 - Voted on the committee's new name: Membership Connections Committee
 - Revised the Membership and Communication portion of the Policies and Procedures. These changes have been forwarded to Association Governance.
 - Revised and merged the Membership and Communications portion of the NeASFAA timeline
 - Requested and received volunteers to attend the SOCS training.
 - Discussed how to make the list serve more active. Assigned tasks to committee members for our first article for the list serve – look for this on or around October 15.
- Updated the Listserve with current members of NeASFAA and sent out a message sharing the purpose of the listserv and neasfaa.org.

Finance and Audit Committee Report

To: NeASFAA Board of Directors

From: Finance and Audit Committee – Gina DeJong, Melissa Troyer, Marty Habrock, Beth Sisk, and Robb Cummings

Date: September 22, 2015

Regarding: Annual Audit for 2014-15 Fiscal Year

The Finance and Audit Committee conducted the Association's annual audit for the 2014-15 fiscal year on September 16, 2015. The meeting was held at the Eppley Administration Building, in Marty's office, at the University of Nebraska-Omaha. Gina, Melissa, Marty and Beth 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 2014-15 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 were tracked from claim form, to check book, to the detail on the Fiscal Year Trial Balance Report. Everything was processed in a timely manner and appears to be in order.
3. Bank Statements and Reconciliation Reports – Reconciliation was 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 submitted to the IRS in a timely manner.
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 50% of the Association's budget as required by NeASFAA Policy and Procedures.

The Finance and Audit Committee found that the Association is fiscally sound and all financial records are in order.

Respectfully submitted,

Gina DeJong, Chair
Finance and Audit Committee

Action Items

Action Item I

BOD Action Item #1 – Fix some wording in section – 3. COMMITTEES

Justification

Wording needs updated based on bylaws change

Old language

3. COMMITTEES [Article VII, section 1 - 7]

Standing Committees

NeASFAA has eight standing committees. NeASFAA committees should make every attempt to coordinate their activities with state and national committees with similar responsibilities while representing the multicultural diversity of our membership, institutions and students.

New Language

3. COMMITTEES [Article VII]

Standing Committees

NeASFAA utilizes the following committees. NeASFAA committees should make every attempt to coordinate their activities with state and national committees with similar responsibilities while representing the multicultural diversity of our membership, institutions and students

Action Item 2

BOD Action Item #2 – Membership Communications P&P

Justification

Membership Communications met and is providing new language for the P&P.

Old language **Beth Sisk's comments in green Ritchie's notes in red. Matt's in Blue**

Purpose

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

Duties

Maintains editorial control over any publications or communication mediums of the Association. Suggested change on point 2, bullet 1 of new language to include editorial control.

Develops Communication Policies and Procedures to regulate submissions to publications and communication mediums. This is not included in new language and I'm not sure it's necessary if they already have editorial control.

Develops and presents an annual committee calendar to the Board of Directors to be posted on the NeASF AA website. Maintaining a master calendar is included in the new language in point 2, bullet 4, but doesn't include presenting to BOD. I don't think it's necessary to present to BOD.

Develops an association Master Calendar inclusive of RMA SF AA, NASF AA and Department of Education events to be posted on the NeASF AA website. Combined with point above. However, does not specify these events to include, which I don't think is necessary.

Collects and disseminates information and opinions concerning both state and federal legislation and regulations to the individual members of the Association. **Included in the new language in point 2.**

Analyzes possible options open to the Association membership in the area of Federal Legislation and regulations and encourages membership to respond. **Not included in the new language. I don't know that this has happened recently and I wonder if the board wants this committee to do this. I don't think it's necessary to deal with federal legislation. Usually handled by NASFAA. If something does come up President can create ad hoc committee.**

Prepares and distributes to the membership time-sensitive information and other news affecting the association. **This appears redundant with a point above which is included in the new language.**

Disseminates NeASFAA membership information to state, regional and national associations, as appropriate. **Not included and I don't know how relevant this is.**

Solicits articles and informational items of importance for inclusion in an appropriate format. **This is included in the new language in point 2, bullet 3.** News and reports may include the following: **These details are not included and I don't think they are necessary.**

- Highlights of the Board of Directors' meeting
- Message from the President
- Treasurer's report
- Committee reports
- Sector news
- Opinion papers
- Calendar of events and activities
- Other news items

This committee is responsible for distributing the committee interest forms as received from the President-Elect. **Not included in the new language. This wasn't done this year, but it could have been helpful in getting volunteers. Maybe it's not feasible and that's why it isn't done.** **Hasn't this usually been handled by Pres-Elect at conference and/or**

through listserv? Seems to me that would be more efficient than going through the committee.

The committee shall perform other duties as assigned by the President or prescribed by the Board of Directors. Not included in the new language. I wonder if we need to keep this in as this wording is used for other committees, but not all. Probably should be included with all committees...allows for President to assign a job if something new comes up.

Manages the membership records of the Association. Is this the same as maintaining the directory which is in the new language? Is the directory the official register of members? I would say yes to both.

Collects and compiles information about NeASFAA membership and provides that information for dissemination to state, regional and national associations. Redundant in the old language and probably not needed anyway.

Maintains updated membership list. Redundant in the old language with managing membership records? Is this different from maintaining the directory?

Develops appropriate communication materials for membership mailings and ensures that membership dues are paid. Mailing invoices is in the new language in point 1, bullet 2. Ensuring dues are paid for members listed in the directory is in the new language in point 1, bullet 1. Whose responsibility is it to follow up and make sure dues are paid by a member institution when the dues are late and haven't been paid? That would be this committee...follow up on those that don't pay, and make sure they are paid by conference time in case someone from the institution/organization wants to attend.

Identifies and cultivates potential new members on an on-going basis. Included in the new language in point 1.

Submits the names of potential new members to the Board of Directors for approval. Included in new language in point 1, bullet 3.

Develops promotional materials advocating NeASFAA membership. **Not included and not necessary, because it seems the website would be used for this.**

Maintains the Membership Directory. **Included in new language in point 1, bullet 1.**

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. **Included in point 1, bullet 1.**

Recommended Committee Composition

Committee members should be selected in accordance with the Committee Membership Policy (see Section 3.2). Members should have a working knowledge of publishing, layout and/or technology development of various types of communication mediums.

New Language

Purpose

The purpose of this committee is to promote, maintain and connect NeASFAA membership.

Duties

- Actively recruit and encourage membership and participation in NeASFAA
 - Maintain membership directory for the Association based on paid membership dues collected by the treasurer. **The membership directory is the official membership list.**
 - Membership is renewed annually (July 1- June 30). Invoices for membership renewal must be distributed ~~by July 1st and are due September 1st.~~ **as described in section 5.2**
 - **Follow up with institutions that have not paid membership dues on time. Make sure dues, including any late fees, are paid prior to any NeASFAA sponsored activities when ~~before spring conference in case~~ someone from the institution/organization ~~will~~ registers to attend.**
 - Submit names of potential new members or former members whose dues have not been paid for three (3) or more years to the Board of Directors for approval.

- Create, collect, disseminate and archive information that is important to NeASF^{AA} members.
 - Maintain NeASF^{AA} webpage and editorial control over content of the website
 - Manage NeASF^{AA} list serve
 - Solicit articles and informational items to share with the association
 - Maintain a master calendar of events important to the association
- The committee shall perform other duties as assigned by the President or prescribed by the Board of Directors.

Recommended Committee Composition

Representation from each sector.



Nebraska Association of Federal Student Aid Administrators

RNASFAA BOARD OF DIRECTORS MEETING, October 10, 2015

NEBRASKA STATE REPORT

Submitted by Matt Johnson – President

NeASFAA Board Members

President: Kay Dinkelman, University of Nebraska - Lincoln **Past-President: Matthew Johnson**, University of Nebraska - Kearney

President Elect: Beth Sisk, College of Saint Mary - Omaha **Secretary: Stacy Dieckman**, Northeast Community College - Norfolk **Treasurer: Marty Habrock**, University of Nebraska - Omaha **Associate**

Representative: Stacy Seim, EducationQuest Foundation - Kearney **Private School Representative:**

Wendy Matulka, Concordia University - Seward **Proprietary Representative: Andrew Landrum**, Kaplan University - Omaha

Public 2 year Representative: Sheila Johns, Western Nebraska Community College - Scottsbluff

Public 4 year Representative: Becca Dobry, University of Nebraska - Kearney

Fall Training

NeASFAA will have two training opportunities this next fall. Of note there is a slight change of format for these trainings. In prior years we have conducted “Support Staff Training” and then a “Fall Training” for professional staff. We are moving away from that distinction this year to some degree because we recognize that the work that goes on in our offices sometimes crosses “support” and “professional” lines and the training topics perhaps should drive who attends versus the position in the office. As a result, we are now running what could be considered two different tracks labeled Neophyte Training and Advanced Training.

The Neophyte training will be held at Concordia University, November 5th. Training topics include Resolving “C” Codes, Unusual Enrollment and Citizenship Issues, Empowering Students to Self-Service, Verifications and Invest in WOW Experience.

The Advanced Training will also be held at Concordia University, November 6th. Theoretically a person could come to both trainings. Training topics this day include 150% Subsidized Rule, Prior-Prior Year Discussion, Professional Judgment and Invest in a WOW Experience.

NeASFAA Board Notes

The Board of Directors finalized much of the work on the initiatives that we have worked on over the past year. That being the changes to our bylaws regarding standing committees and some of the resulting changes that needed to be incorporated into the Policies and Procedures as a result. We took these initiatives to the Association for approval, giving the appropriate 30 day comment period required in our Bylaws. There was not too much discussion by the association over these changes. We had done some vetting of the associations questions and concerns the year before at the prior conference. Some thanks goes to RNASFAA in that I borrowed the “Action Item” process we use to in order to present and organized the agenda. We had five action items that were presented and approved. As a result, NeASFAA no longer has a listing of Standing Committees in its bylaws, but rather a statement giving the president and the board the authority to utilize committees as needed for the association. Additionally, any other reference to committee work was also scrubbed from the Bylaws. This concluded quite a

journey for my Board and I want to thank them all for the hard work and thought that went into making these updates.

Finally, I want to thank RMASFAA for the opportunity to be the State Delegate for the last couple of years. If you knew anything about my record with NeASFAA you would see that every office I have held has been for two terms. This is not by my design, but somehow this is how it has worked out. Perhaps, it just takes me that long to catch on and they are hopeful I can get it right the second time around. And now I will pass this privilege of being the State Delegate to Kay Dinkelman our current NeASFAA president.

Respectfully Submitted

Matt Johnson

NeASFAA State Delegate