



HLC Accreditation Evidence

- Financial Aid Office Annual Review

Office of Origin:

- Office of Financial Aid

Contact(s):

- Director of Financial Aid

01-Oct-2020 | 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 FY22, and identify future projects for improvement based upon data and anecdotal analysis.

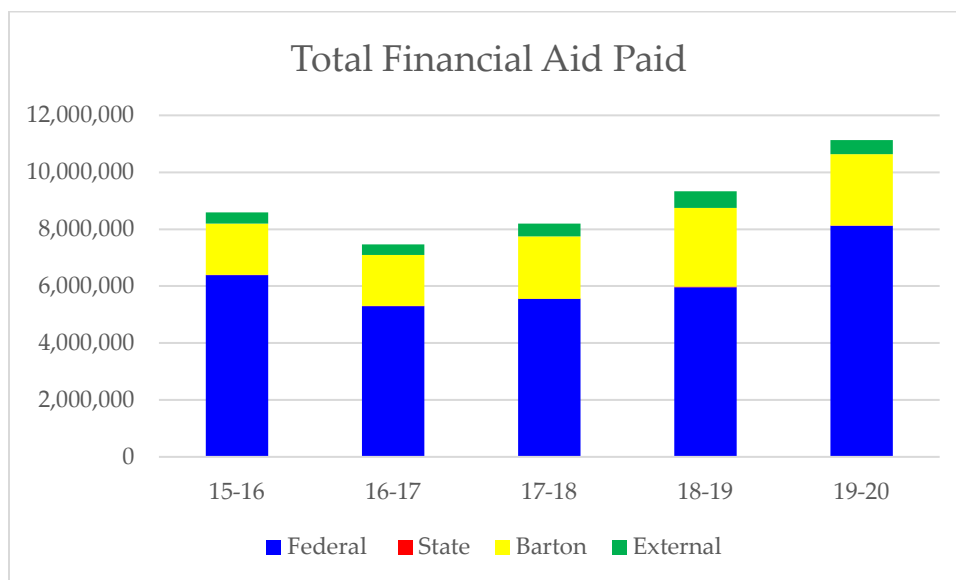
External Evaluation Results | Accreditation Issues

As required by the U.S. Department of Education, Barton's Financial Aid Office underwent an annual A-133 audit which was conducted by the firm of Adams, Brown, Beran & Ball at the end of August, 2020. At the end of the audit, the auditors confirmed to the Director of Financial Aid there were no compliance findings or material weaknesses in the handling of federal funds. The final audit report will be sent to the U.S. Department of Education the end of March, 2021 as required for participation in the Title IV programs.

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

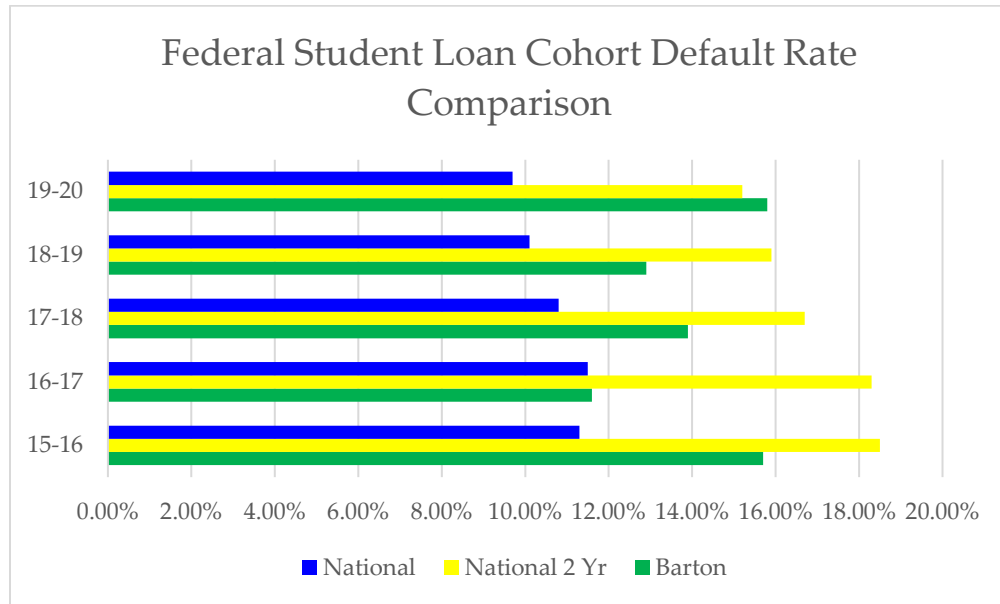
Total Aid Disbursed:

- Total aid disbursed increased from \$10,333,834 for 18-19 to \$11,136,500 for 19-20 for a total increase of \$802,666.
- The increase in aid was primarily due to \$424,000 in CARES funding plus additional increase in federal aid overall.



Cohort Default Rates:

- Barton’s official cohort default rate is currently 15.80%. This is an increase by 3% from last year.
- The rate remains below the cautionary zone with the U.S. Department of Education and is on par with the national rate for 2-year public institutions which is 15.2%.



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
- Historical Annual Award Summary Details
- Historical Loan Statistics

Other Data

Processing Statistics: Of note, the average time to process a federal aid application has decreased to 7 weeks. This is due doing an analysis of the processing timeline and making some revisions.

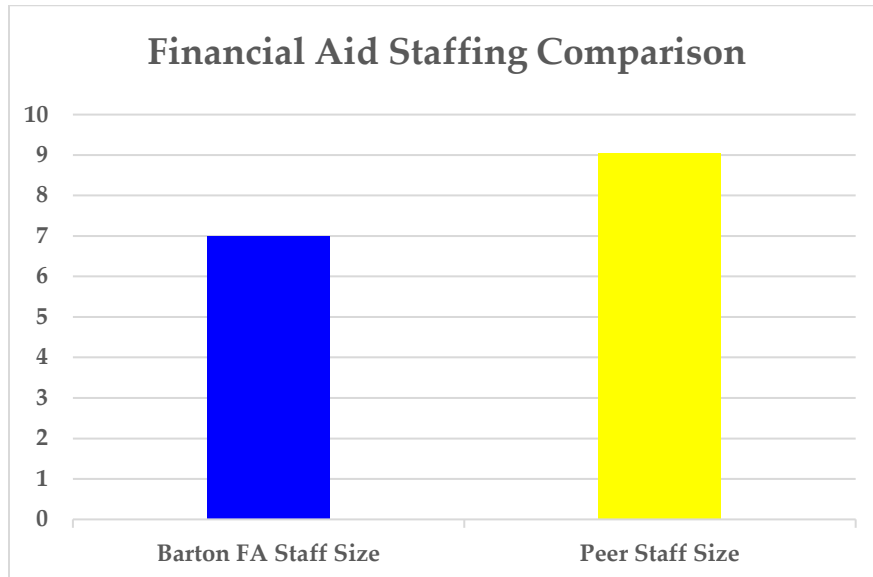
Aid Year	# of FAFSA's Received	# of FAFSA's Awarded	% of FAFSA's Awarded	# of FAFSA's Awarded Pell	# Verified / % Verified	% Verified Selected by CPS / Barton	Average Time to Process	Unduplicated Number of Students Receiving Aid
19-20	4151	2080	50%	1298	1783 / 42%	83% / 17%	7 weeks	2198
18-19	4262	1762	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

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
19-20	306	271	247
18-19	326	287	272
17-18	405	294	248
16-17	326	255	214
15-16	383	281	181

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 = 9.04 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 19-20:

✓ **Experimental Sites Initiative | Second Chance Pell:**

This initiative allows Barton to provide Federal Pell Grant funding for direct costs to incarcerated students. While there is a prohibition on these students receiving federal funds, under this experiment Barton is partnering with the U.S. Department of Education to provide data in this study.

✓ **CARES Funding:**

Funding for students impacted by COVID was announced mid-March, 2020 by the U.S. Department of Education. Barton was able to distribute in excess of \$400,000 to students who were impacted by a disruption of campus operations due to COVID.

✓ **Moving Access Reports to Power BI:**

The move of Banner to a cloud environment, most Access reports needed to be moved to Power BI. This project is on-going.

✓ **Implementing Scholarship Universe:**

Barton's Financial Aid Office is implementing Scholarship Universe as a centralized scholarship processing mechanism with both student-facing and staff-facing functionality. This tool will help Barton to streamline the scholarship process.

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)

- Director of Financial Aid
- Assistant Director of Financial Aid
- Financial Aid Officers
- Financial Aid Helpdesk
- Student Support Services
- Upward Bound (English and Spanish)

Face-to-Face (EOC Facilities)

- Great Bend (Main Street)
 - ✓ Academic Advisors
- Junction City
 - ✓ Project Director
 - ✓ Academic Advisor

Face-to-Face (Ft Riley Facilities)

- EOC Academic Advisor
- Ft Riley Front Office Staff (paperwork intake)

Distance (Email, Phone, Mail, Zoom)

- Director of Financial Aid
- Assistant Director of Financial Aid
- Financial Aid Officers
- Financial Aid Helpdesk
- Financial Aid Program Support Officer
- Financial Aid Risk Management Officer
- Appointment Plus (Schedule an Appointment)
- Voice Mail (Leave a Message)
- Campus Logic (Secure Document Upload)

2019-20 Professional Development

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
August 2019	Kaitlin DeWerff, FA Officer	Attigo Webinar	Financial Literacy and Awareness
October, 2019	Whitney Asher, Assistant FA Director	RMASFAA Conference Billings, Montana	Regional Financial Aid Conference
November, 2019	Kaitlin DeWerff, FA Officer Samantha Their, FA Officer	NASFAA: On Demand Webinar	Interpretation of Federal IRS Tax Documents
November, 2019	Kaitlin DeWerff, FA Officer Samantha Their, FA Officer	NASFAA: On Demand Webinar	Verification Information
December, 2019	Myrna Perkins, Director of FA	U.S. Department of Education Annual Conference	Department of Education Updates
December, 2019	Kaitlin DeWerff, FA Officer	NISOD Webinar	Software Resources
January, 2020	Samantha Their, FA Officer	Webinar	Understanding Your Paycheck
January, 2020	Leann Steinert, FA Communications Specialist	Barton Offering	Excel Spreadsheet Training
February, 2020	Leann Steinert, FA Communications Specialist Kaitlin DeWerff, FA Officer	Barton Offering	Excel Spreadsheet Training
February, 2020	Kaitlin DeWerff, FA Officer	Barton Offering	Associate Degree Changes
February, 2020	Kaitlin DeWerff, FA Officer	Attigo Webinar	Managing Loan Defaults
February, 2020	Kaitlin DeWerff, FA Officer	Attigo Webinar	Effective Communications
February, 2020	Samantha Their, FA Officer	Webinar	Budgeting Information
February, 2020	Samantha Their, FA Officer	Webinar	Identity Theft Information
March, 2020	Leann Steinert, FA Communications Specialist	Webinar	Financial Awareness

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

FY22 FAO Budget Request		
Professional Development Funds:		Justification:
❖ Federal Student Aid Conference	\$2,000.00	HLC's Criterion for accreditation 5.B.1 states: "The institution has qualified and trained operational staff and infrastructure sufficient to support its operations wherever and however programs are delivered." 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 19-20 annual amount received by Barton was \$5,275 which would mostly offset this budgetary request and indicate a link to compliance with the intended purpose.
❖ Annual NASFAA Conference	\$2,000.00	
❖ Regional/State Conferences/NASFAA Credentials	\$1,500.00	
Total:	\$5,500.00	ACA: \$5,275.00
Association Dues:		
❖ NASFAA Dues	\$2,600.00	The Financial Aid Office uses these resources as references and for networking in the administration of federal financial aid.
❖ RMASFAA 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 20-21:

- ✓ **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. The Financial Aid Office continues to work with cross-institutional representation to improve the institutional scholarship process.

- ✓ **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. This is also a complex project involving many areas of the college.

- ✓ **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.

- ✓ **Transitioning Policies and Procedures to NASFAA P&P Builder** – Barton's Financial Aid Office will be moving the Financial Aid Policy & Procedure manual to the NASFAA P&P Builder format. This will ensure all compliance requirements are met.