

VASF^{AA} Training Committee
Conference Call Meeting
August 25, 2006
3:00-4:00 p.m.

Attended by:

Jeanne Holmes
Brenda Burke
Anita Aymer
Dawn Brown
Melissa Ellyson
Debra Harber
Kim Hodges
Jennifer Hulvey
Brian Quisenberry

Not Present:

Patricia Hinton
Karen Koonce
Wendy Meehan

Brenda opened the meeting by thanking all for volunteering to serve on this committee and for being able to join us on this call today. She started out by telling us that the Training Committee was given credit for the HERA workshop that VASF^{AA} co-hosted with SCHEV on July 21, 2006 at Piedmont Community College. A follow-up workshop will be held in late January- early February 2007 as our non-VASF^{AA} conference Spring training event. Brenda has spoken with Lee Andes at SCHEV and Kay Jacks with the U.S. Dept of Education about event. Lee mentioned having a “blog” site where people can post questions in case of bad weather or non-attendance and the committee will follow-up with him on implementing this. He also mentioned posting on appropriate Admissions and Registrars web sites. We will have further discussions on this following the conclusion of our October training event.

Training will be hosting a New Aid Officer’s Workshop (NAOW) on October 16th as part of the VASF^{AA} Fall training series. The series will include training by the Experienced Aid Officers’ committee and the Support Staff committee. The event will be held at the College of William and Mary in the Student Center on October 16-17th. Hotel accommodations are available for \$67 a night at The Williamsburg Hospitality House. The rates are available 3 days prior to the event and 3 days after the event. The hotel’s number for reservations is 1-800-932-9192. All reservations must be made by September 20, 2006. We have also been asked to host the NAOW in the Spring at the Annual VASF^{AA} Conference on Sunday, Members of the training committee are encouraged to attend if possible and those members that are traveling the farthest may be given budget money for 1 overnight given the great rates at the hotel.

Discussion was held on the NAOW power point presentation that has been used in the past, and it was decided that this would become the “standard” for this workshop with new material being added as needed. Jeanne and Brenda indicated that a copy of last year’s presentation had been requested. Melissa and Jeanne sent an email during the meeting to ask for a copy of the presentation once again from prior year presenters. Once a copy of the presentation is received, a copy will be sent to entire committee. Jeanne

and Brenda will update presentation with new federal programs for October training event.

Discussion about when to begin NAOW in October followed. Committee voted to begin event at 9 a.m. on October 16th. Lunch break from noon -1:30 with other groups. Because of the time constraints, it was decided that the committee would review the material, and if necessary, cut out the “presentation” portion of the history of FA and possibly the hand calculation component of the EFC and defer that to the Spring conference where there may be more time. We also said that we would request the evaluations from the conference committee last year to see if we can determine the strengths and weaknesses of the last NAOW. Cost will be VASFAA membership or \$30.

Discussion on presenters for NAOW workshop followed. It was agreed on to ask the following people to be possible presenters for either/or/both of the October or annual Spring conference NAOW training with the people in () agreeing to contact individuals. Prior presenters (indicated with an *) will be asked only after new people have been contacted and given an opportunity:

Elizabeth Desi (Debra Harber) - agreed to be October presenter

Michael Hawkes

Lori Schiavone (Jeanne Holmes) – agreed “tentatively” but is unsure because of community college events that may not allow her time out of the office

Cynthia Hunter *(Jeanne Holmes)

Brad Barnett *

Debra Day (Melissa Ellyson)

Kim Glaser (Anita Aymer) – agreed to be October and May presenter

Teresa Williamson (Kim Hodges) – agreed to be May presenter

Daniel Hewitt *

Melissa Wyatt (Brenda Burke) – Lee Andes agreed either he or Melissa can present at October and May event (Council meeting is day before Oct event)

Next committee meeting: September 21st by conference call from 11:30-12:30.

Directions for the conference call to follow closer to meeting day.