



California Community Colleges  
STUDENT FINANCIAL AID  
Administrators Association



CCCCSFAAA





# MISSION STATEMENT

The California Community Colleges Student Financial Aid Administrators Association is founded on three fundamental principles that define the mission of the Association:

**FIRST** accessibility to higher education is essential to the development of human potential and the human condition; and financial aid is an essential access vehicle to higher education; and

**SECOND** that the effective administration of financial aid programs require accurate, current and focused information on federal and state legislation and regulations governing student financial aid programs; and

**THIRD** communication between members of the profession, government agencies, and private and community organizations is critical to the development of effective financial aid programs and the advancement of the profession.

To achieve this mission, the Association will:

- Provide training through regional meetings, workshops, statewide conferences and other related activities and services;
- Keep the membership apprised of changing legislation, regulations and policies and procedures that will affect the administration of financial aid programs;
- Monitor and respond to state and federal issues that will adversely affect the community college student population;
- Advocate for adequate funding for student financial aid programs and accessibility to higher education;
- Network with other governmental agencies, community organizations and associations to seek support on common issues; and
- Work through the existing formal process to bring forward issues, to increase awareness and to seek support on issues that affect students.

# CCCSFAAA HISTORY

The California Community College Student Financial Aid Administrators Association (CCCSFAAA) was founded in 1969. In fall of 1968, a group of financial aid officers were attending a meeting of the College Board. They were discussing the complexities of financial aid and thought it might be useful to form some type of group to regularly discuss issues and find workable methods to run these new programs. The members of this discussion group were all working in junior colleges across California.

On November 6, 1968 Gene S. Miller, the financial aid counselor at Pasadena City College, sent a letter to colleagues inviting them to a junior college financial aid workshop to be held at Pasadena City College. There were ten participants from Southern California community colleges. A few weeks later, on November 25, 1968 a similar meeting was held in the northern part of the state at the City College of San Francisco. Twenty-four colleagues from Northern California community colleges attended this meeting. At both of these meetings, there was discussion of the possibility of a formal organization of the community college Student Aid officers on a statewide basis. Dr. Charles Herndon drafted a proposed constitution of the California Community College Student Aid Officers' Association (CCCSAOA). The association would be non-profit and follow parliamentary procedure. Arrangements were made for the community college financial aid officers of California to hold a breakfast "under their own sponsorship" on Tuesday January 14, 1969 in the Civic Center Room of the San Francisco Del Webb Towne House. The purpose of this meeting was to approve the formal organization, the Constitution and by-laws of a state organization of Community College Student Aid Officers.

On January 14, 1969 at the Del Webb Townhouse in San Francisco, California an organizational conference was held and the California Community College Student Aid Officer Association (CCCSAOA) was established. In its first year, CCCSAOA had 44 members. In 1974 the Association officially changed its name to the California Community College Student Financial Aid Administrators Association (CCCSFAAA). CCCSFAAA is now 114 community colleges strong!







# STRUCTURE

## EXECUTIVE BOARD

The Executive Board meetings are held throughout the year and our transition meeting is normally held approximately mid-year.

## PRESIDENT

Provide leadership for all activities of the Association, CCCSFAAA Executive Board (Article 4.01-.02), committees, and task forces. Represent the Association at statewide functions directly related to financial aid.

## PRESIDENT-ELECT

Assist the President in carrying out the goals of the Association by chairing the State Issues Committee. Monitor statewide issues and legislation, draft responses and recommend positions for the Association on state issues.

## PAST-PRESIDENT

Serves as mentor to the President, provide oversight and coordination for Training, Chair the Training, Nominations and Elections, and Bylaws Committees.

## VICE PRESIDENT

Assist the President in carrying out the goals of the Association by chairing the Federal Issues Committee. Monitor federal issues and legislation, draft responses and recommend positions for the Association of federal issues.

## SECRETARY

Keep and maintain the Association records. Record the activities of the Executive Board meetings.

## TREASURER/ TREASURER ELECT

Act as fiduciary agent for the Association. Secure the financial stability of the Association. Maintain and monitor the Association's fiscal records. Ensure compliance with state and federal corporation tax requirement. Chair the Fiscal Planning and Fund Development Committee.

## REGIONAL REPRESENTATIVES

Serve as an advisory body to the Executive Board and provides the communication link between the Executive Board and regional financial aid offices and staff. Represent the region as the Regional Representative to the Chancellor's Office meetings.

The Regional Representatives are selected by colleagues within their region and serve a two-year term. Even numbered regions (2, 4, 6, 8, 10) will elect Regional Representatives in even years and odd regions (1, 3, 5, 7, 9) in odd years. The Regional Representatives usually meet throughout the year.

# VOLUNTEER OPPORTUNITIES - COMMITTEES

All committee members must be current members of CCCSFAAA. All committees must be approved by the CCCSFAAA Executive Board. Members will be selected from volunteer forms. All Chairs and/or Co-Chairs must be active members.

## AWARDS

Purpose: To solicit nominations from the voting membership for some awards.

### Responsibilities:

- Establish the calendar for nominations of awards.
- Solicit nominations from the voting membership.
- Select the recipient of each award and forward to Executive Board for ratification.
- Have award plaques engraved for presentation at annual conference.
- Notify recipient of their selection and inform them that the award will be presented at the annual conference.
- Executive Board must keep the identity of recipient confidential. Prior notice shall be given to awardees that do not normally attend the conference.

## Leadership Award

Outstanding Service Award

Special Recognition Award

Hall of Fame Award

Making A Difference Award

Toni DuBois-Walker Award

Lifetime Membership Award

## BYLAWS/POLICY & PROCEDURES

Purpose: To review and keep bylaws current; apprise the voting membership in writing of proposed bylaw amendments; assure compliance with the Articles of Incorporation and as dictated by California Non-Profit Corporation Law. In collaboration with the Executive Board, develop policies and procedures to carry out the mandates of the CCCSFAAA bylaws. Periodically review and update; submit proposed changes for Executive Board and Fiscal Planning Committee.

### Responsibilities:

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- Recommend bylaw change to Executive Board and/or membership for ratification.
- Stay current with California Non-Profit Corporation Law.



Awards

Bylaws/Policy  
& Procedures

Conference

Federal Issues

Fiscal Planning

Nominations  
& Elections

Research

Scholarship

State Issues

Training

Web Oversight





- Review and ensure compliance with California Non-Profit Corporation Law and recommend changes as appropriate to Executive Board for bylaw changes.
- Inform membership in writing of impending proposed bylaw changes that may materially and adversely affect their right as members or changes in authorized number of Officers.
- Keep membership apprised, in writing, of amendments to bylaws that have been voted on by the Executive Board.
- Inform Policies and Procedures Committee of any adopted amendments in bylaws that may affect current policy.

## CONFERENCE

Purpose: To develop an informative conference that meets the needs of the Association membership.

### Responsibilities:

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- In conjunction with the President, select a conference theme.
- Under the general direction of the Executive Board and the Fund Development Committee develop a conference income and expenditure budget.
- Maintain records of all conference budget expenditures and follow standard accounting procedures

- Develop and recommend to the Executive Board proposed conference registration and sponsor fees, and solicitation of sponsors and/or exhibitors.
- Maintain audit trail for conference financial reporting and record-keeping, documentation, conference evaluations and copies of conference contracts.
- In consultation with the President, sign contracts on behalf of the Association.
- Establish conference-planning calendar.
- Submit periodic conference updates and progress reports to Executive Board.
- Coordinate the solicitation of conference sponsorships and donations.
- Prepare and present final report on conference activities and fiscal reconciliation of expenditures at the first Executive Board Meeting succeeding the conference.

2015 CCCSFAAA President Linda Williams,  
2003 CCCSFAAA President John Muskavitch  
Veronica Lehman, Crafton Hills College



## FEDERAL ISSUES

Purpose: To educate the membership concerning federal legislation and propose Association position statements and other methods for the Association to make its voice heard.

### Responsibilities:

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- Monitor pending federal legislation, NPRM's, policy direction of the US Department of Education, developing task forces.
- Assign community college representation, as needed.

*2014-2015 CCCFSAAA President Brian Heinemann & Award Recipient Regina Morrison, Skyline College*



- Maintain contact with the National Association of Student Financial Aid Administrators and American Community College Association regarding federal issues.
- Attend federal meetings, legislative hearings, and provide testimony as necessary on behalf of the Association and the President.
- Draft and recommend position responses to the President and/or the Executive Board for the Association on federal issues.
- Alert membership in a timely manner of the impact and legislative or policy changes that will affect financial aid policies and procedures.
- Maintain communication with appropriate issues personnel at the Chancellor's Office and CSAC regarding emerging federal issues and CCCSFAAA's responses.
- Coordinate with the Past-President to provide training for the Association on federal issues to include on-going training on the legislative process.

## FISCAL PLANNING

Purpose: Develops policy regarding financial matters of the Association and makes recommendations to the Board regarding financial matters of the Association.

### Responsibilities:

- Prepare and monitor the annual budget.
- Review the general financial position of the Association.
- Review budget requests by CCCSFAAA officers and committees.



- Assist the CCCSFAAA Treasurer with policy issues pertaining to accounting procedures, budget, and audits.
- Review all audits of the Association.
- Study and make recommendations on the organization's investments.



## NOMINATIONS AND ELECTIONS

Purpose: To solicit nominations from the voting membership for the Office of President-Elect, Vice-President, Treasurer-elect and Secretary; select two candidates for each office from nominees; and conduct elections in accordance with California Non-Profit Corporation Laws.

Responsibilities:

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- Establish the dates for nominations and elections based on the bylaws.
- Develop nomination form and distribute to the membership.
- Notify voting membership of open nomination for the office of President-Elect, Vice-President, Treasurer-Elect and Secretary.
- Select two candidates for each office from pool of nominations.
- Request ratification of ballot by the Executive Board.
- Conduct elections according to California Non-Profit Corporation Laws.
- Notify voting membership when election ballots and candidacy statement are on the website.
- Summarize electronic voting/ballots from website after ballot deadline.
- Request ratification of election results by Executive Board.



- Contact elected candidates to confirm willingness to serve.
- Contact non-elected candidates to advise of election results and solicit involvement for other Executive Board functions or committee participation.
- Send congratulatory letters to all newly elected candidates with appropriate job description(s).
- Send a “Thank You” letter to the newly elected candidate's supervisor for allowing the candidate to serve.
- Notify membership of election results.

## SCHOLARSHIP

Purpose: To solicit and review applications and award CCCSFAAA scholarships. Develop a funding mechanism to establish and maintain a minimum of one scholarship per each of the ten (10) regions.

### Responsibilities:

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- Adhere to established Scholarship Committee procedures.
- Review/update the CCCSFAAA Scholarship Application annually.
- Post scholarship application on the website and notify each California community college to duplicate as needed for announcement /publication.
- Coordinate the review of the scholarship applications and finalize the selection of the recipients for the CCCSFAAA Scholarship with the Regional Representatives.

- Notify President of students selected for the scholarship with all the necessary information for a congratulatory letter.
- The President will present the selected candidates to the CCCSFAAA Board for ratification.
- Conduct annual fundraising to replenish the scholarship fund.
- Coordinating with the CCCSFAAA Treasurer, provide an accounting of Scholarship Committee fund raising activities and the allocation of the proceeds from any training and the annual conference to the Executive Board.
- Develop “Regret Letter” for applicants not selected for a scholarship. Send letter to all applicants that were not selected.
- Provide list of names and addresses of recipients to the Treasurer for disbursement upon verification of student enrollment. Checks shall be made payable to the college with appropriate instructions for disbursement.

## STATE ISSUES

Purpose: To educate the membership concerning state legislation and propose Association position statements and other methods for the Association to make its voice heard.

### Responsibilities:

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- Monitor pending state legislation and policy direction of the California Student Aid Commission, California Community Colleges Chancellor's Office,





California Community Colleges Board of Governors.

- Keep abreast of all state issues that might impact Community College Financial Aid Administrators.
- Delegate committee or Association members to attend various statewide meetings, legislative hearings, and provide testimony as necessary on behalf of the Association and the President.
- Draft and recommend position responses to the President and/or the Executive Board for the Association on state issues.

## TRAINING

Purpose: To assess the training needs of the membership; develop, design, coordinate, and schedule training opportunities for membership; and assist with the program planning of the annual conference.

Responsibilities:

- Survey and assess staff and professional training needs of the membership.
- Develop appropriate training opportunities and materials for the membership and publish a calendar of events on the website.
- Develop a budget and submit it to the Fiscal Planning Committee for approval. Develop alternative methods for delivering training opportunities for the membership.
- Coordinate training opportunities with other associations and agencies.

- Pursue joint training opportunities with other associations and agencies.
- Develop the program, schedule and coordinate the Spring Training.
- Evaluate effectiveness of training activities and training materials. Make a report to Executive Board at each meeting.
- Write and submit articles to promote and report on training activities.

## WEB OVERSIGHT

Purpose: Serves in an advisory capacity to the Executive Board on matters relating to content, design and function of the association's official website.

Responsibilities:

- Provide timely information and updates via the website.
- Provide online registration and payments for the annual conference and training events.
- Propose added enhancement to the website.

**1994-1995 CCCSFAAA President Dr. Pat Hurley,  
First recipient of the Toni DuBois Memorial  
Leadership award for 2015.**







## ? Annual Conference

CCCSFAAA's annual conference takes place each year. The conference location rotates each year between Northern California and Southern California so that members and associates from all parts of the state can attend.

## ? Training Opportunities

### Training

CCCSFAAA offers one day training events held in the North and South; The training events anticipate wider participation to include all financial aid staff, providing a local networking opportunity for office staff to collaborate with others in their campus vicinity.

### New Directors Training

This is an opportunity for new Directors to receive training presented by experienced Financial Aid Directors, the California Student Aid Commission, and the Chancellor's Office.

## ? Web Site

The CCCSFAAA web site is located at <http://www.cccsfaaa.org>. It serves as a primary communication vehicle for the Association and its members, and it contains the following items:

- News and Updates - CCCSFAAA News and website update information such as the "President's Update."
- Member Services - Information related to membership such as: the Membership Directory, Payment Services (for membership dues, conference or training registration), and Administrative Services (restricted to Board members only).
- About CCCSFAAA - Information on Governing Documents, Leadership, Committees, Regions, Ad Hoc work-groups, and Scholarships.
- Calendar - View upcoming CCCSFAAA events, meetings and deadlines.
- Listserv - Used to post email messages to specific groups.
- News Blog - An archive of current and past issues.
- Conference - Information regarding the annual conference.
- Training - Information regarding training opportunities.
- Online Forms - Conference, Finance, Member Services, Volunteer and Scholarship forms.
- Resources - A compilation of internet sites that are useful for doing financial aid work.
- Archives - an archive of meeting minutes of the Executive Board, and Annual Business Meetings.



## RESOURCES

Free Application for  
Federal Student Aid:  
(800) 4-FED-AID (800) 433-3243  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

California Student Aid Commission  
(888) CA-GRANT (888) 224-7268  
[www.csac.ca.gov](http://www.csac.ca.gov)



## ? Membership

Membership runs from July 1st - June 30th of each year. The membership dues are \$50.00. Active regular membership shall be limited to persons employed by community colleges in California who are responsible for the administration of student financial aid and/or have the authority to award aid.

Benefits of membership are:

- A venue for sharing of regulatory interpretation, sharing of implementation strategies, and sharing of philosophical underpinnings of both federal and state aid delivery.
- A chance for financial aid professionals to improve their competence by providing training conferences, workshops and the opportunity to serve in the organization.
- 2-3 day annual Conference each year. Access to professionals who are invited to participate as presenters in the conferences.
- Possibilities for involvement and professional growth in the planning and coordinating of conference events.

- Annual one day training events in northern and southern California.
- Networking opportunities with financial aid professionals and staff.

## FUTURE CONFERENCES

2016 Southern California

2017 Northern California

2018 Southern California

2019 Northern California

2020 Southern California