

South Carolina Association of Student
Financial Aid Administrators



2014-15 Transitional Board Meeting
Thursday, June 19th-Friday, June 20th 2014
Embassy Suites Golf Resort and Conference Center
Greenville, SC

OLD BUSINESS:

Action Item: Credit Card for Conference Chair (if carried forwards from 13-14)

Conference Chair has a lot of expenses online and SASFAA has allowed this. No discussion was given. A vote was asked for to have the conference chair have a SCASFAA credit card. **Motioned to Approve by Elizabeth Milam, Seconded by Katie Harrison, the motion carried**

Action Item: PayPal (if carried forwards from 13-14)

President Cole noted that it would increase \$3-\$5 per member. Melanie Gillespie – can the fee not be passed along in PayPal? **Action was moved to Budget committee, for further discussion and recommendation for the board.**

Action Item: Year-End/Transition Report Formats (if carried forwards from 13-14)

President Cole sent a new version to old and new board members. Keep track of objectives now and keep track throughout the year. Recommendation was made to use this as a test this year. **A decision will be made at the end of the year.**

Action Item- NASFAA Credentials

President Cole began by saying that there are 5 credentials under NASFAA Core. Tests could be taken for free. Once passed then NASFAA credentialed and then can teach others and those who are taught can take the tests for free. The costs would be \$1,000 for the material. Membership survey results – 31 responses and 26 were interested in some way. They said \$40-\$50/day was reasonable. Willing to drive 2-3 hours for these workshops. Mixed written responses were given. President Cole said that professors were hired and a testing center obtained for this credentialing. Melanie Gillespie asked how long does it take to become credentialed. President Cole said if you have 5 years of experience then you can take the test without going through the training. And once credentialed then always credentialed. Elizabeth Milam said all the material would need to be presented and cannot be condensed. The 5 topics are Application, COA, FM, Student Eligibility, and R2T4. Donna Quick said that there are other Financial Aid topics like verification that are sometimes more important than what is offered in the 5 topics offered. Katie Harrison wants to know if this is in lieu of or in addition to other training. Elizabeth Milam indicated that budget items may have to give a little in order to accomplish this. President Cole said that all 5 could be done over the course of the year and have a one day workshop to cover one topic and all costs would be covered on its own. Trainers would be recruited and be picked by Special Projects and Professional Development. Elizabeth Milam asked if there was any financial risk to purchase the CORE Materials. Should SCASFAA purchase the CORE material? Recommendation to consider purchasing NASFAA CORE Materials and consider credentialing. **Motioned to Approve by Jennifer Williams, seconded by Kevin Perry, the motion carried**

President assigned Special Project of “Train the Trainers” to President-Elect Elizabeth Milam

President assigned task of planning credential training as part of Professional Development to Vice President Carolyn Sparks

Presentation of 2014-2015 Theme/Logo – Golf Theme

“SCASFAA Champions - Get in the Zone” Champions for our students, to each other and what SCASFAA does. No Discussion was given and no vote is needed. *Jennifer Williams will ask the hotel if any discounts are available for conference attendees to utilize golf activities.*

Board Structure: The role of Officers, Chairs and Chair-elects

Committees: Volunteers, Committee Size and Diversity, When and How to meet.

President Cole went through all the SCASFAA committees. He also indicated Conference Chair and Global Issues may need chair-elects, if needed, can be brought to President-elect for approval. President Cole wants committees to promote volunteerism. Wild Apricot can be used to facilitate this. Committees meet by phone, online, email, or in person.

10:00

SASFAA Update-

Kenneth Cole

Leadership Workshop in Fall/Winter – More training on being a leader. Each state association to send two members to the Workshop paid by SASFAA. SCASFAA would be responsible for transportation and food expenses to and from.

SASFAA is asking SCASFAA’s Legislative Relation chair to be part of SASFAA’s Legislative Relation committee. More information under New Business.

SASFAA is focusing on Dreamers for the Dream Act for Global Issues. Asked the state associations to consider their Global Issues chair to be involved.

February Pre-Conf New Aid and Mid-Level Workshop

Summer New Aid Officer’s Workshop

Board Meetings:

State Presidents are meeting for about 2 hours prior to board meeting

We may have to come in early, arrive no later than 3 PM

July meeting, Memphis TN; July 25th meet at 4 PM

November 1st – 4th board meeting: Ft. Lauderdale, FL or Mobile, AL

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 (VCOM in Spartanburg)

Jenny Beakley – Legislative Relations (send to Sharon Oliver)

Donna Quick – Global Issues (send to Joan Bailey)

Kevin Delp – Electronic Services

10:10 Tour of Embassy for 2015 SCASFAA Spring Conference

11:00 Parliamentary Procedure – Elizabeth Milam

It is more important to hear what members need to say than to abide by all the rules. Elizabeth Milam discussed the basic procedures that need to be followed during the meetings. She also defined a quorum and gave some tips. She went over other rules to be aware of.

11:00 Building Goals and Objectives

A brief description of the ByLaws, Policies & Procedures, Long Range Plan, and Year End Reports

An explanation of how to use these to build our goals and objectives annually.

11:09 Report of Officers:

Present: Your Duties, Goals, Objectives, and Recommendations from Year End Report

Discussion: Goals, Objectives and Recommendations

President

Kenneth Cole

Reports of recommended goals and objectives outlining the President's vision for the year was sent to SCASFAA Board members. No discussion.

Past-President

Katie Harrison

Primary goal will be to secure a dual slate for all elected officers (except secretary which will not be voted on in 2015). ElectionBuddy will be used again. No other discussion.

Vice President/ Professional Development

Carolyn Sparks

Discussion: NASFAA Bootcamp Proposal

Presentation of Survey Results

Should we use NASFAA Bootcamp/CORE and Credentials

When will we do Train the Trainer and who is willing to be a trainer?

Do we open these trainings up to non-members? (SASFAA)

Durations and timing of workshops

Expense and Revenue for workshops

Location of Workshops

Carolyn Sparks will be working on timeline and process and working with Elizabeth Milam.

Discussion: New Aid/Intermediate Officers Workshop

Location and time was discussed. Central to the state was key. Katie Harrison was thinking we should call it 'Fall Training' workshop to keep it more generic and get more engagement.

Discussion: Leadership Symposium

Carolyn Sparks is not sure whether this is needed this year. President Cole emphasized to keep it general and call it Leadership Symposium but not specifically saying it was for a group of people (i.e. mid-level, directors, etc.).

President-Elect/Special Project

Elizabeth Milam

Elizabeth Milam will be looking at the budget since there is a lot of travel expected this year. She will also coordinate Special Projects and preparing for her term as President.

Special Project: Train the Trainer (if NASFAA Bootcamp Proposal Approved)

Executive Board did vote to attempt including credentials training as part of Professional Development as much as fiscally and reasonably possible.

Special Project: Peer Support Network

This was assigned to Member-at-Large

Discussion: SASFAA Involvement:

President-Elect Pre-Conference Workshop & SASFFAA Conference (February)

Transition Meeting (June)

First Board Meeting (July)

Secretary/By Laws

Kevin Delp

Discussion: Board Reports

Kevin Delp informed the board that he needed committee reports in a timely matter.

Discussion: Travel

Secretary needs to be copied on all travel information

President Cole stated that this was emphasized at the NASFAA Leadership Symposium and that SASFAA currently does this. The Secretary should be made aware of travel dates and times for anyone traveling on business for SCASFAA.

Treasurer/Budget

Melanie Gillespie

July 8 will be the first SCASFAA budget meeting for the new year and will be held at SWU. Committee Chairs should estimate budget for their committee. If budget unknown is talk to prior year Committee chair. Proper forms were discussed by Deborah Williams. Forms are found on SCASFAA website.

President Cole reminded us that as a non-profit organization SCASFAA should not have too much funds in reserve. He has recommended the Financial Planning Committee consider developing a policy regarding this.

Treasurer-Elect**Earl Mayo**

Website needs to be updated and remember send money to Earl Mayo. President Cole would like to know if Earl Mayo will go to NASFAA Leadership Symposium. Earl Mayo declined, as he has attended before. President Cole suggested we may want to consider sending another member instead.

Moved to budget Committee for discussion and a recommendation for the board. No further discussion.

Member at Large/Membership and Peer Support**Allison Keck**

Renewing SCASFAA membership starts July 1. Issue is members do not pay their dues but receiving the benefits of paying members of SCASFAA. Should membership be deactivated after 30 or 60 days?

Moved to Budget Committee for discussion and a recommendation for the board.

May have a special reception for new members to meet Board members. A gift will also be considered for new members at next committee meeting. FA Appreciation Day is October 17.

11:46**Committee Reports:**

Present: Your duties, Your Goals/Objectives, Recommendations from Year End Report

Discussion: Goals, Objectives and Recommendations

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

Violette Hunter was absent from the Board Meeting. President Cole said that CHE has stated they would like to provide State awards training at New Aid Officers training. He said CHE is developing regulations for Year Round Merit Based Scholarships. They are also considering public service announcements with SCETV.

Communications/List Serve**Deborah Williams**

Emailing at this point is the most effective means to communicate to membership. Reminder that blog is used to give committees a means to get information out month by month. There is a list of what each committee should be sending out to the SCASFAA membership each month.

Do we want to re-institute a List Serve? (IE: <http://www.constantcontact.com/index.jsp>)

Moved to Communications Committee for discussion and recommendation for the board.

Consumer Relations**Josephine Brown (Absent)**

Josephine Brown was absent from the Board Meeting. No discussion at this point.

Counselor Relations**April Baur**

April mentioned that she worked with Donna Quick as Chair-Elect in prior year are making contacts with the two Counselor associations in the state. They will attempt to offer some form of training during their conferences, though NT4CM may not be possible. For further notes see minutes of June 19th meeting.

Committee will be working to update the Counselors Financial Aid Information on the SCASFAA website.

Electronic Services

Reed Allison

Goals are to maintain and update the website. Streamline and make navigation better. Looking at PDF forms to be used by SCASFAA members. Adding functionality to website (i.e. PayPal, membership, facebook, etc.) Working on Sponsorship space on website.

Financial Planning

Nancy Garmroth (Absent)

No discussion at this time

Global Issues

Donna Quick

Topics this year are focused on issues impacting women. Using email and blog regularly.

Will not just present issues, but will try to relate them. Such as, "What does DOMA look like in practice"?

Legislative Relations

Jenny Beakley

No discussion at this time.

Loan Agency Liaison

Chuck Sanders

Chuck stated that guarantee agencies are seeing their funding cut, and as such there will be fewer guarantee agencies in the future.

Also, there has been some funding cut for Teacher Loan Servicing.

Other issues will be facing servicers in this new environment.

Default Prevention is important to discuss as an organization. SCSLC is expanding their role in this area.

Long Range Planning

Kevin Perry

2014-2019 Plan in place and Kevin Perry will be notifying members of their responsibility.

Kevin reminded the President and Secretary that they will need to review the archives and make decisions about purging material this year.

Program Chair

Jennifer Williams

It is great to have the meeting today at the place where the Spring Conference will be held in 2015. Would like to focus charity on cancer – maybe something local. Golf theme works great with Golf Hotel. May be able to work in Training tracks into the Spring Conference and will work on that.

Site Selection

Casey Walen

RFPs went out to Hotels in Myrtle Beach, Hilton Head, and Charleston and 15 responded. Narrowed it down to 10 and will continue to narrow it down. SCASF AA may want to look at Springmaid for the 50th anniversary. President Cole mentioned that the board next year should start discussing if we should reinstate a Fall Conference? *This will be discussed in future meetings.*

Sponsorship

Nikki Merrit

Sponsorship will continue at current pricing structure. Possibility of having activities with sponsors and having the sponsors involved. Nikki mentioned that she will set a higher goal this year and will bring that to the next board meeting.

12:15

New Business

Do we need a conflict of interest statement?

Moved to By-Laws committee for discussion and recommendation for the Board.

SASF AA Leadership Symposium- 2 attendees from SCASF AA are requested. SCASF AA covers Travel expense but other expense covered by SASF AA. Cost is \$1500-\$2000.

Moved to Budget Committee for discussion and recommendation for the Board.

12:17

Announcements

Next Board Meeting October Date and Location

Looking at early October, in the Sumter area

12:18

Adjournment

12:19

Post-Meeting Actions:

Transition of Finances and Accounts:

Past-Treasurer, Treasurer, Treasurer-Elect, President, Past-President, President-Elect and Program Chair