

VASFEE Non-Conference Training Committee Meeting Minutes

Friday, September 5, 2008

2:30 p.m. - Via Conference Call

Liza and Jeanne welcomed members to the first meeting of the 2008-09 VASFEE Non-Conference Training Committee. This committee is a newly named committee that now has responsibility for Support Staff, New Aid and Experienced Aid Officers Training. Following the welcome Jeanne reviewed the committee goals (included in these minutes).

Liza then went through the process of Introduction of Committee Members:

Liza Bruce

Michelle Byers – not in attendance

John Gordon – not in attendance

Jennifer Harpham – not in attendance

Belinda Hill

Jeanne Holmes

Annette Howard-Jones – not in attendance

Mildred Jackson

Clara Midkiff – not in attendance

Pam Rambo

Jeni Rone

Wanda Spradley

We then reviewed ideas from Committee Members for topics for VASFEE Training:

*Suggestions for topics from members:

90/10 and Responsibilities associated with meeting the 90/10 requirement (Mildred); International Students Eligible Non-Citizens and questions about eligibility for this group and what do you ask for when they get SAR-C codes (Belinda); Self-Assessment for your office and having your own internal way of monitoring all those things that need monitoring (Pam); Campus check up and breakout topics expands into breakout groups like P and P; Roundtable brainstorming to compare what different schools do; Use Self-Assessment to help us decide sessions we will do throughout the year (Jeni); End of the year wrap up session at spring conference to assess the members previous trainings and review of self-assessment (Jeanne); Getting Ready for Auditors (Jeni); How to Read Regulations (Liza); Ethical Standards (Liza); Leadership (Liza);

Protecting Your Personal Space: Security in a Virtual World (Liza);

An email vignette each month on an item as part of the Self-Assessment (Pam); Reauthorization (Wanda)

One of the Non-Conference Training Committee goals is to have a training each quarter, so we will work towards having our first Webinar held by the end of September. Possible topics include:

Town Hall Meeting on regulatory Issues (Pam)

Announcement to VASFEE about our training plan for the year and each month there would be a related topic so would be a training theme (Jeni)

How to do a Self-Assessment of Your Office

Introduce NASFEE Self-Assessment Materials (Pam) but not every member of VASFEE is a member of NASFEE so need other resources (Jeanne)

Is Your Office Ready for a Self-Assessment? (Jeanne)

Use IFAP information (Pam)

First webinar would be an intro to cover topics we will cover during the year so does not necessarily have to be long such as 30-45 minutes (Jeanne)

Also get feedback on what they are interested in through survey of participants at end (Jeanne)

This is our survey of needs (Pam)

Pam will look at IFAP materials and come up with draft idea for the year's training topics (Pam)

Possible Venues for Training

The committee decided that most of our trainings would be conducted via webinar due to budget concerns for schools. It was also decided that the New Aid Officers training will be held in November and on the Sunday prior to the annual conference in April and both trainings will be in person. The last topic in our Audit and Compliance series will be held in person at the annual conference.

Possible Sponsors/Hosts of Web Training

The committee decided that we would first reach out to guarantor members to inquire if they already have presentations prepared that would cover our topics for the year. We will ask each guarantor to conduct their assigned topic via their own webinar product, therefore they would assume the cost of sponsoring the webinar. If we are unable to find guarantors to cover each of our topics, we will then reach out to school members of VASFAA to ask them to present the remaining training topics.

Frequency of Non-Conference Training

Pam offered to come up with a schedule for the year of sessions on Audit and Compliance, and training sessions would be scheduled for most months between September and April.

Establishment of a Calendar of Member Organizations and Their Training Schedules

It was decided that each month our committee would send an email to the VASFAA listserv and mention upcoming VASFAA trainings and trainings by guarantors who are members of VASFAA. This would not be tied to sponsorship benefits. However, only members of VASFAA would be allowed to submit items for the training calendar.

New Aid Professionals Training (Fall and Spring)

The committee decided to work on this item at a future committee meeting.

Additional suggestions:

We could post to the VASFAA website a cheat sheet/Readers Digest version of a summary of each of the webinars. We can also make bound handouts of this information and give to session attendees at the conference for our final session.

Next Meeting Date

TBD – an email notification will be going out to announce.

Respectfully Submitted by Liza Bruce

September 25, 2008

Goals & Budget as presented and accepted at the VASFAA Board Planning Retreat:

Non-Conference Training:

Budget: \$3100

Goals & Objectives:

- 1) To provide non-conference training to all facets of VASFAA without exclusion.
- 2) To provide training for new aid officers.
- 3) To provide at least 1 training session per quarter to include a federal update in the fall.
- 4) To maintain an open line of communications between the non-conference and the conference committee.