Scholarship Administrators Meeting -Minutes

August 7, 2019
1:00 – 2:30
101 Walter Library
Minutes

1. Introductions

2. Academic Records Fee Presentation: Lindsay Bork Nichols, ASR-Analyst, Strategic Projects and Operations and Erik Sparby-OTR Associate Registrar
   ● Effective August 26th 2019
   ● New degree-seeking students assessed one time fee of $150
   ● Continuing students assessed $75
   ● See presentation for additional details
   ● Academic Records Fee Overview Nice 2 page summary

3. Financial aid updates: Nate and Michelle
   a. 2019-2020 Processing & Dates
      i. August 16 - Last day of Summer session
      ii. August 21 - All scholarships entered to be included in initial Fall 2019 financial aid disbursement
      iii. August 26 - 1st Disbursement
      iv. August 28 - Refunds go out
   b. Scholarship improvements one of top 3 priorities for 19-20 OSF IT - other 2 priorities include compliance projects.
   c. Processing: 32K students with completed FAFSA’s;
      18,500 approx packaged with aid; verification taking just a couple days so between that and packaging student can be done in less than a week.

4. UMF’s Annual Report on endowments: Marcy Joseph, Sr. Stewardship Specialist. Proactively thanking you in advance for all your work to get the information in for the financial reports that we provide as status updates to the donors of endowed funds. Reports are nice - we have the ability to list the names on the back of the report. It’s the fourth year of providing this information and is used strictly for
impact information for fellowships/scholarships. We send out 1500-2000 reports and it takes about 6 weeks to put this all together to meet the Nov 7th mailing.

We do an early data pull just to see before census on Sept 17th and before the actual data pull on Sept 20.

5. Update on OSF Scholarship Item Types project: Dianne Danov d-dano@umn.edu
   ● This project is to review and possibly change the names of the many scholarship item types in PeopleSoft for consistency across all departments.
   ● Brief overview of the project was given for administrators who were not previously aware.
   ● A best practices working document for naming scholarships has been created. This document, “Best Practices for Naming Scholarships,” is posted to the ASR Scholarship Administrators page for reference [https://www.asr.umn.edu/training-and-support/scholarship-administrators](https://www.asr.umn.edu/training-and-support/scholarship-administrators)
   ● Dianne also mentioned “Item Type Award Messages” that students are able to view in their financial aid packages in MyU. A reference document, “Scholarship Item Type Award Message Guide,” is also posted on the Scholarship Administrators page for your reference.
   ● If your college or department has not yet worked with Dianne to review your scholarship names or item type award messages, please contact her at d-dano@umn.edu

6. **Financial Aid and Degree Completion** Presentation: Michelle
   a. **Infographic**
   b. **Financial Aid Communications**
      key to remember right now is no student is going to have their fall aid impacted from this - the soonest it takes effect is for spring 2020. Only a handful of students eventually affected by this. Only federal aid affected - all U of MN funds remain intact.

7. Round the table:
   - please help spread the word that we need all fellowships, payroll and otherwise, entered as soon as possible to prevent overawards for students.
   - some ideas of presenting more topics of interest, create opportunities for sharing best practices, etc.