

FINANCIAL AID STEERING COMMITTEE MEETING

NOTES

January 31, 2014

2:00p.m. – 4:30 p.m.

District Office – 5th Floor Conference Room

Topic/Issue	Notes	Person Responsible	Timeline
Approval of 12/13 Meeting Notes	Approved	All	
PET Update	<p>1/17/2014 Meeting</p> <ul style="list-style-type: none">• UEH Policy sent to the PET by Jennifer Ma. PET plans to review and finalize procedure by next meeting date• CM subcommittee finalizing bookmark and rules today (deadline) to send to IT. Subcommittee will begin working on 14-15 forms next.• PET discussed having Colleague look at active majors only and exclude potential majors. DVC and CCC sent IT list of ineligible programs with LMC's list (since Eva new rep) forthcoming.• SAP status now available to view in WebAdvisor as requested at last PET meeting. PET to review and provide feedback to IT. Teresa plans to demonstrate WebAdvisor changes at next PET meeting.• IT requested R2T4 updated. Marcia convening subcommittee to discuss findings of running R2T4 in Colleague. LMC and CCC need to test.• IT requested PET identify reports that need not contain SSN in SQL Reporting Services. Report may contain last four numbers of SSN. Presents security issue that is high risk to district. IT needs response by next PET meeting (Feb 20th).• 14-15 Payment Processing schedule draft complete by Betsy and currently being reviewed. Fiscal requesting that that for first 14-15 disbursement savedlists be created for all programs other than Pell to facilitate processing.	Michael Keesey	
Introduction of Darcy Johnson, new Auditor	<ul style="list-style-type: none">• Committee introduced to new Internal Auditor, Darcy Johnson. Darcy presented 4CD 2014 Risk Assessment Process describing risk impacts, identifying and writing risk statements, timelines.		

Security Awareness Training	<ul style="list-style-type: none"> Mojdeh reported that Jeff Holden with state technology center for the Chancellor's Office is offering licensed online training materials regarding security awareness such as FERPA. Mojdeh asking that one person from each campus FA office be assigned to participate in a subgroup to identify modules that would benefit financial aid. Names of subgroup need to be sent to Mojdeh by February 13th. 		
Financial Aid Master Calendar	<ul style="list-style-type: none"> Lizette working on financial aid master calendar that has been shared with Jennifer and will be sent to Krista. Currently using Outlook to create parallel calendar. Daniel suggested using Sharepoint site. Lizette still working on adding more items to calendar but will look into Sharepoint calendar as well. 		
District-wide Appeal Deadline for SAP Procedure	<ul style="list-style-type: none"> Currently, only two colleges (LMC and CCC) have appeal deadlines. DVC does not have an appeal deadline. Need to discuss uniformity in appeal deadline. DVC open to implementing deadline for 14-15. Deadline will be discussed at next supervisors meeting and decision will be reached by the next FA Steering committee meeting. 		
Update on Ellucian Audit Priorities	<ul style="list-style-type: none"> DVC initiated conversation with staff and needs more time to rank remaining Ellucian audit items. CCC and LMC reported needing more time as well. Krista reported that softdoc option brought up at 3CDUG conference, matrix functionality, and speeding up FATP process needs to be added as well. 		
Home School Consortium Agreement	<ul style="list-style-type: none"> FA Supervisors were attempting to locate the 4CD consortium agreement. Krista located a copy and provided copies to everyone. Lizette to take to next PET meeting to clarify to consortium agreement. 		
Processing Schedule/Freeze Date	<ul style="list-style-type: none"> Discussion occurred regarding freeze date policy. Currently, 4CD using midpoint of term (3rd advertised disbursement date) as financial aid freeze date. Other schools use census. Since changes in enrollment state resulting in an overpayment is a student responsibility, the debt can be reported to DOE for collection and is not an institutional liability. Committee agreed to retain freeze date at mid-point of term for 14-15. Lizette to write policy and 		

	procedure.		
Consumer Information	<ul style="list-style-type: none"> Mojdeh suggests taking the consumer information requirements to the next district-wide student services meeting. Each campus FAO to check consumer information checklist to identify which items have already been completed. 		
RFI Financial Disbursement Services Update	<ul style="list-style-type: none"> At last FA Steering Committee meeting, Arzu reported on RFI for third-party disbursement services. Each campus agreed to get on-campus feedback regarding third-party disbursement option (debit cards/EFT). CCC did not have opportunity to get campus feedback. DVC and LMC talked to FA staff that were on board with EFT or debit card option but concerned with egregious fees. Arzu wanted to get feedback as well from senior administration. Currently moving forward with RFP. Meeting attendees agree need to engage students from the on-set. Each campus to identify one student, one administrator, and one classified by next meeting (Feb 28th) to serve as reps in this process. Student rep should be identified through ASU. 		
District Position Update	<ul style="list-style-type: none"> Mojdeh reported that District position will be forwarded to Chancellor's Cabinet for approval and district funding. The description was developed by looking at the Supervisors position and crafting it to support Supervisors and developing and implementing policy. Hay will be reviewing position to determine appropriate title and salary. Anticipating a start date of July 1. Initially, the individual hired may be located a campus with most need. 		
FA Supervisor Technology Needs for Districtwide Technology Plan	<ul style="list-style-type: none"> Daniel reported that IT developed list of projects for various service areas to create district-wide technology plan with a timeline estimating completion. Includes input from all areas (i.e. Admissions, Finance, Financial Aid, HR, etc.) Spreadsheet available to view on FA Steering Committee team site. 		
Joint FA/AR Meeting Update	<ul style="list-style-type: none"> Monday, March 25th from 1:30-2:30 at DO 		
SB 70 Reporting & MIS Data	<ul style="list-style-type: none"> Jennifer reported that the Chancellor's Office is currently working on getting data required for 		

Corrections	SB70 reporting by the March 1 (deadline March 31 st) <ul style="list-style-type: none"> CCC and DVC also wanted to check in with IT about submitting 12-13 MIS corrections as school's FWS awards not showing up on Chancellor's Office Data Mart. Daniel plans to check in with Nina Eusebio about MIS errors. 		
Other	<ul style="list-style-type: none"> R2T4 Compliance Trackers needs to updated Daniel reported that transition to BOG OpenCCCApply went pretty smoothly. There is a link on FA PET site to CCCApply Report Center. Proposed External Audit Dates: April 7-18th. Ellucian Live April 8-11th which would conflict. FA All Director's training and CCCSFAA April 1-4 may also present problem in terms of prepping for audit. Requested if possible to move dates back. 		
FUTURE AGENDA ITEMS			
NEXT MEETING	Friday- February 28, 2014		

Present: Daniel Abbott, Jennifer Ma (Interim FA Supervisor-CCC), Mojdeh Mehdizadeh, Teresa Nicolas, Lizette Ponthier, Arzu Smith, Emily Stone, Gail Newman, Vicki Ferguson, Krista Ducharme (Interim FA Supervisor – LMC)

Guest: Darcy Johnson, Ellen Forsman