

**Peralta Community College District
Financial Aid Supervisor/Manager Meeting Minutes
Thursday, February 4, 2016**

Present: Dave Nguyen/ FA District Director, Jackie Vo/FA Sup-COA, Joseph Koroma /FA Sup-Laney, Ernesto Nery/FA Sup-Merritt, Dominique Benavides/FA Sys Analyst-District

Lead: Dave Nguyen/Director of Financial Aid

Minutes: Dominique Benavides/FA Sys Analyst-District

Agenda Item	Discussion	Follow Up Action (if needed)
<p>I. District and Campus Updates</p>	<p>Ernesto reported Merritt is ensuring students attend loan and SAP workshops. Students have been receptive. Workshops have had full attendance. He hopes to transition to SAP TV such as COA. File processing is moving along. Turnaround time in processing has improved. There have been a few specialists that have been out of the office which has created difficulty in certain areas. There is a need for more than one person to be trained on their specialized area so that students are not impacted when one person is out. Dave noted perhaps hiring an hourly could assist with job placement and default management. Ernesto would like to take at least 2 staff to CCCSFA. All have expressed they would like to attend.</p> <p>Jackie reported that she also needs assistance with job placement. COA is currently advertising for a Financial Aid Specialist focusing on Federal work study. Currently Lan Pham is assisting in this area. SAP online sessions have received good feedback from students. Workshops have been productive. COA provided outreach to Castlemont High School this past week. Processing files is taking 3-4 weeks. She is looking into sending out post withdrawal letters to address students who may be eligible for a post withdrawal disbursement in Spring 16. She also noted that she and 3 specialists will attend the CCCSFA.</p> <p>Joseph hopes that at least 3 staff will attend the CCCSFA. Beginning Feb 8th, he will be hiring 2 hourly clerical. There is one permanent vacancy. SAP appeals appts</p>	<p>N/A</p>

	<p>begin Feb 8th. All 4 counters have been open for the first 2 weeks. Joseph is looking into FA TV. President has asked if staff are available to work on Saturdays. Overtime was offered. Staff have not been receptive. Joseph and hourly staff member worked but only served 7 students on Saturday. He will be reorganizing the office and attempting to restructure the filing system as they are only required to keep files for the past 3 years.</p> <p>No report for Berkeley City College</p>	
<p>II. 2015-2016 District Update</p>	<p>Dave reported that District FA have worked to try and resolve anomalies with disbursements. Dom has worked with District Finance and IT. A request to consolidate email requests instead of multiple emails a day. Dom is working on BOG fee waiver notification loss. The email is expected to go out by 2/15. After 2/15, we will revisit Summer configuration to allow staff to package for Summer. Beginning in early March, 2016-2017 aid year configurations and testing will begin. Dave will be sending out new forms. The new aid year configuration may require a technical modification to load isirs. Mid-April is the expected deadline. New checklists will be assigned as well for the new aid year.</p> <ul style="list-style-type: none"> A) Paid Sick Leave. Any students who are reporting paid sick leave should not be paid out of federal work study budgets or adm allowance. Campus business office should provide additional information. Dave will be following up regarding the protocol with Finance regarding forms B) District FA now has access to schedule fa reports and queries. A conversation regarding criteria occurred. It was agreed that the R2T4 query will be revised to only reflect awarded students in EXCEL format C) Dom emphasized adding comments in View FA Status page to identify files that are incomplete especially when verification has been completed D) SAP appeals. Dave encouraged each college to ensure that the process is transparent and that all members are fairly approving or denying unbiased. Joseph noted that because of his office has 3 separate committees; professional judgment may vary and have different outcomes. E) We are working with IT to address disbursement scheduled dates and exploring different options on publishing the date. 	

	<p>F) Dom reviewed the Review status update in View FA Status. We will not be running a process to switch it back to review incomplete. Staff should note that if the status is updated to complete, it will not switch back if another checklist arises at a later time.</p> <p>G) Spring 16 awards will not be cancelled as students may enroll at a later date. Further reconsideration will happen after census.</p> <p>H) Ed Services is producing Gainful Employment links. District FA will providing access to those links so campuses can post them on FA websites and/or Campus Program pages. Dom to follow up with Ed Services</p> <p>I) Full Time Success file. District FA will be submitting another file for the campuses to CSAC</p> <p>J) Reminder to review FA Compliance checklist.</p> <p>K) BFAP – P1 allocation should have been received. Each campus should ensure they are projected to spend their dollars. Post an event on ICanAffordCollege.com to receive the \$5K. District FA will mass award remaining SEOG dollars for each college. If you feel that FWS will not be spent contact Dave so that funds can be moved.</p> <p>L) FISAP – Colleges will notice funding has declined due to the numbers reported in FISAP. Please send Dave the tentative funding report.</p>	
<p>III. FA/A&R Training, Conferences</p>	<p>Region III meeting is at COA on Thursday Feb 18, 2016. Supervisors encouraged to bring a few staff members however room will not accommodate all staff from all 4 colleges.</p> <p>Chancellor has encouraged Dave to attend NASFAA in DC this year. Dave also noted that membership may allow supervisors to attend.</p> <p>Dave and Joseph have arranged a live webinar presented by the California Student Aid Commission in April for FA Staff</p> <p>Again all staff are encouraged to go to CCCSFA this year in San Diego</p>	<p>N/A</p>