



OASFAA Executive Meeting
March 21, 2024
MINUTES

Present: Shaun Anderson, Brenda Cromb, Mary Santoli, Tina Obediah, Lana Hardwick, Leslie Aitchison, Mary Beth Scott, Celeste Coles, Jeremy Potter, Marian Doll

Regrets: Anik Powell, Jessica Husted, Liz Way, Elaine Cottell,

- **Business Arising**
 - Working group re: how institutions are spending their TSA expenditures
 - Working group re: BC Student Aid
- **Chair's Report**
 - **Conference Update**
 - More to come in PD report
 - **Protocol for submission of items to MCU**
 - MCU didn't know that our Committees don't have a dedicated MCU person that joins their meetings (ie: Policy, Procedures)
 - For example, these types of items should go through your PA, Exec, etc before being brought to our joint meetings
 - There were 3 months of items to discuss at last meeting because we didn't meet Nov or Dec
 - Impact to broader membership & importance are 2 key items that need to be kept in mind when adding items to agenda
 - Does MCU want to create a repository to track the items?
- **Past-Chair's Report**
 - Changes to Constitution forthcoming
 - Request: Should conference fees be covered for Executive? Vote? If agreed, amend Constitution
- **Treasurer's Report**
 - Has been cleaning up membership information (especially from WIX)
 - WIX will be more expensive now – they have changed their terms of agreement; in discussions
- **Committee Reports**
 - **Professional Development**
 - 9 submissions for presentations; MCU will present will present for 1 hour
 - Conference registration is open
 - PD Committee has a new GMAIL address
 - **Procedures**



- Information for Individuals for those not filing taxes is found in separate places throughout form – this information/instructions needs to be made more prominent spot on the form -- **Send Snipit to Chair for review** to **refer to MCU**

- **Communications**
 - Moved the menu for easier navigation
 - Directory being improved
 - New title of Resources

- **Policy**
 - Difference between flipping between PT to FT or FT to PT
 - Deadline dates. MCU entered paper app for student past deadline, had the school enter the cost code to process? When can you adjust start & end dates outside the cost code details?
 - Adding additional fees (ie: overload) – does student have to give consent to do this? If consent is required, can a check box be added to the application? – **Summarize for Chair** to **Refer to MCU**

- **Systems**
 - Nothing to report

- **External Liaison Report (CASFAA)**
 - BC Student Aid SIMS – have we received the information – no, majority of Executive have not

- **New Business**
 - **PSW Bridge Program to PN – Deferred from last meeting**
 - Already discussed

 - **Travel Reviews**
 - **Context** - manual shows example where we should be subtracting the local transportation cost (\$22.79) however it appears the value is subtracted automatically by the system. Total weeks are not used exams/holidays.
 - **Request** – Clearer processing steps in manual; should FAO be using higher value even if student is not physically coming to campus for total weeks?
 - This is too complex for the amount of monies that it generates – barrier for students & a lot of work administratively
 - Local transportation should be increased
 - Needs clarity in manual (which has been asked several times) **Refer to MCU**

 - **Student View**
 - **Context** – Difficult to explain to student a new assessment when PD is added later in SP as they do not see this reflected on the student facing side when funds have already been issued for the SP
 - **Request** – System request?
 - **Defer to Systems Committee**



- **AS400/LOP's**
 - **Context** – Discrepancies between ONEKey and AS400; students are receiving notices of overpayments in error – bridge between the two systems is not working correctly
 - **Discussion:** Have other institutions identified this as an issue? Was MCU engaged already? **AS400 access – find news posting
 - Students are being notified of LOPs incorrectly
 - An update on this discrepancy is required & how the students that were incorrectly notified are going to be re-notified with correct information – **Refer to MCU**

- **Overpayment Letters**
 - **Context** – Students receive OP letters based on app; even when OP is recovered from subsequent assessment in the same academic year
 - **Request** – can OP letters be generated and based on net academic year?
 - **James confirmed OP letter's were being sent in error for a few months;** this has since been remedied and students will be notified of any updates on their eligibility via IR.
 - **Refer to MCU**

- **Proof of Income IR's from MCU (\$0 CAD and \$0 Foreign/non-tax)**
 - **Context** – MCU is requesting students declare in their affidavits how they've been meeting their daily living costs
 - **Request** – Add this to the applicable forms if it is an expectation – can MCU provide context regarding the relevance of this information?
 - Clearly identify the information that students need to provide -- **Refer to MCU**

- **Appeals Policy & Process for Awards, Bursaries, Scholarships**
 - **Request** – Would any institutions from the Exec be willing to share?
 - If willing, let Celeste know.

- **Regional Reports** -- **Defer to next meeting**
 - **Eastern Region :**
 - **Central Region :**
 - **Western Region :**
 - **Northern Region :**