

STATE BOARD OF COMMUNITY COLLEGES
State Board Reserve Funding for Financial Aid Leadership Academy
FY 2017-18

Request: The State Board is asked to approve \$9,000 of start-up funding to begin The North Carolina Community College System (NCCCS) Financial Aid Leadership Academy for fiscal year 2017-18. The request for funding will be used to cover the cost of hiring financial aid personnel to develop the course materials, purchase administrative supplies, and the cost of text books.

Background: In 2016 the NCCCS was asked by a representative from the North Carolina Association of Community College Presidents (NCACCP) to create a Financial Aid Task Force. The purpose of the Financial Aid Task Force was to develop a Financial Aid Succession Plan to address the issue of high turnover in Financial Aid Director positions within the NCCCS. In many instances, it had become a timely process for colleges to locate and hire qualified applicants to assume the Financial Aid Director position. Extended delays in identifying and hiring qualified applicants often caused institutions to experience delayed processing of financial aid awards, delays in federal and state reporting, increases in compliance issues, and possible decreases in enrollment numbers. To address the request from the NCACCP, the Financial Aid Task Force created two subcommittees which included Policy Development and Professional Development. Through these committees, the NCCCS Financial Aid Succession Plan and Financial Aid Leadership Academy Course Outline was developed. The Financial Aid Leadership Academy is a component of the Financial Aid Succession plan and is designed to increase the pool of qualified financial aid administrators interested in becoming financial aid directors in North Carolina community colleges.

Rationale: The Financial Aid Director position is crucial to the continuing well-being of each community college in North Carolina. These positions are key positions and are often difficult to fill because of the important skill sets that are required. Through the NCCCS Financial Leadership Academy, training will be provided annually to designated financial aid administrators. The training will increase the number of qualified financial aid administrators who can assume the position of Financial Aid Director should a vacancy occur. The Academy will consist of three, three-day training sessions. The Leadership Academy is estimated to begin in March 2018 with a class of 25 participants. Guilford Technical Community College - Cameron Campus has been identified as a possible location for the training to take place. Participants will be required to pay a registration fee of \$300 for each session. The registration fee will cover the meals, breaks, and instructor cost.

Budget: The budgeted amount requested for start-up money for the Financial Aid Leadership Academy is \$9,000 and has been listed below. Funding is needed to pay identified financial aid personnel to develop the training material which will be used to teach the sessions. Course material will be developed for the following sessions conducted during the training: (1) *You're the Director – Leading in the Financial Aid Profession*, (2) *Federal and State Reporting*, (3) *Using*

Professional Judgment, (4) The Financial Aid and Business Offices, (5) Audits and Program Reviews, and (6) Default Management.

Expense Type	No. of Personnel	Budgeted Amount
Course Material Preparation	8	\$7,200
Administrative Materials		\$315
Text Books (\$25 X 33 = \$825)		\$825
Printing Cost		\$660
Total		\$9,000

Fund Source and Availability: FY 2017-18 funding is available from the State Board Reserve Fund from December 1, 2017 through June 30, 2018.

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