

Committee Members in Attendance (Virtual)	Committee Members in Attendance (Absent)
Melet Leafgreen, Chair Rachelè Garrett, Past Chair Cecilia Jones, Vice Chair Leah Smalley, THECB Rep DeChá Reid, THECB Rep Jackie Adler Mary Escobar Amy Wilson Scott Lapinski Gabby Leon Tevian Sides Jackie Kelly Heather Fountain Michelle Hill Tonya Richardson-Dean Beth Tolan Denise Welch Gilbert Zavala Lynda McKendree Erica Ramos	Rachel Joseph, Student Rep Lisa Schoenbrun Rebecca Moreno Adorno
Agenda Item 1. Welcome, Introductions and Overview of Meeting	Melet Leafgreen, Chair
Handout Provided: No	Formal Decision/Action Required No
Agenda Item 2. Consideration of Approval of Minutes from the meeting held on September 14, 2023	Melet Leafgreen, Chair
Handout Provided: Yes	Formal Decision/Action Required Yes-minutes approved
Summary: <ul style="list-style-type: none"> No corrections were identified. ***See handout for agenda item #2 for information 	
Agenda Item 3. Update: Prior FAAC Business-Discuss March Meeting date	Leah Smalley, Senior Policy Director, THECB
Handout Provided: No	Formal Decision/Action Required Yes-dates voted on
Summary: <ul style="list-style-type: none"> Upcoming FAAC Dates voted on: <ul style="list-style-type: none"> March 7, 2024 June 6, 2024 September 12, 2024 December 5, 2024 All upcoming meetings will be virtual via Zoom	
Agenda Item 4. Update: External Relations	John Wyatt, Senior Director, THECB
Handout Provided: No	Formal Decision/Action Required No

<p>Summary:</p> <ul style="list-style-type: none"> • This is the light time of the legislative calendar year • Completed the fourth special session; special session focused on school the school voucher, unclear if there will be another special session • After the start of 2024, Legislature will start to prep for the next session; Speaker of the House and Lt. Governor will announce their intermit charges. These are specific issues that committees are charged to look into. Committees will hold intermit committee meetings on the charges and ask for data and speakers to comment on the topic. Will produce a report on their findings; this typically occurs Mar-April • THECB will work on the Legislative Appropriation Request- LAR (Budget Request). This is due in the summer of 2024 • THECB will continue to focus on student financial aid to ensure it is robust • Question: Is the agency making recommendations to the Legislatures? The agency has taken a different approach to partner with stakeholders and Legislatures to communicate needs. Find out their priorities and working with the Legislatures on their priorities. We provide objective and expertise to the Legislature to help shape their decisions
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Agenda Item 5. Presentation: Proposed Rules for January 2024 Board Meeting	Charles Contero-Puls, Assistant Commissioner, THECB
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Handout Provided: Yes	Formal Decision/Actions Required No
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<p>Summary:</p> <ul style="list-style-type: none"> • *** See handout for more information

Agenda Item 6. Update: Data Collection Subcommittee	DeChà Reid, Director III, THECB
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Handout Provided: Yes	Formal Decision/Action Required No
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<p>Summary:</p> <ul style="list-style-type: none"> • *** See handouts on committee meeting minutes <ul style="list-style-type: none"> ○ The Data Collection met on 11/16/2023, it was announced that the November meeting would be Dede Gonzales last meeting as Data Collection Chair since she has transitioned off FAAC as the TASFAA Board Representative. Dede will stay on as a member of the committee. ○ The agenda format changed to better align the new structure of SFAP division. The new structure now provides updates for the following areas: Projects, Operations, and Policy. ○ There was an update on the paper and online TASFA development as well as the launch of the GAPP for Block programs. The committee provided feedback on both items. ○ For Operations, we discussed the status of the FY 2023 FAD files and some of the workarounds due to the system limitations with the reconciling state programs. We went over the new FAD dates for 2023-2024. Cycle One is no longer required so the first submission of the FAD file will be in May or June 2024. THECB plans to add a new data element: Transfer Grant. Update Texas Leadership Scholar will be added as well. The manual should be available by early January. 2024-25 FAD Manual; The manual will undergo a complete redesign based on changes with FAFSA Simplification and new data security requirements. We are reviewing all data elements to determine if they are necessary to report on the FAD manual. Will solicit feedback from the committee. The goal is to release the manual by June 2024. ○ Set new committee meeting dates for calendar year 2024
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Agenda Item 7. Discussion Topic: Selection of Subcommittee Chair for Data Collection	Melet Leafgreen. Chair
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Handout Provided: No	Formal Decision/Action Required Yes
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<p>Summary:</p> <ul style="list-style-type: none"> • Nominations: Beth Tolan • Motion: Rachele Garrett • Second: Lynda McKendree • All in favor of the nominations <p>Beth Tolan will be the new Data Collection Subcommittee Chair</p>
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Agenda Item 8. Update: Legislative Subcommittee	Scott Lapinski, Legislative Subcommittee Chair
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Handout: No	Formal Decision/Action Required No
Summary: <ul style="list-style-type: none"> • Delisa is the chair of the committee • Will have a meeting next week and will bring items for the upcoming Legislative session 	
Agenda Item 9. Update: Texas Association for State Financial Aid Administrators (TASFAA) Subcommittee	Denise Welch, TASFAA President
Summary: <ul style="list-style-type: none"> • Schedule to have a TASFA Board meeting 12/11 and 12/12 • Will discuss the budget for TASFA • Conference Chair is already getting things in order for next year • Committees will begin meeting soon 	
Agenda Item 10. Update: TASFA Subcommittee	Heather Fountain, TASFA Subcommittee Chair, Leah Smalley, Senior Policy Director, THECB
Handout Provided: No	Formal Decision/Action Required No

Summary: <ul style="list-style-type: none"> • THECB released the 2024-25 for a review of the draft application • THECB released draft version to institutions in November <ul style="list-style-type: none"> ◦ See Announcement ◦ Minimal comments were received • The final versions will be available once the FAFSA is released on or before 12/31/23. Will be posted on the TASFAA, SFAP, and CFAT webpages • Launch of the online TASFA is end of 2/2024 • The TASFA file layout and Memo: 2024-25 Paper Application and Online File Layout 	
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Agenda Item 11. Presentation: 2024-25 Online TASFA Demonstration	Leah Smalley, Senior Policy Director, THECB
Handout Provided: No	Formal Decision/Action Required No

Summary: ***See webcast for demonstration	
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Agenda Item 12. Update: High School Districts	Lisa Schoenbrun, El Paso ISD; Erica Ramos, Pharr-San Juan-Alamo ISD
Handout Provided: No	Formal Decision/Action Required No

Summary: <ul style="list-style-type: none"> • Erica Ramos gave update about what is happening at ISD's <ul style="list-style-type: none"> ◦ The ISD's have been pretty busy with trying to figure out how to condense 8 months of work into 5 months ◦ Anticipating a lot of start and stop for parents that do not have SSN's and email addresses ◦ Trying to be proactive with the population that will be impacted the most with the new changes with the FAFSA Simplification ◦ There will be a lot of families that will not get past the FSAID, which is a new requirement ◦ The concern for her population of student she serves are not US citizens and who will be discouraged from the new process of completing the FAFSA ◦ Asking families to be patient and wants to support the families as much as possible ◦ Working with students to complete the new FSAID ◦ Committee member- Lynda McKendree suggested that it may help to tell students that they should wait a week or two when the FAFSA opens since ISIR's will not be released to schools until the end of January ◦ Chair-Melet Leafgreen asked what FA Administrators can do to help ISD's with the challenges they are facing <ul style="list-style-type: none"> ➢ Erica believes there may be an opportunity for ISD's to work with IHE's on a case by case basis with student that may have extenuating circumstances ➢ IHE's have a clear process for verification and making documents available (on the website would be better) ➢ Providing more clear instructions and resources that ISD's can give to students and not wait for Financial Aid Offices ➢ Share more information and collaborating 	
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- Push back May 1st deadline to commit to an institution (Decision Day), so families do not feel rushed with making a choice where to go
- Committee member-Denise Welch (Panola College) emphasized that certain deadlines only prioritize funding and not completing the FAFSA.
- Encourage that the FAFSA nights are done with both students and parents

Agenda Item 13. Office of Student Financial Aid Programs	DeChà Reid, Director III, THECB
Handout Provided: No	Formal Decision/Action Required No

Summary:

Topics of Discussion-

- **2024-25 Program Guidelines**
 - 2024-25 Program Guidelines are under review for all state financial programs, including waivers
 - The goal is to release the guidelines in early May 2024
- **Update on Personnel Activity-** been pretty busy with hiring and promoting internal staff. To date, we hired or promoted the following individuals:
 - Cindy Mars was promoted to Director I over the Loan Repayment team within SFAP-Operations, effective Oct. 16. Cindy has more than 25 years of experience in a variety of roles within financial aid administration, default prevention, student financial education, emergency grant administration, and training and development. She began her career as a financial aid counselor at UT Austin before moving into a consultant position at Trellis Company (formerly Texas Guaranteed), and for the last four years has led the Compliance and Data Reporting.
 - SFAP has three distinct areas:
 - **OPERATIONS** conducts the business of SFAP, the output being the reason the SFAP division exists. Operations does this through implementing, enacting, managing, and maintaining financial aid programs. DeCha Reid oversees this area as Senior Director III.

- **POLICY** provides the overarching framework within which SFAP conducts its business. Policy does this by designing policies for practice and creating and evolving rules. Leah Smalley oversees this area as the Senior Policy Director
- **INNOVATION** provides divisional support for SFAP to be able to operate efficiently and effectively. Innovation does this through analyzing, formulating, building and constructing support systems, products and tools to support SFAP's business. Jeremiah Jarrell oversees this area as Deputy Assistant Commissioner.

- **Recently Released Memos:**
 - [11/27/23 State Work-Study Title III Eligibility Letter Memo](#)
 - [11/27/23 License Plate Insignia \(LP\) FY 2023 End of Year Report Memo](#)
 - [11/13/23 Grant and Aid Processing Platform \(GAPP\) Payment Process Announcement \[PDF\]](#)

For more announcements visit: [SFAP-Stay Connected](#)

- **Upcoming Memos**
 - [Spring 2024 Institutional Calendar](#)
 - 2023-24 FAD Manual
 - 2024-25 Award Amounts
- **Upcoming Deadlines**
 - Deadline to submit the Title III Eligibility Form-12/11/2023
- **Past Deadlines**
 - User Access Annual Review-due 11/10/2023; still missing 11 schools
 - Certify FAD Cycles 3-11/13/2023, 32 schools have not certified as of today
- If schools have any items that are past due, they have been placed on HOLD in the GAPP system to request any state funds

Committee comments:

- None

Agenda Item 14. Presentation: Hanging on Through the Turbulence: How to Navigate Around Work Burnout with Self Care	Teresa Washburn, Financial Aid Customer Service Coordinator, Houstin Community College, and Sophia McGee, Mgr. Financial Aid Services, San Jacinto College
Handout Provided: Yes	Formal Decision/Action Required No
<p>Summary:</p> <ul style="list-style-type: none"> • Turbulence: <ul style="list-style-type: none"> ○ Lack of control ○ Unclear job expectation ○ Dysfunctional workplace dynamics ○ Unmanageable workloads ○ Confusing work responsibilities ○ Deadline pressure ○ And much more • Do you think you're practicing Good Self-Care? <ul style="list-style-type: none"> ○ Loveisrespect.org/quiz • Resources & Good Reads <ul style="list-style-type: none"> ○ Your institutional Employee Assistance Plan (EAP) ○ The Art of Saying No, by Damon Zahariades ○ The 7 Habits of Highly Effective People, by Steven Covey ○ Yoga at Your Desk (10 minutes)- link ○ 3 Minute Mindfulness Meditation- link 	
Agenda Item 15. Presentation: 2023 FAAC Annual Report	Melet Leafgreen, Chair
Handout Provided: No	Formal Decision/Action Required No
<p>Summary:</p> <ul style="list-style-type: none"> • See handouts for annual report 	
Agenda Item 16. Feedback for Future Meetings	Melet Leafgreen, Chair
Handout Provided: No	Formal Decision/Action Required No
<p>Summary:</p> <ul style="list-style-type: none"> • Guidance on set-aside and single term COA given the new SAI • Manageable Debt Calculation • Common challenges with the new FAFSA that can be addressed to the Dept. of Education 	
Agenda Item 17. Adjournment	Melet Leafgreen, Chair
Handout Provided: No	Formal Decision/Action Required Yes
<p>Summary:</p> <ul style="list-style-type: none"> • Motion: Amy Wilson • Second: Rachele Garrett • Agenda Topics and Ideas makes sure to send to Melet, Cecilia and Leah 	
Reminder: Announcement- Expense Reports	Melet Leafgreen, Chair