South Carolina Association of Student

Financial Aid Administrators



2014-15 Fall Board Meeting

Monday, February 9th

SCSLC

Columbia, SC

AGENDA

**SCASFAA 2014-2015 EXECUTIVE BOARD MEETING**

**Monday, February 9, 2015**

**SC Student Loan Corp**

Present

Ken Cole Jenny Beakley Donna Quick Chuck Sanders

Elizabeth Milam Nikki Merrit Reed Allison

Earl Mayo Deborah Williams Melanie Gillespie

Katie Harrison Kevin Perry Carolyn Sparks

Jennifer Williams April Bauer Kevin Delp

Absent:

Casey Wallen

Allison Keck

Violette Hunter

Josephine Brown

Nancy Garmroth

**AGENDA**

Secretary’s Notes

**10:15** **Call to Order**: Kenneth Cole

 **Establish a Quorum –Katie Harrison moved, Earl Mayo seconded, motion carried**

***Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business.***

***Action Item: Approval of October Executive Board meeting Minutes- Approved***

Secretary’s Notes

***10:05 OLD BUSINESS:***

***Action Item: Record results of July electronic-mail vote on …***

 ***Sponsorship Rates:***

***To establish new year rates***

***Recommendation from Committee; Call for vote Oct 10th ,***

***Finalized Oct 13th; Passed Unanimously (8/0)***

 ***Event Sponsorship Tabled***

***P&P Revision 107.9:***

***To remove the line “***There will be no association-sponsored appreciation reception or any other type of association-sponsored appreciation event for our sponsors.”

***Recommendation from Committee, call to Vote Oct 17th,***

 ***Finalized Oct 20th, Passed unanimously (8/0)***

 ***SCASFAA Forums:***

***To approve the initiation of Forums on the SCASFAA website through wild-apricot.***

***Recommendation from Committee, Call to vote on December 1st***

***Finalized Dec 2nd, Passed Unanimously (8/0)***

Secretary’s Notes

**10:20 SASFAA Update Kenneth Cole**

* **Kevin Perry and Nikki Merrit went to SASFAA Leadership Symposium**
* **See report for other details**

Secretary’s Notes

**10:25 Report of Officers:**

 **President Kenneth Cole**

* **See President’s Board Report**

**Past-President/Nominations & Elections Katie Harrison**

 **Action Item: Submission of Slate of Candidates**

* **Motion from the committee**
* **Discussion: None**
* **Call for vote: Motion carried unanimously**

 **Action Item: Vote on P&P Revisions**

 **109.1, 109.2, 110.1, 110.2, 110.3, 114.2-K**

**- Motion from the committee
- Discussion: None
- Call for vote: Motion carried unanimously**

**- President asked all committee chairs to review the P&Ps in their sections before the next board meeting so they could submit any necessary revisions they find.**

**Vice President/ Professional Development Carolyn Sparks**

* **Discussion: Leadership Symposium results**
* **Discussion: New Aid/Intermediate Officers Workshop results**
* **Comments from Leadership Symposium and NAO Workshops were posted to website**

**President-Elect/Special Project Elizabeth Milam**

* **Verification credential training to be offered at Spring Conference**

**\*Earl Mayo had to step out to attend a funeral at this time**

**Secretary/By Laws Kevin Delp**

* **Motion to update P&P G2 from By-laws committee – See By Laws Board report for wording**
* **Discussion: None**
* **Call for Vote: Motion carried unanimously**
* **Send revisions of record retention P&Ps from other committees via email to be voted on by the SCASFAA Board**

**Treasurer/Budget Melanie Gillespie**

 **Discussion: Budget report**

* **Treasurer did not have updated budget completed. She will send this out later.**
* **SCASFAA Ribbons have been ordered**
* **Having issues with expense forms**
* **Reconciliation is not complete**

**Budget increase request, Counselor Relations Committee**

* **SCCA conference possibility**

**Motion: Melanie Gillespie**

* **Increase Line item 215 – Counselor Relations- from $500 to $1000, to cover additional travel expenses to provide NT4CM training to SCCA -South Carolina Counselors Association.**
* **Increase revenue line item 003 –contingency- from $8750 to $9250, to cover the increased cost.**
* **Second: Katie Harrison**
* **Discussion: April Baur explained that there are two conferences and she expended her funds already for the first presentation, but still needs to attend the second conference.**
* **Call for Vote: Motion passed unanimously**
* **Treasurer will update these line items and send out updated budget.**

**Action Item: Vote on Policy & Procedure X.XX change**

**Mileage Reimbursement rates; Current rate is $0.60**

* **No formal motion made at this time**
* **Discussion: Budget is hurting because money is going to travel more than normal.** **The current rate is unsustainable and the trend is for the state-rate to continuously increase (based on IRS rate). Gas prices are down, not up, and as such these rate increases seem less necessary. The majority of meeting expenses are travel and more institutions are not providing vehicles for travel. As such, there is only likely to be an increase in travel expenses in future years. The Budget committee completed detailed research and recommends $0.35 per mile.**
* **No formal P&P revision was offered in writing.**
* **P&P change from mileage rate – to be sent via email to be voted by SCASFAA Board. Item 13 tabled until committee sends change in writing**

**Financial Review presented**

* **Financial Review was completed.**
* **5 findings in 13/14 review. Findings were addressed and letter will be submitted to SCASFAA President**
* **These findings and responses were read before the SCASFAA Board**
* **Note: We must present Financial Review and results to board by e-mail due to the delay.**

**New SCASFAA credit cards were distributed to Elizabeth Milam, Ken Cole, and Jennifer Williams and Melanie Gillespie**

* **Once activated old credit cards need to be returned to Treasurer to be destroyed.**

**Treasurer-Elect Earl Mayo**

 **Discussion: Lapsed memberships and payment processing in Wild Apricot**

* **Earl Mayo had to leave, his presentation was postponed.**

**Member at Large/Membership and Peer Support Allison Keck (absent)**

* **Ken Cole read the report to the SCASFAA Board**

**11:40 Recess for Lunch, at SCSLC**

Secretary’s Notes

**12:30 Committee Reports**:

**Advisory to CHE Violette Hunter (absent)**

 **Discussion: Year Round Merit Based Scholarships**

* **President presented notes from his meeting with Dr. Woodfaulk of CHE**
	+ **CHE cannot advocate for SCASFAA but they can from the Presidents of the colleges in South Carolina**
	+ **Advisory committee meetings – notes can be requested through the Freedom of Information Act**
	+ **Dr. Woodfaulk liked the idea of the SCASFAA forums**
	+ **CHE personnel are able to be on SCASFAA task forces**
	+ **Regarding legislative action – be in communication with CHE regarding any state issues**
* **Regulations on Year round LIFE scholarship were presented and briefly discussed. Board did not express any concerns.**

**Communications Deborah Williams**

**Discussion: Newsletter: E-mail, Blog, or none-at-all?**

* **Newsletter being worked on**
* **Discussion was held regarding length of newsletter and use of facebook. Board generally agreed that the newsletters in the past weren’t as necessary but we still want some way of sharing this information with members.**
* **President recommended that Communications Chair create short newsletters to be sent out monthly if there are updates from members to share.**

**Discussion: Forums are now active, need to advertise them**

**Discussion: Facebook Page; South Carolina Scholarships**

**- Regular updates to facebook and SCASFAA Blog**

**\*Earl Mayo returned at 12:53**

**- Forums are active**

**- Ken Cole discussed South Carolina Scholarships facebook page**

* + **Scholarships from or for people in South Carolina**
	+ **All SCASFAA members should be contributors to page**

**Consumer Relations Josephine Brown (absent)**

 **Discussion: February declared Financial Aid Awareness Month**

**Discussion: College Goal SC**

* **Ken Cole reported on her behalf**
* **Governor’s Proclamation shown to Board the Financial Aid Awareness -Month is February**
	+ **Katie Harrison will be placing document in SCASFAA Archives**
* **Update of SCCANGO and College Goal SC**

**Counselor Relations April Bauer**

 **Discussion: HS Counselor Association Presentations of NT4CM**

 **Discussion: SCASFAA Brochure, Financial Aid for South Carolina students**

* **see board report**
* **plan for brochure for SCASFAA members to use as needed**
* **Discussion of SCASFAA being involved with CACRO**
* **Add an option “High School” in the membership registration in Wild Apricot for “what institution do you work for”**

**Electronic Services Reed Allison**

 **Discussion: Conference Website**

* **Discussion of spring conference a la carte options**
* **Board agreed that we don’t want to offer too many variances**
* **Registration Website will be updated to allow registration of day rates with meals in one registration (Reed Allison and Kevin Perry)**

**\*Deborah Williams had to leave at 1:26**

**Financial Planning Nancy Garmroth (absent)**

 **Discussion: Financial Review, present findings, conclusions and recommendations**

 **Financial review was presented by Treasurer**

* **Ken Cole read over board report**

**Global Issues Donna Quick**

 **Discussion: Global Issues Presentation at Conference**

* **Can we offer a topic instead of a speaker at the conference**
* **Maybe someone from a Women’s organization in South Carolina**
* **Discussion of Global Issues events and workshops**
* **Discussion of bringing back Fall Conference**
* **Is there a list of colleges that offer free hosting of events for SCASFAA?**
	+ **Maybe Site Selection committee could help pick places for all SCASFAA events**

**Legislative Relations Jenny Beakley**

 **Event: Legislative Chair – Hill Visit Friday Feb 12th or Mar 12th (?)**

 **Discussion:** **FAFSA Simplification Action Committee?**

* **Five more updates have been sent out**
* **Hill visit could be pushed off to May**
* **FAFSA simplification action committee – wait for now, reconsider issue if it appears to take momentum in congress**

**Loan Agency Liaison Chuck Sanders**

 **Discussion: EDManage services offered to all SC colleges and universities**

* **Non-profit servicers now have COD loans in January, 2015**
* **Perkins Loan programs – September of last year was the last year Perkins was authorized**
	+ **Most likely Perkins will be gone for good**
	+ **SC Governor came up with a proposal concerning student loan forgiveness**
* **SCSLC now approved to assist Default Loan Prevention for schools in South Carolina through EdManage**

**Long Range Planning Kevin Perry**

* **Ken Cole needs to send out P&P General 1 needs to be sent out (code of practices and ethical behavior)**

**Program Committee Jennifer Williams**

 **Discussion: Conference Planning**

* **Committee report will be sent out ASAP (still not received)**
* **Elaine may not be available – have a back-up plan**
* **Katie Harrison has secured moderators**
* **Allison Keck is working on an event for Monday night for Spring Conference**
* **Please add dietary restrictions to the conference registrations**
* **Trivia and Board Game night for Monday night**

 **Discussion: Charity and PayPal**

 **Charity Donations on line through Pay Pal**

 **expense vs. gain:**

The fee is 2.2% +30 cents.

For $20 that’s a $0.74 fee.

For $30 that’s a $1.00 fee.

Last year we took in $1000 for our charity.

IF that much through PayPal, broken into $20 increments, $37.50 fees.

If 2 people gave $20 who wouldn’t have otherwise, we’ll would make back what we spent if ALL of the donations come through PayPal.

* **PayPal for charity donations discussion**
	+ **Motion from Conference Committee (Jennifer Williams)**
	+ **Reed Allison Seconded**
	+ **Call for Vote: Motion carried unanimously**
	+ **Kevin Perry, Reed Allison, Melanie Gillespie will set up PayPal account**

**Site Selection Casey Walen (absent)**

* **Nothing to report**

**Sponsorship Nikki Merrit**

**Discussion:** In light of increased free default prevention/financial literacy services by EDManage what impact do we anticipate this having on sponsorship? What options do we have?

* **No discussion held.**
* **we have 6 Sponsors so far**

Secretary’s Notes

**2:30 Announcements**

 **Next Board Meeting** **Sunday, April 12th, 10:00-1:00**

Embassy Suites Greenville Golf Resort and Conference Center

Congaree room

Lunch?

* + **Agreed that lunch on location would be easier for those who have to be at the hotel for setup.**

**2:45**  **Unfinished Business/ New Business**

**SCASFAA Mileage Forms:** to be signed by President and given to Treasurer.

**3:00**  **Adjournment**

**3:06 Executive Board Meeting**

 **Award Nominations for consideration.**

* **Decisions will be announced at the Spring Conference**

**3:30 Executive Board Meeting Adjourned**

**DRIVE SAFELY!**

OFFICER & COMMITTEE CHAIR

REPORTS

**President’s Report**

**2014-2015**

**02/03/2015**

**Kenneth T. Cole**

**The President’s major activities to date have been:**

First executive Board Meeting was held June 20th in Greenville, SC at conference location

 Minutes have been distributed and any changes approved

Budget meeting was held July 7th in Central, SC

 Budget was voted and approved by e-mail on July 29th, then distributed to Board

Second executive Board Meeting was held Oct 2nd in Sumter, SC at CCTC

 Minutes have been distributed and any changes approved

The following E-Votes following meeting have been documented:

 *Sponsorship Rates:*

*To establish new year rates*

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*P&P Revision 107.9:*

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 *SCASFAA Forums:*

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*Recommendation from Committee, Call to vote on December 1st*

*Finalized Dec 2nd, Passed Unanimously (8/0)*

**A full list of President’s Activities to date:**

**Note: those in red were not accomplished**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **MONTH** | **SCASFAA-RELATED DUTIES** | **NOTES** |
| JUNE |   |   |
|  | Send Birthday E-mail |  |
|  | Preside over Transitional Meeting (See President-Elect duties) |  |
|  | Finalize expenditures for transitional board meeting |  |
|  |  |  |
|  |  |  |
|  | Work with Sponsorship Chair to develop and present Sponsorship Levels for new year at Transition meeting | Wasn't submitted by Chair until October, completed, voted on and approved at that time. |
|  | Work with Electronic Services Chair to update Sponsorship Website with new year Sponsorship Levels and Form |  |
|  | Make sure Electronic Services Updates expenditure forms& post to Wild Apricot | Ideally, this should be completed prior to July 1st and ready to upload to WA on July 1st |
|  | Make sure Electronic Services Updates Wild Apricot payment settings to new Treasurer | Make sure this is live  |
| JULY |   |   |
|  | Send Birthday E-mail |  |
|  | Switch E-mail Accounts to forward to new chairs  | scasfaa@gmail.com (to scasfaapresident@gmail.com), scasfaapresident@gmail.com to President, scasfaapeers@gmail.com to MAL, scasfaanews@gmail.com to Communications Committee Chair). |
|  | Check scasfaapresident@gmail.com regulary |  |
|  | Make sure Electronic Services Removes Banner Ads from Website for Sponsors who have not initiated sponsorship for the new year. |  |
|  | Make sure Communications Committee Removes Banner Ads from Blog for Sponsors who have not initiated sponsorship for the new year. |  |
|  | E-mail Committee Chairs and Executive Board for Budget requests |  |
|  | NASFAA: Attend NASFAA Conference on behalf of SCASFAA |  |
|  |  |  |
|  | Email NASFAA conference recap to membership |  |
|  | Participate in budget committee meeting/emails/conference calls | Recommended creation of new "Executive Board Meeting Expenses" line item; moved $1500 from President to establish |
|  | Email budget to Executive Board for discussion and vote | Budget approved via electronic vote on 8/16/13; Board members notified via email |
|  | Email final budget to the Board |  |
|  | Access scasfaapresident@gmail.com (scasfaa2012), set up forwarding |  |
|  | Set up SCASFAA account on Free Conference Call |  |
|  | Email membership an Introduction to the New Year, Board Members, Decisions made at Transition Meeting and Theme for the year |  |
|  | Review transitional board meeting minutes for Sec. |  |
|  | Confirm date and location for October Board meeting;  |  |
|  | Submit request to Bank of America to establish Credit Cards for President-Elect, Treasurer and Conference Chair; Remove credit card for Prior Treasurer | Request must be on letterhead and signed by two elected officers |
|  | SASFAA: Prepare SCASFAA Report for SASFAA Board Meeting |  |
|  | SASFAA Attend SASFAA Board Meeting | Carpooled with Jeff and Cheryl Dennis; Jeff covered lunch expenses during travel |
|  | Seek auditor to complete Financial Review |  |
|  | Send out notecards to Board members | Just a note to say thank you for their willingness to serve and that I'm looking forward to a great year |
| AUGUST |   |   |
|  | Send Birthday E-mail | Ideally, this should be completed prior to July 1st and ready to upload to WA on July 1st |
|  | Check scasfaapresident@gmail.com regulary |  |
|  | Make sure Sponsorship Chair is communicating with Electronic Services regarding new Sponsors and posting Banner Ads to Website as appropriate |  |
|  | Make sure Sponsorship Chair is communicating with Communications Committee regarding new Sponsors and posting Banner Ads to Blog as appropriate |  |
|  | Work with Treasurer to make sure Credit Cards are received and distributed to the appropriate officials |  |
|  | Work with Electronic Services to update Forms on Website |  |
|  | Work with Vice-President to initiate New Aid Officer's/Intermeidate Officer's Workshops and Leadership Symposium |  |
|  | E-mail Executive Board about SASFAA Leadership Symposium Nominees | 2 Nominees must be chosen  |
|  | Develop new year Wild Apricot queries for Membership, Legislative Relations and Other Communications; e-mail to Board |  |
| SEPTEMBER |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com regulary |  |
|  | SASFAA: Respond to State President conference rotation schedule |  |
|  | SASFAA: Attend Conference Call to vote on Sponsorship Rates, and Leadership Symposium Contract |  |
|  | SASFAA: Select two SCASFAA Members to attend SASFAA Leadership Symposium  | Sent to executive board for their nominations (selected Kevin Perry and Nikki Miller) |
|  | Establish Schedule of Board Meetings for remainder of year, e-mail to Board |  |
|  | Order Board Gifts (if needed in advance of events) | I ordered Golf Shirts from www.sanmar.com ($15 each); I ordered extra for conference giveaways |
|  | SCASFAA Taxes: Contact Treasurer to confirm that taxes are being completed. | Melanie Gillespie says ????? |
|  | SCASFAA Audit: Contact SCASFAA Auditor to start Audit Process | Nancy Garmoth agreed to do Audit |
|  | E-mail Board to request an update on status of activity |  |
|  | Work with Vice-President to confirm dates of New Aid Officer's/Intermeidate Officer's Workshops and Leadership Symposium | Carolyn requested this be delayed until January; I requested she complete Leadership Symposium in Nov. |
|  | Work with Vice- President and Electronic Services to make sure Event Registrations are in Place | Delayed due to delay in NAO/IO Workshops |
|  | Communicate with Site Selection about locations/contracts | Casey Wallen has selected three hotels to recommend |
|  | Check with NCASFAA and Ellucien to confirm dates of Conference for 2 years out won't conflict |  |
|  | Email Board members reminder to renew membership |  |
|  | Finalize October Board meeting details w/host school | CCTC selected as host school, finalized details |
|  | Prepare for October Board Meeting | Plan agenda, location, travel and meals |
|  | Assure MAL is sending out Welcome e-mails | "Welcome" emails sent out periodically to any new members within a certain date range; encouraged them to consider attending NAOW and/or conference and to participate in College Goal SC |
|  | Finalize Board meeting agenda and send to Secretary |  |
|  | Communicate with Pres-Elect re: 2015 transition mtg. |  |
|  | General email update/reminders to Board | Send tentative Agenda and reminders about blog posting schedule, committee composition; asked for action items for next board meeting agenda |
|  | Submit Nominations for SASFAA Elected Positions | No one indicated an interest in holding an office position |
|  | Email Pres-Elect important dates for consideration | Sent after SASFAA Board Meeting since certain dates were confirmed there |
|  | P&P Updates: Communicate with Secretary to make sure any P&P updates are ready for vote at next board meeting | P&P 107.12 to be updated and voted on |
|  | Send board members a current list of all volunteers for their committees (Extracted from website) |  |
|  | Send Secretary a request to establish deadline for Board Reports for next meeting | Sept 29th set as deadline (Oct 2nd meeting date) |
|  | Work with Conference Chair to establish a list of VIP Attendees | Dick Smelser (Pres Elect for TASFAA, Amy Berrier, Pres Elect for SASFAA, David Bartnicki for DOE, NASFAA reps) |
|  |  |  |
|  |  |  |
|  |  |  |
| OCTOBER |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com regulary |  |
|  | Work with Electronic Services Chair, MAL, Treasurer-Elect; to lapse all unpaid membership and communicate with those individuals about their membership |  |
|  | Email reminders to Board re: meeting details | Send Final Agenda and reports |
|  | Forward all Board Reports to Secretary (to make sure they are all being received) |  |
|  | Preside over SCASFAA Board Meeting | Mileage to Myrtle Beach was covered by my agency and not charged to SCASFAA |
|  |  | Board member Deborah Williams requested mileage reimbursement |
|  | Site Selection: Vote on Conference Site at board meeting, sign contracts |  |
|  | Email summary and follow-up/reminders from meeting to Board |  |
|  | Updated SCASFAA Guide to Financial Management on website, as approved at board meeting |  |
|  | Work with Secretary and Electronic Services to update P&P with new changes |  |
|  | Requested updated Committee Members Lists, and work with E-Services Chair to update websites | I updated the pages to be consistent. |
|  | Work with Vice-President to confirm dates of New Aid Officer's/Intermeidate Officer's Workshops and Leadership Symposium |  |
|  | Renew Wild Apricot Account (make sure Payment is made by Oct 31st) |  |
|  | Work with Communications Chair to develop Newsletter | None ever produced; I created a "News of Note" template but this was only a suggestion for the chair. |
|  | Other: Discussed with Board by e-mail the creation of a "Event Sponsorship" for Sponsors, but concluded now is not the time. |  |
|  | Review final billing from meeting hotel (if any) & submit to Treasurer | No bill |
|  | Submit Credit Card and Expense forms from Meeting to Treasurer |  |
|  | Review Board meeting minutes for Sec.  |  |
|  | Financial Aid Appreciation Day! Email membership and create something to promote to members. | We created a video to post; October 17th |
|  | Work with Consumer Relations to develop FA Night Presentations (generic presentations to be used by SCASFAA) | Sent to committee chair, but no response |
|  | E-Vote: Sponsorship Rates approved by e-mail vote (should have been done in June/July) |  |
|  | E-Vote: Sponsorship P&P 107.9 Revision approved (to allow sponsor reception) |  |
|  | First Conference Committee Meeting |  |
|  | Work with Prof. Dev. Committee to assure Leadership Symposium is planned and advertised to membership | This normally occurs in Spring, but was flipped with NAO. |
|  | SASFAA Board Meeting State President's Report, complete and submit |  |
|  | Secretary: Fall Board Meeting Minutes sent to Association |  |
|  | Forward NASFAA nomination info to membership |  |
|  | Begin SCASFAA Nominations |  |
|  | Complete SASFAA Nominations |  |
| NOVEMBER |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  | Work with Counselor Relations Chair and Consumer Relations Chair to develop SCASFAA Brochures for Counselors and Students | Draft developed |
|  | Other: Developed SCASFAA Forums and sent to Board for their consideration |  |
|  | State Election Results: shared with association. |  |
|  | Conference Committee: Sent out "Save the Date" e-mail for conference and requests for Session Proposals |  |
|  | Counselor Relations: Requested Chair send notification to Counselors that now is time to start planning events and to ask SCASFAA if they need help. | 3 Schools responded and we found volunteers |
|  | Global Issues: requested an update from committee chair. | Nothing yet |
|  | Budget Committee: Check on status of Taxes | Extension filed |
|  | Prof Development Committee: Check on status of Leadership Symposium and New Aid Officer's Workshop |  |
|  | Conference Committee: Check on status of Charity |  |
|  | Consumer Relations Committee: First CGS Meeting | Nov 14th |
|  | SCASFAA Leadership Symposium | Nov 17th |
|  | Communications Committee: Veterans Day Post (Facebook/Blog/Email) |  |
|  | Conference Committee: Conference Planning Survey sent out |  |
|  | Nominations and Elections: Submit Officer Nominations to Past-President |  |
|  | Counselor Relations: CACRAO Membership Exchange approved, selected Elizabeth Milam as Pres. Elect and April Bauer as Consumer Relations to be members of CACRAO. |  |
|  | Sponsorship & E-Services: Verify that paid sponsors have advertisements up on the website |  |
|  | CHE Meeting with Dr. Woodfaulk |  |
|  | Conference Committee: Select recipients of Comp Rooms |  |
|  | Submit expense forms for SASFAA Leadership Symposium attendees (flights paid for by President) |  |
|  | Attend SASFAA Board Meeting (Couldn’t attend, Sarah Dowd filled in; should have gotten board approval) | Was unable to attend, Sarah Dowd was selected in my place (must vote for this normally) |
|  | Membership Committee: Contact those who have lapsed memberships |  |
|  | Member-at-Large: Worked on SCASFAA Windows Cling, Letter of Membership Rational for University Presidents |  |
|  |  |  |
| DECEMBER |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  | Communications Committee: Submitted Forums for Board approval; SCASFAA Forums Go Live |  |
|  | E-Vote: SCASFAA Forums |  |
|  | SCASFAA Awards: Call for Nominations, sent by e-mail to Association, and set deadline for prior to next board meeting (Jan or Feb) | Should be done in November, really. |
|  | Plan Winter Board Meeting (Jan/Feb) | Planned for Feb 9th at SCSLC |
|  | Professional Development: Advertise New Aid Officer's Workshop | Sent Dec 8th, planned for Jan 22nd & 23rd; Normally done in October, switched w/ Leadership Symp. |
|  | Treasurer: Worked with Treasurer to verify that all expenses were properly documented |  |
|  | Travel: Plan and begin travel arrangements for SASFAA in Feb and SCAFAA in April |  |
|  | SCASFAA Archives Review (Completed as part of Long Range Plan) | Dec 11th |
|  | SCASFAA Financial Review | Nancy Garmroth submitted results Dec 6th |
|  | Financial Aid Awareness Month, request submitted to Governor for a Proclomation |  |
|  | Conference Committee: Further conference planning |  |
|  | SASFAA Legislative Relations Hill Visit: Selected member to attend | Jenny Beakley, Legislative Relations Chair |
|  | Received direct bill credit application from conf. hotel | Not received yet, ask Conf Chair and Treasurer. |
| JANUARY |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  | Conference Committee: Send letters requesting Complimentary Tickets for Charity Auction |  |
|  | SCASFAA New Aid and Intermediate Officers' Worskhop: Spoke about association, attended event | Jan 22nd & 23rd |
|  | Quarterly Financial Review (Nov), received and reviewed |  |
|  | Financial Aid Awareness Month declared in February by Gov. Nikki Haley, Sent announcement to Association |  |
|  | Finalize Plans for Winter Board Meeting (Jan/Feb) | Finalized location at SCSLC |
|  | Set due date for Board Reports |  |
|  | Send reminder e-mail to Board Members |  |
|  | Conference Committee: Work with committee to get Registration and Website up |  |
|  | Counselor Relations Committee: Work on SCASFAA Brochure |  |
| FEBRUARY |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  | Send requests for Complintary Tickets for SCASFAA Charity Auction |  |
|  | SCASFAA Award Nominations: Finalize List of Award Nominations and Quarter Century Members |  |
|  | Prepare for Winter Board Meeting |  |
|  | Prepare President's Report |  |
|  | Prepare SASFAA Update |  |
|  | Send e-mails to Board Members  |  |
|  | Record e-votes for documentation at Board |  |
|  | Consumer Relations: College Goal SC (Month of February) |  |
|  | Created "South Carolina Scholarships" Facebook Page, gave SCASFAA Board Admin Capability, and all other SCASFAA Members Edit capability |  |
|  | Preside over Winter Board Meeting (Feb 9th) |  |
|  | SASFAA: State Report for Board Meeting |  |
|  | SASFAA: Plan State meeting |  |
|  | Plan and begin travel arrangements for President Conf. Exchange | AASFAA, April 28th-May 1st |
|  | Order Plaques and Awards: Board Members, President, Awardees |  |
|  | SASFAA Board Meeting and Conference | Feb 20th-25th |
|  | Submit nominations for NASFAA Awards (if any) |  |
| MARCH |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  |  |  |
| APRIL |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  | SCASFAA Conference | April 12-15th |
|  | AASFAA (SASFAA President's Exchange) | April 28th-May 1st |
|  |  |  |
| MAY |   |   |
|  | Send Birthday E-mail |  |
|  | Check scasfaapresident@gmail.com e-mail regularly |  |
|  | Work with Sponsorship Chair to propose Sponsorship Levels for next Fiscal Year |  |
|  | Work with President-Elect to Plan SCASFAA Transition Meeting  |  |
|  | Setup Travel for SASFAA Transition Meeting (June/July) |  |

**SASFAA Update:**

 Completed and Submitted State Report for SASFAA Board Meeting on Oct 21st.

The SASFAA Board held a meeting November 2nd-4th, Fort Lauderdale

I was not able to attend.

Sarah Dowd represented SCASFAA and was given authority to vote on our behalf.

 SASFAA Leadership Symposium:

Was held in Birmingham, AL November 20-22 at the Hyatt Wynfrey.

SCASFAA Selected Attendees:

Nikki Miller

Kevin Perry

 SASFAA Calendar has been updated, attached

SASFAA February Conference, 2015, will be at the Peabody in Memphs, TN.

 There will be a Pre-Conference Workshop.

SASFAA NAOW will be around Father’s Day in 2015, probably in Alabama.

President Exchange:

 Dick Smelser, President-Elect from Tennessee, will be attending our Conference.

 I will attend Alabama Conference April 29th- May 1st.

Presidents will present a “SASFAA Involvement” presentation at each conference.

SASFAA will provide some financial support for each state for the cost to support this.

States will provide complimentary conference registration and room.

Next Board Meetings:

 June 12-14th, St. Pete, Fl.

 I will be attending as Electronic Services Chair, at SASFAA expense

SASFAA Active Members and Volunteers for 2014-2015

 Nancy Garmroth is Membership Chair

 Sarah Dowd is State-President-Liaison

 Jan Price – Volunteered for Membership Committee

 Jenny Beakley – Legislative Relations

 Donna Quick – Global Issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **President's Budget Lines 2014-2015** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Budget** | **Budget** | Anticipated | Ant. Rem. | Actual | Remaining |
| **101 President** |  **$ 3,000.00**  |  $ 3,000.00  |  $ -  |  $ 871.78  |  $ 2,128.22  |
| **208 President's Contingency** |  **$ 2,000.00**  |  $ 2,000.00  |  $ -  |  $ 467.95  |  $ 1,532.05  |
| **226 Executive Board** |  **$ 4,500.00**  |  $ 4,500.00  |  $ -  |  $ 606.92  |  $ 3,893.08  |
|  |  |   |   |   |   |
| **Total** |  **$ 9,500.00**  |  $ 9,500.00  |  $ -  |  $ 1,946.65  |  $ 7,553.35  |

**Actual expenses to date:**

|  |  |  |
| --- | --- | --- |
| **President Budget (101) for 2014-2015** |  |  |
| **ACTUAL** |  |  |
| **Item** | **Line Items** | **Actual** |
| **NASFAA Conference 2014 (June 28th-July 2nd)** |   |  $ 915.04  |
| Hotel |  $ 789.08  |   |
| Shuttle |  $ 25.00  |   |
| Food |  $ 100.96  |   |
|   |   |   |
| **SASFAA July Board Meeting (July 25th-July 27th)** |   |  $ 450.51  |
| Airfaire |  $ 406.00  |   |
| Cab |  $ 31.60  |   |
| Food |  $ 12.91  |   |
|  |   |  |
| **SASFAA November Board Meeting**  |   |  $ -  |
| Airfaire |  $ -  |   |
| Food |  $ -  |   |
|   |   |   |
| **SASFAA February Board Meeting & Conference** |   |  $ 871.78  |
| Conference Registration |  $ 275.00  |   |
| Airfaire |  $ 318.70  |   |
| Hotel |  $ 553.08  |   |
| Food |  $ -  |   |
|   |   |   |
| **SASFAA June Transition Meeting (Will be on Board)** |   |  $ -  |
| Airfaire |  $ -  |   |
| Food |  $ -  |   |
|  |  |  |
|  | **Total** |  **$ 871.78**  |
|  |  |  |
|  | **Budget** |  **$ 3,000.00**  |
|  | **Balance** |  **$ 2,128.22**  |

|  |  |  |
| --- | --- | --- |
| **208 President's Contingency** |  |  |
| **ACTUAL** |  |  |
| **Item** | **Line Items** | **Actual** |
| **Gifts/Plaques/Awards** |   |  $ 405.00  |
| Executive Board Gifts |  $ 405.00  |   |
| Awards and Plaques |  $ -  |   |
|   |   |   |
| **SASFAA Leadership Symosium** |   |  $ 23.37  |
| Cab/Shultte |  $ -  |   |
| Food |  $ 23.37  |   |
|   |   |   |
| **President's Conference Exchange**  |   |  $ -  |
| Airfaire |  $ -  |   |
| Food |  $ -  |   |
|   |   |   |
| **Archives Review** |   |  $ 39.58  |
| Food |  $ 39.58  |   |
|   |   |   |
|   |   |   |
|  |   |   |
|  |  |  |
|  | **Total** |  $ 467.95  |
|  |  |  |
|  | **Budget** |  $ 2,000.00  |
|  | **Balance** |  $ 1,532.05  |

|  |  |  |
| --- | --- | --- |
| **226 Executive Board** |  |  |
| **ACTUAL** |  |  |
| **Item** | **Line Items** | **Actual** |
| October Board Meeting |   |  $ 606.92  |
| Lunches (Baker's Sweets) |  $ 201.90  |   |
| Supplies |  $ 42.54  |   |
| Travel Reimbursements |  $ 362.48  |   |
|   |   |   |
| February Board Meeting |   |  $ -  |
|   |  $ -  |   |
|   |  $ -  |   |
|   |   |   |
| April Board Meeting |   |  $ -  |
|   |  $ -  |   |
|   |  $ -  |   |
|   |   |   |
| Transition Meeting |   |  $ -  |
|   |  $ -  |   |
|   |  $ -  |   |
|  |  |  |
|  | **Total** |  $ 606.92  |
|  |  |  |
|  | **Budget** |  $ 4,500.00  |
|  | **Balance** |  $ 3,893.08  |

**Respectfully,**

**Kenneth T. Cole**

**SCASFAA President 2014-2015**

Director

Financial Aid and Veterans Services

USC Lancaster

PO Box 889

Lancaster, SC 29721-0889

colekt@mailbox.sc.edu; Phone: 803-313-7069; Fax: 803-313-7168; Cell: 803-287-3289

**Nominations & Elections Committee**

Katie Harrison, Chair

*Board Report*

*Winter Board Meeting; February 9, 2015*

The Nominations & Elections Committee has worked diligently to build a dual slate of candidates for SCASFAA Officers for the 2015-2016 year. The Committee recommends the following slate of candidates:

**President-Elect**

Name Institution Sector Ethnic Origin

Kevin Perry Coastal Carolina 4-year public Caucasian

Donna Quick Columbia College 4-year private Caucasian

**Vice President**

Name Institution Sector Ethnic Origin

Melanie Gillespie Southern Wesleyan 4-year private Caucasian

Deborah Williams Piedmont Tech 2-year public/tech African American

**Treasurer-Elect**

Name Institution Sector Ethnic Origin

Cindy Peachey USC Columbia 4-year public Caucasian

Traci Singleton The Citadel 4-year public African American

**Member at Large**

Name Institution Sector Ethnic Origin

Nikisha Dawkins York Tech 2-year public/tech African American

Jan Price Edward Via College Graduate Caucasian

 of Osteopathic Medicine

In addition, the Committee has reviewed all sections of the Policies & Procedures Manual relevant to the Nominations and Elections process. The current P&P is not accurately reflective of the processes that have been in place for the last several years. The Committee would like to recommend revisions to P&P Sections 109.1, 109.2, 110.1, and 110.2, as reflected on the following pages. Sections 110.3 and 114.2-K were also reviewed, but were determined to be currently accurate and in need of no revisions.

Committee members are:

Kenneth Cole, ex-officio; USC Lancaster

Elizabeth Milam; Clemson University

Earl Mayo; SC Tuition Grants Commission

Sul Black; Benedict College

Jennifer Williams; Clemson University

Sarah Dowd; Trident Technical College

Tabatha McAllister; USC Palmetto College

Kelly Savoie, Sallie Mae

South Carolina Association of Student Financial Aid Administrators

CODE NUMBER109.1

AREA Nominations

DATE APPROVED 07/17/84

DATE REVISED 03/22/12

Policies & Procedures

Subject: Procedures

Since the strength of an organization is reflected in those who lead, the Association encourages all Active members to serve in leadership positions. It is the policy of the Association to seek out and encourage its best-qualified members to run for office in the Association. Responsibility for adherence to this policy is housed with the Nominations and Elections Committee.

To facilitate maintenance of a sound and equitable nomination process, the following procedures have been adopted:

1. The chairperson of the Nominations and Elections Committee shall be the Immediate Past-President. If the Immediate Past-President is unable to fulfill these duties, the President shall appoint a substitute Chairperson with the approval of the Executive Board.

2. The Chairperson of the Nominations and Elections Committee shall establish a deadline for, and solicit nominations from the membership through all appropriate means. An announcement calling for nominations shall be made available to the membership prior to January 1.

3. The Committee must present to the Association a dual slate of candidates for all offices for which at least two nominees agree to run.

A candidate for office shall not serve as a member of the nominations and elections committee. Should this occur, the nominated individual should resign from the committee (if s/he agrees to run) and the Chair of the committee shall seek out a substitute to the committee.

4. Once the Committee has developed its list of qualified individuals, the Committee shall contact the top two individuals to determine if they will accept nomination and run for office. If one or both individuals decline the nomination, the Committee will then contact the other nominees in order as they appear on the list. If sufficient individuals have not been nominated in order for the Committee to present a nominee for each office, the Committee shall approach any active member whom the Committee feels is qualified for that office to determine if they will accept nomination.

5. Once the Committee has determined its slate of candidates for office, the Chairperson will forward this slate to the President. The slate shall be presented to the Board as a committee recommendation prior to being announced to the general membership.

6. Upon completion of the nominations process, the Chairperson shall forward to the Chairs of the Electronic Services and Communications Committee the slate of candidates and the copy-ready biographical information and statements of candidacy provided by each candidate for distribution to the membership prior to the Annual Meeting. The Chairperson shall also announce that nominations will be accepted from the floor for any office so long as those individuals nominated on the floor can supply the required biographical information and written statement of candidacy to all members present.

7. Upon their acceptance, the Committee will provide each candidate a copy of the currently approved Campaign Guidelines.

South Carolina Association of Student Financial Aid Administrators

CODE NUMBER 109.2

AREA Nominations

DATE APPROVED 10/14/93

DATE REVISED 03/22/12

Policies & Procedures

Subject: Campaign Guidelines

1.Each candidate will be featured on the website and other appropriate electronic resources prior to the annual meeting. Each candidate will be asked to provide biographical information and a statement of candidacy. The entire statement shall be no longer than 500 total words.

2. Copies of the candidates' biographical information and statements of candidacy will be available via the SCASFAA webpage prior to the election opening. Attendees will have access to the information at the Annual Conference via the SCASFAA webpage.

3. Each candidate is introduced at the initial business meeting of the Annual Conference and given three minutes to address the membership if necessary.

4. Candidates are not permitted to distribute campaign paraphernalia such as buttons, pins, ribbons, stick-ons, or printed sheets of paper or cards.

5. No hospitality suites or other giveaway promotions are to be held in support of any candidate.

6. No solicitation of the SCASFAA membership (excluding the information available electronically) shall be made by, or on behalf of the candidate prior to, or during the conference.

7. No campaigning will be permitted in the immediate vicinity of the polls.

8. Violations of campaign guidelines will be brought before the Executive Board. Intentional violation may result in forfeiture of candidacy.

South Carolina Association of Student Financial Aid Administrators

CODE NUMBER 110.1

AREA Elections

DATE APPROVED 07/17/84

DATE REVISED 07/09/12

Policies & Procedures

Subject: Procedures

The election of Association officers shall be conducted at the Annual Conference held in the spring. Responsibility for conducting the election shall rest with the Nominations and Elections Committee.

In order to insure an efficient and equitable election process, the following procedures have been established:

1. An official business meeting of the Association shall be held early in the Annual Conference for purposes of presenting the candidates recommended by the Nominations and Elections Committee as well as for accepting nominations from the floor.

2. The Chairperson of the Nominations and Elections Committee shall introduce to the membership each individual on the slate of candidates recommended by the Committee. After these individuals have been introduced, the President shall call for nominations from the floor in accordance with the accepted procedures. In the event of floor nominations, copies of biographical information and statements of candidacy sufficient for all members present must be available, as required by the Nominations and Elections Committee.

3. Once the nomination process has been completed, the Chairperson of the Nominations and Elections Committee shall announce the availability of online voting for members who did not vote prior to the business meeting, in addition to the closing time of the online poll. The poll shall close no later than 5:00 p.m. on the day preceding the closing business meeting at which the results are to be officially announced.

South Carolina Association of Student Financial Aid Administrators

CODE NUMBER 110.2

AREA Elections

DATE APPROVED 07/17/84

DATE REVISED 03/22/12

Policies & Procedures

Subject: Voting Procedures

1. All current members of the Association may vote in Association elections.

2. Current members may vote electronically. The format for electronic voting shall be determined by the Chairperson of the Nominations & Elections Committee. Information will be made available via the Association website. The procedures and deadline for voting shall be announced by the Chairperson at the time nominations are published.

3. Since voting is conducted electronically and is available to the membership prior to and during the Annual Conference, there shall be no physical polling location requiring staffing by the Nominations and Elections Committee. The Chairperson of the Committee shall be responsible for ensuring availability of an alternate voting location (i.e., hotel business center) for members who are unable to vote online using a personal laptop, phone or other handheld device, and for announcing such availability to the membership.

4. The Chairperson of the Committee shall be responsible for the safekeeping of the election results.

5. A call for the destruction of all electronic ballots shall be made during the closing business meeting of the Annual Conference, after the election results have been officially announced.

SCASFAA Winter Board Meeting

Professional Development Committee Report

Carolyn Sparks

02/03/2015

|  |
| --- |
| Members: |
| Kevin Perry Coastal Carolina University |
| Shirease Cohen ITT Technical Institute- Charleston |
| Donna Quick Columbia College |
| Pam Notemyer Greenwood and Hall |
| Caroline Madden Coastal Carolina University |
| Jennifer Williams Clemson University |
| Vanessa Childs USC-Salkehatchie |
| Susan Young Bob Jones University |
| Gena Miles SC Tuition Grants Commission |
| Sharetta Bufford Tri-County Technical College |
| Bonnie Carson USC-Upstate |

On November 19, 2014, the annual SCASFAA Leadership Symposium was held at the SC Student Loan Corporation. Sixteen SCASFAA members attended the workshop led by Erika Weed of William L. Sparks and Associates, LLC. The topic was Actualized Leadership Profile. Erika led the group with much enthusiasm and expertise. After the meeting, I received very positive responses from the participants.

School type and demographics:

* Two year institutions: 6 participants
* Four year institutions: 8 participants
* Agencies: 2 participants
* Females: 13 Males: 3

Many thanks to Chuck Sanders and Christy Green of the SC Student Loan Corporation for allowing the use of the meeting space and setting up beverages for us.

The annual SCASFAA New and Intermediate Aid Officers Workshop was held January 22-23, 2015 on the campus of Columbia International University.

Eighteen members participated at the day and a half workshop instructed by Elizabeth Milam and Donna Quick. Elizabeth taught the New Aid Track (12 participants) and covered the Federal Methodology NASFAA module while Donna instructed the Intermediate Track (6 participants) and covered the Return to Title IV NASFAA module. I have not composed an official evaluation but rave reviews have been given so far as well as some emails with high remarks. Four of the participants had less than six weeks of financial aid experience at the time the workshop was held.

School type and demographics:

* Two year institutions: 8 participants
* Four year institutions: 9 participants
* Independent: 1 participant
* Females: 13 Males: 5

The list of names and school affiliations was emailed to Connie McCormick on Friday, January 30, 2015. Those participants will be issued a voucher to take the NASFAA credentialing test. The test must be taken within 6 months of the workshop completion.

Columbia International University was a great location for the event. Many thanks to Patti Hix and Lee Tumey for helping us with facility and food services.

At this time, a NASFAA Core Training opportunity will be held in conjunction with the Annual Conference with Verification as the topic for credentialing.

Respectfully submitted,

Carolyn Sparks

Carolyn Sparks

Vice President

**SCASFAA Committee Chair Report**

|  |  |
| --- | --- |
| Name of Committee | President-Elect and Special Projects |
| Committee Chair | Elizabeth Milam |

1. Long-Range Plan Oversight
2. I.E.1.a. Inspection of the archives by the President and the Secretary is complete.
3. I.A.1. and I.A.2.a. Review of By-Laws and Policies & Procedures by the President-Elect and the Secretary is complete. Minors revisions and updates may be needed on the following policies:
	1. G.2; 103.1 – add electronic version of records (also all committees)
	2. 107.9 – sponsorship benefits list
	3. 109.2 – speeches
	4. 110.2 – polling place
	5. 112.2 – ATAC
	6. 113.1 – program checklist
4. Special Project – NASFAA Professional Credentials

Elizabeth Milam and Donna Quick (and possibly others by this time) have earned NASFAA Credentials. NASFAA Credentials were offered in Federal Methodology and Return of Title IV Aid at the New Aid Officers’ Workshop. Participants were given a voucher to take the NASFAA test at no additional charge.

1. SCASFAA Scholarship – Committee chairs need to identify committee members who have actively volunteered this year in order to be entered into a drawing at the annual conference.

Submitted by:



Elizabeth Milam

President-Elect

**SCASFAA Committee Chair Report**

|  |  |
| --- | --- |
| Name of Committee | By Laws Committee |
| Committee Chair | Kevin Delp |
|  |  |

1. Committee Membership and Institutional Affiliation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Member | New/Continuing | School/Agency | Type of Institution | Gender | Ethnic Origin |
| Kevin Delp | Cont | Bob Jones University | Four Year Private | M | C |
| Katie Harrison | Cont | SC Tuition Grants Comm | N/A | F | C |
| Kenneth Cole | Cont |  |  |  |  |
| Susan Young | Cont |  |  |  |  |

2. Goals 2014 – 2015

The Goals for the By Laws Committee are

 a. to carry out responsibilities delegated by the SCASFAA Executive Board.

 b. Continue updating SCASFAA’s Governing Documents as approved by the SCASFAA Executive Board

3. Recommendation to add wording to the Record Retention area of the P&P

D. Starting in 2014, SCASFAA will utilize electronic means to archive records. These will include Board reports, Board minutes, End of year reports, and other documents as determined by the SCASFAA Board.

These records will be able to be accessed on the SCASFAA website (currently through Wild Apricot). Also, the records will be downloaded to an electronic storage medium (ex. Flashdrive, CD, DVD, external harddrive, etc.) to be kept at the designated archival site approved by the SCASFAA board. (currently SC TG) and copied from older storage mediums to newer storage mediums every 5 years.**SCASFAA Committee Chair Annual Transition Report**

|  |  |
| --- | --- |
| Name of Committee | Member at Large\Membership |
| Committee Chair | Allison Keck |

1. Goals and/or Objectives 2014 – 2015

* Make sure that membership is increases and new members feel welcome
* Send a gift (decal) to all new members
* Have a reception for them at the Spring Conference

2. Indicate how the committee’s goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board’s Goals.

* We want our membership to grow in numbers and volunteers, we want our

members to feel welcome into our organization and participate in events.

3 State the committee’s activities and accomplishments during the past year which were significant.

* The committee did make the new members feel welcome at the conference with their conference gift

4. What might this committee do differently this year? What did the committee find its greatest successes?

* Send a gift (decal) to all new members – Ken have these been ordered yet?
	+ These need to be ordered so we can give them out at the conference.
* Have a reception for them at the Spring Conference
	+ Will be in contact with Jennifer about reception.

5. Membership numbers

* 343 members as of 2/3/15 (310 are active members)

| Level | Total | Active | Renewal overdue | Lapsed |   | Pending |   | New in last |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   | New | Renewal | Level change | 7 days | 30 days |
| Honorary Member | [**7**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=261693&ms=0&ld=-1&ro=-1&ae=0&gr=-1) | [7](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=261693&ms=1&ld=-1&ro=-1&ae=0&gr=-1) | - | - | - | - | - | - | - |
| Lifetime Member | [**15**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=261692&ms=0&ld=-1&ro=-1&ae=0&gr=-1) | [15](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=261692&ms=1&ld=-1&ro=-1&ae=0&gr=-1) | - | - | - | - | - | - | - |
| Other contacts | - | - | - | - | - | - | - | - | - |
| SCASFAA Membership | [**321**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=0&ld=-1&ro=-1&ae=0&gr=-1) | [288](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=1&ld=-1&ro=-1&ae=0&gr=-1) | [15](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=0&ld=-1&ro=1&ae=0&gr=-1) | [10](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=2&ld=-1&ro=-1&ae=0&gr=-1) | [14](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=20&ld=-1&ro=-1&ae=0&gr=-1) | [9](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=3&ld=-1&ro=-1&ae=0&gr=-1) | - | - | [9](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=221194&ms=0&ld=30&ro=-1&ae=0&gr=-1) |
| **Total** | [**343**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=0&ld=-1&ro=-1&ae=0&gr=-1) | [**310**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=1&ld=-1&ro=-1&ae=0&gr=-1) | [**15**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=0&ld=-1&ro=1&ae=0&gr=-1) | [**10**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=2&ld=-1&ro=-1&ae=0&gr=-1) | [**14**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=20&ld=-1&ro=-1&ae=0&gr=-1) | [**9**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=3&ld=-1&ro=-1&ae=0&gr=-1) | - | - | [**9**](http://www.scasfaa.org/Admin/Members/MemberList.aspx?ml=-1&ms=0&ld=30&ro=-1&ae=0&gr=-1) |

|  |  |
| --- | --- |
| **Committee Name** | Counselor Relations  |
| **Committee Type** | Non-Standing |
| [**Bylaws**](http://www.scasfaa.org/bylaws) | Article VI, Section 3 |
| [**Policy & Procedure authority**](http://www.scasfaa.org/Resources/Documents/SCASFAA%20Policies%20and%20Procedures%20manual.pdf) | 100.4; 100.5; 114.2-D |
| **Budget Code** | 215 Counselor Relations Committee |
| **Current FY** | 2014-2015 |
| **Current FY Budget** | $500 |
| **Current FY Actual** |  |
| **Committee Chair** | April Baur |
| Phone # | 864.597.4161; 864.266.2130 |
| E-mail | baurag@wofford.edu |
| Employer | Wofford College |
| **Next FY** |  |
| **Next FY Committee Chair** |  |
| Phone # |  |
| E-mail |  |
| Employer |  |

**Mission Statement:**

**SCASFAA is a community of professionals promoting the advancement of financial assistance programs as an essential part of student access to post-secondary education. In a collaborative effort, SCASFAA provides personal and professional development opportunities that embrace sound principles, practices, and ethics of aid administration. SCASFAA develops future leaders by actively involving all members in an environment of mutual respect, cooperation, and support.**

1. **Committee Members, Institutional Affiliation and Diversity:**

**Below please indicate the members of your committee, if they are new to the committee or continuing, their place of employment and the type of institution that they work for, and –if available- their gender and ethnicity. If a member held a particular position within the committee, such as Chair-Elect, please indicate this beside their name.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member Name** | **New/Cont.** | **Place of Employ** | **Type of Institution**  | **Gender** | **Ethnicity** |
| Sharetta Bufford | N | TriCounty Tech | 2-yr, public | F |  |
| Linda Aubrey | N | USC, Aiken | 2-yr, public | F |  |
| Daphne Dawson | N | USC, Upstate | 2-yr, public | F |  |
| Vanessa Childs | N | USC, Salkehatchie | 2-yr, public | F |  |
| Karen Woodfaulk | N | SC CHE |  | F |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Policies and Procedures**

**In the space provided below please indicate the SCASFAA Policies & Procedures that mandate this committee’s activities in the association effective on July 1st of the Current Fiscal Year (FY). Please also note any additions or changes to those procedures and the dates of those changes. Please print the procedures, original and updated and attach to this report. Please be sure the effective date of the P&P is noted.**

**P&P 100.4 Exchange of Memberships with CACRAO**

**On an annual basis, SCASFAA shall exchange, at no cost to either association, two complimentary affiliate memberships with the Carolinas Association of College Registrars and Admissions Officers (CACRAO). This exchange of complimentary memberships will provide each association a valuable professional connection on matters of mutual importance.**

**1. The two complimentary affiliate memberships in SCASFAA shall be granted to either the President or President-Elect of CACRAO (whichever one is from a South Carolina institution of higher education) and another elected officer of CACRAO who is from a South Carolina institution of higher education.**

**2. The current President and the Chair of the Counselor Relations Committee of SCASFAA shall each receive a complimentary membership in CACRAO.**

**The annual exchange of complimentary memberships shall remain in effect until such time as SCASFAA and/or CACRAO choose to discontinue the exchange.**

**P&P 100.5 CACRAO Representative**

**1. The Chair of the Counselor Relations Committee shall appoint a representative or representatives to act as presenters at the annual CACRAO Guidance Counselors Workshops for his/her upcoming term of office. The representative(s) must be an Active member(s) of the association.**

**2. Representatives shall serve actively for one year as members of the Counselor Relations Committee with no prohibition or limit on the number of years one could serve.**

**3. Representatives shall be knowledgeable regarding all programs and processes. Each should possess the ability to articulate and present facts clearly and concisely in a personable and positive manner.**

**4. Travel expenses of representatives will be paid by SCASFAA in accordance with SCASFAA travel reimbursement policies.**

**5. The Financial Aid Director at the site of workshops should be notified and invited to attend if not a representative.**

**P&P 114.2-D**

**The Counselor Relations Committee is a Non-Standing Committee.**

**1. Provide assistance, as appropriate, to secondary schools in scheduling, coordinating, and conducting financial aid workshops for parents and students.**

**2. Seek input from secondary school counselors and personnel concerning financial aid information and training needs.**

**3. Provide financial aid information and training to secondary school counselors and personnel.**

**4. Recommend to the President and Executive Board ways in which the Association can better work to meet the needs of secondary counselors in the state.**

**5. Actively solicit involvement by members of the financial aid community.**

**6. Develop specific annual objectives to be undertaken by the committee as appropriate.**

**7. Upon completion of his/her term in office, the committee chairperson shall forward one set of all appropriate records and material to the incoming chairperson and one set to the Secretary of the Association for addition to the Association Archives.**

1. **Goals and Objectives, as required by Policy and Procedures**

**Below please indicate the list of all goals and objectives that were assigned to your committee to meet the responsibilities detailed in the Policies and Procedures indicated in Part 2. Under “Details”, please describe the goal at length. Under “Status”, please indicate the current status of the goal/objective, and under “Relevance” please indicate how the goal or objective related to the SCASFAA Mission Statement or Executive Board’s Goals. [Note: If you need more space you may copy –paste the table below.**

|  |
| --- |
| **GOAL/OBJECTIVE: To re-establish a line of communications with State Guidance Counselors** |
| **DETAILS:** **Reported October 2nd:** Contacted Zaire and Maggie with CACRAO on 6.27 - No responseCalled Maggie with CACRAO to follow up email 2 weeks later - no responseContacted Brandon with CACRAO on 8.20 - Response was he needed to check on the membership exchange and get back to me. Followed up with Brandon on 9.23…waiting response |
| **STATUS:** **Report February 9th:** After Discussion between Zaire McCoy – President CACRAO, Maggie Gause – President Elect CACRAO, Ken Cole, Elizabeth Milam and myself we have decided to participate in CACRAO’s conference next year |
| **RELEVANCE:** TBD |

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| --- |
| **GOAL/OBJECTIVE:** To provide, if necessary, the NT4CM Training |
| **DETAILS:** **Reported October 2nd:** Two State Associations are: SCCA and PSSCA. Contacted both.Have positive response from both.SCCA - is a smaller group. Going to let me know numbers before committing. She recommended PSSCA. Attendees range from 5-20 at SCCA. PSSCA - going to conduct pre-Conference on January 22nd from 2-5pm. Reached out to committee to decide on topics. Chose four topics and submitted session descriptions to conference chair.Need to get a SCASFAA completion certificate for attendees. |
| **STATUS:** **Report February 9th:** Presented at PSSCA Pre-Conference. Had 19 attendees and response was well received. Presented on the following topics from NT4CM: Applying for Federal Financial Aid, Student Dependency Status, And the Number is…, After the FAFSA. I added two presentations I made up regarding What is Financial Aid at the beginning (as a precursor) and Regulatory Updates at the end (information compiled from various presentations in NT4CM). Conference committee is going to provide the results of the survey taken afterwards as soon as results are compiled. Counselors were able to receive CEU for participating.SCCA Conference is upcoming February 26-27. Holding a concurrent session but haven’t received details yet. Will need an increase in budget. |
| **RELEVANCE:** TBD |

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| --- |
| **GOAL/OBJECTIVE: To work with the Consumer Relations Committee in their endeavors to create a “Financial Aid Awareness Campaign”** |
| **DETAILS:** **Reported October 2nd:**Have not reached out to Consumer Relations at this time. Although, I plan to do so very quickly. I would like to have information on our website before the PSSCA Conference |
| **STATUS:** **Report February 9th:** Have created a brochure. Right now: “print on your own” product. Will make available on our website. |
| **RELEVANCE:** |

**SCASFAA Electronic Services Chair Report Feb 3, 2015**

There are now 4 members of the Electronic Services Committee:

Reed Allison, USC-Upstate - Chair

Missy Perry, Piedmont Technical College

Kevin Perry, Coastal Carolina

Keith Reeves, Clemson University

The main upcoming project is setting up the conference page and registration for the annual conference in April. Currently, the event listing and conference page are set up on the website, viewable only to board members (admins). At present, more detailed information is needed about the conference – agenda, instructional text for the conference page, etc. Once everything is approved by board members, we can open up registration and hotel booking. Registration for the Leadership Symposium and New/Intermediate Aid Officers’ Workshop appeared to work well through the website.

Primary tasks over the past few months involve troubleshooting and maintenance of the Wild Apricot site:

1. Addition/removal of job postings by request
2. Re-organization of site content and archival of some content, updating data and fixing links as appropriate
3. Potential issue with updating of membership status after registration fees are paid
4. Difficulty adding Wells Fargo banner to main page with current template; will continue to research best method to update sponsor ads.

Ongoing, future projects include:

1. Continued research for adding PayPal or other type of online payment system to site
2. Updating and streamlining of website design and layout.

Respectfully submitted,

Reed W. Allison







**Global Issues Board Report**

**02/09/2015**

**Chair:** Donna Quick

**Summary:** The Global Issues committee has contributed two articles to the membership via blog and SCASFAA e-mail. One article was also submitted to SASFAA and published via newsletter. Topics already touched on are veterans and depression. I have committee members that have been invited to draft articles for a February and a March blog post. An invitation has been issued for a guest speaker at the annual conference but no confirmation has been received. The committee is also discussing alternative speakers and topics in the event that Dr. Anne Marie Slaughter cannot be confirmed.

**Ideas:**

Additional topics the group hopes to address throughout the year:

* Professional challenges of African-American women in the workplace- I had this in mind for February to tie in with both black history month and our annual theme
* Homeless youth at risk- particularly as FAFSA filing picks up, what do you do if the school doesn’t have a liaison officer? What services should we be facilitating for these students as they try to attend our campus?
* Undocumented students
* Salary and equity issues in the financial aid field. What are regional and national benchmarks for the financial aid field?
* Transgender student issues in financial aid

**Questions:**

* Do we reestablish a global issues workshop independent of the annual conference? There have been events hosted in the past.
* How can we make global issues relevant and a priority for membership?
* How do we bring these issues to life for our constituents so that global issues become more than lip service in an article or a concurrent session?

**Active Committee Members:**

Donna Quick, Chair- Columbia College

Allison Sullivan- Anderson University

Traci Singleton- The Citadel

Submitted by:

Donna Quick

**SCASFAA Legislative Relations
Report 2014-15
2/9/2015**

**Committee Members:
First Last**
Jenny Beakley Clemson University
Sharetta Bufford Tri-County Technical College
Gerrick Hampton SC Commission on Higher Education
Ed Miller University of South Carolina
Victoria Musheff The Citadel
Chuck Sanders SC Student Loan
Karen Woodfaulk SC Commission on Higher Education

The Legislative Relations Committee has sent out five legislative relations updates to members since the September board meeting. The committee chair, Jenny Beakley, is continuing to read daily news and review updates regarding financial aid from committee members, and she is saving information that may be useful for the next update that will be sent out.

In December, the committee wrote a letter to South Carolina senators and congressmen to support the Fee Free Student Loan Act (H.R. 5577). The committee also plans to write a letter to support the Choice Act which would mandate that eligible veterans be charged in-state tuition rates at public colleges and universities.

Jenny Beakley, also participated in a SASFAA Legislative Relations Committee conference call to discuss a possible Hill visit. The February date that was originally considered conflicted with the SASFAA conference, so a date in mid-May is being considered. The SASFAA Legislative Relations Committee is creating a position paper to take to the Hill visit. The paper will mention key issues, including the Repay Act and other key issues for states within the SASFAA region.

**2014-2015 Officers**

**President President-Elect Vice President Treasurer** Ken Cole Elizabeth Milam Carolyn Sparks Melanie Gillespie USC Lancaster Clemson University Wofford CollegeSouthern Wesleyan University

**Secretary Treasurer-Elect Member-at-Large Past President** Kevin DelpEarl Mayo Allison Keck Katie Harrison Bob Jones University SC Tuition Grants Commission Greenville Technical College SC Tuition Grants Commission

 www.scasfaa.org

December 17, 2014

The Honorable Tim Scott
167 Russell Senate Office Building
Washington, DC 20510

Dear Senator Scott,

On behalf of the South Carolina Association of Student Financial Aid Administrators (SCASFAA), an organization which represents financial aid administrators and supporters in South Carolina, we are writing to express support of H.R. 5577, the Fee Free Student Loan Act. This act would save students large costs from origination fees, and it would make the loan process simpler for students.

Federal loan origination fees were originally implemented to cover added administrative costs required by private lenders to originate federal loans.1 The Health Care and Education Reconciliation Act of 2010 put federal loans directly under the Department of Education which eliminated the original need to pay private lenders for the added administrative costs.1 However, students are still required to pay origination fees which cost over a billion dollars in student debt each year.In 2010, students across the U.S. borrowed a total of $109 billion in federal student loans. If a 1% origination fee is assumed2, students were charged a total of $1.09 billion dollars in origination fees. Parents pay even larger costs with higher origination fees on Federal Direct PLUS Loans. Eliminating the origination fee could significantly reduce the loan burden for both student and parent borrowers.

Lower income students are particularly affected by the loan origination fee as they are often the students who are most in need of loans. They are often unaware that they will not receive the full loan amount they accept to cover their educational expenses when they may have been counting on the funds to pay for rent or books. The current national average of student loan debt is currently $29,400.3 With the current origination fee of 1.073%, students with this amount of debt pay $315.46 in origination fees over the course of their college career. When interest is applied, based on the current 4.66% interest rate, students would pay $187.24 for a total of $502.70 of fees and interest over the course of the standard 10 year repayment plan.

It is difficult for students to understand the origination fee and the true amount of their loan they will be able to use. When the origination fee changes in the middle of the semester, students then receive different amounts of their loan during a future semester or term when their counselor has often told them their loan was split evenly between academic terms. Eliminating Federal Direct Loan origination fee would make the process of navigating funding a student’s college education easier for students and parents who would know more clearly what college expenses were covered by their financial aid.

Thank you for your continued support of students, families, and financial aid programs that impact student success in higher education.

Sincerely,

Kenneth Cole Jenny Beakley
SCASFAA President SCASFAA Legislative Relations Committee Chair

1 <https://www2.ed.gov/finaid/prof/resources/data/fslpdata97-01/Part_5/edlite-appB.html>
2<http://www.ifap.ed.gov/eannouncements/attachments/020410Originationfeeupdatefor20102011.pdf>
3<http://www.whitehouse.gov/sites/default/files/docs/student_debt_report_final.pdf>



**SCASFAA Committee Chair Report**

|  |  |
| --- | --- |
| **Name of Committee** | **Sponsorship** |
| Committee Chair | Nikki Miller |

**Committee Membership and Institution Affiliation**

* Jessica Bagwell ~ SC Tuition Grants Commission
* Corey Sturdivant ~ Wells Fargo
* Kelly Savoie ~ Sallie Mae

Objectives 14-15

To seek sponsorship through various financial institutions that will support the investments of SCASFAA obligations referencing annual conferences, training activities, and professional development opportunities at realistic cost.

Update:

The committee meeting was via e-mail on October 9, 2014. Committee members in attendance were: Corey Sturdivant, Jessica Bagwell, Kelly Savoie, & Nikki Miller.

Topics discussed:

* sponsorship announcement letter
* sponsorship reception
* sponsorship focus
* sponsorship appreciation gift

The sponsorship announcement letter was officially e-mailed to potential sponsors on October 21, 2014. As of today, a total of 6 {SC Student Loans Corp, Wells Fargo, PNC Bank, Inceptia, Discover, and SallieMae} sponsors have committed and paid. The pursuit to encourage sponsors to participate in the annual conference of SCASFAA is still the driving-force until the conference begins. The sponsorship reception will be held immediately following the President’s Reception; which the committee has agreed to serve “bite-size” desserts, beer, wine, alcohol & non-alcoholic beverages. The appreciation gifts presented to the sponsors should be recognizable, visually noticeable, and a constant reminder of “SCASFAA”; the committee was not sure if the gift should be a plaque, certificate, tumbler (everyday reminder), engraved letter opener, or what have you.

**Tier 1 (all-inclusive) $2000**

*Tier 1 Sponsorship includes* **ALL** available *sponsorship options for the 2014-2015, including priority conference exhibitor location, one complimentary conference registration for your organization, opportunities to attend and/or participate in additional professional development trainings, conference attendee listing, and more.*

• One complimentary conference registration

• Exhibit space (priority by date) at SCASFAA’s Annual Conference

• Website banner advertisement on SCASFAA webpage and the SCASFAA blog

Sponsor must provide artwork for banner ad

Contact the Electronic Services Chair for details of Banner size and format, and to submit banner and link

Banner ad will run through June 30th.

• Full page advertisement in the conference program

• Pre-Conference Training Event Sponsorship recognition (in the event pre-conference training is offered)

• Opportunity to place a flyer/insert in the conference packet

• Opportunity to moderate or present on industry-specific topics at the conference at the request of the Conference Committee

• Conference registration/attendee listing approximately three weeks prior to the conference, a second listing two weeks prior to the conference and a final listing after the conference

• Opportunity to attend and/or participate in select professional development training sessions (i.e., New Aid Officers Workshop, Leadership Symposium) at the request of the Professional Development Committee

**Tier 2 $1600**

• Exhibit space at SCASFAA’s Annual Conference (booth location to be determined by the Conference Chair and the Sponsorship Chair)

• Website banner advertisement on SCASFAA webpage and the SCASFAA blog

Sponsor must provide artwork for banner ad

Contact the Electronic Services Chair for details of Banner size and format, and to submit banner and link

Banner ad will run through June 30th.

• Half page advertisement in the conference program

• Opportunity to place a flyer/insert in the conference packet

• Opportunity to moderate or present on industry-specific topics at the conference at the request of the Conference Committee

• Conference registration/attendee listing (final listing after the conference only)

**Exhibitor $850**

• Exhibit space at SCASFAA’s Annual Conference (booth location to be determined by the Conference Chair and the Sponsorship Chair)

• Opportunity to moderate or present on industry-specific topics at the conference at the request of the Conference Committee

• Conference registration/attendee listing (final listing after the conference only)

below.

**A-la-carte Advertising Options**

For those sponsors who do not wish to take advantage of the Tier 1 or Tier 2 Sponsorship Packages, SCASFAA offers the following a-la-carte advertising options. You may purchase advertising options on a standalone basis or as an add-on to the Exhibitor option, which does not include advertising. Please choose only one option below.

• Website banner advertisement on SCASFAA webpage **($300)**

Sponsor must provide artwork for banner ad

Contact the Electronic Services Chair for details of Banner size and format, and to submit banner and link

Banner ad will run through June 30th.

• Website banner advertisement on SCASFAA blog **($300)**

Sponsor must provide artwork for banner ad

Contact the Electronic Services Chair for details of Banner size and format, and to submit banner and link

Banner ad will run through June 30th.

• Half page advertisement in the conference program **($150)**

(made available to members to print prior to arriving)

• Advertising Combo Pack **($650)**

(includes all three a-la-carte advertising options above at a $100 discount)