

PacFAA Meeting Minutes
September 15, 2017
10:00 a.m. - 3:00 p.m.
Windward Community College
Hale Kuhina Room 114

1. Call to Order
 - a. The meeting was called to order by Sherrie Padilla, President, at 10:02am at Windward Community College, Kane`ohe, HI.
 - b. Members Present
 - i. Sherrie Padilla - President
 - ii. Jannine Oyama - President Elect
 - iii. Shawn Domingo - Past President
 - iv. Kim Harada - Treasurer
 - v. Kilohana Miller - Treasurer Elect
 - vi. Nani Munekata - Secretary
 - vii. Dayna Isa - Representative at Large
 - viii. Jeff Anderson - Representative at Large
 - ix. Frank Green - FAN Committee Co-Chair
 - x. Raquel Fulton - Representative at Large - entered at 10:06am
 - c. Members Not Present
 - i. Eli Jennings - Vice President
2. On August 24, 2017, email motion and vote.
 - a. MOTION: Shawn Domingo motion to remove Shawn Domingo, Past-President from signing authority on the American Savings Checking Account and to add Jannine Oyama, President-Elect to have signing authority on the American Savings Checking Account.
 - b. SECOND: Jeff Anderson.
 - c. MOTION: Passed.
3. Approval of Meeting Minutes from 04/27/17
 - a. MOTION: Kilohana motion to approve meeting minutes.
 - b. SECOND: Shawn Domingo.
 - c. MOTION: Passed.
4. Current Committee Chairs
 - a. Bylaws, Policies & Procedures
 - i. Chair: President Elect
 - b. Nominations & Elections
 - i. Chair: Past President
 - c. Budget Committee
 - i. Chairs: President, Treasurer
 - d. Membership Committee
 - i. Chair: President Elect
 - e. Awards Committee

- i. Chair: Past President
 - f. Communications Committee
 - i. Chairs: Vice President, Secretary
 - g. Training Committee
 - i. Chair: Vice President
 - h. Conference Committee
 - i. Chairs: Appointed by President
 - i. Outreach Committee
 - i. Chairs: President, Past President
- 5. Treasurer's Report
 - a. Kim Hirada sent out the "Treasurer's Report 09-15-17" to the Executive Board via email prior to the meeting.
 - b. 2017-2018 Budget Report/Development - Haven't created budget for 2017-2018 since did not create committee budgets for the year yet. New process will be put in place where budgets are made by committee. Will discuss new process later in the "Policies and Procedures Update" agenda item.
- 6. Representatives at Large
 - a. On May 9, 2017, email motion and vote for Representatives at Large.
 - i. MOTION: Shawn Domingo motion to appoint Jeff Anderson, Raquel Fulton, and Dayna Isa as Representatives at Large for the 2017-2018 year.
 - ii. SECOND: Kilohana Miller.
 - iii. MOTION: Passed.
- 7. Fall Training
 - a. 37 registrants so far. Registration is now closed. If anyone is contacted by an active member who did not register in time, send Troy their information so he can add them as a registrant.
 - b. Parking - Attendees able to park anywhere at WindwardCC.
 - c. Check in - Jeff will be responsible for check in and will coordinate with Troy to get the list of registrants. Dayna will make directional signs for the campus.
 - d. Frank mentioned that all PacFAA members' presence requested in the main room in the morning; guests want to speak to all PacFAA members.
 - e. Current Fall Training Schedule
 - i. 8:30 - 9:30: Registration and Breakfast (Hale Akoakoa Atrium)
 - ii. 9:30 - 12:00: FERPA (Hale Kuhina 115)
 - iii. 12:00 - 1:00: Lunch (Hale Akoakoa Atrium)
 - iv. 1:00 - 2:00: Federal Update via webinar with Bruce Honer, US Department of Education Training Officer (Hale Kuhina 115)
 - v. 2:00 - 4:00: Customer Service in the Financial Aid Field (Hale Kuhina 115)
 - f. Shawn and Frank coordinating and preparing presentation for HSCW.
 - g. Shawn will prepare FERPA presentation and Sherrie will prepare Customer Service in Financial Aid presentation.

- h. Other than the site there are 23 available call-ins for Bruce's Webinar. In the past, there hasn't been more than six or seven call-ins so this shouldn't be an issue.
 - i. Sherrie will send the following information to Troy to send out to registrants prior to training: registration information, training topics and location.
 - j. Normally PacFAA's Fall Training is tied into WASFAA's Fall Training, but the training material will not be available until November. If we want WASFAA to come out to do an additional training, we would have to pay for it.
8. Conference
- a. Tentative dates for 2018 PacFAA conference are Tuesday, March 27 to Wednesday, March 28, 2018.
 - b. Pacific Islander training ideas?
 - i. Historically, we used to hold a pre-conference session for Pacific Islander members.
 - ii. Shawn proposes a Q&A session for the Pacific Islander members after the conference ends on Wednesday afternoon.
 - iii. Frank will check with Ala Moana for extra room availability for Pacific Islander Q&A on Wednesday afternoon.
 - c. Sherrie checked with Bruce Honer (FSA) and Helen Faith (WASFAA President), and both are available for the above conference dates. She will work with them and the NASFAA National Chair to get the ball rolling on training topics. Before doing so, will send out an email to the Executive Council to get suggestions on training topics. Will send out contact information to Conference Program Chairs (Jeff Anderson and Raquel Fulton) to coordinate training topics.
 - d. Sherrie will request Troy to send out a "Save the Date" for the conference.
 - e. Possible Executive Council meeting before or during conference? Concern is that it is a busy time to try and coordinate a meeting.
 - f. Conference Program Chairs - Jeff Anderson and Raquel Fulton
 - i. Shawn mentioned that all of Bruce's training topics now need to be vetted through the Department of Ed, so conference program chairs should be aware of this and work closely with Sherrie and Bruce to solidify training topics (by September).
 - ii. Think of topic or theme for conference before contacting presenters for training topics.
 - iii. Need bios and info on presenters so that moderators can be set up.
 - g. Sponsorship - Jannine Oyama
 - i. Campus Logic - Shawn will send sponsor contact info to Jannine.
 - h. Bizbed Program
 - i. Not sure if can use for PacFAA hotel room reservations just yet until we get the Ala Moana contract finalized. If Ala Moana contract comes back as a more expensive rate than the Bizbed Program, should go back to Ala Moana to ask why Bizbed Program rates are cheaper.
9. Communication

- a. Listserv
 - i. PACFAA-L@LISTS.HAWAII.EDU - Listserv was created at <https://listserv.hawaii.edu/>
 - ii. Concerns include: Who will maintain the listserv? Who will monitor the information shared? Who will manage the content?
 - iii. Current administrators for the listserv are Sherrie, Nani and Troy. Must have a hawaii.edu email address to be an administrator on the listserv (issue?).
 - iv. Sherrie will check with Troy on forum capability on Wild Apricot.
- b. Texting - Guest Gus Cobb-Adams
 - i. Signal Vine: Enterprise Text Messaging Platform for Higher Education
 - ii. Proposing use of this texting software for PacFAA business (Financial Aid Nights, FAFSA Completion Nights, Scholarship Deadlines, etc).
 - iii. Once we build a case for the program, don't want PacFAA to be obligated to the program and/or have it get lost in the University of Hawai'i System.
 - iv. Gus can generate a MOU between UH West Oahu and PacFAA so that we establish safe use of the information, and assure it is used solely for PacFAA business and not institutional gain.
 - v. UH West Oahu's current contract with Signal Vine allows use of the program through March 2019.

10. Policies & Procedures Update

- a. Important for all EC members to read and review Policies & Procedures draft that was sent out via email to the Executive Council. Briefly went through the full draft document. Once everyone goes through the draft document, suggestions/feedback encouraged.
- b. Sherrie will send out a call for a vote to approve the proposed Policies & Procedures document.

11. Motion to move FAN's agenda item up.

- a. MOTION: Kilohana motion to move FAN's agenda item
- b. SECOND: Dayna Isa.
- c. MOTION: Passed.

12. FAN's

- a. New FAN Format Proposal—Guest Denise Yamamoto
- b. Focus on Junior class instead of Senior class due to early FAFSA availability.
- c. Contact Troy to update PacFAA website to add contact information for each Financial Aid Office?
- d. FAFSA tip sheet - Brief information on the FAFSA. Outreach committee to generate content. Once completed, can pass on to Communications committee to post to the PacFAA website.
- e. Both the FAN long and short presentation is up on the PacFAA website. The FAN night booklets will have the longer presentation included, but presenters can choose to either use the long or short presentation provided.

- f. Shawn was able to get several new PacFAA volunteers to assist in presenting for FAN's on Oahu.
13. Committee Assignments
- a. Bylaws, Policies & Procedures
 - i. Chair: President Elect
 - ii. Standing Members: Past President
 - b. Nominations & Elections
 - i. Chair: Past President
 - ii. Standing Members: President Elect
 - c. Budget Committee
 - i. Chairs: President, Treasurer
 - ii. Standing Members: President Elect, Treasurer Elect
 - d. Membership Committee
 - i. Chair: President Elect
 - e. Awards Committee
 - i. Chair: Past President
 - f. Communications Committee
 - i. Chairs: Vice President, Secretary
 - ii. Standing Members: Webmaster
 - g. Training Committee
 - i. Chair: Vice President
 - h. Conference Committee
 - i. Chairs: Appointed by President
 - ii. Standing Member: Vice President
 - i. Outreach Committee
 - i. Chairs: President, Past President
14. 2018-2019 Budget Development
- a. New process is for the current 2017-2018 committees to develop the budget for the incoming 2018-2019 committees. The current committees will already have established the budget for the incoming committees to operate under.
 - b. Each committee's budget request will go to Budget Committee for approval and then to the Executive Council for final approval.
 - c. The Budget Committee will be providing committees with their budgets for 2017-2018. The focus for committees will be to generate a budget for 2018-2019 (based on 2017-2018 expenditures).
 - d. Committee chairs will have access to track their committee's expenditures (via google drive document that will be managed and updated by the Treasurer) to see where they are with their current budget.
 - e. If a committee's budget needs to be increased, there is a process to request for an increase. Requests will go to the Budget Committee for approval and then to Executive Council for final approval.

- f. Committee chairs are in charge of approving reimbursement request forms, but when the committee chair is the one requesting the reimbursement it must be approved by the President.
 - i. Reimbursement request forms will require meeting notes, agenda, minutes or justification to be attached with it.
 - g. Went through the Committee Budget Request Form.
 - h. EXAMPLE: If you are having an outreach event, your budget request for that event should go through the Outreach Committee for approval. They can approve the even if costs are within their budget. If a budget increase is needed, then the Outreach Committee will send request to the Budget Committee for approval.
 - i. Gear Up and HCF money in the works for 2017-2018. The requesting of funds will come from the Budget Committee, but requests should be approved by the President.
 - j. Historically, conference used to be a “break-even” event, but we could consider making it a profitable event.
 - k. Discussed importance of generating income, as funding is limited.
15. New Business
- a. None.
16. Review tasks assigned
- a. Shawn Domingo - Send sponsorship information to Jannine to initiate requests for funding (for 2018-2019). Work with Frank on HSCW presentation and generate presentation on FERPA for Fall Training. Once completed, send presentation to Troy for posting on the PacFAA website.
 - b. Jeff Anderson - Email Troy for Fall Training registration list for check-in.
 - c. Sherrie Padilla - Generate presentation on Customer Service for Fall Training. Email Troy to send out to informational email to HSCW/Fall Training registrants. Check with Troy on forum capability on Wild Apricot. Contact NASFAA National Chair to invite to PacFAA Conference. Send out email to EC for ideas on (Bruce’s) training topics for conference. Send out vote to EC for P&P approval.
 - d. Frank Green - Check with Ala Moana on securing extra room for Pacific Islander Q&A session on Wednesday afternoon. Work with Shawn on HSCW presentation.
17. Next Meeting
- a. TBD - Sherrie to propose next meeting date and time to the Executive Council via email.
18. Adjourn
- a. Motion: Kilohana Miller motion to adjourn.
 - b. Second: Shawn Domingo.
 - c. Motion: Passed.
 - d. Meeting adjourned at 3:00 pm.