

NeASFAA  
Board of Directors  
January 27, 2017

NeASFAA Board of Directors met on Friday, January 27, 2017 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, Jodi Vanden Berge, Janice Volker, Kent Wolfe

Beth Sisk called the meeting to order at 9:40am.

*Motion was made by Becca Dobry to approve agenda. Second by Kent Wolfe. Motion carried.*

*Motion was made by Becca Dobry to approve the October 5, 2016 minutes. Second by Heather Kester. Motion Carried.*

*Motion was made by Kay Dinkelman to approve the December 13, 2016 minutes-online. Second by Janice Volker. Motion Carried.*

**Officer Reports**

President: written report

President Elect: written report

Past President: no report

Treasurer: written report

*Motion was made by Kent Wolfe to waive the late membership registration fee for Grace University. Second by Becca Dobry. Motion carried.*

Secretary: no report

## **Sector Representative Reports**

Private Career: written report

Two Year Public: no report

Private Colleges and Universities: written report

Four Year Public Colleges and Universities: written report

Associate Member: written report

*Motion made by Kent Wolfe to approve the "Center for People in Need" as our Philanthropy recipient for the Spring 2017 conference. Cash donations to be used for a scholarship for adult education at Southeast Community College in Lincoln, Nebraska. Motion seconded by Kay Dinkelman. Motion carried.*

## **Committee Reports**

Association Governance: written report

Proposal 1: *Motion to accept-no second needed. Motion carried.*

Proposal 2: *Motion made by Becca Dobry to accept with the change that board members and committee chairs sign the conflict of interest before participating in their first board meeting. Second by Heather Kester. Motion carried.*

Proposal 3: *Motion to accept-no second needed. Motion carried.*

Proposal 4: *Motion made by Janice Volker that at the last board meeting each year, the board will review its role and function for efficiency and sustainability. Second by Becca Dobry. Motion carried.*

Proposal 5: *Motion made by Heather Kester to maintain transactional records for a period of seven years, while keeping tax documents indefinitely. Electronic storage is acceptable. Second by Kent Wolfe. Motion carried.*

Corporate Development: written report

Finance and Audit: no report

Membership Connections: written report

Nominations and Elections: written report

Professional Development & Recognition Committee: written report

Committee will no longer acquire Admiralships for retirees and has requested discontinuing the "Committee of the Year" award.

### **Continued Business**

#### **Spring Conference 2017-2018**

Conference will be held on April 4-6, 2018 in Columbus, Nebraska. Other details covered in PDRC report.

### **New Business**

#### **Record Retention**

Recommendation for the Association Governance Committee to write a Retention Policy stating the Treasurer's Reports should be kept for seven years, tax documents kept indefinitely, and historical documents should be stored on our website.

#### **Spring 2019 Conference Site Selection**

Need to secure conference site two years out to secure requested dates. Recommendation to secure sites for 2019 and 2020, then select one site each year going forward.

#### **Nebraska Opportunity Grant**

NeASFAA will send a letter of advocacy to the appropriate committee in support of keeping the Nebraska Opportunity Grant.

*Motion to adjourn the meeting at 1:30pm was made by Kay Dinkelman. Second by Becca Dobry. Motion carried.*

Respectfully Submitted  
Angela Pinkerman, Secretary

January 24, 2017

President Report – Beth Sisk  
NeASFAA 1/27/2017 Board of Directors meeting

I attended the RMASFAA board meeting and conference in October 2016 in Rapid City, SD.

- From the board meeting
  - “Thought force” formed by regional association presidents to present in February national level on state/regional/national alignment to use scarce funding and vol resources efficiently at each level of association. Art Young, Mary Sommers, Vick Kucera, and Brenda Hicks are the thought force for the RMASFAA region.
  - RMASFAA is giving more exposure to Leadership Pipeline to generate more inter contacts. It is one of the three big offerings RMASFAA has, but hasn’t been as pro as the fall conference or summer institute. They have added a new link on the w and more to the program, including at the conference.
- From the transitional board meeting: NASFAA Dallas Martin Scholarship applications are available. Past NASFAA Chairs pooled personal funds to create a one-time scholarship to given by each regional board. Priority is given to individuals who are currently working in financial aid. Completed applications are submitted to the state president. One applicant be selected or the funds could be split among more than one recipient. It will depend on

President Report 1-27-17 BOD meeting.docx

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applicant pool and the RMASFAA board decision.

**President Elect Report**

**NeASFAA Board Meeting**

**Stacy Dieckman**

**January 27, 2017**

**I worked on putting together a ballot for the 2017-2018 board and also assisted with registration the different credentialing sessions.**

**Stacy**

## Treasurer's Report

January 2017

## 1. CD Balance

Account #	Bank	Length	Rate	Maturity Date	Val
CD 3-057-9044-4270	US Bank Union	12 months	0.10%	01/03/18	\$19,719.42
CD #576620	Bank Union	12 months	0.30%	04/05/17	\$14,393.28
CD #580134	Bank Union	18 month	1.00%	11/19/17	\$27,433.92
CD #586665	Bank	16 month	1.00%	02/18/18	<u>\$29,847.55</u>
					<u>\$91,454.17</u>

## 2. Balance Sheet

## 3. Profit and Loss Statements

## 4. Outstanding Items

- a. \$200 - payments for Fall Training (4 attendees)
- b. \$400 - missing 2 associates – Nelnet and U-fi - have been contacted
- c. \$100 – registration late fees (1 school/1 associate)
- d. \$75 - one school over paid – will work with them to refund or apply to a registrar

## 5. Sought out record retention details from accountant

- a. 7 years on transaction data and indefinite for tax records
- b. Yes electronic copies are ok for all records

## 6. Tax Return was filed in Oct.

## 7. Received notice to file Non-Profit Corporation Biennial Report – due in April

**Private Career Sector Report**

**January 2017**

**An email was sent to all Private Career Colleges and Universities requesting to share news, concerns to pass on to the NeASFAA Board.**

**Kaplan University- Omaha : Angela Awe is now a Finance Advisor**

**Kaplan University- Omaha: Angela Awe had a baby**

**Kaplan University- Omaha: Jackie Collins, Michele Nelson, and Jenny Bailey are no longer there**

**Kaplan University- Lincoln: Trey McGruder is now a Finance Advisor**

**Kaplan University- Lincoln: Valerie Standeven is now the Director of Finance**

**I will continue to reach out to the rest of the sector.**

**Heather Kester**

**Private Career College Representative**

Private Colleges and Universities Report:

Sent email to all four-year private members on January 18<sup>th</sup>:

Received one response from Peggy Tvrdy at Doane University

"Just working through our PJ process and prior-prior year. Also, Miranda Henderson joined our office i  
as a PT Financial Aid Counselor in November."

No further responses were submitted.

Thank you,

Taryn Rouse



**Four-year Public Sector Report  
January 27, 2017**

**Sent email to all four year public members. Had member respond with the following:**

**"I would like the NeASFAA Board to discuss the state budget cuts. Since the reduction of the Neb Opportunity Grant affects all of us, I would like the Board to draft and approve a letter of advocacy on behalf of financially needy Nebraska resident students in the state urging the legislature not to re appropriate for this state aid grant. The letter can also be made available to the membership if members would like to call their representative and the Board could make a few talking points for members to help them with what to say about the program and how it affects the students in the district. Many of these students will be burdened by this cut in several different ways, which could include increases to their tuition or decreases/stagnation in family income for those who are also employees."**

**Through further inquiry with all four year public sector Financial Aid Directors, received a majority support in NeASFAA drafting and submitting a letter of advocacy.**

**No further inquiries or request were submitted.**

**Respectfully Submitted,**

**Becca Dobry**

NeAFAA Associate Sector Report  
For January 27, 2017 Board Meeting

**Conference Philanthropy Project**

The following two suggestions were among those nominated by CDC. Background info, which I p from their websites, is noted for each. More can be found at the noted URLs. Conversations have been held with either organization to see how they would use the money. Additionally, no recommendation is being made in favor of any one because of the possibility we have worked with them previously and the board might prefer to assist one we have not.

Center for People in Need: <https://www.thecenterforpeopleinneed.org/>

Programs include:

- Second-chances: CFPIN teaches recently released people convicted of crimes the needed and jobs skills that will bring them "back into the fold".
- Adult Education:
  - People Obtaining Prosperity (POP) allows qualifying persons the opportunity to a Southeast Community College tuition-free. Adult students can receive IT assistance as well as program case management to better succeed and earn more income.
  - English as a Second Language courses (ESL) are one of the most popular programs

**CFPIN.**

- Social Support: Events are held throughout the year to address alleviating poverty with important products and services. Many events are geared towards allowing families to take in holidays they may otherwise not afford, such as Toyland for Kids and Giving Thanksgiving Food. Other events are specific to the needs of children, such as Teen Day (clothes and more for girls), or Tools for Education which provides school supplies in autumn. These events help families and individuals to focus their financial efforts on housing, transportation, childcare and other essentials.

Cedars Home for Children <http://www.cedars-kids.org/>

Creates a place where children can "experience a real childhood and begin planning for the future. Poverty, drug use, mental illness, criminal activity, and neglect place children at extreme risk. CEDARS continues to respond, giving hope to youth in need and direction to families struggling to together. It is the mission of CEDARS to help children who have been abused, neglected, and help them achieve safety, stability, and enduring family relationships.

Current P&P establishes that the Associate Sector Rep, with input from CDC, is to propose the philanthropy project for the conference. CDC is then to promote and coordinate the project at the conference. I think the board should consider changing procedure to put the project entirely in the hands of CDC since the Associate Sector Rep is to propose and then CDC gets tucked doing the real legwork.

That does it for now.

Kent Wolfe  
Associate Sector

## **Association Governance**

### **Proposed Changes to Policies and Procedures**

#### **Proposal #1 – add Drop Box usage to President’s responsibilities (Section 2.8.1)**

##### **Currently have --**

Calls and presides at all meetings of the Association and the Board.

Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail addresses.

##### **Recommended new text --**

Calls and presides at all meetings of the Association and the Board.

**Uploads agenda and directs all Board members to upload reports to the NeASFAA Dropbox. Also maintains Board members access to the Dropbox by adding and removing members after the end of the Spring Conference.**

Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail addresses.

#### **Proposal #2 – Incorporate board members and committee chairs signing the conflict of interest to President’s responsibilities (Section 2.8.1)**

##### **Currently have --**

Calls and presides at all meetings of the Association and the Board.

Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail addresses.

##### **Recommended new text --**

Calls and presides at all meetings of the Association and the Board.

**Annually requires all Board members and committee chairs to sign the conflict of interest form at the first meeting of the new Board. Signed forms will be stored in the Dropbox.**

Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail addresses.

**Proposal #3 – add additional direction for Philanthropy selection to the Corporate Development Committee Duties (Section 3.5.4) -- education-related, smaller/not as many funding opportunities**

Currently have a paragraph –

... to recommend 2-3 non-profit organizations located in the area of the spring conference to the Board of Directors at the winter meeting for approval. It is the responsibility of the ...

Recommended new text --

... to recommend 2-3 non-profit organizations located in the area of the spring conference to the Board of Directors at the winter meeting for approval. **Preference should be given to organizations that are connected to education and have limited funding opportunities.** It is the responsibility of the ...

**Proposal #4 – add direction for BOD to annually examine role and function for efficiency and sustainability to the BOD Responsibilities (Section 2.7)**

Currently have a paragraph –

Assess its Own Performance

It is good practice for the Board to periodically review its performance in the following areas: membership composition, the member identification process, organizational structure and overall performance in meeting the responsibility to carry out the mission and purpose of the association.

Recommended new text --

**The Board should annually** review its performance in the following areas: membership composition, the member identification process, organizational structure and overall performance in meeting the responsibility to carry out the mission and purpose of the association.

**Proposal #5 – add record retention to Treasurer’s responsibilities (Section 2.8.5)**

Currently have –

Maintains inventory list of equipment purchased by NeASFAA.

Performs other financial duties as outlined in section 5.

Recommended new text --

Maintains inventory list of equipment purchased by NeASFAA.

**Maintain records for a period of X years.**

Performs other financial duties as outlined in section 5.

**Report from Corporate Development Committee Chair****2017 Philanthropy Project**

On 1.4.2017, presented two (2) organizations to choose from, for the spring 2017 conference philanthropy project, to Kent Wolfe, for board approval. Both are located in Lincoln, NE.

They were:

- Center for People in Need
- Cedars Home for Children

Upon selection by the board, CDC will contact the organization for further communication on how funds would be used.

**2017 Conference Exhibitors**

An email will go out the next week to all associate members to encourage them to exhibit at the

conference. Suggestions, from the board, on other people/organizations who could be contacted would be appreciated.

End of Report

Respectfully Submitted

Carol Keller

**Membership Connections Committee Report**

January 27, 2017

Linda Butcher, Committee Chair

The committee scheduled a conference call on November 15, 2016, to discuss committee duties issues concerning the committee.

Behind the scene changes have been made to the NeASFAA website to allow committee members make changes to the Membership Directory directly. In the past, the committee needed to provide updated Membership by Institution PDF to SOCS to update the website, but now we're able to upload an updated PDF yourselves.

The committee has continued assisting PDRC by putting the NASFAA Credentialing information in a secure section of the NeASFAA website for members participating in the training to access.

January 27, 2017

Nominations and Election Committee Report – Stacy Dieckman  
NeASFAA 1/27/2017 Board of Directors meeting

The committee worked to fill the ballot this year with the goal of having at least two people run for position. The committee was very appreciative of everyone that agreed to run for a position and have a great slate of candidates.

The Election results will be announced to both those that did and did not win on Monday, January 30. I should have results to announce at the board meeting.

**PDRC Report  
January 27, 2017**

- 1) October credentialing session had 51 originally registered, but 3 were not able to attend.
  - a. Budgeted amount at \$2000 have spent to date \$1361.05
  - b. Gross earnings to date \$3780
- 2) Fall Training
  - a. Neophyte – 37 registered (still waiting on payment from 3 participants)
  - b. Inter-Advanced – 31 (waiting on payment form 1 participant)
  - c. Budget amount \$2200 spent \$1169.27
  - d. Gross earnings on fall trainings \$3200 (will be \$3400 once remaining payments a received)
  - e. Using the cafeteria at Doane greatly reduced our cost
- 3) Found and submitted two site options for 2018 conference to the BOD for vote. The site Divots in Norfolk and River's Edge Convention Center in Columbus. BOD voted for Colun location.
- 4) PDRC is recommending that we start to sign contracts 2 years out for the conference. Th getting dates with the location that we wanted was extremely difficult.
- 5) February credentialing training had to be moved to the 16<sup>th</sup> of February to accommodate conflict of schedule.
- 6) Have sent out save the dates to 32 retirees, official invitations will be mailed first week o February.
- 7) Admiralships – This year we were trying to get caught up with Admiralships for past retire. However we have found a few issues. The first is that there is not a master list from the : with NeASFAA of Admiralships that we have been able to locate. Since we do not have a list we do not know who has received one and who hasn't received one. Next, in the pas we gave Admiralships we had them framed up, to present them as we have in the past w would need to ask for a budget variance. Finally, we would need others to complete the ups to request the Admiralships since they have to have a reason WHY we are requesting. With this the PDRC committee is requesting that we forgo catching up on Admiralships a moving forward we remove Admiralship requesting from what we give to retirees.
- 8) Committee of the Year Award – At this point the PDRC committee is asking that we recor giving out the Committee of the Year Award. With Membership and Communications bei combined and PDC and Awards being combined we have fewer committees and those ar committees that have received the award the most. Out of the 21 years those committe received the award 16 times. Since 1996 the breakdown of the Committee of the Year A:



- a. Membership & Communications 0
- b. PDRC (Awards & PDC combined) 8
- c. Corporate Development 1
- d. Finance & Audit 2
- e. Association Governance – 1
- f. Early Awareness – 1

- 9) With RMASFAA offering out free credentials we have decided to include the Direct Loan credentialing on Wednesday, March 29<sup>th</sup> as part of the conference. We will be limited to participants for the DL session. This means that participants could get two credentials at the conference DL & R2T4. The R2T4 session will be limited to 20 individuals.
- 10) Wednesday, March 29<sup>th</sup> in the am is when we have the BOD meeting scheduled. Lunch v at the Embassy. Will have the choice between the Vodoo Chicken with Rice or Brisket wi Garlic Mashed Potatoes. Will need to know selection and numbers by March 20<sup>th</sup>.

Respectfully Submitted,

Becca Dobry