**JOINT MEETING OF THE**

**LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION and THE LOUISIANA TUITION TRUST AUTHORITY**

**MINUTES OF MEETING**

**DATE:** August 19, 2014

**TIME** 10:30 a.m.

**PLACE:** Louisiana Retirement Systems Building

 Mr. F. Travis Lavigne, Jr., Commission and Authority Chair, called a meeting of the Louisiana Student Financial Assistance Commission and the Louisiana Tuition Trust Authority to order at 10:40 a.m.

 The following members of the Commission were present:

Mr. F. Travis Lavigne, Jr.

Mr. Ken Bradford

Mr. Nichquin Dumas

Mr. Jeffery Ehlinger, Jr

Mr. Walter Guidry, Jr.

Mr. Jimmy Long, Sr

Mr. Michael Murphy

Mr. Wilfred Sibille

Ms. Wendy Simoneaux

Dr. Larry Tremblay

 The following members were absent:

Mr. Scott Ballard

Dr. Toya Barnes-Teamer

Mr. Raymond Brandt

Mr. Willie Hendricks

Mr. Myron Lawson

Mr. Richard Maciasz

Mr. Stephen Toups

 Ten members were present, which did not represent a quorum; therefore, in accordance with the Meeting Notice, the Chairman called the Executive Committee of the Louisiana Student Financial Assistance Commission to order.

The following members of the Commission’s Executive Committee were present:

Mr. F. Travis Lavigne, Jr.

Mr. Jeffery Ehlinger, Jr

Mr. Jimmy Long, Sr

Mr. Winfred Sibille

Dr. Larry Tremblay

 The following member was not present:

Dr. Toya Barnes-Teamer

Five members were present, which did represent a quorum. Mr. Lavigne temporarily appointed Mr. Bradford, Mr. Dumas, Mr. Guidry, Mr. Murphy and Ms. Simoneaux.

The following members of the LATTA were present:

Mr. F. Travis Lavigne, Jr.

Mr. Ken Bradford

Mr. Nichquin Dumas

Mr. Walter Guidry, Jr.

Mr. Jimmy Long, Sr

Mr. Michael Murphy

Mr. Wilfred Sibille

Ms. Wendy Simoneaux

Dr. Larry Tremblay

Mr. John Williams

The following members were absent:

Ms. Barbara Baier

Mr. Scott Ballard

Dr. Toya Barnes-Teamer

Mr. Raymond Brandt

Mr. Willie Hendricks

The Hon. Eric LaFleur

Mr. Myron Lawson

Mr. Stephen Toups

Ten members were present which did not represent a quorum; therefore, in accordance with the Meeting Notice, the Chairman called the Executive Committee of the Louisiana Tuition Trust Authority to order.

The following members of the LATTA’s Executive Committee were present:

Mr. F. Travis Lavigne, Jr.

Mr. Jimmy Long, Sr

Mr. John Williams

 The following member was not present:

Ms. Barbara Baier

Three members were present which did represent a quorum. Mr. Lavigne temporarily appointed Mr. Bradford, Mr. Dumas, Mr. Guidry, Mr. Murphy, Mr. Sibille, Ms. Simoneaux and Dr. Tremblay.

The following guests were present:

Ms. Tamara Heidenthal

Ms. Jeanné Johnston

The following staff members were present:

 Dr. Sujuan Boutté

 Mr. Neal Boyd

 Ms. Rhonda Bridevaux

 Ms. Alice Brown

 Dr. Tireka Cobb

Mr. Kelvin Deloch

 Mr. George Eldredge

 Ms. Shanna Estay

Ms. Carol Fulco

 Mr. Jack Hart

 Ms. Tisha Lewis

 Mr. Jason McCann

Mr. Richard Omdal

Ms. Nyetta Meaux

 Ms. Deborah Paul

 Mr. Gus Wales

 Under Introductions and Announcements, Dr. Sujuan Boutté announced that Nyetta Meaux will be leaving the agency this week to accept a position in Texas. Dr. Boutté introduced Ms. Tamara Heidenthal and Ms. Jeanne Johnston.

The minutes of the July 17, 2014 meeting of the Louisiana Student Financial Assistance Commission were presented for review and approval. Mr. Dumas made a motion to approve. Mr. Long seconded the motion and it passed unanimously.

Mr. Lavigne offered a public comment period. There were no comments.

The Louisiana Office of Student Financial Assistance presented the Strategic Plan to Commission and Authority Members. The Executive Director, Dr. Boutté, began the presentation by describing the agency’s new model for its mission. Dr. Boutté indicated the following: the new model begins with the students in eighth grade and follows them through college access and success. LOSFA will conduct outreach to students, parents, teachers and others by Motivating, Instructing and Following Through with different activities. The overarching goal is the Facilitation of the 5-Point Match which includes Aptitude, Skill and Interest Match, Academic Match, Cost of Choice Match, Social and Emotional Match and Retention Match. LOSFA’s initiatives and their implementation must be data driven and grounded in a process that facilitates continuous improvement which is contained in the System Feedback Loop.

Ms. Fulco, START Division Director, presented the START Division Strategic Plan. Ms. Fulco specified how START will facilitate/support the progression toward college access/success by motivating, instructing and following through with the following initiatives: pursuing marketing efforts to increase program awareness and accounts, planning for system and operational procedures without social security numbers, evaluating and revising START instructions on the website and making the START website more user friendly. START will use the System Feedback Loop by utilizing Survey Monkey and the START system to evaluate marketing efforts and to improve/add information to the website to inform owners of online procedures and deadlines. START will seek legislation to change account ownership.

 Mr. Wales, Public Information and Communications (PIC) Division Director, presented the PIC Division Strategic Plan. Mr. Wales indicated the following: PIC facilitates/supports the progression towards college access/success by motivating, instructing and following through with the following initiatives: administering the Target Schools/Regional Pilot Program, redesigning the Trailblazer Program, expanding College Goal Sunday, increasing TOPS Retention efforts, having more of a presence on social media for the agency and START Marketing efforts. PIC will be using the 5 Point Match in the Regional Outreach Pilot Program, the redesigned Trailblazer Program, TOPS Retention, Social Media Usage and College Goal Sunday. PIC will use the System Feedback Loop by using Pre-test assessment and baseline profiles in the Target Schools/Regional Pilot Program, conducting Fall seminars/workshops, mid-year assessment, conducting Spring seminars/workshops and post-test assessment/baseline comparisons.

Mr. Hart, Assistant Executive Director for Fiscal and Administrative Affairs, presented the Fiscal/Administrative Affairs Strategic Plan. Mr. Hart indicated the following: Fiscal/Administrative Affairs facilitates/supports the progression toward college access/success by motivating, instructing and following through with the following initiatives: providing accurate and timely financial and administrative support to agency programs and external users, maintaining awareness of PII & exploring alternatives including potential STS and fiscal implications. Fiscal/Administrative Affairs will support the 5 Point Match by facilitating payment procedures for college access programs and encouraging staff utilization of external networking to identify college access opportunities. Fiscal/Administrative Affairs will use the System Feedback Loop to provide accurate and timely research, using data analysis to monitor agency program performance, adjust policies for all agency programs and maintain awareness and explore opportunities to generate additional revenues for college access.

 Ms. Paul, Scholarship and Grant (S/G) Program Director, presented the S/G Strategic Plan. Ms. Paul indicated the following: S/G facilitates/supports the progression towards college access/success by motivating, instructing and following through with the following initiatives: supporting GEAR UP and PIC in development of materials and programs, assisting in the development of programs related to college planning and access, supporting the use of social media, email, and text to stay connected to students, assisting in creating appropriate messages and materials for outreach efforts and assisting in the development of TOPS retention seminars. S/G will be using the 5 Point Match to support GEAR UP identified students who may qualify for Chafee ETVs and support PIC personnel in their efforts with specific high schools. S/G will use the System Feedback Loop to research, study and implement emailing of all TOPS letters for 2015-16. S/G will be automating the Rockefeller Wildlife Scholarship application, encouraging postsecondary schools to link to LOSFA’s website and providing training to postsecondary schools on TOPS billing and grade reporting.

 Dr. Cobb, Assistant Director of GEAR UP and Ms. Meaux, College Access Grant Coordinator, presented the LA GEAR UP Strategic Plan. Dr. Cobb indicated the following: LA GEAR UP facilitates/supports the progression toward college access/success by motivating, instructing and following through with the following initiatives: administering special initiatives and standard initiatives detailed in the grant, the SREB Collaborative Counselor Training Initiative and Summer Bridge/Transition Programs. LA GEAR UP integrates the 5 Point Match into the Youth Congress/LA GEAR UP Student Leadership and Explorers’ Club Curriculum. LA GEAR UP will use the System Feedback Loop for administering focus groups, hosting webinars and administering federal surveys required for the grant.

 Mr. Eldredge, General Counsel, presented the Legal Division Strategic Plan. MR. Eldredge indicated the following: Legal facilitates/supports the progression toward college access/success by motivating, instructing and following through with the following initiatives: reviewing, updating and generating agency documentation, minimizing PII issues, minimizing the students needing a TOPS exception and streamlining the TOPS exception process. Legal will utilize the System Feedback Loop to track and support Exception Requests processing.

 Mr. McCann, Human Resources (HR) Director, presented the Human Resources Strategic Plan. Mr. McCann indicated the following: Human Resources facilitates/supports the progression towards college access/success by motivating, instructing and following through with the following initiatives: explaining the mission of LOSFA and opportunities to work at the agency, working with divisions to find ideal employees to support the mission, ensuring cross-training in divisions with agency-critical positions and providing additional training opportunities to employees. Human Resources will use the 5 Point Match to match employees (current and future) to Divisions that suit their personality and work history, provide hiring advice to divisions and revise job descriptions (SF-3’s) as necessary to better describe the duties they will perform under the new agency strategy. Human Resources will use the System Feedback Loop to monitor LOSFA Retirement Analysis Report to target positions for succession planning, and to ensure HR Policies and Procedures are up-to-date and reflect the new agency strategy.

 Mr. Deloch, Audit Manager, presented Audit’s Strategic Plan. Mr. Deloch indicated the following: Audit facilitates/supports the progression toward college access/success by motivating, instructing and following through with the following initiatives: participating in webinars/trainings, focusing on schools that have never been audited and those with low TOPS eligibility rates. Audit will use the System Feedback Loop to support other divisions.

 Ms. Brown, Director of Information Systems, presented the Information Systems Strategic Plan. Ms. Brown indicated the following: Information Systems facilitates/supports the progression toward college access/success by motivating, instructing and following through with the following initiatives: continuing to enhance the Award System as the primary tool for post-secondary communication and supporting users in communicating with students via text messages and/or emails for action oriented services. Information Systems uses the 5 Point Match in support of the LouisianaConnect.org initiative. Information Systems will use the System Feedback Loop for SSN encryption and the removal of SSN display in all LOSFA applications. Information Systems supports the users with SAS Visual Analytics using qualitative data to improve LOSFA websites, while continuing to implement reasonable and appropriate measures to keep our network, hardware and documents secure at rest and in motion.

 Ms. Estay, Executive Staff Officer, presented the Data Management and Reporting strategic plan. Ms. Estay indicated the following: Data Management and Reporting facilitates/supports the progression toward college access/success by motivating, instructing and following through with the following initiatives: supporting divisions with the collection and reporting of data. Data Management and Reporting uses the System Feedback Loop to support divisions with the presentation of data utilizing the SAS Visual Analytics tool and PowerPoint Presentations.

 Under New Business, the first item was a proposal that the Commission consider adoption of the monetary amount that will constitute the Average Award Amount (TOPS Tech) to be awarded to TOPS recipients who are pursuing a vocational or technical education certificate or diploma at a proprietary or cosmetology school during the 2014-15 academic year. Mr. Long made a motion for approval. Mr. Sibille seconded the motion and it passed unanimously.

 The second item under new business was a proposal that the Commission consider and Act upon the Attached Requests for Exception to the TOPS Regulatory Provisions that Require Students to Enroll Full-Time, to Remain Continuously Enrolled and to Earn at Least 24 Credit Hours During the Academic Year. Dr. Tremblay made a motion for approval. Mr. Dumas seconded the motion and it passed unanimously.

There being no further business, Ms. Simoneaux made a motion to adjourn at 11:52 a.m. and Mr. Elhinger seconded the motion, which carried unanimously.

APPROVED:

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 Chairman