

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Secondary Schools

Commissioner/Board Position: Keith Wellings/Rep-at-Large Organizational Services

Year (e.g., 2005-06): 2006-07

Committee Members:

Pamela T. Rambo (ACCESS College Foundation) - Chair

Carolyn Ward (Rappahannock CC)

Jennifer Allman (VCCS)

Renee Davis (Thomas Nelson CC)
Foundation)

Joanne Forbes (ACCESS College

Bill Wendle (UVA-Wise)

Standard Goal 1: Facilitate high school events to provide financial aid awareness information to Virginia residents. (Strategic Plan Reference: Section 4.5 B (3,4))

Objective 1 (*HOW the committee plans to achieve the stated goal*): A committee of financial aid professionals will be recruited in June 2006 to develop a regional training schedule of locations for fall high school counselor workshops. Locations will be determined by July 2006. A flyer will be developed and printed in August 2006 and mailed in early September 2006 to all public and private high schools and other appropriate locations in Virginia.

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: July 31, 2006

Report: The committee has been recruited (see list above). A meeting has been scheduled for Friday, August 11, 2006 in Williamsburg, Virginia. _____

Date: July 31, 2006

Report: Nine locations have been determined with the exception of one needed in the Richmond area and one needed in the lower central area of Virginia. Locations are: UVA at Wise, Shenandoah U, MCI of Newport News, Northern Va. CC-Annandale, Southwest Va. CC, Wytheville CC, Blue Ridge CC and ACCESS College Foundation-Norfolk

Date: August 2, 2006

Report: A draft flyer will be reviewed at the August 11 committee meeting prior to printing and mailing.

Date: October 5, 2006

Report: Thanks to Jennifer Allman, two additional locations have been added to the training sites. The two locations are in the Richmond and surrounding area which was under-served. The new locations are SCHEV and John Tyler Community College. Averett University, Sweet Briar College and Southside Virginia Community College have also agreed to host. The committee was unable to meet today due to schedule conflicts. The new total number of locations is 13.

The workshop flyer is being printed on October 16 and mailed October 17 which gives us an approximate month or more of promotion prior to the events. The Virginia Counselor Association has agreed to promote the events with their membership as well. We have labels for all Virginia Secondary Schools and TRIO programs and are sending the flyers to Military Base Education Centers and Alternative Schools as well.

Objective 2 (*HOW the committee plans to achieve the stated goal*): Each committee member will be assigned to several locations. Committee members will serve in a support capacity to the hosts. Committee members will visit as many locations as possible and will follow up with hosts regarding evaluation forms and submission of receipts.

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: August 2, 2006.

Report: Committee members will choose locations at the August 11, 2006 meeting.

Date: October 16, 2006

Report: Now that locations are final, committee members will choose locations to attend.

Standard Goal 2: Ensure awareness activities are made available to all regions of Virginia. (Strategic Plan Reference: Section 4.5 B (3,4))

Objective 1 (*HOW the committee plans to achieve the stated goal*): Colleges in all regions of Virginia will be contacted by committee members in June 2006 to recruit them to host high school counselor workshops in the fall of 2006. The committee is soliciting members for the committee from all regions of Virginia to facilitate recruitment of hosts.

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: July 31, 2006

Report: The committee represents the east, central, western and northern areas of the commonwealth. All regions have a location except Richmond and the Danville area which are being recruited.

Date: October 16, 2006

Report: _____ Locations have been checked for regional representation. There is a location within commuting distance for all Virginia Counselors. The only region that we do not have a workshop in is the Eastern Shore. However, those counselors have typically attended Tidewater locations.

Date: _____

Report: _____

BUDGET

<u>Item</u> (<i>Broad general categories</i>)	<u>Cost</u>	
Travel for Meetings (mileage, meals & lodging)	\$600	
Printing & Duplicating		\$320
Postage	\$390	
<u>Refreshments/Lunch</u>		<u>\$2375</u>

Board Approved Amount: \$3685

Date: May 22, 2006

(Use separate sheet if necessary.)