

NeASFAA  
Board of Directors  
October 5, 2016

NeASFAA Board of Directors met on Wednesday, October 5, 2016 at Doane University, Lincoln, NE

**Present:** Linda Butcher, Stacy Dieckman, Kay Dinkelman, Becca Dobry, Sheila Johns, Carol Keller, Heather Kester, Ritchie Morrow, Angie Pinkerman, Taryn Rouse, Beth Sisk, Melissa Troyer, Janice Volker, Kent Wolfe

Beth Sisk called the meeting to order at 9:35am.

*Motion was made by Stacy Dieckman to approve agenda. Second by Becca Dobry. Motion carried.*

*Motion was made by Kay Dinkelman to approve the July 1, 2016 minutes with the following correction that retention records for the Treasurer is being researched. Second by Janice Volker. Motion Carried.*

*Motion was made by Kay Dinkelman to approve the September 8, 2016 minutes-online with the following correction that the motion was to approve the membership of Tuition Exchange. Second by Becca Dobry. Motion Carried.*

### **Officer Reports**

President: written report

President Elect: Continuing to fill positions. Jodi Vandenberg will be the Vice Chair of Corporate Development.

Past President: written report

Treasurer: written report  
Discussion continued on number of years for record retention.

Secretary: no written report

## **Sector Representative Reports**

Private Career: written report

Two Year Public: written report

Private Colleges and Universities: written report

Four Year Public Colleges and Universities: no report

Associate Member: written report

## **Committee Reports**

Association Governance: written report

Reminder to submit Policy and Procedure changes to this committee.

Corporate Development: Discussed philanthropy project with Jodi Vandenberg. The project should have an educational focus, preferably groups that don't receive outside funding.

Finance and Audit: written report

Membership Connections: They are assisting PDRC in delivering credentialing information and registration to the members.

Nominations and Elections: Seeking names to vote on in November 2016.

Professional Development & Recognition Committee: written report  
Requesting memorabilia for 50 year conference celebration.

*Motion was made by Becca Dobry requesting an exception to policy so member presenters at separate credentialing sessions could be reimbursed for mileage, using the federal mileage rate. Second by Heather Kester. Motion Carried.*

*Motion was made by Janice Volker to charge invited past members and their guest 50% of the per plate charge for the conference banquet. Second by Kent Wolfe. Motion Carried.*

**Continued Business**

Fall Training and Spring Conference 2017/2018-PDRC update covered this.

Updating P & P Timeline-Reminder to give changes to Association Governance.

Strategic Directions-Updated document provided and general discussion held.

**New Business**

None

*Motion to adjourn the meeting at 1:00pm was made by Becca Dobry. Second by Stacy Dieckman. Motion carried.*

Respectfully Submitted  
Angela Pinkerman, Secretary

NeASFAA  
Board of Directors  
September 8, 2016

NeASFAA Board of Directors meeting was called to order online September 8, 2016 by Beth Sisk.

**Present (online):** Stacy Dieckman, Kay Dinkelman, Becca Dobry, Sheila Johns, Heather Kester, Beth Sisk, Janice Volker, Kent Wolfe

*Motion was made by Becca Dobry to allow Janet Dodson of Tuition Exchange to participate in the NASFAA credentialing at the member price. Janet's membership will be approved at the board meeting on October 5, 2016. Second by Kay Dinkelman. Motion carried.*

Respectfully Submitted  
Angela Pinkerman, Secretary

September 26, 2016

President Report – Beth Sisk  
NeASFAA 10/5/2016 Board of Directors meeting

I attended the NASFAA conference July 10-13 in Washington, DC. It was a great conference and I appreciated the opportunity given to me by NeASFAA.

At the Presidents' breakfast, NASFAA chair gave some updates and shared some information that is important to pass on.

- NASFAA Task Forces: They usually choose about 6 members for each task force and have 30 volunteers to select from. They try to pick a diverse group including, each region, gender, type of school, etc. One of the regions they often do not have a lot of volunteers from is RNASFAA.
- NASFAA is looking at how national/regional/state associations can work together in initial rather than compete for volunteers where overlapping services are being provided.
- NASFAA has \$7-8M invested in an outside firm with a 3-5% growth target. They have offered to also invest state funds in the same investment portfolio, but with no comingling of funds would have the same investment fee amount that NASFAA pays, but no additional fee from NASFAA.
- Leadership conference is February 27-March 1, 2017 at the Washington Hilton

**Past President's Report**

**NeASFAA October 5, 2016 Board of Directors' Meeting**

The RMASFAA Board of Directors has conducted five on-line votes since our last BOD meeting in .  
The votes were to approve the membership for the following organizations/institutions:

Attain, LLC  
CuLearn with Thrivent  
KHEAA  
Lincoln College of Technology  
College Avenue Student Loans

A Notice of Proposal to Amend Bylaws email was sent to the RMASFAA membership as follows:

The Board of Directors of the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) recommends that the following changes be made to the Assos Bylaws. A vote of the membership will be conducted at the Association's annual busine meeting, which will be held on Tuesday, October 25, 2016 in Rapid City, South Dakota. O institutional voting representatives who are in good standing will be allowed to vote.

Article VI – Officers

Section 2 – Election and Term – A., B., D. and E. currently read as follows:

A. The President-Elect, Vice President, Secretary and Treasurer-Elect of the Association shall be elected at large from among the institutional membership in good standing. The Associate Member Delegate shall be elected from the associate membership in good standing. Elections may be conducted by mail or electronic means if authorized by the Board of Directors.

B. The President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect and Associate Member Delegate of the Association shall be installed at the annual meeting of the Association and shall serve for one (1) year. Elected officers begin their term at the conclusion of the annual meeting of the Association.

D. The Treasurer-Elect shall be mentored by the Treasurer and share responsibilities under the appropriate oversight. Unlike the President-Elect, the Treasurer-Elect shall not be a member of the Board of Directors nor Executive Council. The Treasurer-Elect shall automatically become Treasurer at the installation ceremonies to be held during the next annual meeting after commencement of the term as Treasurer-Elect.

E. With the exception of the President, President-Elect, Treasurer and Treasurer-Elect, any elected officer may be a candidate for a successive term in the same office.

The proposed changes are as follows:

A. The President-Elect, Vice President-Elect, Secretary and Treasurer-Elect of the Association shall be elected at large from among the institutional membership in good standing.

The Associate Member Delegate shall be elected from the associate membership in good standing. Elections may be conducted by mail or electronic means if authorized by the Board of Directors.

B. The President, President-Elect, Vice President, Vice President-Elect, Secretary, Treasurer, Treasurer-Elect and Associate Member Delegate of the Association shall be installed at the annual meeting of the Association and shall serve for one (1) year. Elected officers shall complete their term at the conclusion of the annual meeting of the Association.

D. The Vice President-Elect shall concurrently serve as Vice Chair of the Finance and Administration Committee (FAC), and automatically becomes Vice President and Chair of FAC at the installation ceremonies to be held during the next annual meeting after the commencement of the term of the Vice President-Elect. Unlike the President-Elect, the Vice President-Elect shall not be a member of the Board of Directors nor Executive Council.

E. The Treasurer-Elect shall be mentored by the Treasurer and share responsibilities under the Treasurer's appropriate oversight. Unlike the President-Elect, the Treasurer-Elect shall not be a member of the Board of Directors nor Executive Council. The Treasurer-Elect shall automatically become Treasurer at the installation ceremonies to be held during the next annual meeting after the commencement of the term as Treasurer-Elect.

Rationale for these changes:

The office of Vice President as currently constituted is underutilized. Following extensive consideration by the Association Governance Committee and also reviewing how other professional associations structure the VP role, we are recommending these changes in order to better utilize



associations structure the VP role, we are proposing these changes in order to better and maximize volunteer resources on the board. This action will simultaneously address concerns regarding the budgeting process by converting the Finance & Audit Committee into a committee of special designation, chaired by a voting member of the Board of Directors.

The 2015-2018 SLRP challenges RNASFAA to “review the purpose and duties of all elected and appointed positions on the board and suggest improvements that will assist the organization in leveraging resources and enhancing board loyalty.” This action is part of this review process (the SLRP names Treasurer and VP as the most urgent roles to be evaluated and refined).

The SLRP also indicates that RNASFAA will “conduct a thorough review of the budgeting process for the purpose of standardization, transparency and timing,” including “who prepares and submits” the budget. This adjustment sets the framework for beginning this review, establishing clear ownership of the budgeting process with the VP and FAC Committee.

This proposal also recommends deleting Item E under Section 2 of Article VI, because we believe that these details are better suited for the Policies and Procedures Manual (where information regarding successive candidates for the same office is included on page 9).

The RNASFAA Fall Conference is coming up in Rapid City, SD, October 23 – 26. The final 2015-2016 RNASFAA BOD meeting will be held on Saturday, October 22, 2016. Ken Kocer is looking for more volunteers now!

The Summer Institute will be held June 11-16, 2017 in Golden, CO – the theme is “Welcome to the Jungles!” Susan Stephenson is looking for faculty – complete the interest form now!

Respectfully Submitted

Kay Dinkelman  
NeASFAA Past President

**Treasurer's Report**

October 2016

**1. CD Balance**

a.	12 mo Union Bank	04-05-13	\$14,357.30	0.30%
b.	12 mo US Bank	01-03-14	\$19,767.03	0.10%
c.	12 mo Union Bank	10-08-13	\$29,735.46	0.30%
d.	16 mo Union Bank	07-19-16	\$27,433.92	1.00%

**2. Balance Sheet and Profit/Loss Statements**

- a. New for current Fiscal YTD
- b. Reposted Prior Fiscal YTD in July folder with breakouts updated and one CD inter entry

**3. Annual Membership Dues**

- a. missing 5 schools – have been contacted
- b. missing 3 associates – have been contacted
- c. missing forms (with enrollment data) from 4 schools – have been contacted
- d. one school over paid – will work with them to refund or apply to a registration

- e. one credentialing attendee had a death in the family – will work with them to re: future credential or registration

- 4. Sought out record retention details from other associations but rec'd no data back.
- 5. Will be contacting Tax Associate to file return this month.

**NeASFAA Board of Directors Meeting  
October 5, 2016  
Private Career Sector Report**

An email was sent to all members of the Private Career colleges requesting news to share or issues/concerns to pass on. This email also included information regarding the upcoming events and training opportunities.

I have no other news to report.

**Heather Kester  
Private Career Sector Representative**

**NeASFAA Board of Directors meeting  
October 5, 2016  
Two-Year Public Sector report**

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

Lisa Gdowski reported that Jordan Eisenmenger of Central Community College's Columbus campus had a baby girl Hadley on Aug. 26<sup>th</sup>.

I have no other news to report.

Respectfully submitted,

Sheila Johns  
Two-Year Public Sector Representative

October 3<sup>rd</sup>, 2016

An email was sent out to all members of the four-year private colleges and universities requestin to share or issues/concerns to pass on.

I received one response from Clarkson College requesting that we look at SULA this year in traini we are having students affected by it and it would be nice to cover it again. Also, How is prior pri changing operations?

Bailey Jorgenson will be having her second child in November. Will have updated baby info for r board meeting.

I received no other responses.

Thank you,

Taryn Rouse

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NeAFAA Associate Sector Report  
For October 5, 2016 Board Meeting

I recently emailed the individuals noted on the NeASFAA website as Associate sector members. I to invite input/comments on what suggestions or thoughts they had for the upcoming board meeting. I heard nothing in reply.

Associate Sector members have submitted a couple proposals for spring conference presentation.

Carol Keller, CDC chair, and I have been communicating about the spring conference.

That about does it for now.

Kent Wolfe  
Associate Sector

Association Governance Committee Report  
NeASFAA October 5, 2016 Board of Directors' Meeting

The committee was tasked with researching the record retention policy that other associations have for the Treasurer's records. The first ten that I looked up all talk about record retention, but do not list a time-frame for that retention. The next step is to contact the treasurers' to see if they have a policy that is not in their P & P manuals.

The committee has not yet met – I am waiting for update suggestions from PDRC (and any other committees or officers) for the P & P. Submit them now!

Respectfully Submitted

Kay Dinkelman  
Chair

# MEMORANDUM

To: NeASFAA Board of Directors

From: Finance and Audit Committee – Melissa Troyer, Lisa Gdowski, Stacy Dieckman and Janice Volker

Date: October 3, 2016

RE: Annual Audit for 2015-16 Fiscal Year

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The Finance and Audit Committee conducted the Association's annual audit for the 2015-16 fiscal year on September 27, 2016. The meeting was held at the Eppley Administration Building at the University of Nebraska – Omaha. Melissa, Lisa and Janice 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 2015-16 Board minutes were reviewed. Confirmation of all budget adjustments requested were made. Also, it was 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 checkbook, 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 match QuickBooks records.
4. Certificate of Deposit – The CDs were reviewed, the committee found that the most recent interest had not yet been entered in, the Treasurer updated the interest accrued in the presence of the committee members.
5. IRS Form 990N – It was confirmed that the IRS Form 990N was submitted to the IRS in a timely manner.
6. Insurance Liability Policy – The NeASFAA Insurance Liability Policy for 2015-16 was reviewed. The Association is protected as per policy.
7. NeASFAA Policy and Procedures – The Treasurer is successfully fulfilling duties pertaining to the financial interest of the Association as outlined in the NeASFAA Policy & Procedures.
8. Reserve Fund – The reserve fund meets the 50% requirement by the NeASFAA Policy and Procedures of the Association's budget.

The Finance and Audit Committee found the accounting records to be well documented. The Treasurer was very cooperative throughout the audit process. The Association is fiscally sound and all financial records are in order.

Respectfully submitted,

Melissa Troyer, Chair  
Finance and Audit Committee



**Membership Connections Committee Report**

October 5, 2016

Linda Butcher, Committee Chair

The committee sent out second membership renewal notices to those members who have had n paid membership dues and sent out late notices to those members who have not yet paid.

Notice was received from Tip O'Neill that the Association of Independent Colleges and Universiti Nebraska will not be able to renew its membership this year.

The committee has been assisting PDRC by putting the NASFAA Credentialing information in a section of the NeASFAA website ([neasfaa.org](http://neasfaa.org)) for members participating in the training to access

PDRC Report  
October 5, 2016

PDRC will have meet twice, once on 7/19 then again on 10/4.

- 1) Decide which 10 credentialing session to purchase and when each session would be help credentialing session for this year are:
  - a. Administrative Capability – February
  - b. Application Process – Neophyte Fall Training
  - c. Direct Loans – Half day before spring conference
  - d. Federal Methodology - April
  - e. Packaging – April
  - f. Professional Judgment – Inter-advanced Fall Training
  - g. Return of Title IV – Embedded in Spring Conference
  - h. Satisfactory Academic Progress- September
  - i. Student Eligibility – September
  - j. Verification – October
- 2) The Direct Loan session will be held just prior to the spring conference, but will not be in the cost of attending the conference. With holding the DL session on the Wednesday we ask that the BOD meeting by moved to the AM, so the credentialing session can be in afternoon. With the BOD meeting in the AM, we will plan on having a Board Luncheon a diner will be on your own. This will hopefully also help with filling the room block.
- 3) Six of the credentialing session will also be hosted via web conferencing capabilities. The sessions held during the Fall Training and the DL session and the one embedded in the conference will not be accessible via the web.
- 4) The Return of Title IV session will be embedded within the Spring Conference and will be included within normal registration fee. Pre-registration will be required for this session cap will be placed upon it.
- 5) First credentialing sessions in September 39 attended SAP 38 attended Student Eligibility Expected revenue from first two session \$2310.
- 6) Verification session in October has 19 registrants as of 9/29.
- 7) Will provide the Board with update report and recommendation of spring 2018 confere based upon the PDRC meeting on 10/4

Respectfully Submitted,

Becca Dobry