Peralta Community College District
Financial Aid Supervisor/Manager Meeting Minutes
Thursday, June 25, 2015

Present: Arnulfo Cedillo/VP-Merritt, Amy H Lee/Dean-COA, Jackie Vo/FA Sup-COA, Joseph Koroma/FA Sup-Laney, Phasasha Pharr/Interim FA Sup-Merritt, Adela Esquivel-Swinson/Assoc.VC-District , Dominique Benavides/FA Sys Analyst-District, Brittany Dao/FA Clerical –District, Thomas Wong/Internal Auditor-District

Lead: Dave Nguyen/Director of Financial Aid
Minutes: Brittany Dao/ FA Clerical - District

Agenda Item	Discussion	Follow Up Action (if needed)
I. Agenda Review	Dave went over the agenda.	N/A
II. Introductions	All attendees made a short introduction. BCC FA was not represented.	N/A
III. Campus Reports	Dave noted now that all supervisor positions are filled, supervisors will be the primary point of contact going forward. All supervisors are highly recommended to attend the Supervisor training session in Contra Costa on July 9th and attend future meetings. District: Dave reported District staff are troubleshooting summer disbursement issues and working to make sure summer disbursement is going smoothly. They are also working on NSC reporting in PeopleSoft, making sure they are able to send off a clean report with no errors. District analysts have been meeting on a weekly basis to resolve NSC reporting issues. District staff has also been working with Institutional Research to work on the Gainful Employment file. Each campus will have to send their own file to NSLDS once the file is complete. District staff is also working with ongoing projects including MIS reporting and CA ISIRs. They are looking to hire an additional FA District Systems Analyst. College of Alameda: Jackie reported COA staff is currently prepping for the Audit visit. They are still processing 2014-2015 file and have started helping students with 2015-2016 applications. Amy noted that they are reconciling work study budgets. Amy also mentioned that she will begin the BOGG fee waiver campaign approximately in Mid-	N/A

		July.	
		Merritt College: Sasha reported Merritt staff are still working with students on 2014-2015 financial aid applications as well as 2015-2016 applications, prepping for the audit- making sure all files are correct and complete, and updating the Merritt Financial Aid website with up-to-date information. They are also working on FISAP, BFAP, and Work study reconciliation.	
		Laney College: Joseph reported Laney staff are processing 2014-2015 files for summer. Laney staff attending the regional training and San Francisco and found it to be very informational. They are working on preparing audit files and in the process of hiring another Financial Aid Specialist for their office. Laney staff will be having a financial aid retreat approximately in the beginning of July to plan goals for the 2015-2016 aid year.	
		District Audit: Tom commented that all campuses have the opportunity to improve policies and procedures. He offered his contact information for support to staff for any audit questions they may have.	
IV.	Upcoming Financial Aid Audit	Supervisors agreed on the following dates for Auditors to visit their campus. Thomas Wong will notify the auditors of these dates. Monday July 13th – Berkeley City College Tuesday July 14th – College of Alameda Wednesday July 15th – Laney College Thursday July 16th – Merritt College Dave recommended that each campus prep a binder for the auditors with all current Financial Aid information including the policies and procedures, FA handbook, Brochures, and Disbursement dates. Attendees went over the required items for the audit. - NSC reporting: District staff will email reports to each campus	N/A

- NSLDS Reporting: Campuses must request the file directly from NSLDS
- Loan Files: Each campus should verify that enrollment reporting is accurate for loan students.

Dave went over the following general information that auditors may ask for within student files:
- Student ISIRs
- Verification Documents
- Award letters
- Copy of student budgets
- Dependency status
- Disbursement schedule for the 2014-2015 fiscal year
- Transcripts
- Add/ drop dates
- Proof that schools verified enrollment before awarding students
- Copy of COD information including disbursement history for each loan student
- NSLDS screen prints
- Proof of loan entrance and exit counseling
- R2T4 calculations including any documentation proving that the funds have been returned.

Auditors may also ask for the following campus information:
- Default rates for the past 3 years (can be found in NSLDS)
- Loan disbursement schedules: Dave will provide this to each campus
- Loan program brochures: This item can be included in the audit binder.
- Listing of campus preferred lenders: Dave will provide this to each campus.
- Consortium agreements with other schools: Articulation officers will be able to provide this information to each campus.

Dave noted that we were previously cited for withdrawals and backdated drops and adds- staff should be able to explain these situations to the auditors.
Adela noted that campuses can refer backdated drop and add questions to the district Admissions and Records office.

Dave went over Return to Title IV audit procedures. He recommends printing out separate R2T4 spreadsheets for the auditors. Dave suggests that each campus make

		sure all R2T4 files are consistent. He also suggests that staff make sure the R2T4 money is backed out of COD in the correct amount. Dominique will provide a query for each campus to start on the Summer R2T4 files. District staff will be working on verifying student groups to bring attention to any red flags that may come up and will notify campuses of any issues.	
V.	PeopleSoft update	Dominique noted that staff should not DELETE checklist, and if staff noticed they have assigned a checklist in error, they can CANCEL the checklist and it will be removed from the student's account. An email will be sent out to the campuses as a reminder	N/A
VI.	2015-2016 Financial Aid application and awarding timeline	Dominique presenting the following projected 2015-2016 timeline based upon the available resources in FA and IT (herself and 1 programmer) • July 6th checklists assignment and thank you letter will be sent out • July 20th simulated packaging results available in FATRN (changes to packaging configuration must be confirmed by July 6th) • July 20st -23rd FA staff test packaging results • July 27th-30th IT migrate to PROD • Aug 3rd Run Mass packaging in PROD, send out award letters • Aug 20th first major disbursement	N/A
VII.	Comments & Questions	Laney College: Joseph asked what was the policy on record retentions in the offices. He noted that there were some files close to 10 years old. Adela noted AP 3310 covered record retention. Dave and Adela both expressed the need for regular meetings	