

**STUDENT AID AWARENESS WORK TEAM
MEETING MINUTES
JUNE 20, 2001
9:00 – 11:00 AM**

ATTENDEES
Dena Bates
Linda Hall
Hazel Mingo
Kristine Eelkema
Carolyn Sattin
Janet Thomas

NEXT STEPS

WHAT	WHO	BY WHEN
Suggest Improvements to the Status Reporting Tool	Linda	7/2/01
Create Lessons Learned Budget Checklist	Linda	7/02/01
Create Conference Checklist (to include budget and materials needed)	Linda	7/02/01
Provide “Bottom-up” Support for Budget Support to Linda	Dena /Hazel	7/11/01

AGREEMENTS REACHED

- **Status Reporting Tool Feedback**
 - PROS – had framework and Jennifer Douglas liked it
 - CONS – does not fit SAA status reporting needs, does not link, build up of paper
 - SUGGESTIONS – create a more fitting tool that includes a column for objectives

- **Preliminary Budget Development**
 - Travel – the 13k in this year’s budget was questioned, it was suggested to reevaluate this need as it ties into training and conferences
 - Conference Attendance – a discussion around what is needed and the expense that goes into planning and attending a budget was addressed. From the concerns voice, Linda will develop a conference checklist – she has approximated a conference to cost 3k. At this time there are no specific planned conferences for next year, this needs to be addressed to better project the needs for FY02/03 budget needs. The question was raised as to where this was accounted for on the budget and there were concerns that “object classes” could not transferred from one line item to another (i.e. training money can not be used for travel cost).
 - Employee Toolkit – this is a need for Outreach, it is approximated that 2,500 will be needed. Given these estimates and other projects, there were concerns expressed around 80k being enough to cover the cost for Outreach goals and objectives.

- Office Supplies – Dena expressed a need to increase the line item allocated for Office Supplies.
 - Communications - Hazel would like an explanation on what “communications” refers to as an object class.
- **Web Site Linkage**
- The following list was brainstormed by the group as possible web sites for SAA to reference in their communications and dealings with others:
 - www.ed.gov/studentaid
 - Direct Loans
 - Consolidation
 - FAFSA
 - FINAID – non-ED
 - FAFSA on the web (Spanish)
 - ESC – public correspondence (cost issue)
 - www.ed.gov/studentaid was selected as the web site link to reference.
- **Student Population Research or Program Outreach Functions**
- It was decided that Program Outreach would compile and disseminate information on websites that are non-SFA federal financial resources available for students, e.g., state and private grants and scholarships.
 - It was agreed that the information to be shared with the public would be scaled back from its original intent based on limited resources.
 - The student interns will provide a list of websites by the end of this summer.
 - Student Population Research – Survey/customer focus group(s) to evaluate effectiveness of outreach/SFA activities and survey existing and planned national and regional financial aid/early awareness outreach activities to better utilize SFA resources and target SFA activities.

UPCOMING MEETINGS OF THIS TEAM

- June 27, Wednesday – 9:00-10:00 AM
- **July 4, Wednesday - HOLIDAY**
- July 11, Wednesday – 9:00-10:00 AM

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• Session facilitated well	• What is Accenture’s Role?
• Stayed to task	• Process caused slow down
• Agenda was well prepared	•
• Hazel got decisions needed made	•
• Janet enjoyed the meeting and participated well despite being a phone member of the team	•