



MASFAP Monitor

April 2020 Volume 2020, Issue 2



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Dena's Dish

**Dena Norris, MASFAP President
Associate Vice Chancellor of Student Financial
Services, Metropolitan Community College**



Hello MASFAP, I hope this message finds you and your family in good health and spirits. A lot has been happening in the world we live in and things seem to be getting crazier by the day. COVID-19 has turned our financial aid and working lives into interesting times to say the least. We are all working hard to help assist students with academic, financial and transitional support while also adjusting to working from home. If you are anything like me, I'm finding that I miss my friends, colleagues and people in general. MASFAP will be hosting a virtual social hour this Thursday via zoom (see details on the next page). Everyone is welcome to join even if it's just to drop in and say hi. It will be great to see you all and it will be a time to for us to just chat and connect with one another (fair warning: my children think Zoom is their new platform to fame so there's a guarantee at least one of my two little monsters will want to say hi).

The MASFAP Board held a virtual meeting last Friday and great things continue to happen with our committees and organization. While we have postponed our in-person PD events, we are looking into ways

to bring you events or credential trainings virtually so stayed tuned. I also wanted to thank the delegates for hosting and organizing a weekly brown bag director (or designee) discussion to help support each other through all the changes we are being faced with right now. The legislative committee is also doing a great job in helping keep us informed on developments from Washington DC. Additionally, we are continuing to plan early awareness events like the high school counselor workshops and conference planning is still moving along accordingly too. We are certainly keeping an eye on developments and will adjust our work as appropriate and I'm so thankful for the hard work being done by everyone.

Please hang in there and stay strong, we are going to get through this challenging time together. I hope to chat with you on Thursday and as always, you are welcome to reach out to me via email at dena.norris@mcckc.edu or phone 816-616-2699.

MASFAP Social—Via Zoom!

Join us for a MASFAP Social! Thursday, April 16 at 5 pm

Join Zoom Meeting link:

[https://umsystem.zoom.us/j/912061734?
pwd=cmhnL3R0bDg3REhHSFgzc0JmZVhIdz09](https://umsystem.zoom.us/j/912061734?pwd=cmhnL3R0bDg3REhHSFgzc0JmZVhIdz09)

Meeting ID: 912 061 734

Password: MASFAP

One tap mobile

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+16468769923,,912061734# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US

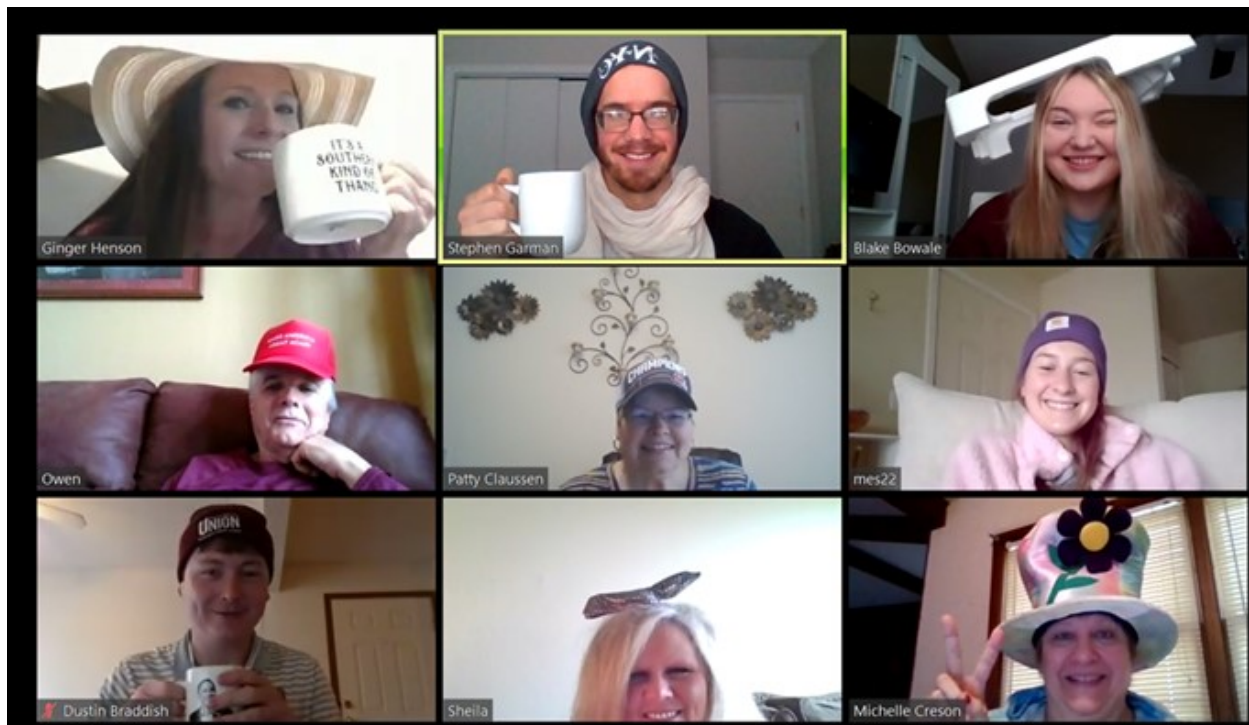
Meeting ID: 912 061 734

Find your local number: <https://umsystem.zoom.us/u/abpLY9hhP>



The Missouri Association of Student Financial Aid Personnel (MASFAP) is a dynamic association dedicated to serving and advocating for practitioners, users and providers of student financial aid programs.

- One unit of MSU's financial aid office decided their hats weren't getting enough use since everyone is staying home, so they brought them out for a recent team meeting. Pictured below.



- Commerce Bank is excited to announce that they are offering ten (10) \$1,000 scholarships for the Fall 2020 semester. From April 1 through August 31, 2020, students are eligible to enter to win one of these scholarships. Random drawings of two (2) winners each month will begin in May and continue through September 2020. Students may enter at www.commercebank.com/scholarshipspring2020.
- Saint Louis University will welcome Sarah Laster as the New Student Coordinator. Sarah will join them virtually the end of April.
- Holly Allen, Goldfarb School of Nursing, and her husband, Ben and sons Theodore and Max, welcomed Clare Eleanor Allen to their family on March 16, 2020! Clare weighed 6 lbs, 14 oz, and was 20.4" long. Pictured below (soooo cute)



MASFAP Happenings and Tidbits, *Continued*



• After 34 years of service Nancy Lynch, Saint Louis University, retired with little fanfare. She is a gracious, humble, faith-filled, caring, dependable, rock solid, smart, very matter of fact aid expert and was a critical part of SLU's success in serving students. Nancy forged through more changes in aid than most of us can imagine. She always remained committed to making sure students came first. Her quiet, collegial nature is so missed. (PS: We will celebrate as soon as appropriate.) Pictured left.

- Shout out to a few who had quarantine birthdays:
 - ⇒ Natalie Crawford, Drury University March 23
 - ⇒ Kristen Keele, Logan University April 17
 - ⇒ Ashley Nickell, Logan University May 3



- University of Missouri—Columbia welcomed two new Financial Aid Advisors to their crew: Brenda Elrod-Aviles and Bryan Fulcher.
- Jessica Ritter, University of Missouri—Columbia, was promoted from a Financial Aid Advisor to Verification Coordinator role on the Operations Team.
- Kari Lenz, University of Missouri—Columbia, was promoted from an Office Support position into the Pell and R2T4 Coordinator role on the Operations Team.
- Allison Thompson, University of Missouri—Columbia, was promoted from the Loans team to a Student Support Specialist role on the Operations Team.



• Alex Miller, Stephens College, is serving as the Interim Associate Vice President of Enrollment Management. Pictured right.



• Emily Haynam, Associate Director at University of Missouri-Columbia, has been elected to serve as secretary on the 2020 MASFAA Executive Board.

• Michele Logue has joined the University of Missouri-Kansas City financial aid team as the Assistant Director at the Hospital Hill campus. Michele was at Park University prior to this position.

• Laura Steinbeck, Sallie Mae, was promoted to Director, Assistant Region Head for the Midwest Region. Pictured right.



• Ashley Nickell and Laurel Miller, Logan University, practicing safe social distancing when in the office. Pictured left.

MASFAP on the Move... Zoom Zoom



Last week MASFAP held its first-ever virtual Zoom Board Meeting. In the days of social distancing and closures, the Zoom meeting was the next best thing. Board members and committee chairs were able to give board reports, and there was a lot of sharing of information.

Guess what?

MASFAP is now on **Twitter**



Follow us... **@MoASFAP**

Follow | Share | Post | Network | Learn



Visit
<https://www.masfap.org/blog-home>
to view the MASFAP Blog

Actually, It Shouldn't Have Been An Email



By Stephanie Broyles, Financial Aid Director, Rolla Technical Institute Center

I never in my wildest dreams imagined that there would be a flu-like pandemic during my lifetime that would shut down most of America. I feel daily like I am living the plot to a sci-fi movie and I hope it doesn't turn out to be Resident Evil (if you haven't seen that one, now might not be the time). Like everyone else, I am having to adjust to all that goes along with a community-wide stay-at-home order. Everything non-essential has closed in our community and I have found myself with many new roles.

Suddenly I am a fourth-grade teacher, chef, IT person, and pick-up service driver and, as the stay-at-home order continues, I am taking on new roles daily. In fact, this weekend we will find out what the value of a cosmetology license really is...

While there is a stay-at-home order in place, it really doesn't mean that things have shut down. Our campus has converted to web-enhanced learning and faculty and staff are working from home. There is much to be done to make sure that all currently enrolled students receive the education and services they deserve and for us to be ready to educate and serve next year's students. As if this isn't challenging enough, there is a mountain of clear-as-mud guidance to advise us of what is and isn't allowed as we navigate this strange new world.

I am deluged daily with lengthy emails from many, many sources. Before I say what I am about to say, let me preface it with this - I truly appreciate that all of these external entities are working around the clock to issue guidance and putting that guidance in writing. There, that was my nice preface. Seriously, though, I am being crushed by the mountain. In fact, I am finding the need to "read" everything to be one of the biggest challenges of working from home. I say this as someone who has a voracious appetite for reading and who's first love was a good book.

Today, as I struggled to read some new guidance from one of our external entities, it occurred to me that many of us were wrong about the need for meetings – even meetings for seemingly mundane things. I have been guilty when busy and annoyed of leaving a meeting and thinking, "that should have been an email," and I have heard many friends and colleagues express that same sentiment over the years. Okay, so some of it still should have been an email, but I am now truly seeing the value of getting information in interactive ways (like meetings) and I am missing that contact with other humans – even the annoying ones. If your office is working remotely, you might want to consider having routine web/video meetings to not only help each other climb the mountain of advice, but to also give each other a little of that normal human interaction – no matter how annoying.

3 Things to Know About Student Loan Tax Credits



By Jaymi Cook, Sallie Mae employee

Jaymi Cook is a Sallie Mae employee and is seeking her master's degree from The Johns Hopkins University. When she's not cheering on her favorite football team, she's riding or racing around the Delaware Valley on one of her many bicycles.

What you'll learn

- Learn if your student loans are eligible
- Find out what information you'll need before you file your taxes
- Discover what tax credits are available

It's not a surprise that not many people look forward to preparing their tax return, but if you're a student (or the parent of a student) and have a few pieces of information handy, you may dread tax season a little less.

If you're an undergraduate or grad student, a professional taking degree courses, or a parent who is helping your child with tuition, you may be eligible for one or more higher education tax credits and deductions (also called student loan tax credits and deductions). What does that mean for you? It means that being a student, or the parent/guardian of a student, may help you during tax time.

Student loan tax credit and deductions

You might be asking yourself, "What are student loan tax credits and deductions?" Tax credits reduce the amount of taxes you owe, while tax deductions reduce the amount of income on which you are taxed. Both can help when you are getting ready to file.

Before you dive into the nitty-gritty, there are a few questions you might want to answer first:

- **Is your student loan eligible?** Not all student loans are eligible for all higher education tax deductions, so you'll need to determine if your loan qualifies. The Internal Revenue Service provides the eligible loan criteria for claiming a tax deduction on their website (see Topic No. 456), but you may also want to consult with a tax professional to find out more about what tax benefits are available to you.
- **What is your MAGI?** Your modified adjusted gross income (MAGI) can affect your eligibility to claim certain tax credits and benefits. How much you can receive in a credit or tax deduction is based upon your MAGI, so knowing your MAGI before you begin your taxes can help streamline the process.
- **Who can claim the tax credit or deduction?** Determining who claims a tax credit or benefit is a family decision. A tax credit can be claimed by an individual if you, your spouse, or a dependent you list on your tax return is the student. A tax deduction can be claimed if you are legally obligated to pay interest on the loan and if you (or your spouse, if filing jointly), can't be claimed as a dependent on someone else's return. There are different criteria for tax credits and tax deductions, so make sure you check the IRS website or consult with a tax professional if you have questions.

3 Things to Know About Student Loan Tax Credits, *Continued*

Student loan tax credits and benefits

Now that you have a few key pieces of information handy, here are several credits and benefits available for families:

- **The American Opportunity Tax Credit.** If you are a student enrolled at least half time in a program leading to a degree or other recognized educational credential, you may be eligible for a tax credit of up to \$2,500 per year. This tax credit is for tuition, enrollment fees, and course material expenses during your first four years of higher education. Single filers with a MAGI of up to \$90,000 and married filers with a MAGI up to \$180,000 may qualify for this credit.
- **The Lifetime Learning Credit.** This credit covers up to \$2,000 per year in expenses related to all years of post-secondary education, as well as non-degree courses to acquire or improve job skills. There is no limit on the number of years it may be claimed. The amount of the credit is gradually reduced if your MAGI is between \$58,000 and \$68,000 (\$116,000 and \$136,000, if you file a joint return). Note that if your MAGI is \$68,000 or greater for a single filer or \$136,000 for married filing jointly, you can't claim the Lifetime Learning Credit.

You can claim either the American Opportunity Tax Credit or the Lifetime Learning Credit may be claimed in one tax year, but not both.

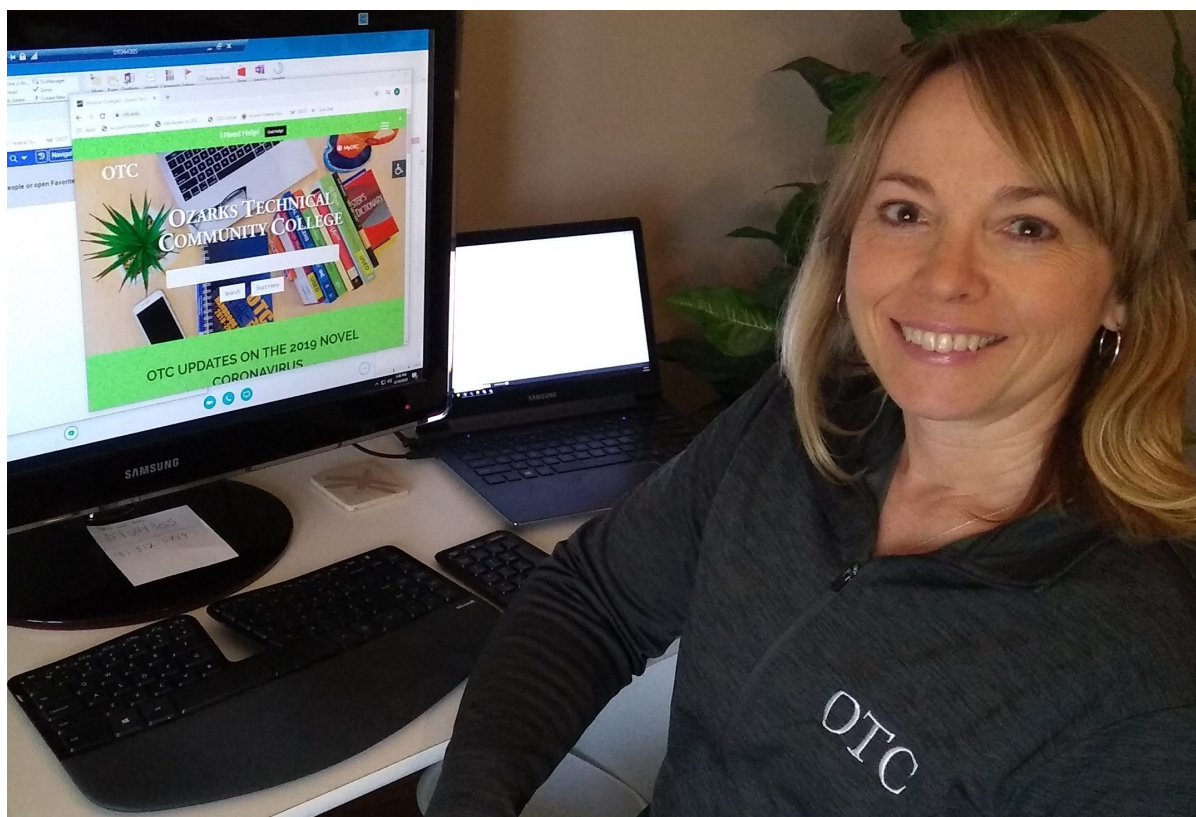
- **Student loan interest deduction.** If you have federal or private student loans, you may be eligible to deduct up to \$2,500 of interest as an adjustment to your taxable income. The student must be enrolled at least half time in a program leading to a degree or other recognized educational credential. Single filers with a MAGI between \$70,000 and \$85,000, and joint filers with a MAGI between \$140,000 and \$170,000, may qualify for this deduction.
- **Tuition and Fees Deduction.** If you have qualified higher education expenses, you may qualify for the Tuition and Fees Deduction. If eligible, you can reduce your taxable income by up to \$4,000. A single filer with a MAGI less than \$80,000 and joint filers with a MAGI less than \$160,000 may qualify for this deduction.

Tuition waivers for graduate students. Graduate students with qualified tuition reductions do not have to report the value of the reduction as taxable income. Tuition waivers may be taxable above a certain limit and not all employment types qualify, so consult with your school to see if your waiver is reportable as income.

Preparing your taxes can be tedious, but the effort may be worth it when you apply student loan tax credits and benefits. Just remember that there are criteria around which loans are eligible for deductions and who (student, parent, or third-party) can claim a tax credit or deduction, so make sure to do your homework, or consult a tax professional for advice, before you file.

Information in this article is not intended to provide, nor should it be relied on, for tax, legal, or accounting advice. For more information on eligibility for higher education tax deductions and credits, consult IRS Publication 970, "Tax Benefits for Higher Education," or a personal tax advisor.

FAA Spotlight: Anne Gill, Financial Aid Adviser, OTC



What are your roles and responsibilities at your institution?

As a Financial Aid Advisor on the Springfield campus of Ozarks Technical Community College (OTC), I have the privilege of working directly with students to assist them with the more complex financial aid issues, whether in person, by phone, or by email. I collaborate with my 2 fellow advisors, as well as the rest of our financial aid team, who happen to all be outstanding individuals. I work closely with other Student Affairs staff as well. I love my job!

How long have you worked at your institution?

I started at OTC as an advisor in September 2017, so I've only been there 2 and ½ years, but I plan to stay at OTC until I retire. Did I mention that I love my job?

What has your career path been like?

I grew up in Rogersville, MO, just a few miles east of Springfield. After graduating from Drury (College) in Springfield with a BA in Psychology, minor in Business, I joined the Principal Financial Group for 13 years. During my time with them, I transferred to their Colorado Springs office for almost 5 years. It was a great experience to live elsewhere for a while, especially beautiful Colorado! Back in southwest MO, I worked part-time a few years for my kids' school system when they were young. In 2007 I went back to full-time employment with the City of Springfield- Department of Workforce Development at the Missouri Career Center and stayed almost 7 years. I worked another few years in the Ozark school system until coming to OTC in 2017. It's nice to look back and see how all of my experiences have woven together to benefit me in my current job.

FAA Spotlight: Anne Gill, *Continued*

Tell us a bit about yourself and your family.

I've been married 29 years (on April 27th) to Mark, who is a Software Developer. We have a 24 year old daughter, Sidney, who is a nurse in Denver. We have a 21 year old son, Collin, who lives nearby and is doing part-time work/part-time college as he figures out what he really wants to pursue. My parents, siblings and their families all live nearby, so we get together often, except now during the "stay at home" order.

What do you like to do in your free time?

We live out in the country on 28 wooded acres, so I love spending time outdoors. I have a garden every year, and we always have a home project in the works. I listen to a lot of podcasts while I'm doing things around the house/property. I enjoy biking when the weather is nice, and I love spending time with friends. I have a hard time sitting still...unless I'm on Facebook!

What is the last good movie or Netflix series you watched?

We've re-watched the classic pandemic movies: *Outbreak*, *Contagion*, *93 days*, *Flu – Death Goes Viral*. I saw *Just Mercy* last week which was really good.

Tell us any new hobbies you've developed or any good books/movies you've read/watched while social distancing.

As have many others, we completed a 1000 piece puzzle titled "The 1980s". Good times. I've ordered an embroidery kit that should arrive any day. It's been a long time since I've done that. I would like to say that I've started practicing the piano again, but...

What is the most challenging thing you've had to learn to do as a result of the COVID-19 closures?

I like to work at a pretty fast pace, and the slight hesitation in the system when you're working remotely causes me to have to slow down a bit and just BREATHE. On a more personal note, it's been rather sad that we haven't been able to attend our church in person, especially this Easter. But, overall, we're doing just fine. We're healthy and grateful.

Fun fact: We recently adopted a Nigerian dwarf goat. His name is Finn and he's actually pretty sweet and funny, though at times I feel like I'm chasing down a toddler: "Get down from there!" He joins our 2 large dogs, 1 fluffy black cat, and 1 chicken (we used to have more chickens, but apparently we are "feeding the wildlife".) Oh, and my husband is an amateur beekeeper, so we have beehives and honey!



MASFAP Committee Updates



*Emily Haynam—
Research*

The Research Committee is seeking volunteers!!

Our committee is excited to be partnering with the MASFAP Professional Development committee to assist with research on professional development

opportunities beyond just financial aid specific knowledge. Things we will focus on researching are videos/tutorials/information on tools that help build the skill sets such as, but not limited to, excel/word/power/outlook tips and tricks, electronic organization, etc. We will compile a list of resources and then partner with PD on how to deliver those resources in the most affective way to our MASFAP membership. If you are interesting in being part of this committee, please complete the volunteer form on the MASFAP website under the Financial Aid Administers tab, or email Emily Haynam at haynamE@missouri.edu.



*Kaley Williams and
Melissa Harper—
Professional
Development*

The PD Committee is working on different ways we can bring sessions to MASFAP members while we are at home. We are working with the Technology Committee to develop an online delivery format. As soon as it is available, we will send information on dates and topics that will be presented. Stay tuned for more information!



*Kayla Klein—Early
Awareness*

Early Awareness is hard at work planning the High School counselor workshops. We are hoping to expand and provide in-depth financial aid conversations across the state. We look forward to

partnering with all the sites and getting out in the field to train the advisers.

*Angel Mefford—
Membership*

We're updating our database! Help us by making sure we have your latest info. Please log into your MASFAP account and update your information. Directors or key contacts, please make sure to update the members linked to your institution.



Wednesday Brown Bag Lunch Zoom Meetings

The MASFAP Delegates are hosting a weekly brown bag lunch/Zoom session. Aid directors are invited, or may delegate someone from their office to attend. If you're a director, we hope to see you each week. These meetings will continue as long as we see value in connecting each week to share info, ask questions, etc. Please reach out to Charles Mayfield at mayfield@nwmissouri.edu if you have any questions.





Laurel Miller—Program

Here are a few updates:

- Call for sessions is now closed. Have over 60 sessions to go through and determine which ones will ultimately be in the program.

- The conference theme is:

MASFAP's VISION is 20/20 and the conference logo is in process.

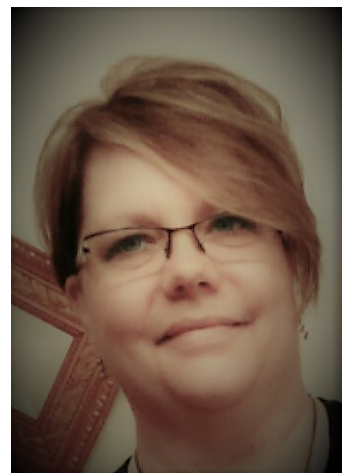


Melissa Findley—Communications

We spent some extra time collecting articles and information for this edition of the newsletter. With the scary virus situation and everyone WFH, it is important now more than ever to stay connected to our MASFAP colleagues!

We hope you enjoy this newsletter and make sure to follow us on Twitter—please follow us @MoASFAP! And if you ever have announcements or info for our monthly communication or for Twitter, please pass it along to me at Melissa.Findley@moslf.org.

I also want to thank those that volunteered to help with the Communications Committee this year, we have had some great new ideas and we continue to try to bring you useful information about the industry and our colleagues.



Lori Baer—Awards

I'm seeking volunteers for the Awards committee. Please volunteer on the website or email me directly at lbaer@kcai.edu if you are interested!

Still Time to Volunteer for a MASFAP Committee!

Here are the easy steps to volunteer:

1. Go to www.MASFAP.org
2. Log into your MASFAP profile
3. Select “Volunteer” under the “Financial Aid Administrators” tab
4. Verify that your information is correct
5. Select up to three committees to volunteer for. If you would like to add more, simply submit another volunteer form
6. Committee chairs will contact you

We hope you will get involved—

MASFAP needs YOU!

Things You Didn't Know About MASFAP.org



By Stephen Garman, Assistant Director, Missouri State University and MASFAP Technology Chair

1. Save time by typing the listerv email address directly into the *To* field of your email app. For example, instead of navigating through the membership portal to the E-List menu, simply type All_Members@masfap.memberclicks.net to send a message to the entire membership.

2. You can set a profile picture.

3. Instead of emails and listservs, MASFAP has a place for quick discussions called “forums.” Look for the *Community Forums* link in your MASFAP profile to start chatting about any number of topics.

4. Members can search for other members in the MASFAP directory. Make sure you are included in the directory by selecting “Yes” to *Include in Directory* in your profile settings.

5. There are multiple listservs, not just one for all members. There’s a listserv for directors, association members, institutional members, and even the board.

Monitor Submission Policy

Articles may be submitted by any person, company or organization for consideration by the MASFAP Monitor staff and are subject to approval prior to publishing in the newsletter. In general, submissions are made by members of the organization. The author’s name should be included in the submission. The editor reserves the right to reject or edit the content of any article or information submitted.

Articles will be edited for accuracy, quality and appropriate length. Submissions may be limited to one article per Monitor, per person, company, or organization, depending on space.

Articles are intended to be informational and for the benefit of MASFAP members, not for company promotion or advertising.

If the author is unavailable or a resolution can’t be reached, the editor will refer it to the committee chairperson and President for a decision about publication.

The MASFAP Monitor is brought to you by the Communications Committee. **Submissions for the next MASFAP Monitor are due July 13, 2020.**

WFH: 15 Tips to Keep You Productive and Happy

By Ashley Boucher, Sallie Mae employee



Ashley Boucher is a Sallie Mae employee and a graduate of Immaculata University. A mom of two young girls, her favorite dinner topic is the Free Application for Federal Student Aid (FAFSA).

What you'll learn

- How to adjust to working-from-home
- Tips to keep your routine in check if you're working from home
- How to maintain productivity when working from home
- Ways to stay happy while working from home

Day 1: Ah...working from home. I can stay in my pajamas, eat ice cream, catch up on the television shows I can't watch while everyone is home (looking at you, reality tv), all while working. This is going to be fun!

Day 2: Okay...I didn't get as much done yesterday as I would have liked to, and my manager is asking me where that report is. I really have to get that done today. Where did I leave off on my show? I think I have a few episodes left. Okay, I'll just put the show on and work at the same time – easy!

Day 3: Oh boy. I really need to knock out these assignments this morning. I'm not going to even turn the television on. How do people do this? Also – cabin fever is a thing. It's a real thing! I need to get outside today. It'd be great to talk to someone, too.

Day 4: I need help.

If you're not used to working from home, you might think it's going to be just like working in your office, except with sweatpants. But if you ask any of your remote colleagues (like I did), you'll quickly learn that the structure and routine you're used to won't be there, but you'll still be expected to deliver the same results. So, how are you going to do it?

I talked to my coworkers who work from their home offices quite a bit, and they shared ways to work from home and stay happy and productive:

Build (and keep) a routine.

A routine will help you establish the structure you had in the office. You might think you don't need it, but if you start to feel unproductive in this new work environment, a routine can get you back on track.

1. If you had a morning schedule when you went to the office, stick with it, even if you're staying home. Did you wake up at 7 a.m. and make a pot of coffee? Don't turn off that alarm! Wake up at the same time and do the normal things (except you can leave your heels or dress shoes in the closet).

2. Get dressed! While you can skip the suit if you'd like (and maybe opt for yoga pants if you're not going to be on a video call), still get dressed for the day. Get out of the pajamas and get ready as if you were headed out to run errands. You never know when you'll have to jump on a last-minute video conference

Create a dedicated space.

Everyone's space will look different. Some people have offices, some have kitchen tables. Whatever you have, make it work for you with a little preparation.

3. If you can, try to set up your desk or workspace at home similar to what you have at work. Your muscle memory will still be hard at work, and you might find yourself annoyed every time you grab for the phone but get your stapler instead.
4. If possible, make sure your area has a door that can close and block out distractions (like noise and pets). The door is also helpful to keep you out when it's no longer time to work!
5. Do you have a portable speaker? Set it up for background music or talk radio. Sometimes the silence can be distracting.
6. That said, if you don't have a speaker or radio, you might be tempted to leave the television on. Only do this if you can fight the urge to watch your favorite shows – now isn't the time. Either leave it off, or set it to a channel that isn't particularly interesting to you. Or, just check in on programs like the news during lunch or your breaks.

Prioritize your wellbeing.

When you're no longer in the office environment, the things you used to do, may no longer be a part of your natural routine. So, be sure to prioritize things that will keep your health in check.

7. It's easy to lose track of the last time you hydrated, so make it simple for yourself by keeping a large cup of water with you at all times. You can even set a goal of finishing the first glass by 10am, the second by noon, and so on.
8. Move around! Set an alarm on your watch or phone to remind you to take a walk every hour – even if it's just around the house. (Even better if it's outside, though.) When you're on a conference call that doesn't require notes, get up and walk around! It'll help you focus on the conversation, and improve your health.
9. Don't forget about lunch. Noon (or whatever hour you're accustomed to) at the office can be the same at home – time to eat. Make the time to walk away and have a meal or a snack, especially one that comes from the fridge (like fruits and veggies) instead of the pantry (like chips).

Set (realistic) boundaries.

Adjusting to a working-from-home routine can challenge your normal productivity. Why? Because you might be surrounded by family members, pets, friendly neighbors, and a slew of other interruptions.

10. It's important to have discussions with your family about what you can and can't accommodate while working, and it may help to have a talk with your manager, too. If you're working from home for reasons outside of your control, let your manager know what your home situation is like so they understand your reality.
11. Do you have kids at home? Their age will have a lot to do with how you manage your day.
 - If they're old enough, create a list with chores or tasks for them to complete. If they're home from school, you might have to include homework or class lessons into that daily list. Make sure they know they can't move onto their 'free time' or fun stuff until their list is complete. Also, tell them they need to write you a note while you're on calls, rather than speaking over you or your coworkers. You might also consider letting them know when it's appropriate to come to

WFH: 15 Tips, *Continued*

you. If their situation or problem involves glass, fire, or blood – sure! Let you know! But if they just can't figure out the remote, save it for lunchtime or a break.

- If your children are too young to follow an independent schedule, you may need to set a schedule for them – and for you. Your uninterrupted time may be when they're napping, so schedule any necessary calls for that time. You can also log on early in the morning while they're still sleeping so you can get ahead of some of your daily emails and deadlines. And, if you know working from home with little ones is going to interfere with your work, call on family and friends to help you manage your day, or let your manager and coworkers know when they can expect to hear from you – and when they probably won't (like during your kids' lunch time or fussiest hours).

12. Pets at home? A little less needy but a lot louder than kids, right? If you have 'chatty' dogs, you can let your coworkers know at the start of your call that they may hear your pets. Just tell your team the pets are your security system! A little humor can go a long way in explaining your situation – and your team members are sure to understand.

13. If you have other loved ones in the house, or even the occasional neighbor who may drop by, let them know you're busy during a certain time of day, and you can talk to them at lunch or after the work day. It may be an uncomfortable conversation at first, but once they realize you're still working (just in a more familiar setting), they'll probably understand why you have to have boundaries.

Know when to unplug.

When you don't have the daily interruptions you're used to at work - coworkers coming to your desk, meetings in different parts of the building, or the 5 p.m. parade of coworkers packing up and leaving - you might lose track of time and your sense of work-life balance.

14. Schedule a specific start time, regular breaks, and a time to pack it up.

15. Unless it's an emergency, fight the temptation to log back on after the kids are in bed. You'll be more productive if you're happy and rested.

Working from home can, and will, look different for everyone. Find what works best for you so you can maintain your wellbeing and your productivity. If you're having trouble striking a balance, talk to your family and coworkers to find a sustainable solution.

School Spotlight: Cottey College

By Courtney Smith, Cottey College

Cottey College is an institution deep-rooted in campus-wide tradition, and the Martin Luther King, Jr. Day of Service is no exception. In an effort to honor the memory and legacy of Dr. Martin Luther King, Jr. and to advocate for the importance of social responsibility, the students, faculty, and staff at Cottey College participated in a number of service learning projects throughout the day on January 20, 2020.

At Cottey, we believe that service is an integral component of a student's education. We also believe that our impact on our rural community (Nevada, Missouri) and the surrounding area has the potential to play a vital role in the success of our community's programs.

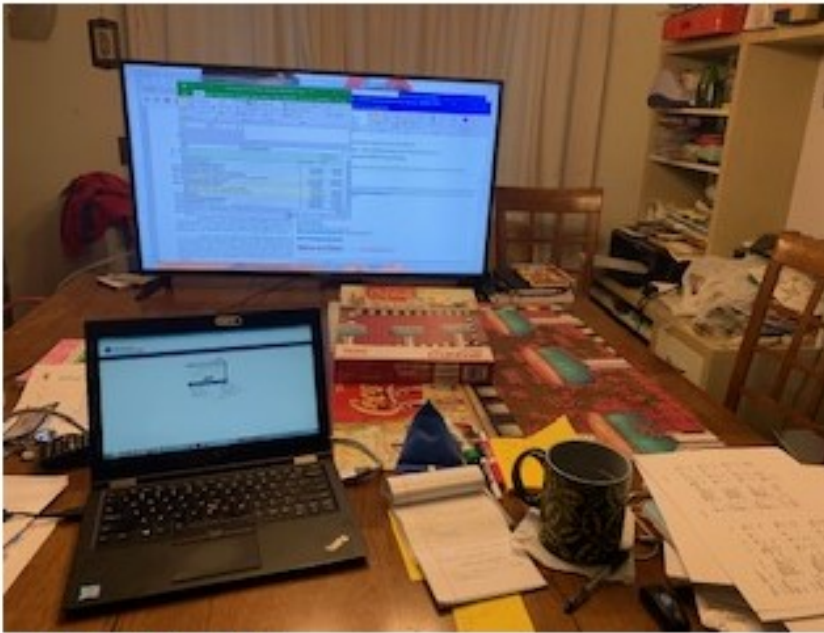
Students, faculty, and staff participated in one of seven service projects. One project aimed to improve campus community gardens and discuss campus sustainability initiatives. Another focused on cross-generational sharing, which was designed to reach across generational divides by fostering mutual understanding, tolerance, and respect between our campus and the elderly. Some individuals on campus spent the afternoon volunteering at Loretta's Attic, a local thrift store that accepts donations to keep unnecessary waste out of landfills and donates all revenue to our local domestic violence center.

Joining together as a campus to give back to your community is a feeling that can't be described. I *know* that our world is busy and that finding extra time (or stepping away) can be difficult, but I would encourage you to find opportunities on or off of your campuses to serve and make a difference!

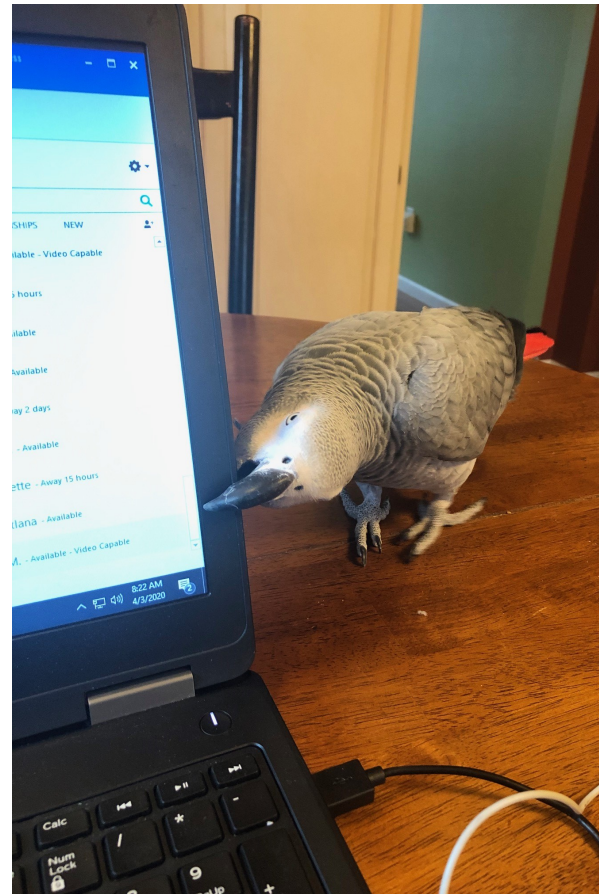


MASFAP's WFH Spaces

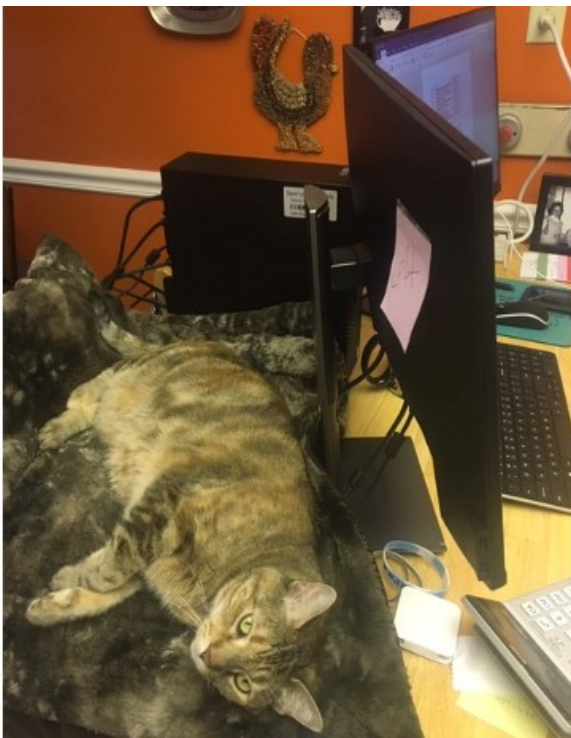
MASFAP members are adapting to the COVID-19 closure with WFH offices (we love all of your new office "assistants")



Dena Norris, Metropolitan Community College



Samantha Matchefts, University of Missouri—St. Louis



Janice Barnes, Saint Louis University

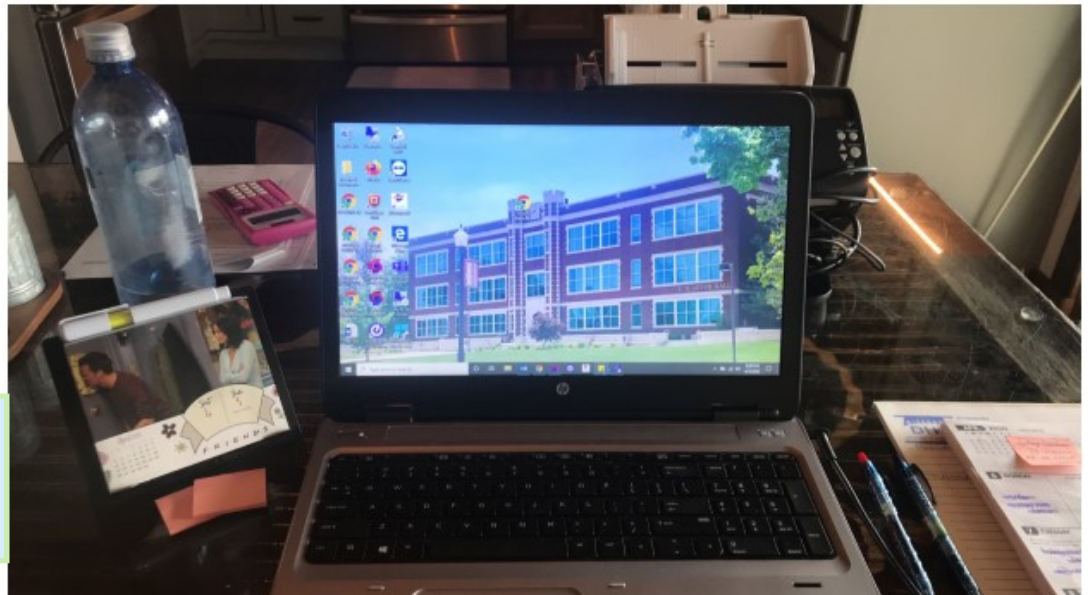


Becca Diskin, Missouri Southern State University

MASFAP's WFH Spaces, *Continued*



Kimberly Meeker,
North Central
Missouri College



Emily Haynam,
University of
Missouri Columbia



Stephanie Broyles, Rolla Institute
Center

One thing we have been advised is to consider what is behind us as we invite our colleagues into our homes through various web/video conferencing platforms. I guess there have already been some funny and embarrassing things happening across the nation as people adjust. In considering a backdrop for web/video conferencing, I decided on the print "What's for Dinner" that I bought half as a joke because my children find it appalling - it's a real groaner for them. I now boldly sit in front of "What's for Dinner" as I invite my colleagues into my pandemic office away from the office. Given that I am generally very reserved and conservative, I think it probably makes them smile at least a little.

MASFAP's WFH Spaces, *Continued*



Lorrie Glynn-Baird, East Central College



Natalie Crawford, Drury University

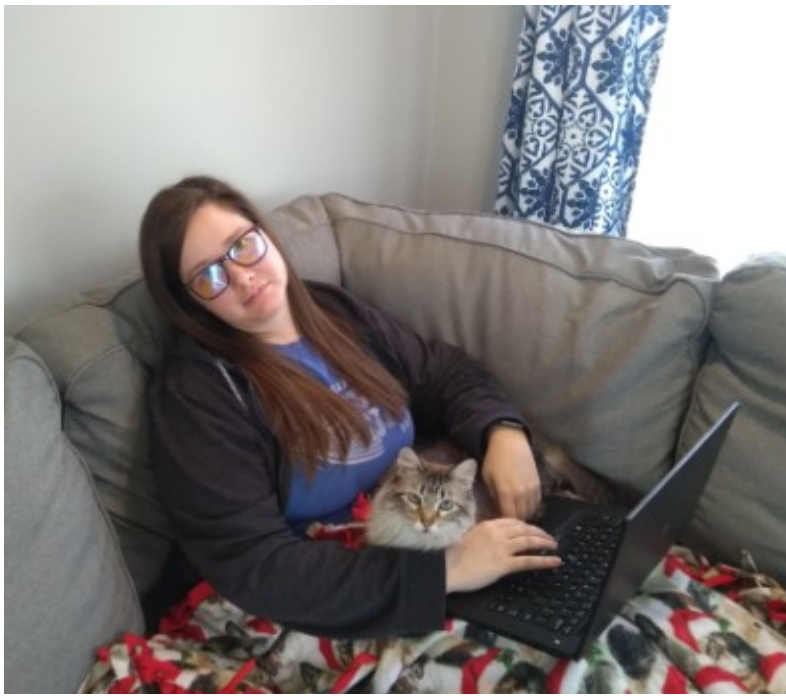


Melissa Findley, Missouri Scholarship & Loan Foundation

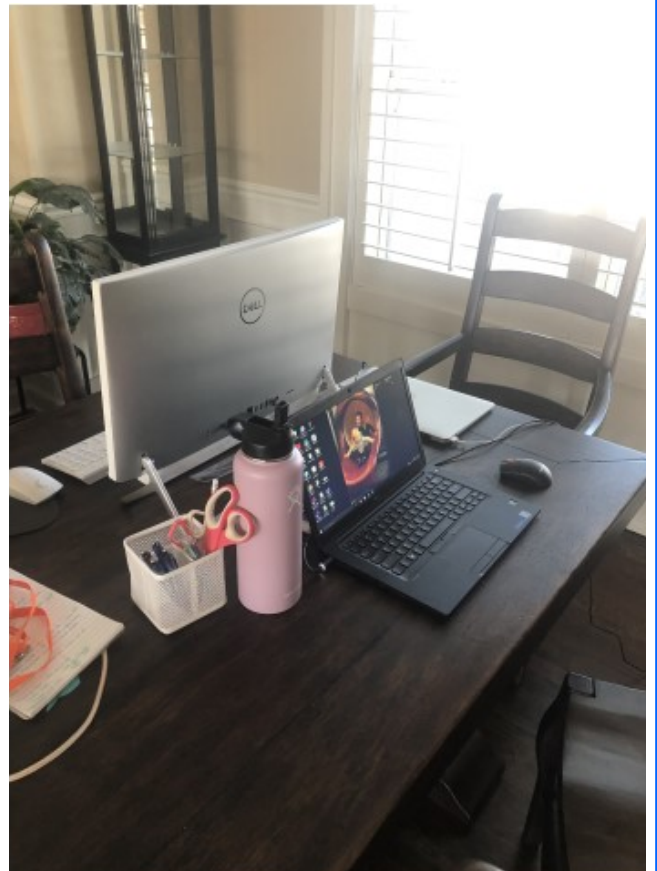
(Yes, I put my reading glasses on my dog for this picture)



MASFAP's WFH Spaces, *Continued*



Keri Gilbert, Missouri College Access Network



Kaley Williams, KCUMB



Valerie Jensen, Washington University



Kari Lenz Shahin, University of Missouri Columbia

(New puppy Daisy is an ADORABLE assistant)

If You Had To Eat One Meal, Every Day, What Would It Be?



Grilled Hot Dogs with ketchup, mustard, onions (maybe some relish every now and again)

Emily Haynam, University of Missouri Columbia

Dessert!

Will Shaffner, MOHELA



If I had to eat one meal, every day for the rest of my life it would be fettucine alfredo.

Laurel Miller, Logan University

Tacos

Dena Norris, Metropolitan Community College



Pot Roast with savory potatoes and carrots - you just can't go wrong with pot roast!
Natalie Crawford, Drury University

If I had to eat one meal, it would be some kind of pasta... give me all the carbs!!!

Kaley Williams, Kansas City University of Medicine and Biosciences

If I had to eat one thing every day it would be cake! Or crab rangoons! Or any type of pasta! Oh man, can you tell I've been stuck in the house for weeks? Missing some of my favorite places!
Keri Gilbert, Missouri College Access Network

Mashed Potatoes!

Janice Barnes, Saint Louis University

If I could eat one meal for the rest of my life, it would be tacos. Always been my favorite food. Growing up, that was our Saturday night meal.

Lorrie Baird, East Central College



Roasted turkey and homemade stuffing

Valerie Jensen, Washington University

If I had to eat one meal every day for the rest of my life... PIZZA!

Stephanie Broyles, Rolla Technical Institute/Center

I would eat Mexican food every day, ALL day! :)

Kimberly Meeker, North Central Missouri College

Journey to College

Last fall the Missouri Department of Higher Education and Workforce Development (MDHEWD) announced changes to the Journey to College FAFSA Frenzy scholarship process. The changes included both the application process and the award amounts. Instead of offering only five scholarships, we offered twenty \$500 book scholarships – while the scholarships were designated as “book scholarships,” the funds can be used for any educational expenses and will be disbursed to the institutions the recipients plan to attend. Funding for the scholarships comes from MASFAP and the Missouri Scholarship & Loan Foundation.

Students who participated in an official FAFSA Frenzy event or activity between October 1, 2019 and January 31, 2020 were eligible to complete an application through Scholarship Central to receive one of the scholarships. They were also required to create a State Financial Aid Portal account and login to receive a code to enter on their application.



We are proud to announce that 206 students statewide submitted applications. The twenty randomly selected winners were notified on April 6. To be eligible to receive the funds, the winning students must enroll in a fall 2020 postsecondary program in Missouri and provide enrollment verification. Notice of intention to enroll is due to MDHEWD by May 1 and verifying documents are due to MDHEWD by July 31. The scholarships will be disbursed directly to the schools of attendance.

Winners of the 2019-20 Journey to College Book Scholarship were from the following sites:

Fort Osage High School, Independence
Odessa High School, Odessa
Oak Grove High School, Oak Grove
Excelsior Springs High School, Excelsior Springs
Metropolitan Community College-Longview, Lee’s Summit
Sheldon R-VIII High School, Sheldon
Kickapoo High School, Springfield
Reeds Spring High School, Reeds Spring
Hillcrest High School, Springfield
Ozarks Technical Community College, Springfield
McCluer High School, Florissant
Sikeston High School, Sikeston
Dexter High School, Dexter
Hazelwood Central High School, St. Louis
Bayless High School, St. Louis
University City High School, University City
Maplewood-Richmond Heights High School, Maplewood
Hickman High School, Columbia
Battle High School, Columbia

The MASFAP Early Awareness Committee and the MDHEWD are currently working on the logistics of virtually recognizing each scholarship winner during the COVID-19 pandemic.

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Serving Missouri since
1967

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www.MASFAP.org

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