

NeASFAA Board of Directors Meeting
Friday, June 6, 2014 Central Community College, Grand Island

Present: Marty Habrock, Hylee Asche, Wendy Matulka, Bailey Jorgensen, Erin, Moran, Matt Johnson, Kay Dinkelman, Stacy Seim, Linda Butcher, Stacy Dieckman

Matt Johnson called meeting to order at 9:40 am.

Stacy moved to approve agenda, Erin seconded. Agenda was approved.

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

There was a discussion about not having a quorum for Business Meeting at the conference in April. The board discussed how to prevent this for future business meetings. How does the designated voter delegate and how do we know who the designated voter is? Matt will look into bylaws to see what we need to do.

Officer Reports

President: written report attached

The board reviewed Code of Conduct document Matt has put together. Matt researched other states as well as RMASFAA and NASFAA's. Board liked document overall and suggested some minor changes. Matt will send out to the association for discussion and potentially vote on document in October.

Matt reminded board of "Hello NeASFAA" write-ups.

President Elect: written report attached

Past President: no report

Treasurer: written report attached

Secretary: no report

Sector Reports:

Private career: no report

Two-Year Public: no report

Private Colleges & Universities: no formal report.

Wendy stated that Penny James has requested her school information on NeASFAA website to be updated. Other colleges' information is not right. Linda will work with membership and talk to SOCS about how to update the information.

Four-Year Public: no report

Association: no report

Committee Reports

Association Governance: no report

Awards: no report

Communications: written report attached.

There was a discussion about drop doc. The uses for drop doc include board reports, communications between treasurer & membership, communication between PDC and others during conference, etc. There was also a discussion about locking down sections of website. This action is ongoing.

Corporate Development: no report.

Stacy did have some questions about what she is supposed to do and who she is supposed to contact.

Finance & Audit: no formal report. Needs to schedule audit

Membership: full report attached.

There was a question about what year dues are to be applied. A change to the Policy and Procedure Manual has been drafted and Association Governance will look at draft and bring to next meeting.

Nominations & Elections: full report attached

PDC: full report attached

In the report, Mary asked for board feedback on training needed. Board suggested training on 150% sub limit. Matt asked sector reps to reach out for feedback.

Continued business

Comments from transitional meeting – what happens to motion referred to committee? Two things can happen; committee can bring back motion or board gives authority to act.

Board would like to continue action plan to combine communications and membership as well as PDC and awards committees. Matt asked communications and membership committees to review what a combined committee would look like and how policies and procedures should read. Also need to think of a name. Board is thinking of taking sector reps off awards and putting them on newly formed communications and membership committee. Matt would like to see language for P&P manual by October so that it may be referred to AG and by January would like to be able to vote. AG will also need to look at bylaws to see where committees are referred and suggest necessary changes.

A central calendar is still being compiled.

Matt reminded sector reps of strategic direction to reach out to new members to welcome and encourage participation. A questionnaire needs to be developed and recommendations are due by the fall 2014 board meeting.

New Business

K-12 and higher ed is being revamped in state of Nebraska and Matt would like to create a state legislative task force to give NeASFAA prospective. Matt asked what the timing for this task force would be and Ritchie stated that we need to act now. The task force should represent as many

sectors as possible. The action points would include how important NOG and ACE are, changes that we would like to suggest or to keep programs running the way they are. Someone would need to sit in front of education committee to speak on NeASFAA's behalf. The timeline commitment would be as soon as possible to June 2015. Members may or may not need travel budget. Stacy D brought up question about having continuing sub-committee or one time task force. The board thought this would be a one-time task force. Erin & Stacy D said they would like to be on task force. Ritchie stated that we should have a member from four year public colleges as well as four year state even though they are in the same sector.

Bailey moved to create NE state legislative task force from now until June 2015, Erin seconded.

Motion to create task force approved.

Matt will create verbiage to put out a call for volunteers. Will submit board for approval first, and then send out to the association.

Does NeASFAA need to formally provide a way to make it easier for distance people to be connected? Most schools have the technology, but president might want to include line item in budget for the future.

Other actions plans to develop: Fall may be a good time to have training on 150% subsidized limit. Suggestions included having general session in morning and then maybe breakout sessions by SIS in afternoon. Other training might include gainful employment.

Destruction of ballots: Erin moved to destroy ballots, Kay seconded. Motion to destroy ballots approved.

Matt stated that October meeting will be in York and January meeting will be in Seward. He will send out survey again to find the best time for everyone.

Bailey moved to adjourn, Stacy D seconded. Meeting adjourned at 12:50 pm.

Agenda
NeASFAA Board of Directors Meeting
Friday Jun 6th, 2014 @ 9:30
Central Community College, Grand Island

Call to Order

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

VI. Continued Business

- a. Comments on Transitional meeting
 - i. Parliamentary Procedure follow up.
- b. Communications committee – policy language.
- c. Discuss implementation process for updating a central calendar to include officer and committee functions through the year.
- d. Determine an action plan for getting these updated.
 - i. Bylaw Implications
 - ii. P&P Implications
- e. Ethics/Conflict of Interest Statements
 - i. Board
 - ii. Association
- f. “Hello NeASFAA” write ups to Board and Committees
- g. Upcoming Strategic Directions

VII. New Business

- a. State Legislation Task Force.
- b. Electronic Initiative for board and committees.
 - i. Drop Box functionality
 - ii. Future electronic board
- c. Bylaws, P&P, Strat Directions, Comments
- d. Consider any other actions or plans we want to develop in the 14/15 cycle.

VIII. Adjournment

President's Report

I want to again thank the 13/14 PDC committee for a very good conference program and agenda. It was an excellent conference. I especially appreciate the fact that the committee kept in focus the strategic directions outlined in the recent Strategic Directions document the board adopted this year.

We did not have a quorum for the annual meeting. The only agenda item that required a vote this year was the approval of the minutes which I will simply hold over until next year, and will hope for enough of the membership to be in attendance to have a quorum.

Over the last several weeks, I have been researching several of our sister organizations Conflict of Interest and Statement of Ethics policies. The Strategic Directions outline that I am to report back with some developed policies for the board to consider. I have included a copy of my proposed conflict of interest document with this report. This document uses some of the language and ideas from various financial aid association's Conflict of Interest documents. I ask that the board carefully reviews this document, determines if any adjustments need to be made to it and then we can proceed to adopt it or not. If the board wants more research done on what statements/language should be in this document, perhaps it should be referred to a committee for this purpose. I purposefully kept the document shorter/simpler and hopefully more focused. That said other organizations have much more detailed and therefore longer documents. If the board wanted to see other examples, a committee could prepare them for our next meeting.

With regard to the ethics statement, also a part of the Strategic Directions, I have researched what other organizations have done in this area. Of the associations, national, regional and state that I looked into, none of them had posted online anything resembling an ethics statement for their boards. Other associations outside of financial aid did have these statements for their boards but not within financial aid. What some of the financial aid associations do have is ethics documents that describe the standards to which members of the association as a whole are expected to be in agreement with and abide by. These statements varied widely. Some of them were very specific and detailed while others simply pointed towards and adopted NASFAA's standards.

I would suggest that we proceed to adopt a conflict of interest document for the board. This document in itself shows our commitment to doing what is right and being transparent in our business processes. I am not sure that another layer of ethics statement will do much more. Then if we want to do something similar to other organizations and adopt an ethics statement for the association as a whole that states our ethics expectations for NeASFAA members, we could consider this. This would have the effect of covering the board as well as members of NeASFAA. If we decide to go this direction, I would then suggest we draft the document and take it to the association meeting next April to have the association vote on and adopt.

NASFAA this year is June 28th through July 2nd. I am registered for this conference and have my flight and room reservations set up. I thank NeASFAA for this opportunity to go as President.

My Hello NeASFAA submission was sent out in May. I want to encourage those of you who are submitting these write ups to note when it is your turn and promptly submit something when it is your month.

Respectfully Submitted
Matt Johnson
NeASFAA President

Purpose

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

Procedure

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

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

Policy

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

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

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

Printed name

Signature

Date

June 6, 2014

President-Elect Report – Kay Dinkelman
NeASFAA Board Meeting

I have been working on setting up committees and have finalized the following committees:

Association Governance

Tom Ochsner - Chair
Kay Dinkelman Ex-officio
Matt Petr
Ritchie Morrow

Awards Committee

Sara Christensen - Chair
Stacy Dieckman - VC
Wendy Matulka
Stacy Seim
Erin Dinneen Moran
Andrew Landrum
Matt Johnson Ex-officio

Communications

Linda Butcher - Chair
Lani Swanson - VC
Mary Lohse

Finance and Audit

Hylee Asche - Chair
DeJong, Gina - VC
Thompson, Formon

Kay Dinkelman Ex-officio

Marty Habrock Ex-officio

Nominations and Elections

Kay Dinkelman Chair Ex-officio
Erin Dinneen
Wendy Matulka
Stacy Seim
Stacy Dieckman
Andrew Landrum

Professional Development

Mary Sommers - Chair
Peggy Tvrdy - VC
Kent Wolfe
Angie Pinkerman
Marissa Ridenour
Sara Nordquist-Davis
Marron Zimmer Keady
Beth Sisk
Becca Dobry
Glo Hennig
Kay Dinkelman Ex-officio

I have contacted people to serve as vice-chairs for Corporate Development and Membership, but have not yet heard back. Should have these 2 finalized in the next few days

Corporate Dev

Stacy Seim - Chair
Kent Wolfe - VC?
Matt Johnson Ex-officio

Membership Committee

Shareen Thewke - Chair
Michele Schroer - VC?
Paula Kohles
Sheila Johns

Treasurer's Report – Marty Habrock

NeASFAA Board Meeting – June 6, 2014

Not much to report from the Treasurer's office.

We did receive membership payments for 2013-14 from Little Priest Tribal College and Credit World Services.

Since membership renewals for 2014-15 have been sent out, membership fees are starting to trickle in.

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2013 through June 4, 2014

| | Jul 1, '13 - Jun 4, 14 | Budget | \$ Over Budget | % of Budget |
|-------------------------------|------------------------|------------------|------------------|---------------|
| Income | | | | |
| Exhibitor Fees | 2,300.00 | 2,900.00 | -600.00 | 79.3% |
| Fall Workshop | 1,200.00 | 300.00 | 900.00 | 400.0% |
| Interest Income | 0.00 | 1.00 | -1.00 | 0.0% |
| Membership Income | 11,865.00 | 10,275.00 | 1,590.00 | 115.5% |
| Miscellaneous (Philanthropy) | 430.00 | | | |
| Reserve Debit* | 0.00 | 2,234.00 | -2,234.00 | 0.0% |
| Spring Conference | 6,750.00 | 7,800.00 | -1,050.00 | 86.5% |
| Support Staff Workshop | 1,470.00 | 1,140.00 | 330.00 | 128.9% |
| Total Income | 24,015.00 | 24,650.00 | -635.00 | 97.4% |
| Expense | | | | |
| Awards | | | | |
| Fun Awards | 148.84 | 180.00 | -31.16 | 82.7% |
| Prestige Awards | 348.20 | 470.00 | -121.80 | 74.1% |
| Total Awards | 497.04 | 650.00 | -152.96 | 76.5% |
| Communications | | | | |
| SOCs Annual License Fee | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total Communications | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Leadership Development | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| Membership | | | | |
| Printing/Postage | 0.00 | 50.00 | -50.00 | 0.0% |
| Welcome Project | 0.00 | 400.00 | -400.00 | 0.0% |
| Total Membership | 0.00 | 450.00 | -450.00 | 0.0% |
| Miscellaneous | | | | |
| Philanthropy Project | 430.00 | | | |
| Total Miscellaneous | 430.00 | | | |
| PDC | | | | |
| Fall Institute | | | | |
| Entertainment | 0.00 | 0.00 | 0.00 | 0.0% |
| Meals/Breaks | 1,807.41 | 300.00 | 1,507.41 | 602.5% |
| Miscellaneous | 100.00 | | | |
| Printing/Postage | 297.74 | 0.00 | 297.74 | 100.0% |
| Speaker Expense | 1,559.08 | 1,500.00 | 59.08 | 103.9% |
| Total Fall Institute | 3,764.23 | 1,800.00 | 1,964.23 | 209.1% |
| Meeting Expense | 207.05 | 200.00 | 7.05 | 103.5% |

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Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2013 through June 4, 2014

| | Jul 1, '13 - Jun 4, 14 | Budget | \$ Over Budget | % of Budget |
|--|------------------------|------------------|------------------|---------------|
| Spring Conference | | | | |
| Door Prizes | 100.00 | | | |
| Entertainment | 800.00 | 2,000.00 | -1,200.00 | 40.0% |
| Meals/Breaks | 4,887.41 | 7,000.00 | -2,112.59 | 69.8% |
| Miscellaneous | 316.52 | 100.00 | 216.52 | 316.5% |
| Printing/Postage | 0.00 | 500.00 | -500.00 | 0.0% |
| Speaker Expense | 1,769.09 | 5,000.00 | -3,230.91 | 35.4% |
| Total Spring Conference | 7,873.02 | 14,600.00 | -6,726.98 | 53.9% |
| Support Staff Workshop | | | | |
| Attendee Materials | 0.00 | 50.00 | -50.00 | 0.0% |
| Meals/Breaks | 1,090.92 | 750.00 | 340.92 | 145.5% |
| Miscellaneous | 125.00 | 400.00 | -275.00 | 31.3% |
| Speaker Expense | 200.00 | 250.00 | -50.00 | 80.0% |
| Support Staff Workshop - Other | 143.22 | | | |
| Total Support Staff Workshop | 1,559.14 | 1,450.00 | 109.14 | 107.5% |
| Total PDC | 13,403.44 | 18,050.00 | -4,646.56 | 74.3% |
| President/President Elect | | | | |
| Board Meetings | | | | |
| Meals | 1,158.19 | | | |
| Board Meetings - Other | 0.00 | 650.00 | -650.00 | 0.0% |
| Total Board Meetings | 1,158.19 | 650.00 | 508.19 | 178.2% |
| Leadership Conference | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Miscellaneous | 17.08 | | | |
| NASFAA Conference | 517.50 | 1,500.00 | -982.50 | 34.5% |
| RNASFAA Conference | | | | |
| Airline/Hotel/Meals | 624.24 | | | |
| RNASFAA Conference - Other | 250.00 | 1,000.00 | -750.00 | 25.0% |
| Total RNASFAA Conference | 874.24 | 1,000.00 | -125.76 | 87.4% |
| RNASFAA State Gift | 75.00 | 75.00 | 0.00 | 100.0% |
| Total President/President Elect | 2,642.01 | 4,725.00 | -2,082.99 | 55.9% |
| Secretary | | | | |
| Budget Variance - Laptop | 0.00 | 86.00 | -86.00 | 0.0% |
| Cards/Memorials/Flowers | 0.00 | 25.00 | -25.00 | 0.0% |
| Secretary - Other | 85.59 | | | |
| Total Secretary | 85.59 | 111.00 | -25.41 | 77.1% |

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12:51 PM

NeASFAA
Profit & Loss Budget vs. Actual
 July 1, 2013 through June 4, 2014

Cash Basis

| | Jul 1, '13 - Jun 4, 14 | Budget | \$ Over Budget | % of Budget |
|------------------------------|------------------------|------------------|------------------|----------------|
| Treasurer | | | | |
| Association Liability Policy | 0.00 | 550.00 | -550.00 | 0.0% |
| Banking Expenses | 22.00 | 25.00 | -3.00 | 88.0% |
| Computer Expense | 60.95 | 25.00 | 35.95 | 243.8% |
| Computer Repair | 50.00 | | | |
| Tax Preparation | 0.00 | 50.00 | -50.00 | 0.0% |
| Total Treasurer | <u>132.95</u> | <u>650.00</u> | <u>-517.05</u> | <u>20.5%</u> |
| Total Expense | <u>18,191.03</u> | <u>27,136.00</u> | <u>-8,944.97</u> | <u>67.0%</u> |
| Net Income | <u>5,823.97</u> | <u>-2,486.00</u> | <u>8,309.97</u> | <u>-234.3%</u> |

12:55 PM

NeASFAA
Balance Sheet
 As of June 4, 2014

Cash Basis

| | Jun 4, 14 |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking- 148985925327 | 24,170.51 |
| Total Checking/Savings | <u>24,170.51</u> |
| Other Current Assets | |
| 12 Month CD--Union Bk 4/5/13 | 14,321.56 |
| 12 Month CD-US Bank 1/3/2014 | 19,738.72 |
| 12 month CD - Union Bk 10/8/13 | 29,580.00 |
| 12 month CD -Union Bk 7/10/13 | 27,188.00 |
| Total Other Current Assets | <u>90,826.28</u> |
| Total Current Assets | <u>114,996.79</u> |
| TOTAL ASSETS | <u><u>114,996.79</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 3000 - Opening Bal Equity | 34,427.98 |
| 3900 - Retained Earnings | 74,744.84 |
| Net Income | 5,823.97 |
| Total Equity | <u>114,996.79</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>114,996.79</u></u> |

June 2, 2014

Communications Committee Report
NeASFAA Board of Directors

In April we sent an assortment of photos from the 2014 NeASFAA Spring Conference to NASFAA in response to a request from NASFAA to provide images of state events to be included into a slideshow that will be played at the 2014 NASFAA National Conference. The conference is June 29 - July 2 in Nashville.

We've been updating information on the NeASFAA website as time allows. We've also been working with FES to update the NeASFAA website. Procedures for using Drop Doc have been developed.

Drop Doc Instructions

May 21, 2014

The Drop Doc feature on NeASFAA web site <http://www.neasfaa.org> is designed to allow our members to add documents, pictures, etc. through the NeASFAA site. Notification is sent via email when an item is added to the Drop Doc section. The current recipients of the file sent are Lani Swanson, Linda Butcher and Mary Lohse.

To utilize this option, members need to bring up the NeASFAA site.



On the left-hand side of the page, there are selections to go to, select Forms, then select Drop Doc. The form looks like the following:

Mark D Hiatt | Nebraska Association of S | www.neasfaa.org/vnews/display.v/SEC/Forms%7CDrop%20Doc

WEDNESDAY, MAY 21, 2014 | SEARCH SITE

NeASFAA

Nebraska Association of Student Financial Aid Administrators

82° F Lincoln, NE

FORMS: DROP DOC

Drop Doc

Please attach your file.

Your Name:

E-mail:

File: No file chosen

Comments:

*required fields

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Fill out the requested information, choose the file to be sent, and submit the form.

June 6, 2014

NeASFAA Membership Committee Report

Membership renewal notices were sent out on May 28, 2014 to the majority of NeASFAA Members. There are a couple of institutions that need a new email address and I am pursuing those at this time. The Committee will continue to work on the list to get it complete.

At the April Board Meeting, the Membership Committee was asked to draft a change to the Policy and Procedure Manual. Our discussion centered on what year to charge membership dues when a new application for membership is received. Here is the draft and the new addition is the second paragraph:

5.2 Membership Dues

Annual dues for NeASFAA are established by the Board of Directors. The membership year is July 1 through June 30. Membership dues are due by September 1. If dues are not paid, a \$50.00 late fee will be added to the September 1 billing statement. Additionally, individuals attending conferences or workshops will be charged the non-membership fee. Requests to bill for dues after conferences or workshops shall be refused.

New Membership Applications are reviewed at the NeASFAA Board Meeting following its receipt. Membership Dues are assessed depending when the application was received. If the date of receipt to the Membership Committee is before the Annual Spring Conference, Membership dues are assessed for the current year. Membership Applications received after the Annual Spring Conference are assessed for the following year.

Respectively Submitted
Shareen Thewke
Membership Chair

June 6, 2014

Nominations & Elections Report – Kay Dinkelman

NeASFAA Board Meeting

I started recruiting people at the Spring Conference to run for office this fall and already have commitments for the 2 year public sector rep and the 4 year public sector rep. Several people are also considering the secretary and president-elect positions, so I have high hopes for having a great ballot!

June 2, 2014

Professional Development Committee Report
NeASFAA Board of Directors

Just a quick report on behalf of the PDC Team for the Board of Directors.

*We want to build on the momentum established by a great conference in Norfolk. Good, solid content and opportunities for networking.

*I'm anxious to get the committee compiled and convened for our first significant brainstorming and planning session. This will be a key activity that I hope to have accomplished no later than July 25.

*Board feedback to PDC would be appreciated from this meeting: is there a training need that NeASFAA can address? PDC Team will brainstorm on this as well. But if there is an overriding issue of concern among the board, I would take it as a priority to the PDC Team Meeting as well.

*Spring Conference in Kearney Nebraska at the Holiday Inn – Dates **are Wednesday April 15 through Friday April 17**. We have already been in touch with NASFAA Staff and we will have either Justin Draeger or Megan McClean at this meeting to talk about reauthorization and other DC hot topics. I have been in contact with them already and they are working on a somewhat challenging schedule during April as the WASFAA Regional Conference is simultaneous to ours. So I appreciate their commitment to make sure one of them is at our conference.

Looking forward to a great year of development and training with our NeASFAA Colleagues!