Wednesday October 29, 2014

Present: Angus McKechnie, Jen Dittrich-Templin, Lynn Edlefson, (OCCFR staff)
Student members: Laura Farrell-Wortman, Alyssa Ruchti, Jasmia Hamilton, Jess Clayton, Sanghee Lee, Julie Robinson, Amy Jancewicz

Note: For the purposes of these minutes Jen indicates Jen Dittrich, the supervisor of the CCTAP program, unless otherwise specified.

Introductions were made and all welcomed.

Jen Dittrich presented a power point orientation slide for new members. The mission of CCTAP was covered: providing financial child care support to support student families in completing degree studies. Throughout the presentation, several questions were raised:

- **What does Kids Kare provide?**—covers mildly ill and back up care; students get 20 hours of back up and 12 hours of sick care through CCTAP.
- **Jess Clayton**—wonders about single parents and whether we are reporting adequately to SSFC about who is served; and the “importance of the support for this group for which CCTAP is essential.”

  Lynn assured the group that the data shared with them today will be shared with SSFC at presentation time; she also reported that the Advisory Board had in the past defined single parents as a priority group for service.
  - **Action Item:** Lynn asked all Advisory Members to be clear with their comments when the SSFC presentation occurs in February related to the helpfulness of the program.
  - **Action Item:** Laura Farrell-Wortman noted that it would be good to share the CCTAP data with departments and possibly post it to the web site. Jen will check to see what is already posted to the web site.

- **Lynn** reviewed the 2014-2015 current budget and discussed the importance of the Advisory Group in approving any budget proposals that are presented to SSFC. She pointed out the average percentage of child care expense paid by CCTAP; reviewed system segregated fees and benchmarks for other system schools; and noted that out program covers a generally higher percentage of care than other system schools.
  - Jen noted that for the past two years fall and spring CCTAP has been able to pull everyone off the waiting list during the academic year; in response to concern by the AB about whether to seek an increase in funding.
  - Lynn noted that a new budget will be presented in February and we will need Advisory Board feedback.
  - AB members cite the “estimator” (online for students applying for CCTAP) to be an excellent resource and important for students to understand the award. Jen Dittrich notes that this estimator was a recommendation from the AB in years past that was implemented by the OCCFR.
  - **Action Item:** The committee prefers to have Lynn submit a budget, along with actual expenses and recommendations for 2015-2016 via email. A meeting will be called if there are sufficient questions or need/desire for in person discussion.

- **CCTAP survey results shared (from 2013-2014 survey)**
  - 100% of students like the online process
  - 95% like invoice payment process
  - 6% said award was not high enough to continue to make ends meet at home.
  - 87% were able to afford high quality care that they otherwise could not have received
  - 40% were able to work less and devote more to studies and children
  - 77% said child was able to have consistent enrollment due to CCTAP support
  - 89% said they were able to focus on degree;
  - 55% said compete degree faster
Concerns identified from students who completed the survey:

- Can we get CCTAP in summer even if not enrolled?
  - Jen notes that to take from CCTAP, the student has to pay into CCTAP through segregated fees.
  - Jess Clayton suggests that the OCCFR offer information to students about the benefits to enrolling in summer as a strategy to obtain CCTAP funding. Jen Dittrich notes that she discusses options with students frequently.

- Should we eliminate “first come first served” policy with priority system?
  - Jen reports that this would be difficult to accomplish in that students would not be able to receive final word on their award until all applications were in and rated.
  - She also shared that CCTAP at times has flexibility with other line items (with SSFC approval) to move funding if and as needed to the grant line; and
  - The AB has set priorities: those with high cost infant care, those with lower incomes and single parents. This is the structure for the granting of awards.

- More funding is necessary to maintain the quality and reach of CCTAP?
  - A small % of students felt that CCTAP was inadequate. Jen is reviewing those comments and situations to see if an award adjustment is in order.
  - The issue of an increase would be addressed in the budget proposal for next year, however Lynn pointed out again that our awards are typically higher than other system schools and that we are paying on average between 30-60% of care costs.

- Many students may not know about CCTAP… How can we reach them?
  - Ideas include having a table at the grad student fair
  - Ensure that undergraduate and graduate admissions have up to date information about CCTAP.
  - Angus—Ensure that all front office staff at Eagle Heights are aware of CCTAP.
  - Put signs on the 80 bus?
  - Facebook?
    - **Action item:** all AB members were asked to “like” OCCFR on facebook and post to it about CCTAP’s helpfulness.
  - Ask all directors to send a constant contact each fall about CCTAP to all of their families;
    - **Action item:** Jen will develop and sent to all campus directors.
  - Post to white boards in departments and colleges.
    - **Action Item:** All advisory Board members could find out who in their school manages the white board and deals the most with student advising and report names and contact information to Jen Dittrich.

- Can we focus on back up for only groups one and two (the lowest income groups?)
  - The group was concerned about the limited back up care and whether the budget was substantial to offer this to all students. Jen noted that services were expanded this year, so our data from years past will not be helpful; however, it was noted that we have not been overspent in the back up care line and we anticipate that adequate resources are available.

The meeting adjourned at 1:04 p.m. Minutes drafted by Lynn Edlefson ledlefson@provost.wisc.edu