

## **PacFAA Meeting Agenda**

December 11, 2018

3:00 p.m. – 4:30 p.m.

University of Hawaii at Hilo

On December 5-6, 2018, email motion and vote.

- a. MOTION: Jennifer Bradley motion to approve 2019 Spring PacFAA Conference fees to be as follows:
  - i. Early Bird Registration (December 10 to February 26): 2018-19 PacFAA Members, \$250, Non-Members, \$285
  - ii. Regular Registration (February 27 to March 14): 2018-19 PacFAA Members, \$300, Non-Members, \$335
  - iii. One-Day track Registration: \$75, Additional \$ 35 added if person wants PacFAA membership
- b. SECOND: Kalei Ruiz.
- c. DISCUSSION: None.
- d. MOTION: Passed.

### 1. Call to Order

- a. The meeting was called to order by Jannine Oyama, President, at 3:16 p.m. at the University of Hawaii at Hilo, Hilo, HI.
- b. Members Present
  - i. Jannine Oyama - President
  - ii. Jennifer Bradley - President Elect
  - iii. Sherrie Padilla - Past President
  - iv. Eli Jennings via BlueJeans (conference call) - Vice President
  - v. Kilohana Fujii-Miller - Treasurer
  - vi. Kim Harada via BlueJeans (conference call) - Treasurer Elect
  - vii. Nani Munekata - Secretary
  - viii. Heather Florendo - Representative at Large
  - ix. Sean Ho via BlueJeans (conference call) - Representative at Large
  - x. Troy Takahashi - Web Page
- c. Members Not Present
  - i. Kalei Ruiz - Representative at Large
  - ii. Frank Green - High School Counselor Training
- d. Guests
  - i. Kahea Naeole - UH Maui College

### 2. Approval of Meeting Minutes from 09/25/2018

- a. MOTION: Kilohana Fujii-Miller motion to approve meeting minutes.
- b. SECOND: Heather Florendo.
- c. MOTION: Passed.

### 3. Treasurer's Report

- a. Budgets are updated in the PacFAA shared drive. No further discussion.

### 4. Budget

- a. No changes or updates to the budget.

### 5. FAN's and FAFSA Completion

- a. Eli discussed status of FAN's and FAFSA Completions. All are done except for some scragelers. Majority of the events that he scheduled have been completed up until now. No additional people have reached out to him. For the Spring there may be a few, but nobody has scheduled anything with him yet. He said he can send out an email blast to the high school counselors to remind them that if they wanted to have any follow-up FAFSA completions in the Spring, that they can request them. After further discussions, it was decided that it was not necessary to send out any email reminder. A lot of the high school counselors wanted to get their FAN's done between October and November. When he sent out an initial email to the counselors,

he said he had a good response. But by the time he reached out to some, they had already contacted their local colleges to assist with FAN's.

#### 6. By-law Change

- a. In regards to adding a technology/website position, it is recommended to add it in Article VIII: Duties of Officers and Representatives-at-Large. When describing the duties of representatives at large, we can possibly add an additional representative-at-large that is specifically for technology support. We can define the duties (e.g. maintaining webpage, managing conference registration, etc) of the "technology representative-at-large" in more detail in our policies and procedures. This would increase the segmental representatives at large (3) to an additional technology representative (4 total).
- b. Jennifer will send out proposed change to the by-laws to include tech representative to Troy so that it can be sent out to membership with the nominations. The goal is for membership to vote on the by-law change during our board elections.

#### 7. Nominations & Elections

- a. Sherrie is in charge of nominations and elections this year and a committee has been appointed by Jannine to help her with the process (Kalei, Kim and Troy). Sherrie has not connected with the committee or started anything yet but asked if the board had any nominees in mind. Jennifer mentioned she is trying to get others to run and Eli also is talking with people about running. Sherrie will email the board with any recommendations for board nominations.

#### 8. Conference 2019

- a. Ashley Munro (WASFAA President) - Her attendance is confirmed and she is willing to do several presentations for conference.
- b. Lori Vetter (NASFAA National Chair) - Her attendance is confirmed and the top three presentations she likes to do at conferences are: Advancing Career in Financial Aid, Advocacy for Youth, and Professional Growth Equals Leadership. Kilohana mentioned we tried to present on these topics before, and there hasn't been much impact on membership. Maybe we need to present from a different perspective? Can check with Lori if she is able to present on these topics and if it will be beneficial to our members.
- c. Bruce Honer (Federal Trainer) - His attendance is not yet confirmed but he thinks he will be able to attend. Can do two different sessions on Administering Disbursements. We also can ask him to do a session on Enrollment Reporting to tie into the Clearinghouse session mentioned below in the Modular Track.
- d. Modular Track
  - i. Clearinghouse - Enrollment Reporting session, and they will be doing a separate session for the Registrars later in the day.
  - ii. Norman Rahn (Strata Information Group) - Algorithmic packaging session (e.g. packaging rules, specific for modular courses?)
  - iii. Modular Panel - Two financial aid people and two people from the student/academic side to speak on modular issues, concerns, what works, etc.
- e. Sherrie got an email from Adam Shanling (Office of Inspector General) asking to do a session at our conference. Sherrie will forward email to Jannine to respond.
- f. Diane (Financial Aid TV) will do a session on using social media and technology.
- g. Jannine mentioned the need to send out request to vendors for conference. She will forward vendor information to Jennifer to send out emails next week (ASAP).

#### 9. New Business

- a. Jannine talked to Frank about the PO Box and he doesn't know what we currently pay for it, being that he just forwards the bill to the treasurer. Kilohana mentioned we last made a payment for the PO Box in March 2018 for the amount of \$136. No payments has been made to the PO Box since then. There are supposed to be two keys and Frank only has one, it is a mystery who has the other. Maybe Gregg? Jannine will email past PacFAA board members to see if any of them have the PO Box key. Frank mentioned one thing that comes regularly is the monthly bank statement, but that could be sent electronically. If we change our PO Box address, then it needs to be changed with IRS.

10. Review tasks assigned

- a. Jannine - conference, send out email to past PacFAA board to find other PO Box key
- b. Sherrie - nominations and elections
- c. Jennifer - send out request for vendors at conference, bylaws proposed change for tech rep-at-large send out to Troy to add to the ballot for membership vote

11. Next Meeting

- a. Jannine doesn't know when the next UH System meeting is, so she doesn't know what day is good to schedule our next meeting before conference. Possibly mid-February? Kilohana mentioned he will not be here for conference, so any payments need to be coordinated with Kim.
- b. After further discussion, next meeting will be on either of the following days: February 11th, 12th or 13th.

12. Adjourn

- a. MOTION: Kilohana Fujii-Miller motion to adjourn.
- b. SECOND: Jennifer Bradley.
- c. MOTION: Passed.
- d. Meeting adjourned at 4:16 p.m.