

# Iowa College Student Aid Commission

January 15, 2016



**[IowaCollegeAid.gov](http://IowaCollegeAid.gov)**  
Because College Changes Everything

# IOWA COLLEGE STUDENT AID COMMISSION

## Guiding Statements

### Our Vision

All Iowans can achieve an education beyond high school.

### Our Mission

We advocate for and support Iowa students as they explore, finance and complete educational opportunities beyond high school to increase family and community success.

### Our Motto

Because college changes everything.

### Our Guiding Principles

- Put students first
- Respect and honor the dignity of each other and all those we serve
- Uphold the public trust
- Create and nurture internal and external partnerships that benefit our customers
- Provide services to our customers that exceed expectations and address their changing needs
- Develop and empower a motivated, compassionate, professional and accountable team
- Utilize evidence-based decision making

IOWA COLLEGE STUDENT AID COMMISSION

A G E N D A

January 15, 2016  
10:00 a.m.

Iowa College Student Aid Commission

- 1. Executive Director's Report ..... Tab A Misjak
- \*2. Minutes of Meeting-December 4, 2015 ..... Tab B Misjak
- \*3. Committee Reports ..... Tab C
  - Legislative Committee ..... Commissioner Ash
  - Audit and Finance Committee ..... Commissioner Wells
- \*4. Color FX Contract Extension ..... Tab D Doe
- 5. Strategic Plan Close Out ..... Tab E Misjak
- 6. Staff Reports ..... Tab F
  - Administrative Budget/Expenditure Summary..... May
  - Annual Report ..... Doe
  - Future Ready Iowa ..... Scott

7. Adjournment

\* Indicates Action Item

UPCOMING MEETING DATE:

March 18, 2016

May 20, 2016

## IOWA COLLEGE STUDENT AID COMMISSION

### Executive Director's Report January 2016

#### **College Changes Everything: Iowa College Aid's Local College Access Networks (LCANs) Initiative**

Seven communities in Iowa have received planning grants of up to \$10,000 and are utilizing training and technical assistance provided by Iowa College Aid to initiate Local College Access Networks (LCANs)—an initiative that has commonly been referred to as “College Changes Everything.” The LCAN model, based on the Collective Impact framework for collaboration, was developed by the Michigan College Access Network; the state of Michigan has around 50 LCANs. Iowa's LCANs include:

- Cradle-College-Career (C3), Ottumwa
- Education Changes Everything, Burlington
- Sioux City College Changes Everything
- Mason City CAN!
- Estherville College Access Network (ECAN)
- Mission Possible, Hampton
- Muscatine (not yet named)

Deliverables of the planning grants include: asset mapping of community resources to support college readiness, access and completion; local baseline data about secondary and postsecondary “student pipeline,” including data from National Student Clearinghouse; and, plans for shared governance and leadership of the collaborative. Upon completion of a planning grant, LCANs should be positioned to execute evidence-based strategies to impact key indicators toward increasing college attainment through coordinated action teams.

Staffing and the planning subgrants are funded by the College Access Challenge Grant, which expires September 30, 2016; the grant will not be available again from the Federal Department of Education. Iowa College Aid staff anticipate awarding 1-2 additional planning grants and 2-3 “launch” grants of up to \$30,000 that allow LCANs with well-developed plans to secure staffing and implement programs to meet the needs of local students. Launch grants will require 25% cash match and 25% in-kind match to ensure the sustainability of the LCAN. Additional funds will be sought to continue and expand College Changes Everything.

## **The Three Step Process**

This fall Iowa College Aid promoted three separate initiatives - Iowa College Application Campaign, FAFSA Completion Initiative and College Decision Day - as a statewide 3-Step Process to increase high school students' awareness of postsecondary opportunities. Participation in these school-focused initiatives has increased significantly as the importance of applying early for both college and financial aid becomes more evident, especially for underserved populations. This year, due in part to the recognition and support from Governor Branstad, 78 Iowa high schools hosted College Application Campaign events throughout the state with many also participating in the FAFSA Completion Initiative.

### ***Campaign Outcomes***

#### **College Application Campaign**

78 high schools, up from 58 participating high schools last year.  
36 percent increase in high school participation over last year.  
More than 3,500 high school seniors received assistance.  
Of 1,300 high school seniors surveyed, 23 percent said they would not have applied to college without the campaign and 72 percent requested more college information.

#### **FAFSA Completion**

42 school districts, up from 20 participating districts last year.  
110 percent increase in school district participation over last year.  
As of last week, 15 Iowa school districts already uploaded their senior rosters into the Iowa College Aid Processing System (ICAPS).

#### **College Decision Day**

53 high schools have expressed interest in participating in 2016, up from 14 high schools last year.

## **Iowa College Aid Produces Career Pathway Video With Sioux City Community School District**

Iowa College Aid recently produced a 7-minute video with the Sioux City Community School District highlighting the district's Career Pathway Academy program. A GEAR UP Iowa district, Sioux City representatives approached Iowa College Aid to create a way to both promote the academies to Sioux City parents and start to develop video messaging around the idea of career pathway and technical education training. Iowa College Aid Communications Specialist Eric Olson worked with a team of students from Sioux City's Filmmaking Career Pathway Academy, shooting footage and conducting interviews with teachers, students and Sioux City business leaders. Olson then produced and edited the video which is being integrated into Sioux City School District's website, as well as Iowa College Aid's YouTube Channel.

**IOWA COLLEGE STUDENT AID COMMISSION  
MINUTES OF MEETING  
December 4, 2015  
10:00 a.m.**

**Members Present:**

Janet Adams	Michael Ash
Amy Brace	Roger Claypool
Crystal Ford	Tedd Gassman
Tim Kraayenbrink	Frederick Moore
Katie Mulholland	Herman Quirmbach
Doug Shull	Jeremy Varner
Karolyn Wells	Cindy Winckler

**Staff Present:**

Todd Brown	Jethro De Lisle
Jayna Grauerholz	Julie Leeper
Kris May	Karen Misjak
Christina Sibouih	Carolyn Small
Ashley Wendt	

**AG Present:**

Sarah Scott

**Guests Present:**

Gretchen Bartelson	Northwest Iowa Community College
Matt Brown	Iowa Student Loan
Susan Huppert	Des Moines University
Dave Epley	House Democratic Staff
Robin Madison	Legislative Services Agency

## **Call to Order**

The Iowa College Student Aid Commission met for a regularly scheduled meeting on December 4, 2015. Commission Chair Adams called the meeting to order at 10:02 a.m. with a quorum present.

## **Executive Director's Report**

Ms. Misjak shared that the Commission presented the budget requests in front of the Governor and Lt. Governor on Wednesday of this week and Commissioners Janet Adams and Crystal Ford attended the hearing. (a copy of the presentation was given to Commissioners) During this presentation we endorsed the Future Ready Iowa goal that 70% of Iowans in the workforce will hold 2-4 year degrees, certificates or other industry credentials by 2025. The Georgetown University Center on Education and Workforce report shows that Iowa is behind on Bachelor's Degrees by 3%.

Iowa Tuition Grant, Vo-Tech and the Kibbie Grants were highlighted and showed the purchasing power of each program. We also showed that over 50% of Community College students receive both the Kibbie and Vo-Tech grant.

Chair Adams presented on behalf of the Commission at the Budget Hearing and requested an increase for all programs of 5% and explained the need to increase administrative funding to cover the cost of the annual maintenance, support and hosting of the new grant and scholarship system.

Ms. Misjak stated the Commission has been involved and invited to participate in the Reach Higher Initiatives hosted by the White House in Florida. Several individuals from Iowa attended, including Rachel Scott from our staff who presented at the meeting on Iowa's College and Career Readiness Roadmap. Last month Keyli Keifer from our staff presented on our FAFSA Completion Initiative and reported the success of our program in Washington DC.

Ms. Misjak said there continues to be discussion around the announcement from the President that families can use prior prior year tax information and can start completing the form in October 2016 for the 17-18 academic year. The issue for states with this change is that it is almost impossible for states to provide awarding parameters around state programs earlier than the current time frame since the awarding parameters are based on final state appropriated dollars. Ms. Misjak continued that the USDE will stop providing colleges with the lists of the student's school choice and are also saying that they will not provide the list of schools to the states in future years. If states do not receive this information from the FAFSA, they will have to collect this information directly from the student. Ms. Misjak said staff will continue to monitor what the USDE plans to do regarding providing student's school choice to states.

Ms. Misjak introduced Jayna Grauerholz as the new Compliance Officer 1 working with Carolyn Small on Postsecondary Registration. Another new staff member, Zachary Rhein started at Iowa College Aid on November 30. He will be responsible for identifying and applying for grants to help fulfill our mission.

Commissioner Winckler requested as staff is looking at the grant availability, that she would like to know how many grants we are ineligible for because the Commission does not have the 501(c)(3) status. In addition, Commissioner Quirnbach requested a list of the specific grants.

### **Minutes of Meeting**

Motion: Commissioner Ford moved to approve the meeting minutes for September 18, 2015 as written. Commissioner Shull seconded the motion which passed unanimously.

### **Administrative Rules**

Motion: Commissioner Varner moved to adopt the rule to rescind Administrative Rules Chapter 27- Iowa Grant Program. Commissioner Wells seconded the motion which passed unanimously.

Motion: Commissioner Shull moved to propose amendments to Administrative Rules Chapter 36- Governor Terry E. Branstad Iowa State Fair Scholarship. Commissioner Wells seconded the motion which passed unanimously.

### **Administrative Rules-Chapter 21 Postsecondary Registration**

Motion: Commissioner Ash moved to propose amendments to Chapter 21, "Approval of Postsecondary Schools," Iowa Administrative Code as recommended by the Commission's Legislative Committee; and, further moved that the amended language be submitted through the administrative rules process as an Amended Notice of Intended Action so that comments can be received on the new proposed language. Commissioner Moore seconded the motion.

### **Discussion:**

Assistant Attorney General Sara Scott said, because comments received and amendments that have been recommended, she thought it would be beneficial to delay the rule until the January Commission meeting to allow staff and the Attorney General's (AG's) office to review this rule again prior to further Commission action. Ms. Scott said there could be concerns about conflict of interest because the rules apply specific requirements to schools. Although she did not feel that there was an issue, she would like to thoroughly review to be sure Commissioners are not placed in a situation where their action could be questioned. In response to Ms. Scott, Commissioner Moore made the argument, if Commissioners have a conflict of interest on this issue, they would likely be disqualified on every vote as Commissioners represent institutions and sectors and have done so historically as they serve on the Commission. Ms. Scott understood

Commissioner Moore's comment and said she was referring to this specific rule. Commissioner Moore felt Ms. Scott and staff were being too cautious on this issue.

Commissioner Varner asked about the specifics of the motion. Ms. Leeper said the motion made by Commissioner Ash would mean, the rule would be submitted as an Amended Notice of Intended Action, which would ensure additional time for public comment and restart the timeline for adoption and implementation.

Commissioner Quirnbach said he felt there has been a significant misinterpretation of the SARA legislation. He expressed concern that some individuals believe if the NC-SARA agreement doesn't require certain information that the Commission cannot also require it. Commissioner Quirnbach read from Iowa Code Chapter 261G.4, paragraph 2. His interpretation is that the Commission must follow NC-SARA requirements but can require more. Commissioner Quirnbach also read from Iowa Code Chapter 261G.3 and noted the law says the Commission can only move forward with NC-SARA if it believes there are adequate measures of consumer protection established. The Code does not specifically lay out consumer protection, but it does lay out what is required for out-of-state schools. There is plenty of precedent of what the legislation requires, and those requirements were included in a previous draft of the rule. The current version of the rule does not include some important items included in the prior version and he felt the Commission should go back and think through the requirements, as the AG has requested, to ensure that adequate consumer protections are included.

In response to Commissioner Gassman, Ms. Leeper said the fee is still included in this proposal, but has been changed to a sliding scale depending on student FTE counts at schools.

Commissioner Winckler said the fees have had quite a bit of discussion and fees should be set to cover the administrative costs of the program and the fee structure, as proposed, would not cover the costs of the program.

Chair Adams stated there is currently a process in place for out-of-state schools to register in Iowa, and asked if staff knew how many in-state schools have already registered using the current process. Ms. Leeper said there are some in-state schools that have already registered using the current process and listed Des Moines University, Kaplan University and Waldorf University. Drake University has contacted Commission staff and will be preparing their application under the current rule. Ms. Leeper said Briar Cliff College will also be registering because they have students in another state that require SARA participation or registration in that state. Staff's intent is to allow those schools to register and become SARA eligible.

Commissioner Ash stated the two things he heard from the discussion were: 1. The Attorney General's office would like time to review the rule to make sure we are not missing anything and 2. That more conversation is needed to ensure the rule has not gone too far outside the consumer protection requirements. Commissioner Quirnbach

noted the Attorney General's Office wanted more time to think through the issues and move forward with confidence and that no conclusion was being offered.

In response to Commissioner Ford, Ms. Leeper said a rule is currently in place for schools required to register and Iowa schools can voluntarily register under the current rule. The state of Iowa has been approved to participate in NC-SARA. The Commission cannot approve schools under a proposed rule but schools can use the current rule already in place.

Commissioner Moore felt the Commission needed to take action and did not feel there was a conflict of interest. He also said the rule has been recommended by the Legislative Committee and action should be taken by the full Commission.

Commissioner Winckler said when legislation was passed allowing participation in NC-SARA, it was made very clear that the Commission would ask schools to register to participate in SARA and they would register under 261B. She said the proposed rule creates a two-tiered system not identified in Code requiring out-of-state schools follow one set of rules and in-state schools follow different rules. She said she is very concerned the Commission will create a process that is no longer a transparent process. She was not comfortable recommending different sets of rules for schools. Commissioner Quirnbach added he felt there should be one set of rules for consumer protection standards for all schools and consumer protection was the top priority. He did not feel the rule before the Commission relays that priority.

Commissioner Varner asked with the current motion if another public comment period is required. Ms. Leeper said yes and assumed it would also come before the administrative rules committee again. Commissioner Quirnbach said the Commission should come to an agreement before starting over in the Administrative Rules process. He felt the appropriate action would be to table the motion and have more discussion. When the full Commission is comfortable with the rule, the rule could move forward.

Sue Huppert from Des Moines University (DMU) was acknowledged by Chair Adams to speak before the Commission. Ms. Huppert said she has been working on SARA since the beginning and DMU has hosted several information meetings. She said the Commission was very clear with the process and hosted meetings providing information to schools. Ms. Huppert said DMU has completed its application for SARA participation in Iowa. DMU has also submitted applications for postsecondary registration in 38 other states, Wisconsin, being one of the most difficult and most expensive applications for DMU to complete. She said the Commission requirements are not difficult to meet.

Gretchen Bartelson from Northwest Iowa Community College was acknowledged by Chair Adams to speak before the Commission. She said Iowa is committed to education and is involved in distance learning. She asked the Commission to pass these rules and that SARA is necessary at her school; 20 to 25 percent of their students are online and they are the smallest community college with students in 28 states.

Chair Adams asked for the motion to be repeated and a roll call vote was taken.

The following Commissioners voted yea:

Roger Claypool  
Jeremy Varner  
Frederick Moore  
Michael Ash

The following Commissioners voted no:

Janet Adams  
Crystal Ford  
Doug Shull  
Karolyn Wells  
Amy Brace  
Katie Mullholland

The motion failed.

### **ACT, Inc. Contract**

Motion: Commissioner Shull moved to authorize the Executive Director to enter into a five-year contract, with a one-year extension option, for assessment services to students in the GEAR UP Iowa cohort with ACT, Inc. Commissioner Ford seconded the motion which passed unanimously.

### **NCCEP Outside Evaluation Auditor Contract**

Motion: Commissioner Shull moved to authorized the Executive Director to enter into a one-year contract, with five one-year extension options, for outside evaluation audit services for the GEAR UP Iowa Project with the National Council for Community and Education Partnerships. Commissioner Varner seconded the motion which passed unanimously.

### **Audit and Finance Committee**

Ms. May shared that state auditors are currently in the office auditing the GAAP package and will start the review of our federal grants. This is their first year that the federal grants will be part of our audit. Ms. May stated the Commission posted a Notice of Sale for the Partnership Loan Programs (PLP) loans on October 29, 2015 and that bids were due on December 1, 2015. There has been a request from a possible vendor requesting an extension for a bid proposal. More information has been requested from the vendor and the deadline has been changed to December 8, 2015.

Ms. May said the committee discussed how to move forward on the Commission's request to provide a 5-7 year financial plan. The committee reviewed revenue and expenditure estimates from 2012 through 2014 and actuals to date. Staff members are identifying projects and services provided to lowans and will be working on 5-7 year cash projections and updating our estimated numbers. The Committee decided a seven year financial plan would tie to the expiration of the Great Lakes contract and allow the committee to review how revenues will change as the loans in the defaulted portfolio that Great Lakes is currently collecting on will decrease.

### **Legislative Committee**

No report given.

### **Commissioner Report**

Commissioner Varner provided an overview of the Final Report of the Secondary Career and Technical Education Task Force.

### **Staff Reports**

Ms. May provided an update of FY2015 year-to-date financials.

Ms. Small provided a report on an application of exemption from Postsecondary Registration in Iowa for Muscatine Assist to Succeed School.

Motion: Commissioner Claypool moved on the advice of agency counsel, approval of the application for exemption from Iowa registration for Muscatine Assist to Succeed School. Commissioner Wells seconded the motion which passed unanimously.

Mr. Brown provided a financial aid program update on the GEAR UP scholarship.

Commission Adjourned at 12:13 p.m.

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JANET ADAMS, CHAIR

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CRYSTAL FORD, VICE CHAIR

**IOWA COLLEGE STUDENT AID COMMISSION**

**Legislative Action Committee  
January 2016**

A legislative report will be provided during the January 15, 2016 Commission Meeting.

**IOWA COLLEGE STUDENT AID COMMISSION**

**Audit and Finance Committee  
January 2016**

An Audit and Finance Committee report will be provided during the January 15, 2016 Commission Meeting.

**IOWA COLLEGE STUDENT AID COMMISSION**  
**Printing, Storage and Distribution – Color FX Contract Extension**  
**January 2016**

***RECOMMENDED ACTION:***

**Move to authorize the Executive Director to exercise the option for a one-year extension, not to exceed \$200,000 annually, of the Printing, Storage and Distribution Services master contract with Color FX.**

Color FX was awarded the Printing, Storage and Distribution Services master contract for an initial contract period of January 27, 2014 through January 26, 2015 with the possibility for five one-year extensions. The extension request for January 27, 2016 through January 26, 2017 is the second of the five available extensions.

Staff has been pleased with the services provided by Color FX during the past year. Having the contractor manage the online order form and all distribution or orders provided a cost savings to the agency. As of January 4, 2016, Iowa College Aid and GEAR UP Iowa have spent approximately \$55,000 for the current fiscal year ending June 30, 2016 for printing, storage, distribution and web hosting and maintenance of our online order form.

**Summary**

RFP Name and Purpose

Name: Request for Printing, Storage and Distribution Services

Purpose: Select a vendor qualified to provide bundled services to Iowa College Student Aid Commission.

Term of Contract

**Contractor:** Color FX

**Length of Contract:** One year contract – January 27, 2014 to January 26, 2015

**Options:** Extend contract for 5 additional one-year periods

**Price:** Not to exceed \$200,000 annually

# 2013-2015 Strategic Plan

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*Last updated January 6, 2016*

The 2013 Iowa College Student Aid Strategic Plan defines the agency’s direction and provides guidance on the allocation of resources to pursue this strategy from 2013 through 2015. The four strategic initiatives outlined for the agency were selected based on their alignment with the Governor’s strategic goals for the state to create jobs for Iowans, increase family income, restore Iowa’s educational system to #1 in the nation and reduce the cost of government. The initiatives also support the current and projected needs of Iowa students, families, educators, administrators and state and community partners.

## Guiding Statements

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- **Develop and empower a motivated, compassionate, professional and accountable team.**
- **Utilize evidence-based decision making.**

### Goals

- 1. Communities are engaged in increasing college attainment.**
- 2. Increased number of low income and underrepresented students who enroll in postsecondary education and complete a degree or certificate.**
- 3. Increased awareness about the needs of postsecondary attainment for adults.**
- 4. Increased funding for students and student services.**

# 2013-2015 Strategic Plan

## Goal #1

**COMMUNITIES ARE ENGAGED IN INCREASING COLLEGE ATTAINMENT.**

### Strategies

- 1 Develop and implement a communication plan to support Lumina Foundation’s Goal 2025 and the **College Changes Everything** Movement.
- 2 Partner with state and national organizations to share and leverage tools and resources.
- 3 Implement collective impact for college attainment in identified communities.
- 4 Collaborate with key leaders and organizations to identify opportunities and develop champions.

### Owners/Key Participants

Rachel Scott	Lead
Julie L., Tracy, Erma, Crystal, Tiffany, Jethro, Jennifer, Marcela, Eric, Julie S.	Project Team

	Tactics	Owner	Date Due
<b>1.1</b>	<b>Create a communication plan to support the Lumina Foundation's Goal 2025 and the College Changes Everything movement.</b>		
	Research Lumina Goal 2025.	Julie N/Heather	09/2013
	Develop framework for CCE state and local websites.	Erma	12/2014
	Develop data tools geared toward communities.	Rachel, Jethro	10/2015
	Develop media plan and materials to support CCE.	Keyli, Heather, Eric	06/2014 and ongoing
	Develop concept paper and begin sharing with potential stakeholders and funders.	Rachel	06/2014 and ongoing
	Plan statewide meetings to support CCE.	Jennifer, Rachel, Marcela, Erma	09/2015
<b>1.2</b>	<b>Partner with state and national organizations to share and leverage tools and resources.</b>		
	Obtain Trademark usage approval.	Julie N	09/2013
	Schedule initial CCE kickoff with IL and reoccurring touch point meetings.	Julie N, Rachel	04/2014
	Learn MCAN's Charting the Course curriculum and adapt for Iowa. Develop formal logic model.	Rachel, Christina, Julie S.	08/25-08/27 09/2014
	Develop relationships with IACCT, Iowa League of Cities, United Ways and other state orgs to explore opportunities for collaboration and alignment.	Rachel	Iowa League of Cities for 10/2014 ongoing
	Re-engage Latino higher education leaders toward the	Marcela	10/2015

	development of a coalition and report about Latino students and families.		ongoing
	Maintain relationships with national partners, like Nat'l League of Cities, NCAN, and NCHER.	Rachel and Karen	ongoing
<b>1.3</b>	<b>Implement collective impact for college attainment in identified communities.</b>		
✓	Develop plan for expanding communities served.	Julie L, Rachel	05/2015
✓	Implement and support VISTA program.	Erma	09/2014 and ongoing
✓	Support/train staff to provide training and technical assistance to communities.	Rachel, Julie S., Erma	10/2014 and ongoing
✓	Develop CCE/CACG Planning Grant process.	Julie S., Erma, Crystal	11/2015
✓	Develop CACG Implementation Grant process.	Erma, Julie S., Crystal	6/2015

Measures of Success	
1	Number of communities meeting on an ongoing basis. Goal of 8 by the end of 2015.
2	Number of communities hosting a CCE Vista. Goal of 6 by the end of 2015.
3	Number of state organizations engaged as partners. Goal of 6 by the end of 2015.
4	Number of national organizations engaged as partners. Goal of 6 by the end of 2015.

# 2013-2015 Strategic Plan

## Goal #2

**INCREASED NUMBER OF LOW INCOME AND UNDERREPRESENTED STUDENTS WHO ENROLL IN POSTSECONDARY EDUCATION AND COMPLETE A DEGREE OR CERTIFICATE.**

### Strategies over next 3 years

- 1 Build knowledge in schools to institutionalize the college-going process.
- 2 Assist colleges in identifying and addressing barriers to graduation/completion.

### Owners/Key Participants

Todd and Christina	Leads
Joe Dullard	Data Resources
Tonia, Keyli, Adam, Darcie, Denise, Nate, Kathie, Crystal	Project Team

	Tactics	Owner	Date Due
<b>2.1</b>	<b>Build knowledge in schools to institutionalize the college going process.</b>		
	Conduct an inventory and develop a calendar around data and reporting needs for the agency.	Jethro	May 2015
	Define data and measures of success used to identify, monitor and track students.	Joe, Jethro	Summer 2015
	Identify and engage community groups and stakeholders to support the college-going process.	Rachel	(identify) 03/2015, (engage) Ongoing
	Support schools in planning and implementing school improvement efforts and services.	Christina, Darcie	03/2015 and Ongoing
	Implement the three-step college-going process.	Heather	05/2015
	Provide training and follow-up to schools and staff to institutionalize the process.	Christina/Heather	10/2015 and Ongoing
<b>2.2</b>	<b>Assist colleges in identifying and addressing barriers to graduation/completion.</b>		
	Complete gap analysis of retention services and needs at Iowa colleges and share results.	Todd, Julie Voss, Joe	08/2014
	Implementation of the Iowa CASH program.	Todd, Rachel	Fall 2015
	Implementation of texting initiative.	Todd, Rachel	Ongoing

## Measures of Success

- |   |   |
|---|---|
| 1 | Number of individuals joining College Access Readiness Teams.                   |
| 2 | Number of schools that implement any of the three-step process.                 |
| 3 | Number of schools that adopt any of the three-step process in subsequent years. |
| 4 | Number of students assisted and the percent of low income/underrepresented.     |
| 5 | Number of students participating and the renewal application rate increased.    |

# 2013-2015 Strategic Plan

## Goal #3

**INCREASED AWARENESS ABOUT THE NEEDS OF POSTSECONDARY  
ATTAINMENT FOR ADULTS.**

### Strategies over next 3 years

- 1 Make information resources readily accessible.
- 2 Identify potential players, partners and available assets.
- 3 Establish an internal repository of research and resources for adult learners.
- 4 Develop proposal for a public awareness campaign.

### Owners/Key Participants

Heather Doe	Lead
Joe Dullard	Data Resources
Julie N., Jesse, Carolyn, Trish, Flor, Jennifer, Eric, Al, Adam	Project Team

	Tactics	Owner	Date Due
3.1	<b>Make information about online, hybrid and accelerated programs available on our website</b>		
	Collect data from Iowa colleges.	Marketing	2014
	Organize program information from Iowa colleges and post on website.	Marketing	2014
	Add sections to the student budget survey to collect information annually from Iowa colleges.	Heather & Joe	March, 2015
	Determine way to make information on the programs offered by out-of-state institutions registered in Iowa more accessible.	Eric, Carolyn & Adam	March, 2015
	Add postsecondary registration for out-of-state schools to the Iowa Publications Online state library and use meta tags for searching.	Eric	Training April 2015
	Start discussions about adding out-of-state schools to the Student Budget Survey.	Eric, Carolyn, Joe	Fall 2015
	Compile scholarship/financial aid resources for adults returning to college.	All-Provide to Eric	Ongoing

<b>3.2</b>	<b>Identify players (roles, previous efforts, contact information) and partners (subset of players) and available assets (i.e. funding, available internal personnel, relevant data assets).</b>		
✓	Have a member serve on the Lifelong Learning workgroup for EDGE.	Rachel	December, 2014
	Identify key players and contacts with whom we believe our agency needs to connect.	Rachel & Heather	Ongoing
✓	Meet with Iowa Department of Education adult education division.	Rachel & Heather	March 2015
✓	Meet with Iowa Workforce Development to determine ways to work together and services to promote what IWD offers.	Rachel, Heather & Carolyn	April 2015
	Work with Iowa communities to create local college access networks designed to remove barriers and increase educational attainment.	CCE	Ongoing
<b>3.3</b>	<b>Internal Repository of Research &amp; Resources</b>		
	Start a repository of research and resources on adult learning.	All	Ongoing
	Determine categories for organizing resources (i.e. Best practices, financial aid, other resources for adults).	All	Ongoing
<b>3.4</b>	<b>Public Awareness Campaign Around Adult Learners</b>		
✓	Work with Iowa Department of Education to promote their continuing education campaign and website to launch in summer of 2015.	Heather & Eric	2015-16

<b>Measures of Success</b>	
<b>1</b>	Online programs and resources available on website.
<b>2</b>	Implementation of procedures for gathering information on distance learning/online programs.
<b>3</b>	Key players in adult learning/needs of adult learners are identified.
<b>4</b>	Repository of research is accessible to staff.

# 2013-2015 Strategic Plan

## Goal #4

### INCREASED FUNDING FOR STUDENTS AND STUDENT SERVICES.

#### Strategies over next 3 years

- 1 Utilize comprehensive budget planning to guide funding strategies and expenditures.
- 2 Identify and apply for funding opportunities to support the agency's mission.
- 3 Advocate for increased state appropriations for student financial aid.

#### Owners/Key Participants

Julie Leeper, Kris May	Leads
Julie V., Jethro, Kathie, Marcela, Heather	Project Team
Christina	Grant Writer

	Tactics	Owner	Date Due
4.1	<b>Utilize comprehensive budget planning to guide funding strategies and expenditures.</b>		
	Projection Model complete.	Karen and Vendor	09/2014
	Complete operating budget including expenses for all programs.	Julie L, Karen, Kris	09/2014
	Complete projection model to present to Commissioners. Include all income and all expenses.	Karen, Julie L, Kris	09/2014
	Plan for 2016 and 2017 Scholarship and Grant.	Julie L.	09/2014
4.2	<b>Identify and apply for funding opportunities to support the agency's mission.</b>		
	Develop grant seeking and fund development framework.	Christina	06/2015
	Develop proposals and apply for identified grant opportunities.	Christina	Ongoing
	Seek out and pursue foundation funding.	Christina	Ongoing
	Increase knowledge of funding streams.	Christina	Ongoing
4.3	<b>Advocate for increased state appropriations for student financial aid.</b>		
	Create a report on return on investment for all programs.	Kris May, Julie L., Jethro	Ongoing
	Inform and garner support from the Legislative Committee and the Commission.	Julie Leeper	Ongoing



Inform Key Legislators about funding needs for students and administration.

Julie Leeper

Ongoing

**Measures of Success**

- 1 Dollar amount appropriated for state grants for students.
- 2 Dollar amount appropriated for program administration.
- 3 Number of grants and funding opportunities applied for and received.

**IOWA COLLEGE STUDENT AID COMMISSION**  
**OPERATING FUND 0163 - YEAR TO DATE/PRIOR YEAR ACTUAL COMPARISON BY UNIT**  
**SUMMARY OF RESOURCES AND EXPENDITURES**  
**SFY 2016 as of December 31, 2015**

Operating Fund	Class	FY 2016 Operating Budget	FY 2016 Year to Date Budget	FY 2015 Dec-14 Mth Actual	FY 2016 Dec-15 Mth Actual	FY 2015 Year to Date Actuals	FY 2016 Year to Date Actuals	YTD Actual to Budget Variance
<b>Revenues/Resources:</b>								
1	Interest on Operating Fund (2001)	50,000	25,000	8,842	12,489	23,468	37,796	12,796
2	Other Revenue/ PLP & Great Lakes Revenue (P&I)	2,235,065	1,117,533	166,278	225,404	1,016,681	1,448,129	330,596
3	Intra-Agency Reimbursements	1,388,566	694,284	-	212,629	1,528	2,360,719	1,666,435
4	Reimbursement Other Agencies	1	1	-	63	-	63	62
5	Intra State Transfer	70,000	35,000	25,000	-	27,390	19,880	(15,120)
<b>Total Revenues/Resources</b>		<b>\$ 3,743,632</b>	<b>\$ 1,871,818</b>	<b>\$ 200,120</b>	<b>\$ 450,585</b>	<b>\$ 1,069,067</b>	<b>\$ 3,866,587</b>	<b>\$ 1,994,769</b>
<b>Expenditures:</b>								
6	Agency Administration (2001)	2,608,724	1,322,141	131,709	173,684	924,016	917,455	(404,686)
7	Marketing Administration (2002)	853,563	407,640	22,620	30,493	201,621	253,495	(154,145)
<b>Total Administrative</b>		<b>\$ 3,462,287</b>	<b>\$ 1,729,781</b>	<b>\$ 154,329</b>	<b>\$ 204,177</b>	<b>\$ 1,125,637</b>	<b>\$ 1,170,950</b>	<b>\$ (558,831)</b>
8	FFELP Expense (3004)	501	251	-	-	-	37	(214)
9	Collection Expense - PLP (8008)	66,606	33,303	5,450	4,267	30,382	23,382	(9,921)
<b>Total FFELP and Collection Expenses</b>		<b>\$ 67,107</b>	<b>\$ 33,554</b>	<b>\$ 5,450</b>	<b>\$ 4,267</b>	<b>\$ 30,382</b>	<b>\$ 23,419</b>	<b>\$ (10,135)</b>
10	Scholarship and Grants (5002)	1,721,373	860,574	4,021	75,480	142,541	614,955	(245,619)
11	Postsecondary Registration (5003)	483,232	233,362	14,658	11,116	88,564	181,791	(51,571)
<b>Total Osteo, S&amp;G, Postsecondary Reg</b>		<b>\$ 2,204,605</b>	<b>\$ 1,093,936</b>	<b>\$ 18,679</b>	<b>\$ 86,596</b>	<b>\$ 231,105</b>	<b>\$ 796,746</b>	<b>\$ (297,190)</b>
<b>Total Operating Expenses</b>		<b>5,733,999</b>	<b>2,857,271</b>	<b>178,458</b>	<b>295,040</b>	<b>1,387,124</b>	<b>1,991,115</b>	<b>(866,156)</b>
<b>Net resources (exp) before other</b>		<b>\$ (1,990,367)</b>	<b>\$ (985,453)</b>	<b>\$ 21,662</b>	<b>\$ 155,545</b>	<b>\$ (318,057)</b>	<b>\$ 1,875,472</b>	<b>\$ 2,860,925</b>
<b>Federal Grant Resources (Grant Drawdown)</b>								
12	Gear Up Grant (9008)	3,219,603	1,609,802	-	186,660	-	529,986	(1,079,816)
13	Gear Up Scholarship (9001) (5002)	7,500,000	3,750,000	4,004,553	8,452	4,691,258	1,195,430	(2,554,570)
14	JR Justice (4001)	50,000	25,000	-	-	-	27,755	2,755
17	Challenge Grant (7007)	524,192	262,096	-	16,981	-	126,605	(135,491)
<b>Total Federal Grant Resources</b>		<b>\$ 11,293,795</b>	<b>\$ 5,646,898</b>	<b>\$ 4,004,553</b>	<b>\$ 212,093</b>	<b>\$ 4,691,258</b>	<b>\$ 1,879,776</b>	<b>\$ (3,767,122)</b>
<b>Federal Grant Expenditures (grants)</b>								
18	Gear Up Grant (9008)	3,219,603	1,591,497	6,704	164,352	6,710	966,473	(625,024)
19	Gear Up Scholarship (9001)	7,500,000	3,750,000	1,902,243	1,262,565	4,717,315	3,649,003	(100,997)
20	JR Justice (4001)	50,000	25,000	-	-2,735	52,400	35,344	10,344
21	Challenge Grant/VISTA (7007)	524,192	253,482	96	73,153	96	408,993	155,511
<b>Total Federal Grant Expenditures</b>		<b>\$ 11,293,795</b>	<b>\$ 5,619,979</b>	<b>\$ 1,909,043</b>	<b>\$ 1,497,336</b>	<b>\$ 4,776,521</b>	<b>\$ 5,059,813</b>	<b>\$ (560,166)</b>
<b>Net Federal Grant Income (loss)</b>		<b>\$ -</b>	<b>\$ 26,919</b>	<b>\$ 2,095,510</b>	<b>\$ (1,285,243)</b>	<b>\$ (85,263)</b>	<b>\$ (3,180,037)</b>	<b>\$ (3,206,956)</b>
<b>Net Gain (Loss) Operating Fund</b>		<b>\$ (1,990,367)</b>	<b>\$ (958,534)</b>	<b>\$ 2,117,172</b>	<b>\$ (1,129,697)</b>	<b>\$ (403,319)</b>	<b>\$ (1,304,565)</b>	<b>\$ (346,031)</b>

**IOWA COLLEGE STUDENT AID COMMISSION  
OPERATING FUND 0163 - YEAR TO DATE UNIT DETAIL  
SUMMARY OF RESOURCES AND EXPENDITURES  
SFY 2016 as of December 31, 2015**

Operating Fund	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	YTD	YTD	YTD Actual
	2001	2002	3004	4001	5002	5003	7007	8008	9001	9008	ACTUAL	BUDGET	to Budget	
	ADMIN	MARKETING	FFELP	JR JUSTICE	S&G	POSTSEC REG	CCE/ CHALLENGE GRANT	PLP	GEAR UP SCH	GEAR UP	TOTAL	TOTAL	Variance	
<b>Revenues/Resources:</b>														
1 Interest on Operating Fund	37,796	-	-	-	-	-	-	-	-	-	37,796	25,000	12,796	
2 Other Revenue/ PLP & Great Lakes Revenue (P&I)	75	-	1,354,536	-	-	-	586	83,825	9,107	-	1,448,129	1,117,533	330,596	
3 Intra-Agency Reimbursements	917,908	253,495	-	-	8,860	-	-	-	1,189,316	-	2,369,579	694,284	1,675,295	
4 Intra State Transfer	-	-	-	-	-	11,020	-	-	-	-	11,020	35,000	(23,980)	
5 Grant DrawDown from USDE	-	-	-	27,755	6,114	-	126,605	-	1,189,316	529,986	1,879,776	5,646,898	(3,767,122)	
6 Reimbursements from other Entities	63	-	-	-	-	-	-	-	-	-	63	1	62	
7 Gov Transfer In Other Agencies	-	-	-	-	-	-	-	-	-	-	-	-	-	
8 Fees, Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	
9 Unearned Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	
10 State Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Revenues/Resources</b>	<b>\$ 955,842</b>	<b>\$ 253,495</b>	<b>\$ 1,354,536</b>	<b>\$ 27,755</b>	<b>\$ 14,974</b>	<b>\$ 11,020</b>	<b>\$ 127,191</b>	<b>\$ 83,825</b>	<b>\$ 2,387,739</b>	<b>\$ 529,986</b>	<b>\$ 5,746,363</b>	<b>\$ 7,518,716</b>	<b>\$ (1,772,353)</b>	
<b>Expenditures:</b>														
11 Personal Services	620,168	181,669	-	-	48,413	67,187	96,245	-	-	220,152	1,233,834	1,415,532	(181,698)	
12 Travel	4,203	(8,207)	-	-	1,963	-	12,580	-	-	53,684	64,223	70,558	(6,335)	
13 Office Supplies	15,142	1,816	-	-	703	536	295	-	-	1,036	19,528	25,782	(6,254)	
14 Equipment Repairs	-	-	-	-	-	-	-	-	-	-	-	650	(650)	
15 Professional & Scientific Supplies	-	-	-	-	-	-	-	-	-	-	-	1	(1)	
16 Other Supplies	-	-	-	-	-	-	-	-	-	4,415	4,415	-	4,415	
17 Printing and Binding	297	37,186	-	-	50	-	4,995	-	-	3,859	46,387	64,651	(18,264)	
18 Food	58	-	-	-	-	-	-	-	-	-	58	200	(142)	
19 Postage	2,389	12,954	-	-	746	-	128	-	-	1,860	18,077	15,751	2,326	
20 Communications	8,478	835	-	-	1,146	255	1,544	-	-	2,183	14,441	20,093	(5,652)	
21 Rentals	94,854	385	-	-	-	-	-	-	-	400	95,639	162,608	(66,969)	
22 Professional & Scientific Services	1,550	-	-	-	4,753	-	600	-	-	13,431	20,334	18,250	2,084	
23 Outside Services - Other	13,612	-	-	-	2,065	-	11,956	19,869	-	305,893	353,395	669,147	(315,752)	
24 Intra-State Transfers	9,023	-	-	-	-	-	1,020	-	-	-	10,043	44,020	(33,977)	
25 Advertising & Publicity	-	20,488	-	-	-	-	-	-	-	162	20,650	60,700	(40,050)	
26 Attorney General	12,729	-	-	-	-	-	-	-	-	-	12,729	17,500	(4,771)	
27 State Audits	-	-	-	-	-	-	-	-	-	-	-	17,063	(17,063)	
28 State Reimbursements	6,760	57	-	-	913	106	463	-	-	510	8,809	25,931	(17,122)	
29 ITE Reimbursements	45,259	297	-	-	364	125	213	-	-	469	46,727	92,486	(45,759)	
30 IT Outside Services	3,259	-	-	-	181,131	-	-	-	-	-	184,390	400,204	(215,814)	
31 Intra-Agency Reimbursements	-	-	-	9,054	371,191	113,582	261,122	3,513	59,718	355,969	1,174,149	694,284	479,865	
32 Equipment	-	5,183	-	-	-	-	-	-	-	-	5,183	14,000	(8,817)	
33 Office Equipment	-	-	-	-	-	-	-	-	-	-	-	6,000	(6,000)	
34 IT Equipment & Software	79,031	-	-	-	790	-	505	-	-	2,450	82,776	135,016	(52,240)	
35 Other Expenses & Obligations	-	832	-	-	727	-	-	-	-	-	1,559	1,428	131	
36 Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-	
37 Fees	-	-	-	-	-	-	-	-	-	-	-	1	(1)	
38 Other Refunds	-	-	37	-	-	-	-	-	-	-	37	750	(713)	
39 Outside Repairs/Services	643	-	-	-	-	-	-	-	-	-	643	1	642	
40 State Aid	-	-	-	-	-	-	-	-	-	-	-	4,504,643	(4,504,643)	
41 Aid to Individuals	-	-	-	26,290	-	-	17,327	-	3,589,285	-	3,632,902	-	3,632,902	
<b>Total Expenditures</b>	<b>\$ 917,455</b>	<b>\$ 253,495</b>	<b>\$ 37</b>	<b>\$ 35,344</b>	<b>\$ 614,955</b>	<b>\$ 181,791</b>	<b>\$ 408,993</b>	<b>\$ 23,382</b>	<b>\$ 3,649,003</b>	<b>\$ 966,473</b>	<b>\$ 7,050,928</b>	<b>\$ 8,477,250</b>	<b>\$ (1,426,322)</b>	
<b>Net Gain(Loss)Operating Fund</b>	<b>\$ 38,387</b>	<b>\$ -</b>	<b>\$ 1,354,499</b>	<b>\$ (7,589)</b>	<b>\$ (599,981)</b>	<b>\$ (170,771)</b>	<b>\$ (281,802)</b>	<b>\$ 60,443</b>	<b>\$ (1,261,264)</b>	<b>\$ (436,487)</b>	<b>\$ (1,304,565)</b>	<b>\$ (958,534)</b>	<b>\$ (346,031)</b>	

IOWA COLLEGE STUDENT AID COMMISSION  
 SCHOLARSHIP & GRANT ADMINISTRATION  
 SUMMARY OF EXPENDITURES  
 SFY 2016 as of December 31, 2015

**State Appropriated - \$431,896**

	FY 2015 Actual	FY 2016 Budget	FY 2016 Year to Date Budget	FY 2016 Year to Date Actual	Variance Over (Under)
<b>Expenditures:</b>					
1 Salaries	\$ 232,420	\$ 458,282	211,515	\$ 167,786	\$ (43,729)
2 Travel	-	-	-	-	-
3 Office Supplies	-	-	-	-	-
4 Equipment Repairs	-	-	-	-	-
5 Printing	-	-	-	-	-
6 Postage	-	-	-	-	-
7 Communications	-	-	-	-	-
8 Rental	-	-	-	-	-
9 Professional Services	-	-	-	-	-
10 Outside Services	-	-	-	-	-
11 State Transfers	-	-	-	-	-
12 State Reimbursements	-	-	-	-	-
13 ITD Reimbursements	17,689	-	-	-	-
14 Office Equipment	-	-	-	-	-
15 IT Equipment & Software	-	-	-	-	-
16 Other Expenses & Obligations	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 250,109</b>	<b>\$ 458,282</b>	<b>\$ 211,515</b>	<b>\$ 167,786</b>	<b>\$ (43,729)</b>

**Non Appropriated (Covered by Operating Fund 0163-Unit 5002)**

	FY 2015 Actual	FY 2016 Budget	FY 2016 Year to Date Budget	FY 2016 Year to Date Actual	Variance Over (Under)
<b>Expenditures:</b>					
17 Salaries	29,346	2,934	1,354	48,413	47,059
18 Travel	2,365	13,920	6,960	1,963	(4,997)
19 Office Supplies	311	2,570	1,285	703	(582)
20 Professional Services	3,802	-	-	4,753	4,753
21 Printing	-	1,000	500	50	(450)
22 Postage	1,724	4,000	2,000	746	(1,254)
23 Communications	3,172	2,774	1,387	1,146	(241)
24 Rental	-	-	-	-	-
25 Outside Services	5,713	6,000	3,000	2,065	(935)
26 State Transfers	-	26,386	13,193	-	(13,193)
27 State Reimbursements	1,652	1,820	910	913	3
28 ITD Reimbursements	1,646	1,425	713	364	(349)
29 Intra-Agency Reimbursements	750,546	856,544	428,272	371,191	(57,081)
30 Office Equipment	-	-	-	-	-
31 IT Equipment & Software	1,185	2,000	1,000	790	(210)
32 IT Outside Services	158,391	800,000	400,000	181,131	(218,869)
33 Other Expenses & Obligations	-	-	-	727	727
<b>Total Expenditures</b>	<b>\$ 959,853</b>	<b>\$ 1,721,373</b>	<b>\$ 860,574</b>	<b>\$ 614,955</b>	<b>\$ (245,619)</b>

**Total Expenditures (Appropriated + Non-Appropriated)**

	FY 2015 Actual	FY 2016 Budget	FY 2016 Year to Date Budget	FY 2016 Year to Date Actual	Variance Over (Under)
<b>Expenditures:</b>					
34 Salaries	\$ 261,766	\$ 461,216	212,869	\$ 216,199	\$ 3,330
35 Travel	2,365	13,920	6,960	1,963	(4,997)
36 Office Supplies	311	2,570	1,285	703	(582)
37 Equipment Repairs	3,802	-	-	4,753	4,753
38 Printing	-	1,000	500	50	(450)
39 Postage	1,724	4,000	2,000	746	(1,254)
40 Communications	3,172	2,774	1,387	1,146	(241)
41 Rental	-	-	-	-	-
42 Outside Services	5,713	6,000	3,000	2,065	(935)
43 State Transfers	-	26,386	13,193	-	(13,193)
44 State Reimbursements - Other	1,652	1,820	910	913	3
45 ITD Reimbursements	1,646	1,425	713	364	(349)
46 Intra-Agency Reimbursements	768,235	856,544	428,272	371,191	(57,081)
47 Office Equipment	-	-	-	-	-
48 IT Equipment & Software	1,185	2,000	1,000	790	(210)
49 IT Outside Services	158,391	800,000	400,000	181,131	(218,869)
49 Other Expenses & Obligations	-	-	-	727	727
<b>Total Expenditures</b>	<b>\$ 1,209,962</b>	<b>\$ 2,179,655</b>	<b>\$ 1,072,089</b>	<b>\$ 782,741</b>	<b>\$ (289,348)</b>
Check	-	-	-	-	-