

HEERF TASK FORCE			MAY 26, 2020
Meeting Agenda			
Meeting called by: DOUG		Meeting:	
Attendees: DOUG, BRIAN, KIM, KYLE, KURT, BRIAN		Place:	THE CLOUD
Agenda Items			
Topic	Presenter	Time	
<p>MEETING OBJECTIVES (OVERALL TIMELINE IS EXTENDED TO 30 DAYS AFTER RECEIPT OF GRANT FUNDS)</p> <ul style="list-style-type: none"> ✓ FINAL DECISION ON SURVEY CONTENTS ✓ VOLUNTEER FOR CREATING SURVEY(S) ✓ VOLUNTEER TO PREPARE AND UPLOAD MESSAGE ON WEBSITE <p>FINAL INPUT ON LETTERS TO STUDENTS - DATE TO SEND FINAL APPROVAL OF ELIGIBLE STUDENT LIST (completed FAFSA) (Kurt's list & Becky's list) FINAL DECISION ON TIMELINE FOR DISTRIBUTING SURVEYS STRATEGY FOR MANAGING SURVEY RESULTS, FINAL DECISION ON STUDENT AMOUNTS</p>	DOUG	5 min	
<p>ACTION ITEMS</p> <p>AI 1: Kurt & Doug - resolve and agree on application of the FAFSA requirement for eligibility. COMPLETE-Completed FAFSA</p> <p>AI 2: All review and edit Kurt draft of message to eligible students COMPLETE</p> <p>AI 3: Kyle submit draft to Online and Grad students about not being eligible COMPLETE</p> <p>AI 4: Kurt combine his eligibility list and Becky student list COMPLETE</p> <p>AI 5: Brian & Becky create student survey, upload draft to corona work file. COMPLETE</p> <p>AI 6: Business office email message to students/staff/faculty and survey TARGET WED - PAIGE</p> <p>AI 7: Doug & Brian G. investigate payment methods - ACH, Portal, Check LIKELY CHECKS</p> <p>AI 8: Doug have Stephanie display HEERF reporting requirements on website EMAIL TO ZAK 5/26</p> <p>AI 9: Kim have Linda S and H clarify cap/gown status by graduate COMPLETE</p>	DOUG	10 min	
REVIEW AND APPROVE STUDENT LIST - HOW CREATE ONLINE LIST??	ALL	15 min	
<p>REVIEW AND APPROVE PRELIMINARY DISBURSEMENT RANGES (MAX/MIN)</p> <p>Set minimum amount to be disbursed (Ex. Average class fee amt)</p> <p>Set maximum amount to be disbursed (Ex. Average Pell amounts)</p>	ALL	20 min	
STRATEGY FOR CAPTURING AND RECORDING SURVEY DATA AND CONFIRMING AMOUNTS TO DISTRIBUTE	ALL	5 min	
OTHER		5 min	
NEW ACTION ITEMS			