

EXECUTIVE COUNCIL -- PASFAA Executive Council met November 20, 1978, at the OE Office in Philadelphia. A two-day meeting was held January 9th and 10th at Lehigh University, Bethlehem.

Budgets for PASFAA Committees were established and approved.

A thank you received from James Shadda was read.

First draft of revisions to the constitution were presented by Jack Ferrara.

Sal Ciolino was named to explore requirements and ramifications of incorporation.

Sal Ciolino reported on HEW Conference on Fraud & Abuse which he attended as the PASFAA Representative.

President stated that the PASFAA/PHEAA 'Steps' brochure is being revised and readied for distribution.

President announced that the next meeting of PASFAA Executive Council will be held March 12, 1979, in Harrisburg.

John Brugel reported on training activities to date and outlined plans for Spring training.

Councilpersons-at-large presented reports of group meetings held at the Annual Conference.

'Luck' Hill reported that membership exceeds the 77-78 total. Currently, PASFAA membership is 232 active, 31 associate and 1 student.

PAST PRESIDENTS OF PASFAA HONORED -- At the annual meeting held in October, 1978, gavels were awarded to the past presidents of PASFAA in recognition of their efforts and contributions to the organization. Recognized were:

1968-69	George Murdock
1969-70	Vincent Trotta
1970-71	Vincent Femia
1971-72	Charles Dees
1972-73	James Shadda
1973-74	Calixto Marques
1974-75	Jess McMannes*
1975-76	Jean Lynott
1976-77	Eugene Marianni
1977-78	Edward McCormick

LEGISLATION & GOVERNMENT RELATIONS -- Art Switzer and his committee have been very busy. Art and Jack Ferrara met with PACU on October 23rd and on December 14th, presented a position paper on current federal regulations to the PACU Council. On December 29th, they attended a meeting in Washington with PACU representatives with Tom Wolanin, Chief of Staff to the House Committee on Higher Education.

COMMENTS & INPUT NEEDED -- Currently Art Switzer is seeking input and comments regarding Title IV, Higher Education Act Reauthorization. A hearing on this matter is scheduled to be held on Wednesday, January 24th in Philadelphia at Drexel University. Therefore, we urge that you lose no time in providing your views and concerns. (To save time and telephone toll charges, for those who have PHEAA terminals, you can use this means to contact Art -- his number is TM49.)

If you have concerns about PHEAA, these too should be forwarded to Art as soon as possible. The PASFAA/PHEAA liaison committee is scheduled to meet Wednesday, February 7th at 10 AM in the PHEAA Board Room.

A WORD ABOUT AUDITS -- HEW has placed renewed emphasis on audits for fiscal 1979. A total of 188.9 staff years (staff year = a person working full time for one year) have been assigned to educational institutions, plus 26.3 staff years to evaluate reports. Of the 188.9, 38.9 have been assigned to student financial aid.

Should an HEW auditor or program review personnel visit your office, it is recommended that the following precautions be taken:

1. Do not permit them direct access to your student files and data
2. You provide them with the data they need
3. Make a record of all material supplied them, and check it back into your files when they are finished with it
4. Delegate someone of your staff or you personally, work with them and keep track of their work in your office at all times
5. Review their audit report carefully when they finish
6. Do not hesitate to contradict in writing any findings that are not absolutely correct:
 - a. Be sure to document carefully your response to prove the validity of your rebuttal
 - b. Prepare your rebuttal immediately and submit at once

PASFAA EXTENDS CONDOLENCES -- Condolences are extended to the family of Joseph Haggerty. Joseph Haggerty, PHEAA Regional Director for Northeast Pennsylvania, passed away January 19, 1979.

PASFAA CONFERENCE '79 -- Art James reports that the following members comprise the 1979 Conference Committee:

Don Crewell	Gettysburg College
Joyce B. Gray	National School of Health Technology, Inc.
Barry W. McCarty	Lafayette College
Larry S. Sechney	Lehigh University
Michael Tyson	Williamsport Area Community College

He further stated that the 1979 PASFAA Annual Conference will be held at the Valley Forge Sheraton from noon Wednesday, October 3 through noon Saturday, October 6, 1979. In addition to the traditional program subjects, training for neophytes and other types of conference fare, the Committee hopes to have a selection of topics and programs dealing with professional development, leadership skills and management techniques.

Members are urged to forward suggestions for speakers and participants to the Conference Committee. Your input is welcome.

MEMBERS NAMED TO GOVERNMENT RELATIONS COMMITTEE: Art Switzer has announced that the following members have been named to serve on the Government Relations Committee:

Paula L. Arena	Harrisburg Area Community College
Anthony P. Athens	Community College of Allegheny County
Cosimo A. Cardinale	Duff's Business Institute
Bonnie E. Carine	Cedar Crest College
Jack D. Ferrara	East Stroudsburg State College
James A. Treiber	Gannon College

Those members who were named to serve as alternates are:

William D. Boyd	Pennsylvania State University
James W. Caskey	Moravian College
Oliver L. Norrell, Jr.	Cheyney State College
Victor A. Pugliano	Median School

LEEP APPLICATIONS FOR 1979-80 -- The deadline for institutional applications for participation in the Law Enforcement Education Program in the 1979-80 academic year is February 26, 1979. We understand that applications are not being forwarded unless they are requested! Application forms and guidelines are available from: Office of Criminal Justice Education and Training, Law Enforcement Education Program, LEAA, Washington, D.C. 20531. Information about the program can be obtained by calling (301) 492-9040 and asking for the LEEP Coordinator for Pennsylvania.

ADDITION TO THE CLASS OF 2000 -- A son, Scott Michael, was born Tuesday, November 14, 1978, to Deborah and Philip Dwyer. Debbie is Director of Financial Aid at Muhlenberg College and, if we calculated correctly, she can look forward to attending her son's college commencement in the first year of the twenty-first century.

PHEAA NEWS RELEASE -- SPECIAL TO THE PASFAA NEWSLETTER from Ronald G. Taylor, PHEAA Public Information -- PHEAA's Program Compliance Unit has been renamed the Program Review Unit and its compliance examiners henceforth will be called Program Review Specialists. All future communications to schools will carry the new designations.

In announcing the changes, Kenneth R. Reeher, Executive Director of PHEAA, said that the new nomenclature more properly designates the functions of both the unit and its personnel.

Reeher also said that review schedules will be prepared at least two months in advance and institutions will be informed of an intended initial or follow-up review at least 30 calendar days before such is scheduled. Follow-ups will not be conducted for 90 days unless recommended otherwise by the Committee on Institutional Approval and approved by the Executive Director.

Also, Reeher said, in the future program review letters which in the past had been sent to the institution's president will instead be sent only to the financial aid officer. No correspondence will be sent either to a school's president or a director of that institution unless the financial aid officer is unable to resolve any procedural problems uncovered by the program review.

POSITION AVAILABLE -- Carnegie-Mellon University has an opening for an Assistant Director of Financial Aid. We are seeking financial aid officers with at least one year's experience. The position will be available on January 15, 1979. All interested candidates should submit a resume to:

Mr. Walter C. Cathie
Director of Financial Aid
Carnegie-Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

The following is a brief description of the position:

Major responsibilities include the counseling of students and awarding of financial aid. Additional duties include but are not limited to:

1. Speaking at college nights and high school functions.
2. Liaison between the University and corporate donors. Duties include candidate selection, scheduling of special events and preparation of fiscal reports.
3. Coordination of all information systems. Duties include development of present and new programming pertinent to the financial aid operation. Monitoring the activities of an input specialist and the programmer assigned to the student aid areas. This responsibility is subject to change based on the background of the successful candidate.
4. Administration of the College Work Study Program. Responsibilities include fiscal reporting.

MEMBERSHIP LIST UPDATE -- Please make the following corrections:

Page 1 -- Mr. Anthony P. Athens
INSERT: Allegheny Campus

Mr. Edward E. Beda
DELETE: Bala Cynwyd, PA 19010
INSERT: Bryn Mawr, PA 19010

Page 9 -- Mrs. E. Wanda Quay
DELETE: Telephone number which appears
INSERT: (215) 645-2242

Page 10 - Mrs. Renee Saleh
DELETE: Telephone number which appears
INSERT: (215) 683-4077 or 683-4078

Please note that the above correction also applies to the President's telephone number as it appears on the letterhead

See also enclosed Addendum #1 to PASFAA Membership List which was forwarded with the November Newsletter.

REGIONAL ROUNDUP -- On December 7, 110 attended a financial aid workshop for high school counselors. The event, co-sponsored by the Lehigh Valley Financial Aid Administrators and the Pennsylvania League for Nursing, was hosted by Kutztown State College.

POSITION WANTED -- Individual who recently relocated in the Philadelphia area seeks position as an Assistant Director or Counselor, Financial Aid in Philadelphia or suburban area. New to PASFAA. Prior experience in all areas of financial aid. Has bachelor's in Business Administration. Experience: four years in related financial field, two years in financial aid. Last position held: Asst. Director of Financial Aid at two year college with enrollment of 6,500. Available for interview. Tele.: (215) 947-7985

FROM THE EDITOR: You are reminded that this Newsletter is for you the members of PASFAA. Contributions are requested, let's hear from you -
-Notify: Catherine Kratzer or Jeff Zellers.

DEADLINE FOR MARCH ISSUE -- Items to be included in the March Issue should be submitted by March 9.

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1979-80 PROCESSING CALENDAR FOR CAMPUS-BASED PROGRAMS -- The processing calendar for 1979-80 has been revised. Although it appears that further changes may be made, the status as of January 12, 1979, is as follows:

January 15, 1979	Deadline for establishing institutional eligibility
January 15, 1979	Notification of tentative funding levels
February 5, 1979	Deadline for receipt of national appeals
February 12 - 16, 1979	National appeal panel convenes
February 26, 1979	Appeal recommendation notifications mailed
March 27, 1979	Final funding levels announced

EDITORIAL COMMENT -- The white space above was reserved for "Helpful Hints". Are we to believe that financial aid personnel are not creative, innovative or adept at problem solving? Or worse, are we to think no one is willing to share! Let's have your input, our survival is not in what we "Must Do" to comply with regulations but in finding the best way "How to do what we Must Do"!

PASFAA MEMBERSHIP LIST 1978-79

Addendum No. 1

Active Members

Mr. Theodore H. Butcher
Director of Financial Aid
West Chester State College
West Chester, Pennsylvania 19380

Miss Carol Choinski
Memorial Hospital
5800 Ridge Avenue
Philadelphia, Pennsylvania 19128

Mr. Joseph J. Gallagher
Financial Aid Coordinator
Lancaster General Hospital
555 North Duke Street
Lancaster, Pennsylvania 17604
(717) 299-5511 Ext. 472

Miss Margaret M. Gill
Director of Nursing Education
School of Nursing, Germantown Dispensary
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(215) GE8-9700 Ext. 387

Ms. Johanna L. Hixson
Assistant Director, Student Financial Aid
Hahnemann Medical College and Hospital
245 North 15th Street
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(215) 448-7739

Miss Dorothy S. Hoehl
Director, School of Nursing
The Louise Suydom McClintic School of
Nursing of St. Margaret Memorial
Hospital
265 46th Street
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(412) 622-7077

Ms. Nancy Stefanelli
Financial Assistance Officer
Methodist Hospital School of Nursing
2301 South Broad Street
Philadelphia, Pennsylvania 19148
(215) 339-5128 or 5129

Associate Members

Ms. Joanne M. Monahan
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(717) 961-6264