

**Peralta Community College District  
Financial Aid Supervisor/Manager Meeting Minutes  
Thursday, November 05, 2015**

**Present:** Dave Nguyen/ FA District Director, Jackie Vo/FA Sup-COA, Joseph Koroma /FA Sup-Laney, Loan Nguyen/ FA Sup-BCC, Dominique Benavides/FA Sys Analyst-District

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

**Minutes:** Dominique Benavides/FA Sys Analyst-District

<b>Agenda Item</b>	<b>Discussion</b>
I. District and Campus Updates	<p>Loan reported that Berkeley City College had a foster youth workshop. Various departments assisted with the workshop. All handouts are posted on their website. They have a few more workshops planned out for the next semester. She reported that her staff is still working files but understaffed.</p> <p>Joseph reported that Laney College has re-hired Natalee Alderman. They are in the process of hiring an hourly specialist and hourly clerical. Dave noted that campus usually request resources like computers &amp; scanners in their program review which was due in Oct 30. He also reported that some staff will be attending FSA. Foot traffic has reduced considerably. Specialists are averaging 2-4 hours on the counter depending on the day.</p> <p>Jackie reported that College of Alameda is processing Oct files. Staff work the counters regularly with no complaints. Re-advertisement of the placement assistant position is up for consideration. She also worked with Tammie on BOGG flyers. She will be sharing it with the group.</p> <p>No report or representation for Merritt College</p>
II. 2015-2016 District Update	<p>A) FTSS Grant – District FA has loaded the initial list of students eligible for FTSS and Cal Grant however new students will need to be reviewed and manually awarded. Both programs should be advertised and specialists should be knowledge of the programs.</p> <p>B) Process Document – Dave still working on the workflow documents</p> <p>C) MIS – Dom will be submitting again. Numbers are close to the data that was submitted last year.</p> <p>D) FA data – There are number of eligible students who need to be addressed either because</p>

	<p>their files are pending or they have not been contacted. This also ties into FA annual review.</p> <p>E) Annual Program Unit Reviews - Dave hopes that the data will help tie the District goals and campus goals.</p>
<p>III. FA Compliance Checklist</p>	<p>Dave passed out the FA Compliance Checklist. This checklist is recommended by the auditor to ensure items are completed on a timely basis.</p> <p>A review of the items due for November. Dave began with the SARC reporting  Dave addressed the expectation of the State Chancellor’s office in terms of reporting on time and reporting accurately. Direct loan reconciliation should be done on a monthly basis. If this practice has not occurred, please assign someone now to begin the process. District can assist with pulling information from PS and comparing it to COD SAS report. Same applies to R2T4. Log will be required to show the requirement has been fulfilled. Stale dated checks impacts reconciliations. Dave recommends working the HigherOne list and reconcile with COD and Webgrants. File review progress. Reducing processing time will be recommended. <b>ALL campuses are currently reporting a 4 to 6 week processing time for verification and loan students.</b> Reconciliation of PELL and Cal Grant is required. The District has reconciled PELL up until last month for all 4 colleges.</p> <p>For December, FISAP corrections can still be made since the original submission of Oct. Review GE programs and update PPA if needed. Tim Bonnell sent step by step instructions on how to certify. PPA updates are due Dec 18. This is a crucial requirement. Exception report is due in Dec as well.</p> <p>For January, college cost estimates are due. Dave will be sending out updated budgets for 16/17. On 1/15/15 district will be sending out an email for those who will be warned for BOGG fee waiver loss. District FA will be proposing a revision to current BOGG processing. Utilizing students groups may allow for more security for entering BOGGs on equation variables page. Currently there is no audit trail on who enters BOGGs this will become an issue when BOGG loss occurs. Some students could receive a BOGG accidentally and not be required to remove it. Gainful employment disclosures are required in Dec. Dave noted that DOE will be randomly checking websites and contacting the schools. During COA’s program review, Dean Lee created a checklist to ensure all disclosures are reported correctly.</p>
<p>IV. FA/A&amp;R Training</p>	<p>District staff will be creating a joint training session with A&amp;R.  A) AB540, updating majors, and internal deadlines.</p>
<p>V. Comments &amp; Ques</p>	