

PacFAA Meeting Minutes
July 29, 2016
3:00 p.m. – 4:30 p.m.
Windward Community College
Hale Kuhina 115
45-720 Kea'ahala Road
Kāne'ohe, HI 96744

1. Call to Order
 - a. The meeting called to order by Shawn Domingo, President, at 3:15 p.m., at Windward Community College, Kāne'ohe, HI.
 - b. Members Present:
 1. Shawn Domingo – President
 2. Sherrie Padilla – President Elect
 3. Dayna Isa – Past President
 4. Jennifer Bradley – Vice President
 5. Troy Takahashi – Secretary
 6. Kilohana Miller – Treasurer
 7. Jeff Anderson – Rep at Large
 8. Peteru Lam Yuen via phone – Rep at Large
 9. Frank Green – FAN/College Goal 808 Committee Chair
2. Approval of Meeting Minutes:
 - a. Minutes from 04/29/16
 1. MOTION: Kilohana Miller motioned to approve meeting minutes from 04/29/16.
 2. SECOND: Dayna Isa.
 3. MOTION: Passed.
 - b. Minutes from 05/31/16
 1. MOTION: Sherrie Padilla motioned to approve meeting minutes from 05/31/16.
 2. SECOND: Jeff Anderson.
 3. MOTION: Passed.
3. Treasurer's Report
 - a. Kilohana sent the report via email prior to the meeting. Frank mentioned that we should operate under a balanced budget. To do this, zero out the budgeted \$1,000.00 from College Goal 808 Postage & Delivery costs. This still leaves a deficit of \$3,200. Frank suggested adding income from a new category, "From Assets Reserve" for a total of \$3,200 to balance the budget.
 - b. Grant request letters sent out to Hawaii Community Foundation (copy provided by Shawn) and Bank of Hawaii. Letter needs to be sent to Gear UP.
 - c. Update on signing authority
 1. Kilohana had called American Savings Bank (ASB) to schedule an appointment; however, still waiting for ASB to call him back. Kilohana will follow-up with ASB.
4. Financial Aid Nights (FAN) Updates
 - a. Books have been ordered and will be coming in on Monday (08/01/16):
 1. Hilo – 400 books.
 2. Maui – 0 books.
 3. Kauai – 200 books.
 4. Oahu – Shawn/Frank have books.
 5. American Samoa – Shawn to send PDF copy of booklet.
 - b. Shawn to re-send updated copy of the Financial Aid Night presentation for 17-18. (Email sent 08/01/16).
 - c. Kilohana has requested money from Gear UP (\$3,000) for UH Maui College.
 - d. Sherrie plans to do FAN at Kona (stay the night), and drive to Waimea the next morning to hold FAN. This is more ideal versus driving back from Kona to Hilo, and then driving from Hilo to Waimea the next morning.

5. WASFAA Summer Institute Update 6/18-6/24
 - a. Summer Institute this year was held in Portland, OR. Total of 176 participants (largest group in a while). There were two tracks (Beginner and Intermediate), looking to add an additional track (Advanced) for further Summer Institutes. There was a concern that Summer Institute is geared towards participants completing NASFAA credentials.
6. NASFAA Conference Update 7/10-7/13
 - a. Jeff reported there were two topics of interest:
 1. Emergency Aid Fund for Students and Processing Calendar for the Office.
 - b. Frank requested someone who went to NASFAA to send him the slides for a few presentations.
7. HSC Workshop 9/23/16 – Date was changed from 09/22/16 to 09/23/16.
 - a. UH West Oahu, will host HSC Workshop.
 - b. Food (Da Spot) \$35 for Breakfast/Lunch Combo – Judy
 1. Frank has a concern with Fish being on the menu for the lunch buffet. Suggests we contact Da Spot to replace fish with some sort of beef dish instead.
 - c. Program – PowerPoints, Topics, WASFAA Training
 1. Information currently on the website. Bruce Honer will be providing the Federal Update. There is a concern about WASFAA Training as the toolkit will not be ready until September. The total training time would be approximately 6 hours.
 - d. Additional Training Workshop
 1. Suggestion was made to incorporate NASFAA credentials as part of the Fall Training. The morning will be reserved for general training about the NASFAA credential topic. Federal Update will follow. Lunch. After lunch, NASFAA certification. Shawn to reach out to WASFAA/NASFAA to determine the cost of the certification. For those participants who will not take the NASFAA certification, there is no cost and they may leave after lunch.
8. Spring Conference Ala Moana Hotel – March 13-14, 2017
 - a. Contract – Done!
 - b. Session Topics – Jeff
 1. Jeff currently has 15 session topics. Looking to add 3 more session topics (based on the amount of sessions provided last year). Discussion about adjusting the program and implement track systems.
 2. Sherrie agreed to Conference Program Co-Chair.
 - c. Audio/Visual Supplies
 1. Campuses should have enough laptops and projectors that PacFAA does not need to rent or buy. Discussion on purchasing projector screen, but it was determined that it would only be used for PacFAA Spring Conference and does not have a need otherwise. Discussion on presentation clickers. Some campuses have presentation clickers with projector while others may not have. No further discussion.
 - d. Food – Being handled by Reyna.
9. New Business/Other
 - a. Jennifer to review PacFAA bylaws.
 - b. UH West Oahu will be hosting Aiea High School Seniors and wanted representation for Financial Aid. Shawn to contact UH West Oahu Financial Aid Office so they may provide assistance for their campus.
10. Adjourn
 - a. MOTION: Shawn Domingo motioned to adjourn the meeting.
 - b. SECOND: Jeff Anderson.
 - c. MOTION: Passed.
 - d. Meeting adjourned at 4:59 p.m.

PacFAA Teleconference Overview

September 01, 2016

11:00 a.m. – 12:00 p.m.

1. Vote to approve purchase of NASFAA credentials to be used for the 2016 PacFAA Fall Training (September) , Credential Training (January/February), and 2017 PacFAA Conference (March).
 - a. MOTION: Jennifer Bradley
 - b. SECOND: Kilohana Miller
 - c. OPPOSED: Jeff Anderson
 - d. MONTION: Passed.
2. 2016 PacFAA Fall Training will provide Federal Pell Grant and Iraq & Afghanistan Service Grants.
3. Spring Conference NASFAA credential topics (subject to change):
 - a. Campus Based Aid
 - b. Consumer Information
 - c. Student Eligibility
 - d. Satisfactory Academic Progress
 - e. Professional Judgment
 - f. Packaging Award Notification
 - g. Verification
4. Spring Conference registration increase of \$25 to pay for the NASFAA credentials.