

01-Oct-2019 | Prepared by: Myrna Perkins, Chief Accreditation Officer & Director of Financial Aid

Overview

This point-in-time report is intended to provide highlights and accomplishments of Barton's Financial Aid Office operations for the past year, provide data on primary and other Key Performance Indicators, provide evidence of links to the College mission as well as HLC requirements, outline the financial aid operating budget request for FY20, and identify future projects for improvement based upon data and anecdotal analysis.

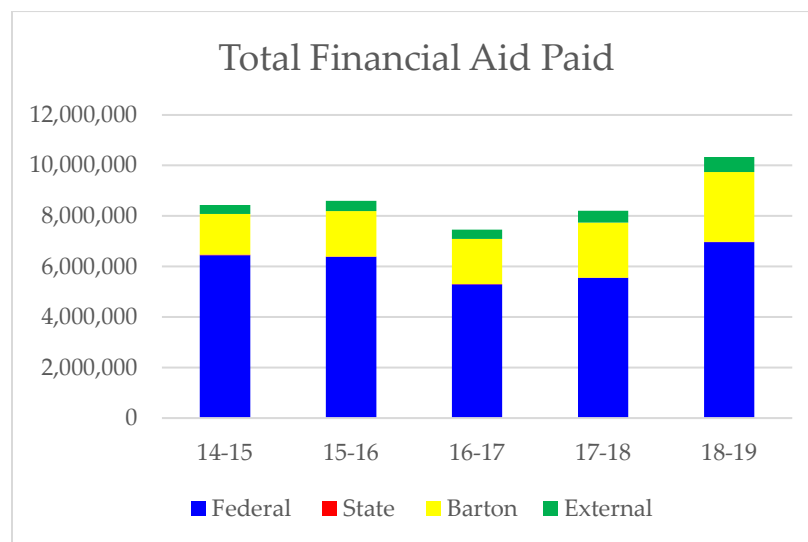
External Evaluation Results | Accreditation Issues

As required by the U.S. Department of Education, Barton's Financial Aid Office went through an annual A-133 audit by the firm of Adams, Brown, Beran & Ball at the end of August, 2019. While the auditors have not yet provided a written report of findings, the auditors stated there will be one finding totaling \$3,807 involving four students in which the enrollment did not match the allowable Federal Pell Grant calculation. The Financial Aid Office has since put into place a procedure to double check all transmittal reports to ensure this will not be repeated. Since the federal aid year had not ended, the miscalculations were corrected and students were paid institutional scholarships for the ineligible funds. The final audit report will be sent to the U.S. Department of Education the end of March, 2020 as required for participation in the Title IV programs.

Primary KPI's: Total Aid Disbursed & Cohort Default Rate | Trend Analysis

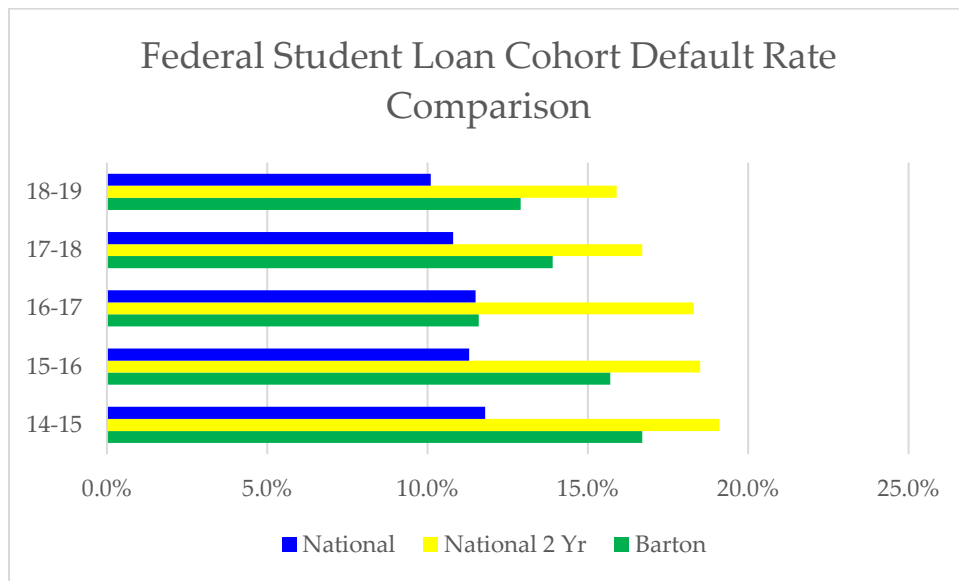
Total Aid Disbursed:

- Total aid disbursed increased from \$8,202,593 for 17-18 to \$10,333,834 for 18-19 for a total increase of \$2,131,241.
- The increase primarily consisted of a rise in federal financial aid paid by \$1,413,607. Also noteworthy, institutional aid rose by \$583,881.



Cohort Default Rates:

- Barton’s official cohort default rate is currently 12.9%. This is a decrease by 1% from last year.
- The rate remains below the cautionary zone with the U.S. Department of Education and is also below the national rate for 2-year public institutions which is 15.9%.



Other Data | Trend Analysis

While “Total Aid Disbursed” and “Cohort Default Rates” are the two primary KPI’s indicating the overall health of Barton’s financial aid operations, additional data is used to help gauge efficiency of operations and identify opportunities for improvement or for targeting resources for best use.

Published Financial Aid Data

Barton’s Financial Aid Office annually publishes data and information for public view.

Published at <http://www.bartonccc.edu/financialaid/office/stats>, the public will find the following:

- Year-End Financial Aid Statistics
- Year-End Financial Aid Demographics
- Historical Annual Award Summary Details
- Historical Loan Statistics

Other Data

Processing Statistics: Of note, the average time to process a federal aid application has increased the last two years and may be due to the increase of three months student have access the FAFSA application. However, Barton's Financial Aid Office is always assessing ways to streamline and decrease processing time.

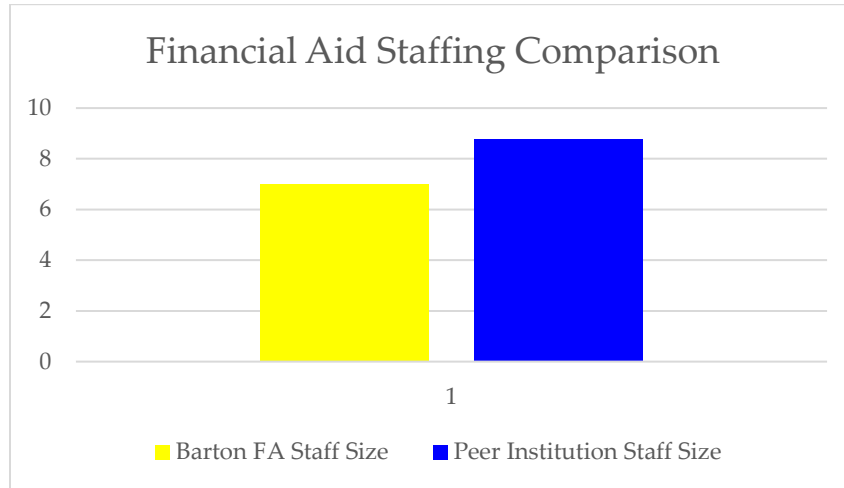
Aid Year	# of FAFSA's Received	# of FAFSA's Awarded	% of FAFSA's Awarded	# of FAFSA's Awarded Pell	# Verified / % Verified	% Verified Selected by CPS / Barton	Average Time to Process	Unduplicated Number of Students Receiving Aid
18-19	4262	1762	41%	1173	987 / 23%	76% / 24%	17 weeks	2498
17-18	4210	1459	35%	874	1139 / 27%	77% / 23%	12 weeks	2241
16-17	4004	1364	34%	963	1046 / 26%	67% / 33%	10 weeks	2242
15-16	4402	1500	34%	1115	2539 / 57%	84% / 16%	13 weeks	2312
14-15	4689	1543	33%	1399	2098 / 45%	78% / 22%	11 weeks	2507
13-14	4692	1571	33%	1212	2495 / 53%	84% / 16%	13 weeks	2744
12-13	4699	1626	35%	1278	2273 / 48%	80% / 20%	12 weeks	2733
11-12	3925	1640	42%	1281	2107 / 53%	82% / 18%	9 weeks	2742
10-11	3671	1584	43%	1241	2193 / 59%	87% / 13%	7 weeks	2093

Appeals Statistics: Processing appeals for students who are placed on financial aid suspension or who have reached the federal 150% Limit on receiving aid represent a good amount of the time spent processing aid applications.

Aid Year	Appeal Notifications Sent to Students on Suspension	Appeals Submitted by Students & Processed	Students Placed on Academic Plans
18-19	326	287	272
17-18	405	294	248
16-17	326	255	214
15-16	383	281	181
14-15	398	278	172
13-14	338	247	186

Financial Aid Staff Size: This represents a comparison to peer institutions using NASFAA's Staffing Survey tool.

- Barton's Financial Aid Office = 7 staff members
- Peer Institutions = 8.78 staff members



How the Financial Aid Office Supports the College Mission

The Mission of Barton Community College is to provide quality educational opportunities that are accessible, **affordable**, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, strengthens communities, and meets the needs of a diverse population.

Financial Aid Office Accomplishments for Aid Year 18-19:

- ✓ Barton's Financial Aid Office implemented a change to processing Athletic Scholarships due to a change in Jayhawk Conference rules allowing full-ride scholarships.
- ✓ Barton's Financial Aid Office formed a Student Focus Group which met frequently during the year. The charge of this group was to find better ways to handle scholarships and to ensure effective leveraging of institutional scholarship funds.
- ✓ The Financial Aid Office staff members began work on their NASFAA credentials. These are tests on seventeen topics which when successfully completed result in an individual credential for the staff member. Six staff members sought credentials and nineteen credentials total were earned.

How the FAO meets HLC Accreditation Requirements

“Assumed Practices 3.B.a -- Financial aid advising clearly and comprehensively reviews students’ eligibility for financial assistance and assists students in a full understanding of their debt and its consequences.”

Data previously supplied in this report (“Other Data”, p. 3) is evidence supporting HLC’s expectation that that student eligibility is clearly and comprehensively reviewed. Through the extensive financial aid support services for Barton students, Barton’s FAO meets the second part of HLC expectations to provide financial aid counseling to students.

Financial Aid Support Services for Barton Students

Face-to-Face (Great Bend Facilities)

- FA Director (Monday – Wednesday)
- Assistant FA Director
- FA Officers (2)
- FA Helpdesk
- Student Support Services
- Upward Bound (English and Spanish)

Face-to-Face (EOC Facilities)

- Great Bend (Downtown)
 - ✓ Academic Advisors (2)
 - ✓ Project Director (Monday – Wednesday)
- Junction City
 - ✓ Academic Advisor (Tuesday, Thursday, Friday)
 - ✓ Project Director (Thursday)

Face-to-Face (Ft Riley Facilities)

- EOC Academic Advisor (Monday & Wednesday)
- FA Director (Thursday)
- Ft Riley Front Office Staff (paperwork intake)

Distance (Email, Phone, Mail, FaceTime)

- FA Director
- Assistant FA Director
- FA Officers (2)
- FA Helpdesk
- FA Program Support Officer
- Appointment PLUS (Schedule a Phone Appt)
- MappingXpress (Secure Document Upload)
- Voice Mail (Leave a message)

2018-19 Professional Development

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
October, 2018	<ul style="list-style-type: none"> • Whitney Asher, Assistant Director of Financial Aid 	KASFAA Conference, Overland Park, KS	G:\ESFA\Financial Aid\Archived Information\Training\KASFAA
Spring, 2019	<ul style="list-style-type: none"> • Myrna Perkins, Director of Financial Aid • Whitney Asher, Assistant Director of Financial Aid • Shanda DeYoung, FA Risk Management Officer • Samantha Thier, FA Officer • Adie Chansler, FA Officer • Kaitlin DeWerff, FA Communications Specialist <p>https://www.nasfaa.org/uploads/documents/NASFAA_Credentials_Earned_by_Name.pdf</p>	NASFAA Financial Aid Credentials Earned: Myrna – 6 Whitney – 5 Shanda – 2 Samantha – 3 Adie – 2 Kaitlin – 1	<ul style="list-style-type: none"> • Application • Cost of Attendance • Need Analysis • Student Eligibility • Verification • Professional Judgment

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https://www.nasfaa.org/uploads/documents/NASFAA_Credentials_Earned_by_Name.pdf

FY20 FAO Budget Request		
Professional Development Funds:		Justification:
❖ Federal Student Aid Conference	\$2,000.00	<p>HLC's Criterion for accreditation 5.A.4 states: "The institution's staff in all areas are appropriately qualified and trained."</p> <p>In particular, the Federal Compliance portion of accreditation requests identification of the last U.S Department of Education training for the staff of the financial aid office.</p> <p>Annually, Barton receives an Administrative Cost Allowance (ACA) from the U.S. Department of Education which is a sum of money required to be spent on the offset of financial aid administration. The 18-19 annual amount received by Barton was \$5,095 which would mostly offset this budgetary request and indicate a link to compliance with the intended purpose.</p>
❖ Annual NASFAA Conference	\$2,000.00	
❖ Regional/State Conferences/NASFAA Credentials	\$1,500.00	
Total:	\$5,500.00	ACA: \$5,095.00
Association Dues:		
❖ NASFAA Dues	\$2,600.00	<p>The Financial Aid Office uses these resources as references and for networking in the administration of federal financial aid.</p>
❖ RNASFAA Dues	\$250.00	
❖ KASFAA Dues	\$150.00	
Total:	\$3,000.00	
Grand Total:	\$8,500.00	

The Financial Aid Office must have goals that are flexible enough to allow for any unexpected directives the U.S. Department of Education or other stakeholders give to schools. Keeping that in mind, Barton's Financial Aid Office will be working on the following for aid year 18-19:

- ✓ Reimagining Institutional Scholarships – The current institutional scholarship budget and awarding process is very disjointed, 100% manual in nature, and in a state where efficacy cannot be measured. Research and conversations have begun to transform the current method to one which can be more automated and where data can be gathered to gauge the leveraging effectiveness.

- ✓ Implementation of Scholarship Universe – Barton's Financial Aid Office is working on implementing Scholarship Universe, a scholarship portal, which will centralize scholarship management and allow for more effective leveraging of institutional scholarship dollars.

- ✓ Transitioning Financial Aid Reports – Migrating the numerous Financial Aid reports from Access to Microsoft Power BI is a huge task. The transition of these reports will allow an opportunity to review current reports, make improvements to existing reports, and provide access online rather than through a network drive.