

**Peralta Community College District
Financial Aid Supervisor/Manager Meeting Minutes
Thursday, August 13, 2015**

Present: Arnulfo Cedillo/VP-Merritt, Amy H Lee/Dean-COA, Jackie Vo/FA Sup-COA, Joseph Koroma/FA Sup-Laney, Loan Nguyen/ FA Sup-BCC, Adela Esquivel-Swinson/Assoc.VC-District , 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

Agenda Item	Discussion	Follow Up Action (if needed)
I. District and Campus Updates	<p>Dave reported that District staff is working on making sure the disbursement process is set up correctly for next week. He gave an update of students who were disbursed at each campus as of this morning. District staff will be running the packaging process on a regular basis. Dominique is working with IT to run processes on a daily basis. Starting Monday, packaging should be running on a daily basis.</p> <p>Loan reported that Brenda Johnson is now the direct manager for Financial Aid. BCC is still of staff. They are hoping to have more specialists on board within the next couple months. BCC is currently done reviewing 14-15 files, but will bring it to district staff attention if any case comes up. BCC staff are currently working on reviewing verification files. BCC will be open from Monday-Thursday from 8:00AM-6:30PM.</p> <p>Jackie reported that COA changed the date to sign with ECMC to September 1st. COA specialist are working on verification files to ensure that students get paid in a timely manner. COA will be open Monday and Tuesday from 8:00AM-6:30PM and Wednesday- Friday from 8:00AM-4:30PM.</p> <p>Joseph reported that Laney is conducting interviews for a FA specialist. Laney staff are working on processing files. They will be signing the contract with ECMC soon. Laney will be having financial literacy workshops on Tuesdays from 4:00PM-6:30PM</p>	N/A

	<p>going forward to enhance student's progress. Laney FA hours are as follows: Monday, Wednesday, Thursday 8:00AM-4:30PM; Tuesday 8:00AM-6:30PM; and Friday 8:00AM-12:00PM.</p> <p>Dr. Cedillo reported that Merritt is short staffed in Financial Aid, but are doing well as a team. They are working on looking over the renewed ECMC contract. He mentioned that Merritt was hit by the Office of Civil Rights regarding regulations on having communications in multiple languages. Dr. Cedillo mentioned that Financial Aid is doing a lot better in assisting students as compared to last year.</p> <p>Dave mentioned that multilingual brochures are available for the federal brochures. He suggested bringing an outside vendor in to help with translating documents. Amy mentioned contracting with OUSD for translation purposes. Adela mentioned an organization that is available to translate documents. Brenda suggested that the translations be centralized.</p>	
<p>II. 2015-2016 PeopleSoft Financial Aid Update</p>	<p>A) Awarding and Packaging- BCC: 558; COA: 471; Laney: 1172; Merritt: 492</p> <p>B) Origination- District staff is working on an origination file for campuses to submit. Campus staff should be resolving any origination errors on a regular basis.</p> <p>C) CA ISIR- CA ISIRs are being tested and verified. When they are migrated onto Production, staff will receive an email regarding how to navigate to CA ISIRs in PeopleSoft.</p> <p>D) Disbursement Update for 8/20/15- District staff are working on disbursement and plan on running 1st disbursement on August 20th. Dave mentioned again that disbursement will be split 25% on 8/20, 25% on 8/27, and the remaining 50% mid-semester. Staff should be prepared to answer any questions that students may have regarding this matter.</p>	
<p>III. PeopleSoft System Resolution Protocol</p>	<p>Dave mentioned the concerns with PeopleSoft that has not been addressed and noted that any issues with the system should be reported to each campus' supervisor, which than should be reported directly to either Dave or Dominique for troubleshooting. Dave and Dominique will troubleshoot the issues and update staff</p>	<p>N/A</p>

	<p>accordingly. Dave requests that Supervisors consolidate any issues into one email instead of bringing them up throughout the day. Dominique mentioned that some issues being brought up are not FA related, so she has to contact the area's Analyst and let them determine the resolution. All Analysts meet on a weekly basis to discuss the issues that are integrated within departments.</p>	
IV. FA collection of overpayment Protocol	<p>Dave reported that Dominique and himself met with the District Finance office to discuss how FA payments should be collected and processed. He went over the overpayment protocol worksheet that was created based on Federal Regulations. Dave stated that FA overpayments should be collected only by the Cashier/Business office at each campus. Dave will follow up with David Yang to ensure that a meeting be held regarding the FA overpayment protocol issue.</p>	N/A
V. FA office collecting of Loan Documents	<p>Dave mentioned that it was brought to his attention that staff are suggesting to students that they do not accept loan packets until after school has started. He reported that the system is set up to where it is ready to disburse loan files as soon as next week with the 1st disbursement. Dave suggests that supervisors communicate with their campus counseling department to determine when is the best time to hand out loan packets for students who have to submit a Financial Aid appeal.</p>	N/A
VI. Upcoming Campus Deadlines	<p>A) FISAP Reporting - due September 30th B) SSARCC Report – due Mid-October C) BOG MIS date – submit the template to Dominique</p>	N/A
VII. Comments & Questions	<p>Each campus discussed their protocol in regards to foster youth and who the foster youth liaison is at each campus. This is a big issue that each campus needs to work on in order to best serve foster youth students. Adela will request a report for each campus of students who identified as foster youth through CCCapply.</p> <p>Dave mentioned that student issue resolution should be directed to campus supervisors. Student should not be directed to the district office to resolve issues. If supervisors are not able to resolve the issues, Deans should be brought in as well as Presidents if they problem is still not resolved. District staff are willing to assist in resolving issues but should not be the first point of contact.</p>	N/A