

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.

Date: October 14, 2006

Report: The workshop flyer was mailed October 16, 2006 to all secondary schools in Virginia. Additional flyers were sent to alternative secondary education settings and military education centers.

Date: November 20, 2006

Report: The first workshop was held on November 14 at SCHEV. Workshops continue through Dec. 15, 2006. A total of fourteen workshops are being held.

Date: January 19, 2007

Report: Fall workshops took place between November 14, 2006 and December 15, 2006. Workshops were conducted in fourteen locations:

- Shenandoah University, Winchester, Va.
- State Council of Higher Education, Richmond, Va.
- University of Virginia at Wise, Wise, Va.
- Southwest Virginia Community College, Richlands, Va.
- Northern Virginia Community College, Annandale
- Sweet Briar College, Sweet Briar, Va.
- Wytheville Community College, Wytheville, Va.
- ACCESS College Foundation, Norfolk, Va.
- Blue Ridge Community College, Weyers Cave, Va.
- Averett University, Danville, Va.
- John Tyler Community College, Chester, Va.
- Southside Virginia Community College, Keysville, Va.
- Medical Careers Institute, Newport News, Va.
- Virginia Highlands Community College, Abingdon, Va.

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.

Date: January 19, 2007

Report: Pam Rambo attended two workshops. One in Newport News and one in Norfolk.

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: January 19, 2007

Report: The committee achieved the goal of regional representation with the exception of the Eastern Shore of Virginia. However, there was a location in Norfolk which is in commuting distance from the Eastern Shore. The committee was able to come in under budget spending a total of \$3044.12 of the \$3685 budgeted for the events.

BUDGET

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

Board Approved Amount: \$3685

Date: May 22, 2006
(Use separate sheet if necessary.)