

PacFAA Meeting Minutes
February 7th, 2017
4:00 p.m. – 5:30 p.m.
Windward Community College
45-720 Kea’ahala Road
Kāne’ohe, HI 96744
Hale Kuhina, Room 114

1. Call to Order
 - a. The meeting called to order by Shawn Domingo, President, at 4:12 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. Kilohana Miller - Treasurer
 6. Troy Takahashi – Secretary
 7. Jeff Anderson – Representative-At-Large
 8. Peteru Lam Yuen – Representative-At-Large
 9. Frank Green – FAN/College Goal 808 Committee Chair
2. Approval of Meeting Minutes from 11/21/16
 - a. MOTION: Kilohana Miller motioned to approve meeting minutes from 11/21/16.
 - b. SECOND: Dayna Isa.
 - c. MOTION: Passed.
3. Introduction of two guests to the meeting
 - a. Susan Olsen from Hawaii Community College, Financial Aid Manager.
 - b. Davileigh Kahealani Naeole from University of Hawaii Maui College, Financial Aid Director.
4. Treasurer’s Report
 - a. Kim Harada sent out the “Treasurer’s Report 02-07-17” and “Budget vs. Actual May 2016 through April 2017” to the Executive Board via email prior to the meeting. Per Frank Green, Gear UP still owes PacFAA money. Shawn Domingo to reach out and follow-up.
 - b. Kilohana Miller sent out the 2017 reimbursement form to the Executive Board via email prior to the meeting. Kilohana made the form a little bit simpler on the eyes and have it so it automatically adds the total and mileage on the form. Everyone agreed it is much better. Form added to the PacFAA website.
 - c. Kilohana Miller also reported that University of Hawaii at Manoa had a new hire sign up for PacFAA membership and paid. However, employee has since left. They are requesting that the funds that paid for the employee who left be used for membership for another new hire. This does not need board approval. Kilohana to receive the names from University of Hawaii at Manoa and inform Shawn Domingo.
5. Spring Conference
 - a. Ala Moana Hotel – March 12-14, 2017
 - 1.No change to the conference date. Invoice for the deposit was sent to Kilohana Miller and a check was sent to Ala Moana Hotel to pay for the deposit. The deposit amount was approximately \$7,000.
 - 2.Room reservation link is available on the PacFAA Conference event website. Rooms are starting to fill up.
 - b. Session Topics
 - 1.Discussion on session topics and whether to remove Consumer Information since University of Hawaii Community Colleges were seeking a time to meet during conference to go over Community College Centralization. However, it was decided that instead of removing a topic, they will meet in the Garden Lanai instead. Proposed date and time is Monday, March 13th during the 2:00 p.m. –

3:15 p.m. time slot. No audio visual equipment is being requested. Renee Schultz (U.S. Department of Education) would like to speak to University of Hawaii Community Colleges to inform them she may be contacted as a resource. Once the meeting time/place has been confirmed, someone will reach out to Renee and invite her to speak.

2. Peteru Lam Yuen noticed that the same presenter (Mike Johnson) had two presentations (Student Eligibility and E-App/ECAR) during the same time slot on Monday, March 13th from 9:30 a.m. – 10:45 a.m. Shawn Domingo and Jeff Anderson will review the PacFAA Spring 2017 Conference Agenda and revise as necessary.
 - c. Shawn Domingo reported that there may be two vendors at the conference. He will confirm the vendors and inform Reyna Iwamoto (Conference Chair) so a table is setup in the Garden Lanai.
 1. Campus Logic
 2. Great Lakes
 - d. Shawn Domingo mentioned the need for audio visual equipment from schools. We will need a total of 4 laptops and 4 projectors for the conference. Please inform Shawn if you are able to secure any laptops/projectors by the end of February.
 - e. For the Verification Training for Pacific Islanders, Sherrie Padilla will be in Honolulu and can assist. Frank Green suggested inviting Mike Johnson (WASFAA President) and Lisa Blazer (NASFAA National Chair) to lunch with the Pacific Islanders on Sunday.
 - f. Jeff Anderson and Sherrie Padilla are in charge of providing gifts (8) to our out of town speakers. Discussion held on previous gifts included cooler bag, t-shirts, Hawaii candy, etc. Shawn Domingo will take care of the leis needed for the conference.
6. Website – Renewal, Functions, Content
- a. Renewal of the website is done. The functions are up and running.
 - b. Shawn Domingo brought up the subject of getting the self-study guides to the conference attendees of the credentialed sessions. First thought was to have everyone sign-in and provide their name and email address so the NASFAA credential information may be sent to them. However, since there are 200 seats available and there probably won't be 200 conference registrants, it was decided that all conference registrants will be given the link to all 6 NASFAA self-study guides. Discussion held about creating a secure or hidden link to post the NASFAA self-study guides for the conference attendees. Troy Takahashi will look into creating a secure or hidden page on the PacFAA website.
 - c. PayPal Express Checkout
 1. Troy Takahashi reported that everything has been completed in the sense that the membership is able to pay online using PayPal Express Checkout. However, on our PayPal account we still need to verify our bank account in order to transfer the money received. Kilohana Miller via Kim Harada informed Troy of the information needed to confirm the bank account online. However, Troy is having difficulty confirming the account and when calling PayPal Solutions, the representative cannot help Troy as he is not the account holder. The account holder, Frank Green, would need to call in order to resolve. Frank has called before, and informed PayPal Customer Solutions that Troy is authorized and they can speak to him. However, this doesn't seem to be the case.
 - d. Current Content
 1. If you have any content you would like to post, email the information to Troy Takahashi for posting on the website.
 - e. Volunteer Form
 1. Troy Takahashi sent a draft of the Volunteer Form to the PacFAA Executive Board via email prior to the PacFAA Meeting. Volunteer Form is a Google Form which is tied to the exec@pacfaa.org email address. Troy will place the Volunteer Form on the website and send an email to the PacFAA membership informing them of the form.

- f. Financial Aid Nights (FAN) Updates
 1. All the Financial Aid Nights for 2017-2018 are pretty much done.
 2. Jeff Anderson inquired if College Goal 808 is done. Yes, schools are tying the idea of completing the FAFSA to their Financial Aid Nights or by hosting a FAFSA Completion Night. Jeff also inquired if anyone will be doing another FAFSA Completion prior to the March 1st priority deadline. Sherrie Padilla reported that they were not thinking of doing this as they have received more FAFSA versus the same time last year for 2016-2017. Dayna Isa reported that they have held FAFSA completions every Wednesday at Windward Community College. They are not planning on continuing in February. Shawn Domingo reported that Leilehua High School had several FAFSA Completion Nights that they cancelled due to low attendance from the previous FAFSA Completion Nights they held. Frank Green suggested if Kauai needs to hold another one, then they should host one.
 - g. Sherrie Padilla inquired if people are asking for 2018-2019. Shawn Domingo reported the High School Counselors are looking at April to start planning for 2018-2019. Shawn will send out the list and start compiling the data after conference. Since Shawn is now located on the island of Hawai'i, we will need people to help present on the island of O'ahu.
7. Policy & Procedure/ Bylaws
 - a. The Policy & Procedure/Bylaws committee met and was able to put together a draft for the Bylaws and is a little over half completed with the Policy & Procedure piece. Shawn Domingo will send the draft of the Bylaws to the Executive Board to review. The Bylaws will be presented to the membership at conference and will go for a vote to change the existing Bylaws. The committee will meet at least one more time prior to May 2017 to finish with the Policy & Procedures piece. The Executive Board will review to ensure the Bylaws and Policy & Procedures flow together and will take a vote to approve/deny the Policy & Procedures.
 8. Training Update
 - a. Shawn Domingo asked the Board if any more training (i.e. NASFAA credentials) should be held for the rest of the Executive Board's term (April 30, 2017). It was decided that no other training will be provided at this time.
 9. Elections Update
 - a. Dayna Isa reported that nomination for 2017-2018 Executive Board was sent out in January. Membership has until February 11th to send her the nomination form. Dayna received very few nomination forms, and asked Troy Takahashi to send an email informing the membership of the deadline to submit the nomination form. The election will be held from February 12th – March 13th. The announcement of the new Executive Board will be on March 14th.
 10. New Business
 - a. Shawn Domingo reported that WASFAA will be having their conference in Seattle in April. Summer Institute will be in Reno from June 5th – 9th.
 - b. Frank Green congratulated Shawn Domingo as the new WASFAA Ethnic Representative-At-Large.
 11. Adjourn
 - a. MOTION: Sherrie Padilla motioned to adjourn the meeting.
 - b. SECOND: Kilohana Miller.
 - c. PASSED. Adjourned at 5:21 p.m.

PacFAA Email
February 09, 2017

1. Kilohana Miller emailed to request to move funds from PacFAA Savings to PacFAA Checking Account to have sufficient funds to cover the price of conference and still have a buffer zone. This is due to the PayPal issue still being worked out.
 - a. MOTION: Kilohana Miller motioned to move \$5,000 from PacFAA Savings to Checking account.
 - b. SECOND: Sherrie Padilla.
 - c. DISCUSSION: Jennifer Bradley wanted to know the original budget/estimated cost of the conference compared to what we are now looking at. Kilohana replied, the original conference budget was \$17,000.00 The current hotel invoice with the increase is about \$16,500. The increase was due to AV equipment for about \$1,600 which was not originally included in the first invoice.
 - d. PASSED.

March 09, 2017

1. Reyna Iwamoto emailed Shawn Domingo, Dayna Isa, Troy Takahashi, and Kilohana Miller regarding a phone call she received from Lynette Egusa from UH West Oahu. She has two staff members (Catherine Azada & Christine Padilla) who are registered for the PacFAA conference, but due to unforeseen circumstances, they are both NOT able to attend. Can they:
 - Have another staff member (Wella, spelling?) attend the conference in lieu of Catherine.
 - Wella would obtain PacFAA membership via conference fees paid for Catherine.
 - Christine Padilla would not attend the conference, thus they would like a partial refund Christine's conference fee.
 - They would like to transfer a portion of the conference fee (the membership portion) from Christine to Catherine, so that Catherine Azada can still retain her PacFAA membership.

Kilohana suggested that he is okay with the request, but it should be go to the Executive Board for a full vote. He inquired on how they paid and stated we wouldn't refund the processing fee if they paid via PayPal. Dana agreed with Kilohana. Troy looked into their registration and found that both Catherine and Christine registered during the early registration period and paid via check. Catherine registered as a 2016-2017 PacFAA Member and Christine registered as a Non-PacFAA member. Troy suggested the following:

 - Swap Christina's registration for Wella. Christina registered as a Non-PacFAA Member and the swap would be an even swap.
 - Deduct the member fees (\$70 total) from the amount Catherine paid (\$235) in order for Catherine and Christina to have PacFAA membership for the 2017-2018 year. This would result in a refund of \$165. Refund would be done via check as original payment was a check.

Shawn emailed the board members and called for a motion and a second.

 - a. MOTION: Raquel Fulton.
 - b. SECOND: Kilohana Miller.
 - c. DISCUSSION: Dayna Isa had concerns about the intent of UH West Oahu. Based on her interpretation, she thinks Christina doesn't want to have PacFAA membership. She suggested contacting Christina to determine if both Catherine and Christina wants PacFAA membership for 2017-2018. Jennifer Bradley agreed with Dayna. Shawn Domingo and Dayna reached out to UH West Oahu and they agree with the decision that both Catherine and Christina would be PacFAA members for 2017-2018.
 - d. PASSED.