**Minutes**

**Louisiana Office of Student Financial Assistance (LOSFA) Advisory Board**

**December 6, 2017**

The Louisiana Office of Student Financial Assistance (LOSFA) Advisory Board met on Wednesday, December 6, 2017, at 10:52 a.m. in the 6th Floor Conference Room of the Galvez Building in Baton Rouge, Louisiana. Chairman Ann Smith called the meeting to order and the roll was called.

**LOSFA Advisory Board Members Present**

**Present Staff Members**

Amy Cable Dr. Sujuan Boutté

MaryAnn Coleman Rhonda Bridevaux

Amy Marix Alice T. Brown

Brooks Powell Dr. Tireka Cobb

Ann A. Smith Kelvin Deloch

Carol Fulco

Jack Hart

Robyn Lively

Deborah Paul

Gus Wales

**LOSFA Advisory Board Members Absent**

John Condos

Armond Duncan

Shan Davis

Denise LaTour

Michael Murphy

Carol Pool

## LOSFA

Sujuan Boutté, Ed.D.

Executive Director

## ADVISORY BOARD

Amy Cable MaryAnn Coleman John Condos

Shan Davis Armond Duncan Denise LaTour Amy Marix Michael Murphy Carol Pool Brooks Powell Ann A. Smith

## BOARD OF REGENTS

Richard A. Lipsey, Chair Edward D. Markle, Vice Chair

Marty J. Chabert, Secretary

Joseph C. Rallo, Ph.D, Commissioner of Higher Education

*Claudia H. Adley*

*Blake R. David*

*Thomas G. Henning*

*Robert W. Levy*

*Roy O. Martin III*

*Charles R. McDonald*

*Darren G. Mire*

*Sonia Pérez*

*Wilbert D. Pryor*

*T. Jay Seale III*

*Collis B. Temple III*

*Jacqueline V. Wyatt*

*Adarian D. Williams, Student*

Five members were present, which did not represent a quorum, therefore, in accordance with the Meeting Notice, the Chairman called the Executive Committee of the Louisiana Student Financial Assistance Advisory Board to order.

The following members of the Executive Committee were present: Chairman Smith, Mr. Powell, and Ms. Coleman. Chairman Smith temporarily appointed Ms. Cable and Ms. Marix.

**On motion of Ms. Cable, seconded by Mr. Powell, the Executive Committee of the LOSFA Advisory Board approved the minutes from the October 5, 2017 meeting.**

Staff provided the Advisory Board members with updates on the following programs: START Saving Program, LOSFA Field Outreach for Statewide and Intensive Services, Go Grant, John R. Justice Program and TOPS.

Chairman Smith asked members of the Executive Committee to add the following item to the agenda: to consider the attached request for exception to the TOPS regulatory provision that requires a student provide all documentation to establish TOPS eligibility no later than the January 15 immediately following the final deadline for receipt of the student’s FAFSA.

**On motion of Ms. Coleman, seconded by Ms. Marix, the Executive Committee of the LOSFA Advisory Board voted to add the item to the agenda.**

Under New Business, it was proposed that the Advisory Board consider the adoption of meeting dates for the period January through June 2018.

**On motion of Ms. Marix, seconded by Ms. Cable, the Executive Committee of the LOSFA Advisory Board adopted the meeting dates for the period January through June 2018.**

It was proposed that the Advisory Board consider the internal audit report pertaining to the Disaster Recovery/Business Continuity Plan.

**On motion of Ms. Coleman, seconded by Mr. Powell, the Executive Committee of the LOSFA Advisory Board recommend to the Board of Regents closure of the Disaster Recovery/Business Continuity Plan internal audit.**

It was proposed that the Advisory Board consider the twelve (12) requests for exception to the TOPS regulatory provisions that require students to remain continuously enrolled and to earn the annual credit hours required during the academic year.

**On motion of Ms. Marix seconded by Mr. Powell, the Executive Committee of the LOSFA Advisory Board recommends that the Board of Regents approve the requests for Bailey (759289), Kayla (701810), Victoria (700324), Matthew (635239), Jacob (666662), Irenaissia (686260), Chelsea (613753), Whitney (700424), Chloe (709916), Carleigh (602966), Caden (736795), and Shaye (640840).**

It was proposed that the Advisory Board consider one request for exception to the TOPS regulatory provision that requires a student provide all documentation necessary to establish TOPS eligibility no later than the January 15 immediately following the final deadline for receipt of the student’s FAFSA.

**On motion of Ms. Cable seconded by Mr. Powell, the Executive Committee of the LOSFA Advisory Board recommend that the Board of Regents approve the request for Kathryn (681525).**

There being no further business, Mr. Powell made a motion to adjourn at 12:05 p.m. and Ms. Cable seconded the motion, which carried unanimously.