

**Bi-Weekly Report** FAO Bi-Weekly Report 7-15-16

**Title:**

**Report Date:** July 15, 2016

**Bi-Weekly Plan for Assistance provided** to students by FAO staff starting 7/5/16 to 7/18/16:

**Previous Week:**

- 74 Picked up B11&B12 clearance
- 34 See counselor(s) regarding FA & check on Batch
- 3 Turned in Verification forms & tax transcripts
- 3 Turned in documents

***TOTAL students served: 114***

1. NASFAA 50<sup>th</sup> Anniversary and Training Conference: Washington, D.C.: 7/10/16 to 7/14/16. In attendance on behalf of ASCC and FAO were VP Pato and Josie Tuisamoa.
2. CollegeBoard: Annual College Survey of Colleges 2016. Completed 7/7/16.
3. FAO Monthly Staff Meeting and Training. Items discussed include the following:
  - o FA Counselor Updates
  - o Institutional Priorities for FY17
  - o DOSS Management Meeting
  - o Personnel Matters and Upcoming Leave
4. IPEDS training under AACRAO in Anaheim, CA: 7/10/16 to 7/12/16. Peteru attended on behalf of FAO. Final training report for IPEDS is forthcoming from Sifa and Evelyn, as identified in Anaheim, CA last week.
5. Batch 12: released 7/14/16
  - o TOTAL: \$ 129,057.00
6. Personnel Matters
  - o Received notifications from HR re: George Zodiactal's clearance. Cannot be employed with FAO any further. Last day of employee was 7/8/16.
  - o Began processing paperwork for hiring. Office is short on a FA Counselor I, which in turn will be overseeing the FWS program as well. Need to hire advertise position and hire ASAP before school begins in three weeks' time.

**7. DAILY OFFICE OPERATIONS:**

**Counselors:**

1. Daily update of ISIR listings, input student aid awards,
2. Daily transmittal of ISIRs and ISIR corrections
3. Daily review of incoming Verification forms
4. Daily intake and logging of student documents
5. Daily intake and logging of student attendance verification forms
6. Continued counseling of students on SAP warning, FA suspension, students who have just regained eligibility and students who have reached their attempted credit limits, etc.
7. Maintain and reconcile 2015-16 counselor spreadsheet for financial aid processing (as well as end of term recon process—currently in progress)

**Administrative:**

1. Daily check of SAIG mailbox for files to be transmitted
2. Daily transmission of ISIR files and other COD files via DOEI and EDConnect
3. Daily monitoring of G5 account and COD activities, including reports from COD of POP students, students conflict resolution, etc.
4. Update SOP where needed
5. Maintain communication with Business and Admissions Office for student records monitoring
6. Personnel Management and budget monitoring

**Challenges:** Former CIO Grace Tulafono left her post and therefore status of all critical technological issues of our office with regards to the Colleague/Datatel system is unknown. These system issues play a vital role with our office moving forward in the future with revising and restructuring our current processes and procedures. It is critical to get these areas fixed right away so that there may be some improvements in the future for a better process flow and work flow for both staff and students.

**Recommendations:**

**Bi-Weekly Plan for UPCOMING FAO ACTIVITIES: 7/19/16—7/29/16**

**Upcoming Week:**

1. Hire a FA Counselor I to fill vacant position that was recently occupied by Mr. George Zodiacal.
2. Submit NSLDS Enrollment Report for month of July: 7/19/16.
3. Setup FWS program for Fall 2016. Need to secure off-campus contracts for worksites and prepare for fall orientation.
4. Net Price Calculator update for upcoming school year.
5. ASCC 3<sup>rd</sup> Quarter Report for FAO (7/15/16).
6. DATATEL ISSUES (Working with Grace to Resolve at earliest convenience—**pending**):
  1. SAPC: need to build correct rules into datatel for SAPC module in order to reflect ASCC SAP policy listed in Catalog/Handbook. Currently unable to run SAPC to capture students' SAP status. This process is done manually on excel spreadsheet by each counselor. Need to have this process up and running by next year
  2. Need to setup Automatic Packaging for all programs, create or redefine Rules and Rule Tables, as well as reviewing the Award Process and Award Parameters.
  3. ALTR: need to find a way to issue award letters to student to inform them of awards they are eligible for. Need to find a way to email award letters as a savedlist Datatel Communications Management.

**Start:** 10/1/2015

**End:** 9/30/2016

**Progress:**

**Providing Department:** Financial Aid

**Responsible Roles:** No Roles Selected