

VASF AA Non-Conference Training Committee Meeting Minutes  
September 12, 2008  
8:30 a.m.  
Via Conference Call

Members present:

Liza Bruce  
John Gordon  
Belinda Hill  
Jeanne Holmes  
Mildred Jackson  
Pam Rambo  
Wanda Spradley  
Melissa Barnes, Commissioner

The purpose of this meeting is to review the suggested list of training sessions for our Audit and Compliance themed trainings for the year and the suggested timeline. We expressed our appreciation to Pam for taking the lead on this and coming up with such a great framework for our training for the year.

We discussed who would take the lead on conducting the first training session which will be an introduction of the Audit and Compliance tract as well as the introduction of the self-assessment tool that Pam created. Pam said that she would do this and the committee was most appreciative. It was decided that we would shoot for Tuesday, September 30 for the first webinar so that our committee could meet its goal of having at least one training per quarter. This session would likely be more like a half hour session rather than a full hour, but we decided that all sessions should last no more than one hour. The session will begin at 11 a.m.

Liza will set up the webinar through ECMC's Webex service. Pam will come to ECMC to do the training and she will come on Monday, September 29 to do a run through practice training.

It was decided that Liza would work through Biz Daniel, Vendor/Sponsor Chair for VASF AA, to obtain the names of all guarantors that are members of VASF AA. Then we can reach out to each guarantor member to ask if they would have trainers to conduct any of our training topics this year as well as to have the ability to use their own webinar services to hold the trainings. We would also use the list of guarantor members that Biz provides to be certain that we reach out to all guarantor members to get their training schedules for our training calendar for the VASF AA listserv.

The first training after the introductory self-assessment tool webinar will be How to Read Regulations by Mike Hawkes of ECMC. We would like to schedule that for mid-October.

For the November topic, we might ask Linda Woodley from SCHEV or someone from the Virginia Community College System Audit team. For January and February, we might ask a Director of Financial Aid. In March, we would ask a guarantor with expertise on this topic. In April, we will ask Barry Simmons from Virginia Tech to lead the wrap up session at the conference. Jeanne then reminded us that we should wait for the results of what types of training sessions on our specific topics are already available before we “re-create the wheel” and ask for presenter commitments.

Pam said that she also wants to be sure that schools know about IFAP and the ability to download materials; most specifically the eleven compliance activities that will be used as a framework for our compliance theme. It was suggested that this tool be used as a resource in the first webinar. Once the school does the self-assessment, they can then pick the activities that they think will be helpful to them.

The committee decided that we need to get presenters from other sectors of the association in addition to the 4-year public to serve as presenters as necessary and appropriate. Belinda will check to see if the University of Richmond can do a session representing the private school sector. Mildred will represent the proprietary sector. John will check out various guarantor websites to see if they offer audit and compliance kinds of trainings.

Pam will ask a sampling of the senior financial aid members to review our “created” self-assessment tool and offer suggestions. Our committee will meet again on September 15 to review their feedback.

Respectfully Submitted by Liza Bruce  
September 25, 2008