

Agenda
NeASFAA Board of Directors Meeting
Friday, November 1, 2019 @ 9:00 am CDT
University of Nebraska-Kearney, Kearney, NE

Zoom Instructions:

<https://wncc.zoom.us/j/370123772>

Dial by your location

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Meeting ID: 370 123 772

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from June 21, 2019
- III. Approval of minutes from July 19, 2019
- IV. Officer Reports
 - A. President, Sheila Johns
 - B. President Elect, Renee Besse
 - C. Past President, Marty Habrock
 - D. Treasurer, Janice Volker
 - E. Secretary, Sarah Standley
- V. Sector Representative Reports
 - A. Two-year Public Institutions, Kimberly Vanosdall
 - B. Private Colleges and Universities, Doug Watson
 - C. Four-year Public Colleges and Universities, Tabitha Haynes
 - D. Associate Membership, Shareen Thewke
- VI. Committee Reports
 - A. Association Governance, Marty Habrock
 - B. Corporate Development, Cecilia Hernandez
 - C. Finance and Audit, Janet Solberg
 - D. Membership Connections, Lani Swanson
 - E. Nominations and Elections, Renee Besse
 - F. Professional Development & Recognition Committee, Stacy Seim
 - G. State & Federal Relations, Justin Brown

- B. Investment of checking account funds, recommendation from Finance & Audit
- C. Strategic Directions
- D. 2022 Conference locations

VIII. New Business

- A. Clarification of who can make motions and vote
- B. Proposal to ad Treasurer-Elect position and reduce length of Treasurer's term
- C. Proposal to pay Past-President RMAFAA conference and meeting expenses
- D. Consideration of other officer conference expenses paid by NeASFAA
- E. Request for membership: Nebraska Indian Community College

IX. Adjournment

X. Next meetings

- A. Friday, Jan. 31, 2020, Location TBD
- B. Wednesday, March 25, 2020, Location Divots Conference Center, Norfolk

XI. Nebraska Financial Aid Awareness Month

Proclamation Signing: Monday, Nov. 4, 10:30am, Warner Chamber, State Capitol

VII. Continued Business

- A. RMAFAA in Nebraska 2020 update

Meeting Minutes
NeASFAA Board of Directors Meeting
Friday, November 1, 2019 @ 9:00 am CDT
University of Nebraska-Kearney, Kearney, NE

Present: Sheila Johns, Renee Besse, Marty Habrock, Sarah Standley, Janice Volker, Tabitha Haynes, Kimberly Vanosdall, Shareen Thewke, Cecilia Hernandez, Lani Swanson, Stacy Seim, Justin Brown, Ritchie Morrow, Doug Watson, Robb Cummings, Erinn Brown, Diana Oglesby, Laura Thayer-Mencke

Not Present: Janet Solberg

Call to Order Meeting was called to order at by Sheila Johns at 9:04am.

Approval of Agenda Motion to approve agenda by Renee, second by Kimberly. Motion passes.

Approval of minutes from June 21, 2019 Motion to approve by Renee, second by Marty. Motion passes.

Approval of minutes from July 19, 2019 Motion to approve by Shareen, second by Doug. Motion passes.

Officer Reports

President, Sheila Johns Written report. Updates from RMASFAA.

President Elect, Renee Besse Written report. Involved with committee work, will bring some things to the board later on during new business. Trying to get people for Associate Sector Representative.

Past President, Marty Habrock No written report. Not much to report other than attending RMASFAA and finishing his year out on the board.

Treasurer, Janice Volker Written report. Collecting payments for membership dues and fall training. Sent everything off to the tax preparer.

Secretary, Sarah Standley Written report. Minutes were taken, dropbox updates.

Sector Representative Reports

Two-year Public Institutions, Kimberly Vanosdall Written report.

Private Colleges and Universities, Doug Watson No written report, but they will be having a sector meeting via Zoom in January so the sector can have more input.

Four-year Public Colleges and Universities, Tabitha Haynes Written report.

Associate Membership, Shareen Thewke Written report. Still trying to find people to run for next Associate Sector Representative.

Committee Reports

Association Governance, Marty Habrock No written report. There are some items on his to-do list. Will be adding dropbox protocol to the P&P, also will have a discussion with AG about how long to keep documents in the dropbox.

Corporate Development, Cecilia Hernandez No written report. Cecilia volunteered to reach out to associate members to ask if they will be renewing their NeASFAA membership.

Finance and Audit, Janet Solberg Written report. Annual audit was completed, the write-up is in the dropbox. There are some recommendations going forward. Discussion about adopting recommendations that were made and how this information should be passed along to the next Treasurer. Treasurer usually assists the next treasurer with everything, but we will likely add it to the Treasurer folder as notes just in case. Doug made a motion to adopt the recommendations. Shareen seconded. Motion carries.

Membership Connections, Lani Swanson Written report. So far we have 5 associate members who haven't renewed. Cecilia will try to call them as well. There are also some school members who haven't renewed. Directory has been updated on the website.

Nominations and Elections, Renee Besse No written report for this committee, but some comments are included in her President Elect report.

Professional Development & Recognition Committee, Stacy Seim Written report. Update about the 11/13 fall training program. Currently at 20+ registrants. Theme for spring 2020 conference is roaring 2020's. Actively planning the program. Might do multi-topic speed round session format. Having a challenge finding people who are willing to present on any topic. PDRC may put together the list of topics and then send it out to the listserv to see who would be willing to present on each topic. There are more credentials planned for the rest of the year before we take a break next year.

State & Federal Relations, Justin Brown Written report. Monday is the Governor's Proclamation for making the month of November Financial Aid Awareness month in Nebraska. Anyone can come attend. Letters were sent regarding student loan tax elimination. The committee identified 10 (out of 26) issues that NeASFAA should prioritize. Also provided notes on what has been happening since our last board meeting. Of note: There has been some slight movement on reauthorizing HEA, so we'll see what happens with that. Justin will keep everyone up to date. The State and Federal Relations committee will also be sending a quarterly report to the NeASFAA membership after each board meeting with an update on legislative activity.

Continued Business

RMASFAA in Nebraska 2020 update Becca came to provide an update. No theme, we're going to keep it simple. Justin Brown is program chair. Goal with program is to provide participants with something tangible they can bring back to their campuses. MASFAA is at the same time, so we're coordinating with them to make sure we both get what we need. Registration committee is set, but since RMASFAA website is all new, may add a few people on this committee to assist since we're building things from scratch. Bailey from Clarkson is in charge of A/V equipment on site. Sarah from UNL and Paula from Creighton are in charge of site decorations. Since there isn't a theme, decorations won't be crazy so that committee will figure out evening meal and entertainment. Entertainment committee is also set, and they will be doing morning and evening activities. There is also a Publicity committee set who will be working on marketing and hyping things up.

Investment of checking account funds, recommendation from Finance & Audit We will table this discussion and move to our next meeting at the end of January.

Strategic Directions Prior to the meeting, Sheila went through and updated the Strategic Directions draft. She kept all the same ideas, but she cleaned things up a little bit and took out extra words to make it a bit more concise. We went through each bullet point and discussed Sheila's revisions. We made only minor changes to most items. We attempted to make the entire document less prescriptive so that future boards have latitude to implement in the best way they see fit. The updated document will be added to the dropbox. The final document will also be presented for ratification at the next meeting.

2022 Conference locations Tabby has a bid out in dropbox from Marriott Cornhusker in Lincoln. It has some preliminary information in it. Kim doesn't have anything from the Graduate in Lincoln yet, so she will look at that and bring it to the next board meeting. Cornhusker also said they would give even lower rates if we agreed to have the conference there two years in a row. Tabby will get more details on this to bring to the next meeting.

New Business

Clarification of who can make motions and vote During the last meeting a question came up on who exactly can make motions. Sheila looked into it, and it appears that only the officers and Sector Representatives are able to make motions. Even though the Committee chairs can't technically vote or make motions, we greatly appreciate them and rely heavily on their input and recommendations. Justin made a recommendation to clearly state this in either the P&P or elsewhere so it is always clear to members and the board.

Proposal to add Treasurer-Elect position and reduce length of Treasurer's term Becca stayed for this discussion since she has served as RMASFAA Treasurer, and RMASFAA uses a model similar to this. RMASFAA moved to this because they kept getting audit findings that everything the Treasurer did was too much responsibility for one person. If we followed the proposed model, the Treasurer-Elect would not be a voting member. This would also assist with adding/changing names on the checking account; would allow for no gaps between whose name is on the account. Discussion about having Finance/Audit committee chair take care of reconciling checks, which would be better so that the Treasurer couldn't write a check to themselves and then reconcile it. Would prevent a possible audit finding in case we decide to have an outside audit done, which Renee is hoping to do at some point. Discussion about term lengths. With this proposal, it would be essentially a two year term. The person would be Treasurer-Elect one year and then Treasurer the next year. A question was raised about distance in case the Treasurer and Treasurer-Elect are not in close proximity. This is something that can be overcome by utilizing technology like Zoom for meetings and QuickBooks online. A concern was brought up because this would mean there would be a Treasurer-Elect position on the ballot every year. Marty brought up an idea of having the Treasurer serve two years and have a Treasurer-Elect come in during the Treasurer's second year. A rebuttal was that this makes the Treasurer position a 3 year commitment. Many schools, especially smaller schools, can't have their staff make that kind of monetary/time commitment. Justin brought up an idea of having the Treasurer still just serve one term and then move into another position on the board to 'move up' within the board. Our main concerns are whether our current setup would survive an audit and that the Treasurer has a lot of power and could potentially take money from the association. Marty suggested that we may just need either more frequent finance/audit reviews or more oversight some other way. Justin suggested that the sector reps could assist with this. Janice suggested that they could have a requirement that there needs to be two signatures on checks. We're interested in what other states our size are doing. We will table this discussion for now until after we have an audit and see what comes out and also to do some more research on other Treasurer term lengths. Sheila will put together a taskforce to bring more information to the board for the next meeting.

Proposal to pay Past-President RMASFAA conference and meeting expenses Renee noticed that there isn't any written documentation on how much NeASF AA pays for travel for the Past-President to the RMASFAA conference. We have been pretty consistent because we usually look back at what was paid the previous year and try to keep it the same. However, it would be good to have it written so we are sure this is being covered moving forward. Because the Past-President is required to attend the RMASFAA conference, we want to be sure we are taking care of these expenses. RMASFAA pays expenses to attend the spring board meeting, but they only pay for one night of hotel stay for the fall board meeting. Renee made a motion that NeASF AA will cover the costs for the Past-President to attend the RMASFAA conference and board meeting. Tabby seconds. Motion carries.

Consideration of other officer conference expenses paid by NeASF AA We will refer this to AG to incorporate what we're already doing into the P&P, and then we will come back to look at the language and hopefully approve.

Request for membership: Nebraska Indian Community College This institution just requested membership. Doug made a motion to approve their request. Renee seconded. Motion carries.

Other items:

Conference Expenses: PDRC has had problems getting people to present, and sometimes speakers agree as long as NeASFAA pays for their conference registration. Discussion about this and the difference between the person wanting to attend the entire conference vs wanting to just come in and present and then leave. Justin suggested that this could be something the PDRC committee could have the discretion to decide depending on the situation.

Adjournment Motion to adjourn by Marty, second by Sarah. Meeting was adjourned at 2:09pm.

Next meetings

Friday, Jan. 31, 2020, Location TBD

Wednesday, March 25, 2020, Location Divots Conference Center, Norfolk

Nebraska Financial Aid Awareness Month

Proclamation Signing: Monday, Nov. 4, 10:30am, Warner Chamber, State Capitol

NeASFAA Board Meeting
President's Report
November 1, 2019

I was scheduled to attend the RMASFAA board meeting Friday, October 18, through Sunday, October 20, in Billings, Montana. However, due to a family funeral in Wyoming, I was unable to attend Friday's Transitional Board meeting. The goal of the transitional meeting is to provide context and familiarity to the incoming board for what lies ahead. I attended the last portion of Saturday's 2018-2019 Board of Directors meeting. The incoming members observe this meeting to gain knowledge and view the proceedings. I then attended the Sunday "unofficial" meeting of the 2019-2020 RMASFAA Board of Directors.

Some items to note from my participation and from Bailey Jorgensen's shared notes:

- New RMASFAA website and logo were unveiled! The new website will launch in the next few weeks. Much work is being done to get all the information updated and transitioned over. It will provide much more functionality than the old site. Robb Cummings, Chair of Electronic Initiatives, has done the legwork and is continuing to lead the transition. Go, Robb!
- The state delegates will work this year on editing a state president's handbook that was shared from another regional association. The goal is to establish a more structured framework of the state delegate roles.
- There seemed to be quite a bit of discussion around volunteerism, how to get more, who should recruit them, what to do with them when they do volunteer, how to identify who would fit what roles. State delegates will be utilized to reach out to directors within their states to tap rising stars and volunteers.
- Leadership Pipeline is going strong. We had terrific representation from Nebraska in both the outgoing and incoming mentor and mentee groups. Please consider participating or encourage others to get involved.
- Review of budget. Discussion about transparency and wanting to get dashboard on website. Approval of budget for 2019-2020 will be our first official order of business for the new board.
- Summer Institute 2020 is scheduled for June 6-11 at Colorado College. No theme yet, but stay tuned!
- Next year's conference in Omaha, Oct. 18-21, 2020! Great intro and invitation to Nebraska by Becca and Justin!
- Awards:
 - Distinguished Service Award: Susan Stephenson (Wyoming by way of Nebraska)
 - Hall of Fame Award: Brenda Hicks (Kansas)
 - Oscar R. "Jack" Hendrix Award (former Rookie of the Year Award): Lindsey Benson (North Dakota)
 - President's Special Award: Robb Cummings (Associate member)
 - Ron Smout Award for Teaching and Mentoring: Art Young (Utah, but soon to be Arizona 😊)

Respectfully submitted,

Sheila Johns

President-Elect Board Report

Submitted by: Renee Besse

Date: November 1, 2019

Activities:

1. Actively engaging as an ex-officio on the Association Governance Committee, State and Federal Relations Committee, Professional Development and Recognition Committee. I have not been involved with the Audit and Finance Committee to date.
2. I have put together a couple recommendations that will be discussed and voted on during New Business today.
3. I have almost completed the slate of candidates for the 20-21 NeASFAA Board of Directors. At this time I believe I will still need one more Associate Member Sector Rep candidate. If you have any suggestions please send them to me.

Here I what the slate looks like at this time.

President-Elect

Justin Brown – probably

Wendy Matulka – Yes

Treasurer

Susan Frodyma – yes

Lisa Gdowski – yes

Private Sector Rep

Alaina Popp

Scott Jenkins

Fallon Watts

Associate Sector Rep – no commitments yet but a couple in the works

I hope to have the ballot out November 11th with a deadline of November 22nd.

Treasurer's Report

November 1, 2019

Account Balances

Account #	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank	N/A		N/A	\$35,835.85
CD 3-057-9044-4270	US Bank	9 months	1.83%	07/03/20	\$20,109.06
CD #576620	Union Bank	18 months	2.35%	06/05/20	\$14,632.32
CD #580134	Union Bank	17 months	2.37%	02/10/20	\$27,959.70
CD #586665	Union Bank	16 months	2.75%	07/08/20	\$30,624.20
					\$129,161.13

1. Balance Sheet
2. Profit and Loss Statements
3. Membership Dues – see membership report

NeASFAA
Balance Sheet

Cash Basis

As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	35,835.85
Total Checking/Savings	<u>35,835.85</u>
Other Current Assets	
CD # 580134 -Union Bk 7/10/13	27,959.70
CD #3057904 -US Bank 1/3/2014	20,109.06
CD #586665 - Union Bk 10/8/13	30,624.20
CD#576620--Union Bk 4/5/13	14,632.32
Total Other Current Assets	<u>93,325.28</u>
Total Current Assets	<u>129,161.13</u>
TOTAL ASSETS	<u><u>129,161.13</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,427.98
3900 · Retained Earnings	94,024.62
Net Income	708.53
Total Equity	<u>129,161.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>129,161.13</u></u>

Profit & Loss Budget vs. Actual

Cash Basis

July through October 2019

	Jul - Oct 19	Budget
Income		
Credentialing Income		
COA	120.00	
Refunds	-40.00	
Verification	610.00	
Credentialing Income - Other	0.00	2,790.00
Total Credentialing Income	690.00	2,790.00
Fall Workshop	0.00	2,600.00
Interest Income	4.51	12.00
Membership		
Membership Dues		
Late Fee	50.00	
Membership Dues - Other	6,425.00	9,700.00
Total Membership Dues	6,475.00	9,700.00
Refunds	-75.00	
Total Membership	6,400.00	9,700.00
Reserve Debit*	0.00	3,188.00
Spring Conference	0.00	12,300.00
Total Income	7,094.51	30,590.00
Gross Profit	7,094.51	30,590.00
Expense		
Membership Expenses		
Printing/Postage	0.00	25.00
Welcome Project	0.00	100.00
Total Membership Expenses	0.00	125.00
PDC		
Credentialing		
Credentialing Materials	1,900.00	2,400.00
Total Credentialing	1,900.00	2,400.00
Fall Institute		
Meals/Breaks	0.00	950.00
Speaker Expense	0.00	800.00
Total Fall Institute	0.00	1,750.00
Meeting Expense		
Spring Conference	159.48	400.00
Audio/Visual Needs	0.00	100.00
Entertainment	0.00	500.00
Meals/Breaks	0.00	9,500.00
Printing/Postage	0.00	250.00
Speaker Expense	1,500.00	4,050.00
P · Prestigious Awards	0.00	550.00
Total Spring Conference	1,500.00	14,950.00
Total PDC	3,559.48	19,500.00
President/President Elect		
Board Meetings		
Meals	0.00	500.00
Transitional Board Meeting	0.00	200.00
Total Board Meetings	0.00	700.00
Leadership Conference	0.00	4,200.00

Profit & Loss Budget vs. Actual

Cash Basis

July through October 2019

	<u>Jul - Oct 19</u>	<u>Budget</u>
NASFAA Conference		
Airline/Hotel/Meals	1,037.18	
Registration	635.00	
NASFAA Conference - Other	0.00	2,150.00
Total NASFAA Conference	<u>1,672.18</u>	<u>2,150.00</u>
RNASFAA Conference		
Airline/Hotel/Meals	804.32	
Registration	275.00	
RNASFAA Conference - Other	0.00	2,500.00
Total RNASFAA Conference	<u>1,079.32</u>	<u>2,500.00</u>
RNASFAA State Gift	75.00	75.00
Summer Institute Scholarships	0.00	750.00
Total President/President Elect	<u>2,826.50</u>	<u>10,375.00</u>
Treasurer		
Association Liability Policy	0.00	500.00
Banking Expenses	0.00	40.00
Tax Preparation	0.00	50.00
Total Treasurer	<u>0.00</u>	<u>590.00</u>
Total Expense	<u>6,385.98</u>	<u>30,590.00</u>
Net Income	<u><u>708.53</u></u>	<u><u>0.00</u></u>

Secretary Report
NeASFAA Board of Directors Meeting
November 1, 2019
Sarah Standley

Minutes were taken at the June 21st Board of Directors meeting and the July Board of Directors phone meeting. They were uploaded into the dropbox.

Conflict of Interest forms were collected and uploaded to the dropbox for the entire 2019-2020 board.

The dropbox was also organized and permissions were edited to comply with the Dropbox Protocol and Authorized Users document. The Dropbox Protocol document was copied to the Official Bylaws and P&P folder for future reference.

I also created two new folders within the Treasurer folder in dropbox to assist with finding minutes in the event of an audit. Janice Volker informed me that the treasurer needs to easily access this for audit purposes; the team always reviews the minutes to make sure the treasurer took all actions the Board indicated they should. I will be sure to pass this along to the next secretary.

Respectfully submitted,

Sarah Standley

NeASFAA Board Meeting
November 1, 2019
Two-Year Public Sector Report

I sent out a request for updates to the Two-Year Public Sector members. I received a response from Erinn Brown. She wanted to thank the PDRC for the change to Fall training. She feels it is very helpful for those that want to send more than one staff that have to travel. She also said all 3 MPCC babies arrived over the summer, happy and healthy but Jessica Hill decided not to return from maternity leave. They are in the process of filling her position and should have an announcement on replacement staff soon.

Also, I am currently serving as vice chair for PDRC. We meet on October 15 in Lincoln to finalize Fall training and being our work on Spring training.

Respectfully Submitted,

Kimberly Vanosdall, Northeast Community College
Two-Year Public Sector Representative

**NeASFAA Board Meeting
4-Year Public Sector Rep Report
November 1, 2019**

I contacted the members of the 4-year public sector to inquire if any new business should be brought to the board. I received no information from the Board from any of the member emailed.

I represented NeASFAA at RMASFAA by presenting to the conference as well as the incoming Leadership Pipeline class.

Respectfully submitted,

Tabitha Haynes

NeASFAA Associate Sector Representative
11/1/2019
Kearney, NE

Sent an email to our sector to ask for items to bring to the Board and to find people who may be interested in running for the Associate Sector Representative. To date, there has not been any response.

Respectfully Submitted
Shareen Thewke

Finance and Audit Committee Report
Nov. 1, 2019

I wanted to provide a report for the meeting tomorrow as I am not able to attend.

- The Annual Audit was completed on 10/18/2019 and the write up has been added to the Drobox. There were no major issues or findings. We did provide some recommendations going forward for consideration. Thank you to Laura for coordinating this effort.
- We were asked to look at opportunities for excess cash in the accounts. I am doing some initial research and will send my thoughts to our committee and then bring forward for the next meeting.

Thanks and if you have any questions please let me know.

Thank you!



Janet Solberg | Director | Financial Aid & Regulatory Compliance
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MEMORANDUM

To: NeASFAA Board of Directors

From: NeASFAA Finance and Audit Committee (Laura Thayer-Mencke, Janet Solberg, Susan Frodyma)

Subject: Annual Audit Report for Fiscal Year 2018-2019

Date: October 28, 2019

CC: NeASFAA Treasurer, Janice Volker

The Finance and Audit Committee conducted the Association's annual audit for fiscal year 2018-2019 on October 18, 2019. The meeting was held at the Epley Administration building at the University of Nebraska – Omaha. Laura, Janet, Susan 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 2018-2019 Board minutes were reviewed. The Annual Budget was approved March 27, 2019. No budget adjustment requests were made.
2. Balance Sheet and Profit/Loss Statements – A random review of individual expenses were tracked from claim form, to checkbook, to bank statement, and to the detail on the Fiscal Year Trial Balance Report.
 - a. Recommendation – After reviewing the claim form and documentation for Check #3076 we recommend that if a claimant is subtracting an amount for alcohol it should be noted on the receipt. We were able to determine why the amount being claimed for a particular meal was different than the charges that show on the receipt but it would have been more clear had there been notes written.
 - b. Recommendation – When submitting a Claim Form the Claimant should add the purpose of the trip or the reason for the expense and if the expense was approved in the budget and the line item in the budget. This may require that the form be revised to add space or lines for this information.
 - c. Recommendation – Date stamp and keep a copy of each check received or keep the envelope so that the number of days between the receipt of the checks and the deposit of the funds can be documented. This will help to ensure that the time between receipt and deposit does not exceed 15 days.
3. Bank Statements and Reconciliation Reports – Reconciliation was completed for all months of the fiscal year in a timely manner. Everything was accounted for and balances on the bank statements match QuickBooks records.
4. Certificates of Deposit – The CDs were reviewed and are in order.
5. IRS Form 990N – It was confirmed that the IRS Form 990N was filed and accepted on November 13, 2018.
6. Insurance Liability Policy – The NeASFAA Insurance Liability Policy from The Hartford was reviewed and provided the Association coverage for the period of July 1, 2018 through June 30, 2019. The Insurance Liability Policy was renewed for the period of July 1, 2019 through June 30, 2020. The Association is protected as per policy.
7. NeASFAA Policies and Procedures – The Treasurer is successfully fulfilling the duties pertaining to the financial interest of the Association as outlined in the NeASFAA Policies and Procedures Manual.
8. Reserve Fund – The reserve fund meets the 50% requirement of the Association's annual budget as stated in the NeASFAA Policies and Procedures Manual. All CD's and excess cash are considered "reserves."

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

Respectfully submitted,

Janet Solberg, Chair
Finance and Audit Committee

NeASFAA Annual Audit

October 18, 2019, 10:00 a.m.

Expenses

Check #3097 – Regal Awards – Voided due to wrong amount written on check

Check #3098 – Regal Awards - \$239.36 – cleared 4/1/19 per bank statement

Check #3091 – Janice Volker - \$23.00 – cleared 3/26/19 per bank statement

*Janice paid the Biannual Non-profit filing fee with her personal credit card and this check was written to reimburse her for those funds.

Check #3084 – Peggy Tvrdy - \$708.40 – cleared 12/14/18 per bank statement

Check #3081 – Stacy Dieckman - \$70.00 – cleared 11/6/18 per bank statement

Check #3086 – Stacy Dieckman - \$5.00 – cleared 1/4/19 per bank statement

*Check #3081 amount was \$75.00 but description was \$70.00 in error. The amount in the description is the amount that the bank cashed. Check #3086 was written to fix the mistake so that Stacy Dieckman would receive her full reimbursement.

Check #3078 – Kent Wolfe - \$78.19 – cleared 9/12/18 per bank statement

Check #3076 – Marty Habrock - \$1618.29 – cleared on 7/2/19 per bank statement

Deposits

4/1/19 - \$170.00 – credentialing fees paid for three institutions – all checks were deposited within the 15 day requirement.

*We discovered that there was some confusion as to who the funds were for when the check was initially received from Midland University. The Treasurer receives the checks and has access to the registration list. Another person or committee manages the registration for events such as credentialing, trainings and conferences. It would be helpful if the checks would specify or be attached to the registration form of the person who is registering.

3/15/19 - \$3160.00 – credentialing fees paid for several institutions – all checks were deposited within the 15 day requirement.

9/17/18 – \$450.00 – membership dues for two institutions – all checks were deposited with the 15 day requirement.

8/9/18 - \$2450.00 – membership dues from several institutions – unable to determine if all checks were deposited within the 15 day requirement.

*The committee was unable to determine if all checks were deposited within the 15 day requirement because not all paperwork was date stamped upon receipt. The committee understands that the process for issuing checks is different at each institution and that the date that the check was issued may be very different from date that it was received by the NeASFAA Treasurer. Therefore, date stamping paperwork is important for documentation.

NeASFAA Board Meeting

Membership Connections Committee Report

November 1, 2019

- Membership dues for 19-20 update

No response:

Ascendium

College Ave Student Loans

CommonBond

Chadron State College

Little Priest Tribal College

Purdue Global (Kaplan)

York College

Capitol School of Hairstyling – working with Susan Collins to complete the renewal membership form and pay the membership fee.

Wells Fargo – most likely will not renew

Tuition Exchange – not renewing

- Request for new membership Nebraska Indian Community College
Dawne Price included this information about NICC on their membership form: NICC uses a 3rd party vendor for some of the Title IV funding but all in house FA is done by the Dean and support person. It would help NICC with compliance, and best practices to be a member of this organization. Mr. Morrow from CCPE suggested that NICC make this connection. Looking forward to hearing from you regarding this request.
- Updated the membership directory

Submitted by Lani Swanson, Membership Connections Chair

PDRC Report: November 1 Board Meeting

The PDRC committee has been working hard to put together a strong Fall Training Day. We are trying something new with only offering a one day training rather than two days with a beginner and advanced track. We have developed an evaluation to determine if this format is well received for future plans for PDRC. Here is a brief agenda for fall training:

Fall Training				
8:30 AM	Registration			
9:00 AM	Opening Speaker	Doug Christiansen - Forward 50 (Regency)		
10:00	Break			
10:15-11:15		Deana Unger & Susan Frodyma	EducationQuest EAP Scholarship Funds	
		verification/tax changes		
11:15-12:15		Federal Work Study - Mary Ann Tietjen	Ritchie Morrow - NCCPE Reports	
12:15-1:00		Lunch		
1:00 - 4:00	Credentialing	TEACH Grant	Student Eligibility	NASFAA Webinar

We have begun planning for the Spring Conference with a theme of the “Roaring 2020’s” and have quite a list of potential topics to present. I am planning on sharing a list of these topics with the membership via the listserv in December to ask if anyone would be interested to present on these topics in the hopes that those who are new to NeASFAA or who are reticent to submit a totally separate proposal may feel like they have something to contribute on a topic they are familiar with. Requests for formal proposals will go out in January.

Credentialing is set for the year and includes the following:

2019-2020 Credentialing				
Date		Location		Topic
October 4, 2019		UNK		Verification (14) COA (3)
Fall Training				Student Eligibility
November 13, 2019				TEACH

February 21, 2020		UNL			Consumer Information PJ
March 24-26, 2020		Spring Conference - Norfolk			Gainful Employment Federal Pell/IASG
April 16, 2020		Midland			R2TV Direct Loans
		Scottsbluff - site/date tbd			
		working with Sheila			

Purpose: fulfill the association's objectives regarding legislative action on local, state, and national level.

SFRC priorities for 19-20:

1. NeASFAA will formally thank state and federal legislators for their work on behalf of students, as needed.
2. NeASFAA will annually poll its membership for what state and federal issues are important to them for the upcoming year and communicate these issues to the NeASFAA Board.
3. NeASFAA will invite state and federal guest speakers to the NeASFAA Conference.

-
- **Governor's Proclamation scheduled for November 4th at 10:30 a.m. at the State Capitol**
 - Arrive by 10 a.m. in the Warner Chamber on the second floor for the signing ceremony
 - Proclamation will read as follows in observance of Financial Aid Awareness Month

WHEREAS, the Nebraska Association of Student Financial Aid Administrators is committed to the promotion of information and technical assistance for needy students who wish to apply for post-secondary school financial assistance; and

WHEREAS, November is a critical filing time for such students to apply for assistance; and

WHEREAS, many parents and prospective students are unaware of the many types of financial aid programs and the methods of application for such programs in the outstanding post-secondary institutions across the State;

WHEREAS, education is the means to not only personal growth, but also to the growth of the State and its leadership;

NOW, THEREFORE, I, Pete Ricketts, Governor of the State of Nebraska, do hereby proclaim the month of November, 2019, as Financial Aid Awareness Month in Nebraska and encourage all citizens to join me in this worthy observance.

- After the last board meeting, letters of support for **S.1696 Student Loan Tax Elimination Act** were sent to the Nebraska congressional delegation and committee leadership with board approval
- The committee identified the **top ten federal or state issues** (out of 26) that NeASFAA should pay attention to over the year through a pairwise data method. Those ten issues, in rank order are:
 1. Student Loan Debt Crisis
 2. Nebraska Opportunity Grant
 3. Transparency of Award Letters
 4. Financial Aid Verification
 5. Return of Title IV Aid
 6. FAFSA Simplification
 7. Loan Counseling
 8. Student Loan Repayment
 9. FAFSA & Need Analysis
 10. Federal Pell Grant & Year-Round Pell

State and Federal Relations Committee Report
Friday, November 1, 2019

- In addition the committee surveyed the NeASFAA membership to determine which of these ten issues are the most important. 26 respondents. Those ten issues ranked in order by the membership are (there was a clear line between top five and bottom five):
 1. **Student Loan Repayment**
 2. **FAFSA Simplification**
 3. **Student Loan Debt Crisis**
 4. **Nebraska Opportunity Grant**
 5. **Financial Aid Verification**
 6. Loan Counseling
 7. Transparency of Award Letters
 8. Return of Title IV Aid
 9. Federal Pell Grant & Year-Round Pell
 10. FAFSA & Need Analysis
- The committee plans to prepare a briefing document of issues and talking points for the NeASFAA representatives who will attend the NASFAA Leadership and Legislative Conference in Washington D.C. in February, which will include Capitol Hill visits with legislative staff and representatives
- State issues that may come up in new session would be Nebraska Opportunity Grant, so we will be on the lookout. At the Federal level, potential reauthorization of the Higher Education act. Just yesterday, the House Education & Labor Committee advanced the College Affordability Act on party-line vote, 28-22, which will now go to the full House. On the Senate side, the Senate HELP Committee is also working on reauthorization plans, and maybe an HEA-light to try to get something passed. Senator Alexander has made this a priority ahead of his 2020 retirement.

Federal and State Issues and Activity since Last Board Meeting

- **On October 15, 2019, Democratic members of the House education committee introduced a comprehensive bill to reauthorize the Higher Education Act (HEA)** that would make significant changes to the way students access federal financial aid. The bill — dubbed the **College Affordability Act (CAA)** — opens federal aid to new populations of students, tweaks pivotal grant and loan forgiveness programs, and establishes a new institutional accountability metric, among other changes. Visit <https://www.nasfaa.org/caa> for more information.
- **NCAA Says It Will Allow College Athletes to Profit From Their Celebrity.** On October 29, this headline appeared in the [Chronicle of Higher Education](#). The NCAA Board of Governors voted unanimously on Tuesday to allow college athletes to benefit from their name, image, and likeness as long as those benefits stay within the “collegiate model.” The vote came in response to a presentation made by a working group that had been appointed to advise the board on how to proceed in the face of a growing national movement.
- **Senate Confirms Robert King as Assistant Secretary for Postsecondary Education.** On Thursday, July 11, the Senate confirmed (56-37) Robert King to serve as the Assistant Secretary for Postsecondary Education at the Department of Education. Previously, King was the President of the Kentucky Council on Postsecondary Education and the Chancellor of State University of New York (SUNY) System.

- **Senator Warren and Representative Clyburn Introduce Legislation for a One-Time Cancellation of Student Loan Debt.** On July 23, Senator Elizabeth Warren (D-MA) and House Majority Whip Jim Clyburn (D-SC) introduced the *Student Loan Debt Relief Act of 2019* ([S. 2235/H.R. 3887](#)). The purpose of the measure is to address the current student loan debt crisis in the United States by authorizing the cancellation of up to \$50,000 in student loan debt for more than 95 percent of the current borrowers who have an adjusted gross (AGI) of \$100,000 or less.
- **Key Senate Democrats Call on the Consumer Financial Protection Bureau and the Department of Education to Re-establish Data-sharing Agreements.** On Thursday, July 25, Senators Patty Murray (D-WA) and Sherrod Brown (D-OH), Ranking Members of the Health, Education, Labor, and Pensions (HELP) Committee and the Banking Committee, released a [letter](#) urging the Department of Education and the Consumer Financial Protection Bureau (CFPB) to reestablish two agreements that allowed the agencies to share data on student loan complaints. The Department terminated these agreements in August 2017, when the Trump Administration said it opposed the CFPB “unilaterally” expanding oversight over federal student loan servicers.
- **House Financial Services Committee Holds Hearing on Student Loan Servicers.** On Tuesday, September 10, the House Financial Services Committee held a [hearing](#) titled “A \$1.5 Trillion Crisis: Protecting Student Borrowers and Holding Student Loan Servicers Accountable.” The hearing examined the student loan debt crisis that affects more than 45 million borrowers. This is the first ever House Financial Services Committee hearing focused on student lending.
- **Department of Education to Reimburse Colleges and Universities for Federal Perkins Loan Program Cancellation.** On September 10, the Department of Education [announced](#) it would reimburse institutions for the cost of canceling Federal Perkins Loans, as well as collecting the federal share of any remaining Perkins Loans. According to the notice, the Department will send colleges and universities a letter later this year regarding the amount each institution will receive in reimbursement for Perkins Loan Service Cancellations, as well as the amount each institution must return to the Department from the Perkins Loan Revolving Fund. The Department anticipates providing additional reimbursements in future years.
- **Chairman Alexander Introduces Piecemeal Higher Education Act (HEA) Reauthorization Bill.** On Thursday, September 26, Senate Health, Education, Labor, and Pensions (HELP) Committee Chairman Lamar Alexander (R-TN) introduced the Student Aid Improvement Act ([S. 2557](#)). The legislation includes a package of bipartisan bills addressing federal financial aid issues. Although Chairman Alexander had been working with Ranking Member Patty Murray (D-WA) to negotiate a comprehensive HEA bill, their negotiations stalled over the summer, leading Chairman Alexander to pursue this piecemeal approach instead. In his [press release](#) about the bill, the Chairman said he remains committed to working with Ranking Member Murray to develop a comprehensive HEA bill, though they still have a long way to go to come to an agreement on some of the more contentious issues in HEA like Title IX and accountability issues.
- **Congress Narrowly Averts Government Funding Lapse.** On Thursday, September 26, the Senate passed (82-15) [H.R. 4378](#), the Continuing Appropriations Act 2020 and Health Extenders Act of 2019. The continuing resolution (CR) would extend current funding levels for government agencies through November 21, 2019. The Senate adopted the House-passed measure just days before the start of the new fiscal year (October 1).

State and Federal Relations Committee Report
Friday, November 1, 2019

- **Department of Education Releases Annual Cohort Default Rates.** On Wednesday, September 25, the Department of Education announced that the Fiscal Year (FY) 2016 national federal student loan cohort default rate (CDR) decreased from 10.8 percent to 10.1 percent from the previous fiscal year. The Department stated that the rate is the lowest reported by the Department since it began publishing the CDR rate in 2012. Notably, the rates decreased across public, private, and proprietary institutions. The Department listed 15 schools that will be subject to sanctions, 11 of which are subject to losing eligibility based on a CDR of greater than 40 percent for more than one year. None of the schools are in Nebraska.

See NASFAA's Capital Recap at https://www.nasfaa.org/capitol_recap or the NASFAA Legislative Tracker at https://www.nasfaa.org/legislative_tracker.

Committee members are as follows:

Chair	Justin Chase Brown	justin.brown@unl.edu	402-472-2030
4 Year Public	Annette Kraus	ankaus1@wsc.edu	402-375-7430
2 Year Public and Vice Chair	Diana Oglesby	doglesby@southeast.edu	402-437-2273
Private Sector	Paula Kohles	paulakohles@creighton.edu	402-280-2351
Associate Sector	Ritchie Morrow	Ritchie.Morrow@nebraska.gov	402-471-0032
Ex-Officio - President	Sheila Johns	johnss23@wncc.edu	308-635-6366
Ex-Officio - President Elect	Renee Besse	besser@unk.edu	308-865-8782

November 8, 2019

Senator Mike Groene,
Chairperson, Nebraska Education Committee
Room #1306, P.O. Box 94604
Lincoln, NE 68509
mgroene@leg.ne.gov

RE: Allocation of State lottery funds

Dear Senator Groene:

My name is Sheila Johns, President of the Nebraska Association of Student Financial Aid Administrators (NeASFAA) and Director of Financial Aid at Western Nebraska Community College. One of the core principles of NeASFAA is to serve the needs of students across the State of Nebraska and to advise and assist in the development and promotion of student financial aid programs.

It is with this purpose in mind that I write this letter. NeASFAA encourages the Education Committee to expand funding of the Nebraska Opportunity Grant (NOG) by increasing its allocation of lottery funds for the following reasons:

- **The demand for funds is great.** During the 2017-18 academic year, 12,849 students were awarded NOG funds. While this number is significant, more than 23,000 other students qualified to receive this grant but were denied due to the lack of availability of NOG funds.¹
- **Student financial need has outpaced available funds.** Historically, NOG has been funded through the General fund and lottery funds. Since General funds have not increased since 2007-08, any increase in funding has come from lottery proceeds. Student need continues to grow, and has outpaced those funding increases.
- **Nebraska lags the nation in state financial aid support to students.** Nebraska ranks 41st in state expenditures on student aid per undergraduate student. The average Nebraska state financial aid grant per undergraduate student is 70% below the national average.²
- **Recipients are Nebraska residents.** NOG is awarded only to students with exceptional need who are Nebraska residents attending an eligible Nebraska college or university. This grant allows the state to contribute to Nebraska's workforce development by providing financial assistance to our neediest students.

I ask that you expand, or preserve, the lottery fund allocation to the Nebraska Opportunity Grant so that the State of Nebraska can educate and financially assist the neediest Nebraska students as they pursue their career interests.

Sincerely,



Sheila Johns, President NeASFAA

¹ Coordinating Commission for Postsecondary Education (CCPE), NOG Factsheet

² National Association of State Student Grant and Aid Programs, Annual Survey Report (November, 2018); U.S. Department of Education, National Center for Education Statistics, *Digest of Education Statistics* <https://nces.gov/statistics/state-indicators/indicator/state-student-aid-expenditures-per-full-time-undergraduate-student/table>

DRAFT

NeASFAA exists to:

PROMOTE PROFESSIONALISM

Develop professionalism among aid officers of Nebraska – to include fostering and promoting professional standards, effectiveness and recognition. (Bylaws, History, P&P)

- The NeASFAA Board of Directors along with the committees will annually examine their role and function with an emphasis on efficiency, sustainability, representation, and cost savings opportunities. The Board of Directors and committees will spend time at the transitional board meeting to examine their roles and function; and at the last board meeting submit a report to the board on what was accomplished throughout the year in meeting the association's mission. (Board of Directors)
- Expand the transitional board meeting (retreat style) to spend more time on team-building, goal setting for the year, role on the board, and expectations. (President Elect)
- NeASFAA has developed an ethics statement and conflict of interest statement. Board members and committee chairs will sign this document by the summer board meeting. (President).
- The Board will facilitate access to RNASFAA Leadership Pipeline and NASFAA's Leadership Conference by identifying members, promoting awareness, and actively encouraging participation. (President)
- The NeASFAA Board will promote leadership and professional development activities to keep members engaged. The NeASFAA board will actively promote mentoring. Short term initiatives could include dedicated customer service training and/or touring financial aid offices to gain additional perspectives. (Board of Directors)
- Provide training opportunities for members to practice federal and state advocacy efforts (PDRC).

COORDINATE AND NETWORK

Provide a means to bring together all aid officers, counselors and public & private agencies for the discussion of common problems related to the distribution of financial aid to students. (Bylaws, History, P&P)

- Promote activities at the Spring Conference or other opportunities for members in similar financial aid roles, i.e. Directors, Associate Directors, Counselors, SIS administrators, or by functional area (Loans, Counseling/Outreach, Scholarships, Verification, Pell) to have opportunities to discuss issues that impact their work and facilitating new connections (PDRC).
- NeASFAA will initiate "pop-up" statewide roundtables via teleconference to facilitate discussion and sharing with current financial topics and issues. Inclusion is the key, where all aid officers can

participate, giving all members the opportunity to connect. Depending on topic, may also include a moderator and panel discussion. (Sector Representatives)

- NeASFAA will explore the feasibility of an inter-state leadership exchange program to allow the office of the President, President-elect and PRDC chair and co-chair meaningful connection to the leadership and inner workings of other state associations for benchmarking and idea generation. A short-term strategy is to explore the possibility of a conference exchange where NeASFAA can attend another RNASFAA member's state conference at that state's member rate and vice versa (President)

Promote and facilitate coordination of student financial aid plans and programs between and among financial aid administrators, post-secondary counselors and public and private agencies. (Bylaws)

-The NeASFAA Board will evaluate relevant financial aid research topics and explore effective and meaningful ways to relay it to members that can be translated to policy and practice. A short term strategy would be to have the NASFAA research department present at the spring conference or webinar. (Board of Directors)

- NeASFAA will upgrade the NeASFAA website to include a resource page for high school counselors. The resources will be geared towards parents, students and high school counselors. (use NASFAA's resource page as a guide) (Membership Connections)

- NeASFAA will utilize the Nebraska high school counselor list-serve as a medium to convey information, important deadlines and reminders, for example. As a way to assess guidance counselor needs, engage with counselors at the annual guidance counselor training (Board of Directors)

TRAIN & DEVELOP

Stimulate, promote and encourage leadership, continuing education, conferences and other related activities for aid officers. (Bylaws, History, P&P)

-A reception will be held for first-time attendees at the spring conference to encourage volunteerism and leadership. (PDRC).

-NeASFAA will encourage member participation in RNASFAA leadership and volunteer opportunities, RNASFAA Summer Institute, RNASFAA Leadership Pipeline and NASFAA Leadership Conference. (Board of Directors)

-NeASFAA will annually review and update timelines for each office and committee. (Board of Directors)

- NeASFAA will hold a transitional board meeting at the annual conference for the purpose of team-building, goal-setting for the year, and informing and training new officers, board members and committee chairs concerning their responsibilities, role on the board, and expectations. (President and President elect)

-NeASFAA will develop and maintain a leadership and volunteer guide on its website. (Membership Connections)

Provide training for aid officers. (History, P&P – indirectly in Bylaws)

-NeASFAA recognizes the annual spring conference as its flagship training event. It will provide a training and networking experience that provides a relevant and quality experience for its members. (PDRC)

-NeASFAA will annually evaluate the location and timing of the conference for optimum attendance; PRDC committee will provide a report and recommendation to the board at least one year prior to the actual conference date. (PDRC)

- NeASFAA will investigate relevant topics to include at trainings and spring conference. PRDC will survey the membership to take inventory on training needs. The NeASFAA board of directors will play an integral role in advising PRDC on training needs and session topics. (PDRC)

-To facilitate important conversations, the spring conference will include “birds of a feather” sessions by functional area (loans, counseling, outreach, scholarships, verification, etc.) and/or position type (Director, Associate Director, Counselor, etc. (PDRC)

- Develop and advertise multiple-site training programs with the purpose of having more localized training opportunities in the state. (PDRC)

- NeASFAA will provide fall training as an opportunity for all members to partake in relevant training. (PDRC)

INFLUENCE LEGISLATION

Influence federal and state legislation dealing with student financial programs and provide an avenue for dissemination of ideas and concerns of students and administrators in financial aid problems. (History, P&P)

-NeASFAA will ensure that each annual conference addresses some form of training on the legislative process, including inviting state and federal guest speakers to the spring conference. (PDRC)

-NeASFAA will advocate for the needs of our students on the state and federal level. The State and Federal Relations Committee (SFRC) will assist members with contacting members of the Legislature to advocate on behalf of their students. (SFRC)

- The State and Federal Relations Committee will help prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills are being considered. (SFRC)

- The State and Federal Relations Committee in coordination with the NeASFAA board will develop briefing document and talking points for the NeASFAA Board member who will attend the NASFAA Legislative Conference and Expo, which includes a Hill Visit. (SFRC)

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NeASFAA Strategic Directions

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NeASFAA exists to:

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Develop professionalism among aid officers of Nebraska – to include fostering and promoting professional standards, effectiveness and recognition. (Bylaws, History, P&P)

~~- Annually examine roles and functions of Board and committees~~ The NeASFAA Board of Directors along with the committees will annually examine their role and function with an emphasis on efficiency, sustainability, representation, and cost savings opportunities; The Board of Directors and committees will spend time at the transitional board meeting to examine their roles and function; and at the last board meeting submit a report to the board on evaluate what was accomplished throughout the year in meeting annual accomplishments with regards to the association's mission and report to membership at year end. (Board of Directors and Committees)

~~- Expand the transitional board meeting (retreat style) to spend more time on~~ encourage team-building, goal setting for the year, role ~~on the board~~ definitions, and expectations. (President Elect)

~~- Demonstrate commitment to ethical principles by having Board and committee chairs annually sign ethics statement and conflict of interest statement.~~ NeASFAA has developed an ethics statement and conflict of interest statement. Board members and committee chairs will sign this document by the summer board meeting. (President).

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- ~~Support connections between NeASFAA will explore the feasibility of an inter-state leadership exchange program to allow the office of the President, President-elect, and PRDC chair and co-chair with meaningful connection to the leadership and inner workings of other state associations for benchmarking and idea generation, which may include. A short-term strategy is to explore the possibility of a conference exchanges where NeASFAA leadership can attend another RNASFAA member's state conference at that state's member rate and vice versa.~~ (President)

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~~- The State and Federal Relations Committee will help~~Assist with preparing and providing prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills are being considered. (SFRC)

~~- The State and Federal Relations Committee in coordination with the NeASFAA board will d~~Develop briefing documents and talking points for the NeASFAA Board members who will attend the NASFAA Legislative Conference and Expo, which includes a Hill Visit. (SFRC and Board of Directors)



**MARRIOTT
THE LINCOLN
CORNHUSKER**

Dear Tabitha,

We are excited about the opportunity to work with NeASFAA. Our staff looks forward to introducing you to our brand of hospitality, upon which our reputation for excellence has been built. Our commitment to your comfort and your event's success extends from our Guest Service Associates, who first greet your attendees, to our General Manager, Susan Madsen.

The Lincoln Marriott Cornhusker Hotel proudly offers:

- Starbucks® at The Café
- Fitness Center
- High-Speed Internet
- Certified Planners & Catering Specialists
- In-Room Dining
- Valet Services
- Indoor Pool
- Complimentary Shuttle Services
- MillerTime® Pub & Grill
- Business Center
- Concierge Lounge
- Over 46,000 Square Feet of Event Space

Tabitha, after reviewing all of your program requirements we are confident that we can exceed all of your expectations for the 2022 NeASFAA Annual Conference.

PROPOSED ACCOMMODATIONS

Currently we can offer the following group room availability:

Date	Day	Total Rooms
03/16/2022	Wed	45
03/17/2022	Thur	45

The Lincoln Marriott Cornhusker Hotel is pleased to offer the following group room rates:

Start Date	End Date	Room Type	Rate
03/16/2022	03/18/2022	Standard King or Double	\$102.00

The above rates are quoted in current year dollars. These rates are net of taxes and non-commissionable. Hotel room rates are subject to applicable state and local taxes (currently 16.74%) in effect at the time of check in.

SPECIAL CONCESSIONS

In consideration of the room night commitment and the functions outlined in our meetings and based on previous years' events, The Lincoln Marriott Cornhusker Hotel will provide the following special concessions:

- ✓ Complimentary wireless internet in the guestrooms, meeting rooms, lobby, and public areas.
- ✓ Complimentary shuttle to and from the Lincoln Airport (LNK), plus around downtown Lincoln (up to 3 miles from the Hotel), the Haymarket Area, and the University of Nebraska-Lincoln.
- ✓ Complimentary upgrade for the keynote speaker and president at the Group rate.
- ✓ Complimentary standard linens provided and full setup and cleanup of function spaces.
- ✓ Complimentary meeting room rental based on a food and beverage minimum of \$2,000.00 exclusive of taxable service charge and tax.
- ✓ Full-service audio visual provided by Professional Sound Audio Visual (PSAV) and or the option to patch into the built-in equipment.
- ✓ Complimentary, locked, storage space provided the Wednesday prior to the Conference through the duration of the outlined Conference dates.
- ✓ One (1) complimentary parking pass per guestroom for the duration of the stay.
- ✓ Complimentary meeting room to be used as a hospitality room on (DATE). The Hotel will allow the Group to bring in outside food and beverage into this meeting room only. This room will be the only meeting room where outside food and beverage can be consumed. The Hotel will set the room with tables, chairs, wastebaskets, and linen if the group would need any glasses, utensils, serving dishes, or other items a fee maybe assessed.
- ✓ A waived exhibit table fee valued at \$35.00 (plus taxable service charge & tax) per booth space. If needed, the Hotel will provide one, 8'x30" linen-less table, two chairs, waste-basket, and electricity with power strip.



- ✓ Individual room booking cutoff 2-weeks prior to event.
- ✓ A 10% audio visual discount.
- ✓ A 10% food and beverage discount.

HOTEL INFORMATION & MENUS

Click the following link for our website:

Click the following link to walk around the hotel:

Click the following link for our banquet menus:

www.marriott.com/lnkfs
[Hotel Google 360 Degree Images](#)
[Inspiring Event Menus](#)

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Tabitha, thank you again for your consideration of our hotel and I hope we have the opportunity to work with you and on this program. The preceding rates and concessions have been tentatively reserved until **November 22nd, 2019**. At this time, I will be reaching out to you to confirm you decision.

Sincerely,

A handwritten signature in cursive script that reads "Tara A. Curtiss".

Tara Curtiss
Sales Manager
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NeASFAA Board Meeting 11/1/2019

New Business

Recommendation: NeASFAA changes the Treasurer length of office from two years to one year as Treasurer-Elect and one year as Treasurer. The Treasurer-Elect will be invited to Board Meetings but only the Treasurer will be a voting member of the NeASFAA Board.

Justification: In order to make the transition easier for the Treasurer, I propose we have a year of training in a Treasurer-Elect position. This follows how RMASFAA is structured and might make it easier to recruit members to run for Treasurer. It was also suggested by one of the candidates running for Treasurer this year.

Rebecca Dobry is current RMASAA Treasurer and will be an invited guest to the November NeAFAA Board meeting to answer any questions that you may want to ask regarding this model.

RMASFAA Policies and Procedures

Treasurer The Treasurer is an officer of the Association and is responsible for maintaining the financial records of the Association and performing transactions as directed by the Chair of the Finance and Audit Committee and approved by the Board. The Treasurer is under bond as determined by the Board of Directors. RMASFAA POLICIES AND PROCEDURES 12 Duties and Responsibilities

- Review the General Policies and Financial Policies.
- Attend and participate in all Board meetings and the Association's Annual Business Meeting and present a fiscal report at each.
- Receive and disburse funds of the Association in accordance with the authority provided by the Board of Directors. • Maintain adequate and appropriate records of all transactions.
- Ensure that all reports are filed in a proper and timely manner, including all necessary tax returns and audits, and payment of licensing fees.
- Assist appropriate activity chair or officer in the collection of all outstanding amounts owed the Association.
- Serve as an ex-officio member of the Summer Institute and Conference Planning and Evaluation Committees, providing Board involvement and support for committee meeting, contract negotiations, and financial needs. • Retain the Association's banner, corporate seal, and any other official items and make them available for Association business needs as appropriate.
- Arrange for Association credit cards for RMASFAA officials designated by the Board of Directors, coordinate all agreements and communications with the card provider, and assure all outstanding balances are paid in full each month.

- Recommend an auditor to the Finance and Audit Committee and cooperate with an auditor in completing the annual financial review. (See Committees of the Association – Finance and Audit Committee.)
- Forward all retired financial records of the Association to the Association’s Vice President to be placed in the Archives.
- Deliver Association equipment and records to the incoming Treasurer.
- Begin training with the newly-elected Treasurer as soon as possible to ensure that the transition is as smooth as possible.
- Perform other functions as assigned by the President or the Board of Directors. Term of Office The Treasurer shall serve for two years commencing at the conclusion of the Annual Business Meeting following his/her election.

Treasurer-Elect The Treasurer-Elect is in training to become an officer of the Association. Unlike the PresidentElect, the Treasurer-Elect shall not be a member of the Board of Directors nor Executive Council. Duties and Responsibilities

- Review the General Policies.
- Confer with Treasurer regarding responsibilities and goals, accepting and fulfilling assignments as needed.
- Attend the NASFAA Leadership Conference (typically held in Washington each year).
- Receive ongoing training from Treasurer in order to provide as much continuity as possible. Term of Office

The Treasurer-Elect shall serve for one year commencing at the conclusion of the Annual Business Meeting. The Treasurer-Elect automatically becomes Treasurer one year later.

NeASFAA Board Meeting 11/1/2019

New Business

Recommendation: NeASFAA covers all conference expenses (travel, conference, meals, room not covered by RMASFAA) for the Past President to attend RMASFAA

Justification: Since the Past-President is the State Delegate Voting Member on the RMASFAA board the year they are Past President and required to attend the Board Meeting I propose that NeASFAA cover RMASFAA Conference Expenses.

Furthermore, the NeASFAA Policies and Procedures Manual does not detail what the association will cover regarding expenses occurred during the President-Elect, President and Past President years of service. In the past, we have basically just looked at what has been done in previous years and approved budgets accordingly. I am proposing the Association Governance detail NeASFAA's commitment/obligation. After gathering input from the Past-President and current President I have listed below what has been done in the past which I propose be added to the Policies and Procedures.

NeASFAA President Elect, President, Past-President Expenses/Reimbursement

1. Institution must be a member of RMASFAA the year you are President and Past-President as a voting member of that Board.
2. NeASFAA will reimburse all board meeting and conference costs for RMASFAA when you are President (travel, conference fee, food, hotel) with the exception - RMASFAA will cover 2 nights of hotel for the President to attend the Board Meeting
3. Past President's Institution would cover all the cost to attend although RMASFAA will pay for one night of hotel because you would have to go early for the Board meeting. (requesting this to be changed at 11/1/19 Neasfaa Board Meeting so Past President expenses are also covered)
4. NASFAA Leadership Conference – NeASFAA pays all expenses. Registration, airfare, hotel, food, shuttle to hotel...
5. NASFAA – NeASFAA pays all expenses. Registration, airfare, hotel, food, shuttle to hotel during the President term

6. NeASFAA Conference – NeASFAA only covers the hotel room during the year you are President. All other expenses would be covered by the school. The year you are President-elect and past president your school would cover all expenses.
7. RMASFAA will cover all expenses for Spring Board Meeting

Another way to present this showing the “extra” costs to an institution for the three years would be these,

- 1) RMASFAA membership – 2 years
- 2) RMASFAA conference costs when past-president (except 1 night of hotel)
- 3) NeASFAA conference registration fees, travel, meals, hotel (except hotel for the year as President)
- 4) Whatever misc. cost would be involved with travel for NeASFAA board meetings

RMASFAA Policy

Room Policies

Contracts with meeting sites/hotels will, to the extent possible, provide for the following:

Board Meetings

- For meetings preceding the Annual Conference, RMASFAA will pay for one night's stay (single room occupancy) for coming in early to attend the Board of Directors meeting, which would include all current Board members. RMASFAA will pay for two night's stay (single occupancy) for coming in early to attend the transitional Board of Directors meeting, which would include all incoming Board members. The RMASFAA President and President-Elect will notify each member how many nights the Association will pay. While not required, RMASFAA does encourage double occupancy as a cost savings to the Association. Board members are asked to make their own room reservations and contact the Treasurer for reimbursement of room cost.
- For all other Board meetings, rooms provided by RMASFAA are standard double rooms. If a member of the Board of Directors chooses to have a single room, the member is responsible for paying half the total cost. The RMASFAA President will make hotel arrangements for all Board members.

RMASFAA POLICIES AND PROCEDURES

Association Leadership

Board of Directors

The Board of Directors is composed of the Executive Council and the State Delegates. All are voting members of the Board.

Composition

- The Executive Council (Elected officers of the Association)
 - President
 - President-Elect
 - Vice President
 - Treasurer
 - Secretary
 - Associate Member Delegate
 - Immediate Past President
- The State Delegates
 - The President of each member State Association

Membership Eligibility

With the exception of the Associate Member Delegate, each Board member must be a representative of a regular RMASFAA institution that is in good standing as defined in the RMASFAA Bylaws. The Associate Member Delegate must be an associate member in good standing.

RMASFAA POLICIES AND PROCEDURES

Travel Policies

Board of Directors Meetings

All officers, State Delegates, and invited Committee Chairs or Vice Chairs that attend the Board of Directors meetings will have all reasonable travel, lodging, and meals expenses reimbursed when attending RMASFAA Board meetings not associated with the Annual Conference.

Room and board (not transportation) will be paid by the Association for meetings occurring immediately before or after the Annual Conference. It is not the intent of the Board to pay for expenses incurred for attendance at the Annual Conference.

Generally, expenses are not reimbursed for a Board meeting held during the Annual Conference; these expenses are the responsibility of the individual and his/her institution. However, upon petition to and approval by the President, RMASFAA may pay reasonable travel, lodging, meals and registration expenses of any RMASFAA officer, State Delegate, Committee Chair or Vice Chair whose institution is unable to pay the expenses for that individual to attend the RMASFAA Board meeting associated with the Annual Conference.

State Delegates-elect are encouraged to attend Board of Directors meetings. Their expenses incurred in attending these meetings are the responsibility of the State Associations that they represent.

NeASFAA Policies and Procedures – only thing I can find in NeASFAA PandP

NeASFAA President

4.3 Complimentary Room

Contracts with hotels for the fall institute and spring conferences will provide for the following (to the extent possible):

- One "grand suite" for the President.
- Standard Rooms for guest speakers, RNASFAA President, NASFAA National Chairperson, and NASFAA President. Standard rooms can be upgraded to suites, if available, for persons listed above.

NeASFAA President-Elect

Represents NeASFAA at the NASFAA **Leadership** Conference Workshop if directed by the Board of Directors.