

**Peralta Community College District  
Financial Aid Supervisor/Manager Meeting Minutes  
Thursday, September 17, 2015**

**Present:** Arnulfo Cedillo/VP-Merritt, Phasasha Pharr/Interim FA Sup-Merritt, Jackie Vo/FA Sup-COA, Joseph Koroma/FA Sup-Laney, Loan Nguyen/ FA Sup-BCC, Brenda Johnson/Dean- BCC, Dominique Benavides/FA Sys Analyst-District, Brittany Dao/FA Clerical – District

**Lead:** Dave Nguyen/Director of Financial Aid

**Minutes:** Brittany Dao/ FA Clerical - District

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow Up Action (if needed)</b>
I. District and Campus Updates	<p>Joseph reported that Laney College still has a steady stream of students that they are helping. They have been busy helping students at the counter and will be open on Saturdays. They have completed interviewing for a financial aid specialist. Joseph hopes to hire two hourly staff for the Financial Aid office. Laney has signed the ECMC contract.</p> <p>Sasha reported that Merritt staff are working hard to get files reviewed and they will be open for the next two Saturdays. They just heard back from the ECMC contract as of yesterday. All loans submitted in August have been processed. Merritt is currently hiring an hourly position and a placement assistant position. Merritt has had an issue about concurrent enrollment, but they are working to resolve the issue with A&amp;R.</p> <p>Dominique and Dave suggest that campuses utilize SARS to schedule students and help the flow of the lines.</p> <p>Jackie reported that College of Alameda has signed the contract with ECMC. She is currently reviewing FATV videos to make sure they are okay to post onto the website. For Spring 2016, they are working on a process to enlighten students on financial aid policies before submitting a financial aid appeal. College of Alameda is</p>	N/A

	<p>currently working on reviewing files. They are waiting on approval for overtime to dedicate more time to review files. College of Alameda Dean of Student Services has requested that all student files be reviewed within two weeks of receiving a student's documents.</p> <p>Loan reported that Berkeley City College is in the process of hiring another financial aid specialist. They are working on processing loan files as well as other grants. They are a little behind on processing files but are hoping to hire a third specialist to help catch up. BCC is working on prioritizing Foster Youth programs.</p>	
II. 2015-2016 District Update	<p>A) CA ISIR Update: CA ISIRs have been loaded in PROD. District staff are working on identifying which students are eligible for a BOGG fee waiver.</p> <p>B) Gainful Employment: The 14-15 gainful employment file is due at the end of the month. Dominique is working on the file is hoping to send out the file to campuses by next week. Dave suggests reading the guide for better understanding of gainful employment.</p> <p>C) Cal Grant/ Full Time Student Grant: District staff will download the latest Cal rosters to import into the system, but Dream Act students must be entered manually by campus staff.</p> <p>D) BOGG Fee Waiver Loss communication: District staff are working on sending out the first communication for BOGG fee waiver loss. They are hoping to send out multiple communications to make sure students understand the change in policy. Dave and Dominique suggests each campus handle BOGG Loss appeals at the campus level.</p> <p>E) Removal of BOGG Fee waiver communication (proposed): District staff propose to have some type of communication for students who have their BOGG's removed. Loan noted that BCC emails students to warn them what they may need to submit to keep their BOGG, if not, there will be a notification when their BOGG may be removed.</p> <p>**Dominique noted that FA staff should not leave comments in the equation variables page because it eventually causes errors on student's accounts.</p>	
III. FA Repayment protocol Update	Dave reported that Business managers will send out a notification regarding repayment policies.	N/A
IV. Procedure Workflows	District staff will be creating workflows for the following items to assist staff on the	N/A

	<p>protocol that should be followed in each situation.</p> <ul style="list-style-type: none"> <li>A) Reversals of refunds for HigherOne</li> <li>B) Reconciliation of DL and PELL</li> <li>C) Return of Title IV</li> <li>D) Scholarship checks and Private Loan</li> <li>E) *Suggestions*</li> </ul> <p>In regards to private loans, all supervisors have agreed that they will disburse in one lump sum.</p>	
V. Campus Budget Maintenance	<p>Dave reminded everyone that they should be checking their budgets and making sure all allowances have been spent. For example:</p> <ul style="list-style-type: none"> <li>A) Project 1026 (BFAP), 1008 (admin allowance), 1004 (Federal work study)</li> <li>B) Submit Carry Forward requests to Sui</li> <li>C) Identify account codes for all FA employees</li> <li>D) Identify gaps in spending due to vacancies and find alternative spending methods</li> </ul> <p>Dave also suggests that supervisors keep a running spreadsheet of their employees, including work study students, to identify any leftover budgets that need to be spent before the end of the year.</p>	N/A
VI. Upcoming Campus Deadlines	<ul style="list-style-type: none"> <li>A) FISAP reporting – Due September 30<sup>th</sup> All campuses have submitted their FISAP report.</li> <li>B) SSARCC report- Due Mid-October</li> <li>C) BOG MIS data- submit the template to Dom</li> <li>D) Complete Travel Request documents for upcoming conferences <ul style="list-style-type: none"> <li>- FSA Conference</li> <li>- New Directors Training</li> <li>- Foster Youth Conference</li> </ul> </li> </ul>	N/A
VII. Comments & Questions	<p>Dave mentioned that staff should not send students over to a counselor to evaluate a transcript for students who have award years in question. Staff should look at the transcript and as long as the courses in question were passed than the checklist should be resolved.</p> <p>Dave also mentioned an update to the 2017-2018 FAFSA application. It will be available starting October 2016 and will be asking for 2015 tax transcripts.</p>	N/A