

South Carolina Association of Student  
Financial Aid Administrators

2014-15 Fall Board Meeting

Thursday, October 2<sup>nd</sup> 2014

CCTC

Sumter, SC

# AGENDA

**SCASFAA 2014-2015 EXECUTIVE BOARD MEETING**  
**Thursday, October 2<sup>nd</sup>, 2014**  
**CCTC**  
**AGENDA**

**Present:**

Kenneth Cole	April Baur	Earl Mayo
Katie Harrison	Chuch Sanders	Carolyn Sparks
Nikki Miller	Kevin Perry	Elizabeth Milam
Allison Keck	Reed Allison	Kevin Delp
Jenny Beakley	Casey Wallen	Melanie Gillespie

**Absent:**

Donna Quick  
Nancy Garmroth  
Violette Hunter  
Josephine Brown  
Jennifer Williams  
Deborah Williams

**10:30 Call to Order:** Kenneth Cole

**Establish a Quorum**

Quorum established at 10:31  
Agenda Approval  
Katie Harrison moved  
Carolyn Sparks second

**Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business.** Katie Harrison moved and Carolyn Sparks seconded. The vote was approved.

**Item: Approval of June Executive Board meeting Minutes**

Minutes were distributed July 29, 2014. No corrections were received and minutes stand as distributed.

**OLD BUSINESS:**

**Action Item: Record results of July electronic-mail vote on 2014-2015 Budget**

Votes were approved on July 29

**10:34 SASFAA Update Kenneth Cole**

SASFAA update – Ken Cole  
Nikki Miller and Kevin Perry will attend Leadership Symposium.  
SASFAA NAOW will be around Father's day.  
SCASFAA needs to send info to SASFAA of any items that SCASFAA wants to let them know about.  
]Nov 2-4 is next SASFAA board meeting – Ken Cole will most likely not be attending.  
Katie Harrison – on Nominations and Elections committee for SASFAA  
Nikki Miller – on Sponsorship committee for SASFAA

**10:45 Report of Officers:**

**President     Kenneth Cole**

President has attended NASFAA and SASFAA meetings, SCASFAA budget meetings and has resolved credit card issues.

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

10:47 - Past President – Shared thank you notes from SCASFAA Scholarship recipients Nominations and Elections first call on September 12. Katie received a number of nominations and also about 19 hits on the membership form for those interested in running for an office. The committee is getting ready to present a dual slate of candidates that can be presented before the board.

**10:57 - Vice President/ Professional Development     Carolyn Sparks**

Training/workshop opportunities are switched to give time to Train the Trainers. The committee is working on what dates in January for NAOW and will hopefully be held in Columbia. Leadership Symposium scheduled for November 19, 2014 at SC Student Loan Corp office. Cost is \$50 per person. Need to get a tentative agenda with the announcement and get it on the SCASFAA website.

**10:50 - President-Elect/Special Project     Elizabeth Milam**

Elizabeth Milam and Kevin Delp need to meet before winter Board meeting to ensure all is complete from last year's policies and procedures. NASFAA credentialing – beginner and intermediate level to work in at the Spring Conference. The committee is also working on confirming Trainers for the credentialing in November and December. The committee is leaning towards Basic and R2T4. Ken recommended Ms. Lillian Simms for a possible trainer for R2T4.

**Secretary/By Laws     Kevin Delp**

**Action Item: Policy & Procedure 107.12 (Credit Card for Program Chair)**

“Credit Cards are secured for the President, President-Elect, Program Chair and Treasurer.

The President and Treasurer will work in conjunction to secure credit cards for official SCASFAA business for use by the President, President-Elect, Program Chair and Treasurer.”

Moved Earl Mayo and seconded Katie. The vote was approved.

**11:12 - Treasurer/Budget     Melanie Gillespie**

Melanie G. discussed the formal format for board reports used. Ken Cole stated these are not required yet. Credit Cards have arrived. Quick Books is updated but not reconciled yet. Quarterly review has not happened yet. All insurances have been paid and up to date. Need to look into filing taxes and to form a plan for the future. Budget meeting happened in July and budget is balanced. Site Selection budget was increased. Remember that the proposed budget is based on a certain number of attendees for each event. Allison Keck inquired about the number of attendees for the annual conference. Katie Harrison said it was based on prior year numbers. Nikki Miller inquired about the Sponsorship budget and it was increased from \$100 to \$200 to help with Sponsor reception. Melanie recommends that based on historical data this budget item should be changed to account for the costs incurred by this reception. The budget needs to be as realistic as possible. Ken Cole would like to wait until the next board meeting to determine if this line item needs to be adjusted for this year. Also, there is a contingency fund and we do not want to use savings if we don't have to.

**11:30 Treasurer-Elect/Budget Earl Mayo**

SCASFAA has received 235 member dues and is looking into the 50 unpaid invoices. Expiration notices have been sent out.

**11:33 Member at Large/Membership and Peer Support Allison Keck**

SCASFAA would like to give a gift to all the new members to make them feel welcome. The decal was passed around to the board. Also, Allison would like to bring back the new members reception at the Annual SCASFAA meeting. Allison will work with Jennifer to work it into the program. Ken Cole will also be working on a welcome letter for the new members.

**269 current Active Members**

**55 Current SC Colleges and Universities** – Ken Cole would like to get a list of all the colleges and universities located in South Carolina

**Discussion: Membership Survey** – Ken Cole would like to send out a membership survey through Survey Monkey.

**Discussion: Discounted membership dues for colleges paying for multiple members** – This is difficult not only in Wild Apricot but also for SCASFAA policy and procedures.

**Discussion: Membership Profiles on website**

Connecting to LinkedIn, Profile Pictures, volunteerism

Ken Cole discussed the expanded use of SCASFAA member profiles. Kevin Perry would like our current members to use the SCASFAA website before we push other items. Melanie Gillespie would like more information on the SCASFAA website like what is happening in member's lives – weddings, births, job promotions, etc. This discussion was tabled to be worked out with the Communications Chair.

## **Discussion: FA Appreciation Day - October 17<sup>th</sup>**

What can we do? (ie Board/President video thanking our members) SCASFAA should have FA offices get pictures of their staff. Reed Allison would like to see if a store would offer a 10% off coupon to FA staff to be used on October 17.

Before breaking for lunch, Ken Cole asked, "What would the financial aid community look like without SCASFAA?"

## **12:00 Lunch Boxed Lunch**

### **Committee Reports:**

#### **1:00pm Sponsorship     Nikki Miller**

Nikki has formed a committee and more potential participants. She is working on getting new sponsors for this year. She also would like an incentive for the sponsors. **This will be something passed on to next year's board to be incorporated into next year's budget.**

#### **1:06pm Site Selection     Casey Walen**

#### **Action Item: Vote on locations and dates for 15-16 and 16-17**

It was decided to get a 2 year contract for SCASFAA for the annual meeting. We received about 9 proposals. Four choices are being presented to the SCASFAA Board. Casey highly recommends Embassy Suites for his first choice. They have recently completed a multi-million dollar renovation and would love to have SCASFAA at their hotel. Casey went over all the comps that the Embassy offers. The committee recommends the Embassy Suites for 2016 to the SCASFAA board. A call was made to vote on the Embassy Suites for 2016 by Ken Cole. The vote was approved. The committee recommends the Embassy Suites for 2017 to the SCASFAA board. A call was made to vote for the Embassy Suites for the 2017 year. The vote was approved.

#### **1:23 Program Chair     Jennifer Williams – Not Present**

Jennifer Williams was not in attendance but her report was read. In person meeting will be next week for the committee. If someone wants to only come for one day to the annual conference, the cost would be \$100 a day. Note: Ken Cole gave large clear-bin with conference materials to Allison Keck to deliver to Jennifer Williams.

**Discussion: Charity** – American Cancer Society, Bi-Lo Children’s Center for Cancer, and Greenville Cancer Society are three options put before the board. Kevin Perry said it is only been in the past few years that it has not been focused on a local charity, so it should not be a deciding factor. The Board discussed and recommends the Greenville Cancer Society. **Ken Cole will notify the Program Committee.**

**Discussion: Sessions, Training Tracks**

David Bartniki, Amy Berrier, and Dick Smelser will be speakers at the annual conference

**Long Range Planning Kevin Perry**

Kevin Perry said that things seem to be on track. **Archives will be reviewed in coming months.**

**Discussion: Where do you see SCASFAA in 5 Years?**

Ken Cole brought the board back to the question he asked before lunch. Reed Allison mentioned it is a way to develop professionally and stronger support system. Katie Harrison talked about how SCASFAA is a community and how that helps us connect as SCASFAA. Elizabeth discussed the role of educating that SCASFAA has in financial aid. Chuck Sanders talked about the state scholarships and grants. Carolyn Sparks mentioned the affordability and accessibility that SCASFAA provides to its members that they might not get at a regional or national level.

**Loan Agency Liaison Chuck Sanders**

They are working through new regulations that are coming in the future. New COD loans will be divided up between different servicers. IFAP delineates who is being allocated to what servicers. SC Teacher’s Loans need to be promoted to our students more. Asked for ideas.

**Legislative Relations Jenny Beakley**

**Discussion: Legislative Activities**

Committee has been actively compiling legislation. Committee has sent out 4 updates. Jenny has participated in a conference call with SASFAA. FSA ID coming out soon.

**Event:** SASFAA/EASFAA Legislative Presentation

**Global Issues Donna Quick – not present**

**Discussion: Global Issues Workshop** – include women in Higher Ed group. Katie Harrison said Dr. Woodfaulk is in that group.

Ken Cole mentioned the Upward Mobility within sectors of poverty/wealth how they can move between grids.

**Financial Planning Nancy Garmroth – not present**

Ken Cole mentioned that Nancy Garmroth is still planning to do the audit.

**2:21 - Electronic Services Reed Allison**

Reed is working on the website on an as needed basis. He is working on forming his committee.

**Discussion: Use of Committee pages on the website** – maybe committees could send information to Reed. The pages are there for committees to use to help others.

**Discussion: Sponsor Advertisements** – Ken Cole would like to expand the sponsor ads. Bigger/flashier.

**Counselor Relations April Bauer**

April has been trying to get in contact with CACRO. She will be presenting at the Counselor's Association Conference She on NT4CM training and had a conference call with them recently.

Counselors could get CEU's and maybe SCASFAA could offer a certificate as well.

**Consumer Relations Josephine Brown – not present**

**Discussion: College Goal SC**

**Discussion: Consumer Information website**

SCASFAA High School Night PPT – If anyone has one, please forward it to Ken Cole.

**Discussion: Brochure for FA Offices, "Financial Aid by Financial Aid Professionals"**

**Communications/List Serve: Deborah Williams – not present**

~~**Discussion: Having contributors entered into drawing for SCASFAA scholarship**~~

**Discussion: Do we want to re-institute a List Serve?** This is tabled until next board meeting

(IE: <http://www.constantcontact.com/index.jsp>)

**Advisory to CHE: Violette Hunter – not present**

**Discussion: New Aid Officers training for State awards**

Ken Cole relayed that CHE wanted to be able to offer more beginner level workshops at our conferences and events. Carolyn Sparks said they probably wouldn't have time at the NAO Workshop but we would recommend giving them more slots at the Conference.



~~Discussion: Year Round Merit Based Scholarships~~

~~Discussion: SCETV, public service announcements~~

**3:15 Unfinished Business**

None

**3:20 New Business**

None

**2:43 Discussion: Software Action Committees?**

Do we need to establish action committees for popular software providers?

Example: Banner recently released a patch that, when installed, had errors that led to some ramifications for the Financial Aid system. We were asked by a member to contact Banner and speak out about the need to test these patches in house before releasing them. We do not presently provide this level of communication, but the creation of action committees could address these issues. Is this something we wish to pursue?

SCASFAA does not want to pursue this at this time.

**2:45 Announcements**

Next Board Meeting January/February Dates and Location

Looking at Columbia

Kevin Perry let everyone know of staff changes happening at CCU

**2:50 Adjournment**

**3:00 Post-Meeting Actions:**

**SCASFAA Credit Cards:** Treasurer, President-Elect, Program Chair

Was accomplished prior to meeting

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

Signed by President and will be delivered to Treasurer

**DRIVE SAFELY!**

OFFICER  
REPORTS

**President's Report**  
**2014-2015**  
**09/29/2014**  
**Kenneth T. Cole**

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

First executive Board Meeting was held June 20<sup>th</sup> in Greenville, SC at conference location  
Minutes have been distributed and any changes approved  
Budget meeting was held July 7<sup>th</sup> in Central, SC  
Budget was voted and approved by e-mail on July 29<sup>th</sup>, then distributed to Board  
Bank of America Credit Cards have been changed to align with the 2014-2015 Executive Board

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

<u>MONTH</u>	<u>SCASFAA-RELATED DUTIES</u>
JUNE	Preside over Transitional Meeting (See President-Elect duties) Finalize expenditures for transitional board meeting Assist Electronic Services in updating expenditure forms & post to Wild Apricot
JULY	Email membership an Introduction to the New Year, Board Members, Decisions made at Transition Meeting and Theme for the year NASFAA: Attend NASFAA Conference on behalf of SCASFAA Email NASFAA conference recap to membership Budget: E-mail Committee Chairs and Executive Board for Budget requests Participate in budget committee meeting/emails/conference calls Email budget to Executive Board for discussion and vote Budget approved by Executive Board, Unanimous. Sent to Secretary to record Email final budget to the Board Access <a href="mailto:scasfaapresident@gmail.com">scasfaapresident@gmail.com</a> , set up forwarding Review transitional board meeting minutes for Secretary Confirm date and location for October Board meeting; SASF AA: Prepare SCASFAA Report for SASFAA Board Meeting SASF AA Attend SASFAA Board Meeting
AUGUST	Submit request to Bank of America to establish Credit Cards for President-Elect, Treasurer and Conference Chair; Remove credit card for Prior Treasurer

Work with Electronic Services to update Forms on Website  
E-mail Executive Board about SASFAA Leadership Symposium Nominees  
Develop new year Wild Apricot queries for Membership, Legislative Relations and Other Communications; e-mail to Board

## SEPTEMBER

SASFAA: Respond to State President conference rotation schedule  
SASFAA: Attend Conference Call to vote on Sponsorship Rates, and Leadership Symposium Contract  
Email President-Elect important dates for consideration  
Finalize October Board meeting details w/host school  
Prepare agenda for October Board Meeting  
Finalize Board meeting agenda and send to Secretary

### **SASFAA Update:**

Sandy Neel from SASFAA received NASFAA 2013-2014 Regional Leadership Award

SASFAA has put out a call for Nominations for elected officials. Due 10/01/2014.

Leadership Symposium

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

SCASFAA Selected Attendees:

Nikki Miller

Kevin Perry

Expense: Flight \$550.20 each; + food during travel and ground transportation

We budgeted \$1000. Expenses over the cost of flight will come from President Contingency.

It is supposed to include free ground transportation from the airport.

Lissane Masterson will present.

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

Request for State Updates: SASFAA requested we send updates from the States

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

There will be a Pre-Conference Workshop. No details yet.

Next Board Meetings:

November 2<sup>nd</sup>-4<sup>th</sup>, Fort Lauderdale

I will likely not be attending.

June 12-14<sup>th</sup>, St. Pete, Fl.

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

Future Conferences:

2018: looking at Disney Properties in Florida

Sponsorship:

SASFAA will be creating a calendar of training events from sponsors

Presidents Projects: To continue President's exchange

I will be attending Alabama Conference

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

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.

#### 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	Act. Rem.
101 President	\$3,000.00	\$3,015.00	-\$15.00	\$1,410.49	\$1,589.51
208 President's Contingency	\$2,000.00	\$1,660.00	\$340.00	\$0.00	\$2,000.00
226 Executive Board	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00
<b>Total</b>	<b>\$9,500.00</b>	<b>\$9,175.00</b>	<b>\$325.00</b>	<b>\$1,410.49</b>	<b>\$8,089.51</b>

**Actual expenses to date:**

<b>Item</b>	<b>Line Items</b>	<b>Actual</b>
<b>NASFAA Conference 2014 (June 28th-July 2nd)</b>		\$ 950.74
	Hotel	\$ 789.09
	Food	\$ 136.65
	Other	\$ 25.00
<b>SCASFAA Budget Meeting (July 8th)</b>		\$ 9.24
	Travel	\$ -
	Food	\$ 9.24
	Other	\$ -
<b>SASFAA July Board Meeting (July 25th-July 27th)</b>		\$ 450.51
	Airfaire	\$ 406.00
	Food	\$ 12.91
	Other	\$ 31.60

**Respectfully,  
Kenneth T. Cole  
SCASFAA President 2014-2015**

Director  
Financial Aid and Veterans Services  
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## **Past-President/ Nominations & Elections Committee**

Katie Harrison, Chair

*Board Report*

*Fall Board Meeting; October 2, 2014*

The Nominations & Elections Committee has held a number of discussions via email. The first decision we made was to revise a previously-used nominations form, which offered a much simpler format for nominators than the form most recently used. It was decided that the work of reviewing qualifications would fall to the committee instead of to an individual nominator. An initial call for nominations was sent out to the membership on September 12<sup>th</sup>, and a number of nominations have already been received.

The nomination period will close on November 15<sup>th</sup>, and I will send a number of reminders prior to that date. After November 15<sup>th</sup>, the committee will meet either via conference call or email to discuss the potential nominees and to build a slate of candidates.

I also hope to work with the committee this year to review the relevant sections of the Policies & Procedures Manual and to update any incorrect or inconsistent information.

Our goal is to present a dual slate of candidates, in addition to any required P&P revisions, to the Board for approval at the first Board meeting of 2015.

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

# President-Elect/Special Projects

Elizabeth Milam



## SCASFAA Committee Chair Report

Name of Committee	Special Projects
Committee Chair	Elizabeth Milam

### Tentative Committee Membership and Institutional Affiliation

Member	Institution
Tracy Brown	Bob Jones University
Frances Cheeseman	Florence-Darlington Technical College
Jessica Enders	Technical College of the Lowcountry
Melanie Gillespie	Southern Wesleyan University
Catherine Huggins	Orangeburg Calhoun Technical College
Teri Karges	Charleston Southern University
Robert Mendenall	The College Funding Center of SC, LLC
Pamela Notemyer Rogers	Greenwood & Hall
Carolyn Broome Sparks	Wofford College
Carol Parker	Anderson University
Nan Payne	Anderson University
Jan Price	Edward Via College of Osteopathic Medicine
Jennifer Albertson Williams	Clemson University

The special project selected for 2014-15 is to offer NASFAA Credentials.

Credentialing will be offered at two SCASFAA Training opportunities:

1. NAOW – January 2015
2. Annual (Spring) Conference – April 2015

NASFAA CORE materials have been ordered and received.

Trainers are being identified. The tentative list is:

Ken Cole  
Kevin Delp



Sarah Dowd  
Melanie Gillespie – confirmed  
Elizabeth Milam – confirmed  
Donna Quick – confirmed  
Aria Simmons  
Jennifer Albertson Williams – confirmed

Train the Trainers will be offered at SWU, with the option to train independently online.

Submitted by:

A handwritten signature in black ink, appearing to read 'EMilam', with a long horizontal stroke extending to the right.

Elizabeth Milam  
President-Elect

# Vice-President/ Professional Development

## Carolyn Sparks

SCASFAA Board Meeting  
Professional Development Committee Board Report  
October 2, 2014

### Committee Members:

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

During the 2014-2015 SCASFAA year, the activities of the Professional Development Committee have shifted its timeline as compared to prior years. Since we are tackling the NASFAA CORE and the credentialing process, the NAOW and IO workshops are tentatively planned for January in Columbia. I am still hoping to hold the workshops January 22-23, 2015 at a Columbia location. Donna Quick is helping me with that piece of our planning. Elizabeth Milam will soon be working with potential trainers. She and I both thought it would be wise not to rush the time needed to prepare and be tested. Hence, the switch in our training schedule.

Due to this switch, the Leadership Symposium is set for Wednesday, November 19<sup>th</sup> at the SC Student Loan Corporation. As I previously announced to the Board via email, William Sparks will not be able to facilitate the workshop after all. However, Erika Weed, a certified executive coach (and one of William's associates) will conduct the workshop for us. Erika and I have been in touch. Registered participants will be asked to complete an Actualized Leadership Profile: a self-assessment vehicle that measures the participant's dominant motive need and corresponding style of leadership. I am including a broader description as part of this report. Erika also asked for other topic ideas. I received one idea from a committee member: generational differences and leadership. Katie Harrison also suggested succession planning as a topic. I intend to open on-line registration to the members before Friday, October 10, 2014.

I am happy to answer questions and look forward to seeing these plans come to fruition.

Respectfully submitted,

Carolyn Sparks  
Vice President  
Chair, Professional Development Committee

## Actualized Leadership Profile

Actualized Leadership Profile (ALP) is a 77-item self assessment that measures your dominant motive need and corresponding style of leadership. Based on the seminal works of Abraham Maslow and David McClelland, the ALP measures the degree of self-actualization that is demonstrated in your current style of leadership. A customized, full color and confidential report identifies the strengths and limitations in your current leadership approach.

A separate section provides an overview of your score as it relates to the 9 attributes of actualized leadership, including suggested tips and proven strategies for your own professional development and improvement. The ALP is a trademarked and copyright protected (© 2011 William L. Sparks) and may only be administered and interpreted by qualified facilitators of Sparks & Associates, LLC.

### **Bio:**

Erika Weed is a doctoral student at George Washington University pursuing a degree in Human and Organizational Development. She is a certified executive coach with experience in change, culture, and leadership of organizations and identifying areas for development. As a coach, Erika works with individual leaders to identify and achieve personal and professional goals.

Erika has worked with organizations around the country, including the Presbyterian Church (USA), Novant Healthcare, Charlotte Leaders Under 40, Carolinas Healthcare System, the Charlotte-Mecklenburg Police Department, and Queens University of Charlotte.

She received a Bachelors of Science in Integrated Marketing Communications from Winthrop University and a Master of Business Administration from the McColl School of Business at Queens University.

### **Email:**

Dear Participant,

You have been invited to complete the **“Actualized Leader Profile” (ALP)**. The ALP measures your motivational needs at work and your corresponding leadership style.

Please click on the link below to complete the ALP. Enter your full name for “Username.” The survey should take no more than 10 minutes to complete. As you take the survey, please answer the questions based on how you usually think, feel, and act in your current role today. Your confidential report will be reviewed with you by a qualified facilitator on Thursday August 22<sup>nd</sup>.

\*\*\*PLEASE NOTE\*\*\* The survey must be accessed using Internet Explorer. Currently, no other web browser (e.g., Safari, Chrome, etc.) will allow you to submit your responses. Please wait until you have access to Explorer before you complete the survey.

[ALP Leadership Survey Link](#)

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely, Sparks & Associate

Name of Committee: By Laws

Committee Chair: Kevin Delp

1. After the previous Board meeting the minutes were sent out and after a period of 2 weeks, changes were made and the minutes were posted as official.
2. No contact with any committee members yet
3. Upon determining the committee, I will ask that they assist in reviewing the Policies & Procedures Manual throughout the year.

# Treasurer/ Budget

## Melanie Gillespie

### *Board Report*

*Fall Board Meeting; October 2, 2014*

The budget committee met on the campus of Southern Wesleyan University on July 8<sup>th</sup> to work through a budget for 2014-2015. There were a few new line items added based on travel costs. One was to the new Ad Hoc/Liaison position. Other increases were made to the site selection chair's budget and to the sponsorship committee. These were all based on the needs due to increased costs in those areas. Another significant increase was to Professional Development to cover the NASFAA Core materials and travel to the SASFAA Leadership Symposium for two SCASFAA members. This was in lieu of attendance by the treasurer to Washington DC for the Leadership Symposium that NASFAA offers. Those funds were transferred to the Professional Development line. (see attached budget, approved 7-8-14).

The credit cards have finally arrived and have been distributed. In addition, the credit card information in Quickbooks has been updated. That bill should automatically draft. The insurance policies have been paid and are up to date. Nancy, Earl, and I will come together next week to discuss the plans to file the taxes for SCASFAA for this year.

### Budget Committee:

Melanie Gillespie, Treasurer

Nancy Garmroth, Past Treasurer

Earl Mayo, Treasurer Elect

Ken Cole, President

Katie Harrison, Past President

Elizabeth Milam, President Elect

Jennifer Williams, Program Chair

## SCASFAA Committee Chair Annual Transition Report

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

1. Committee Membership and Institutional Affiliation.
  - Will work on developing a committee the month of October

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Joe Sample	New	Big State University	Four Year Public	M	C

2. 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
3. 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 go in numbers and volunteers, we want our members to feel welcome into our organization and participate in events.
4. 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
5. What might this committee do differently this year? What did the committee find its greatest successes?
  - Send a gift (decal) to all new members
  - Have a reception for them at the Spring Conference

COMMITTEE CHAIR  
REPORTS

## 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

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:**

As chair, the committee will meet via e-mail to collaborate on sponsorship tactics. The primary focal point will be to invite financial institutions to become a member of SCASFAA for the 2014-2015 academic year; with the intent of suggesting and imploring a sponsorship role at the annual conference. We the committee will be exploring ideas for incentives. The incentive notion is to exhibit gratitude towards the efforts put forth by our sponsors; time, finances, and training materials.



## Site Selection Casey Walen

	<b>1st Choice</b>	<b>2nd Choice</b>
	<b>EMBASSY SUITES - MYRTLE BEACH</b>	<b>MARIOTT RESORT - HILTON HEAD</b>
<b>DATES - Option 1 (2016)</b>	April 3 - 6, 2016	April 3 - 6, 2016
<b>DATES - Option 2 (2016)</b>		
<b>2017 Dates</b>	Same	April 2 - 5, 2017
<b>Room Rates</b>	\$149 per night + tax	\$164 + tax, Resort View; \$184 Ocean View; \$204 Ocean Front
<b>OTHER FEES</b>	Parking & Resort Fee - \$13.99 (includes Wi-Fi in sleeping & mtg rms; shuttle (2 mi radius; Business Center)	Resort Fee - \$15 per night (internet for guest rm & lobby; shuttle service, etc.)
<b>F&amp;B Minimum</b>	\$12,000 (Free breakfast; <b>Free Manager's Reception in Private Room overlooking ocean</b> )	\$9,000
<b>MEETING ROOM CHARGES/Concessions</b>	Flexibility for a reception or banquet in Palmetto Pavillion; All space and vendor rental space for a one time fee of \$40.00 (includes tables and skirting for up to 15 tables); a <b>50th ANNIVERSERY banner</b> will be displayed in our lobby upon arrival!	Waived based on minimums; \$40 ++ for each exhibit table, additional \$10++ for electricity for entire event
<b>INTERENET CHARGES</b>	N/A	
<b>CONCESSIONS</b>	1 per 50 Comped room credit to master acct; - Two complementary upgrades to Oceanfront unit for mtg planner's usage; - 3 comped VIP amenities to the rooms upon arrival; - <b>100% Satisfaction clause in the 2017 contract</b>	1 Comped rm for every 45 rooms; Rates available up to 3 days pre/post conference; 20% discount in SPA; 1 Comped Ocean Front Suite for Sat - Tues; 2 discounted staff rooms for Fri - Tues; 5 upgrades to Ocean Front at Resort Rate; 10% discount for A/V pricing; 100,000 Mariott rewards points for one year

<b>A/V charges</b>		Will charge 35% Assessment Fee for all outside AV brought into hotel
	<b>3rd Choice</b>	<b>4th Choice</b>
	<b>OMNI - HILTON HEAD</b>	<b>MARIOTT GRAND DUNES- MYRTLE BEACH</b>
<b>DATES - Option 1 (2016)</b>	April 10 - 13, 2016	April 3 - 6, 2016
<b>DATES - Option 2 (2016)</b>		April 17 - 20, 2016
<b>2017 Dates</b>	April 2 - 5, 2017	
<b>Room Rates</b>	All Mini-Suite Rooms; \$179.00 plus tax	\$169 per night plus tax
<b>OTHER FEES</b>	Resort fee \$10 per dray (Reduced from \$20) - internet; self parking, etc)	\$5 resort Fee per day (Reduced from \$15)
<b>F&amp;B Minimum</b>	\$17,000	\$15,000
<b>MEETING ROOM CHARGES/Concessions</b>		\$35 per day, per table for vendors
<b>INTERENET CHARGES</b>	N/A	Waived (was \$100 per day)
<b>CONCESSIONS</b>	20% discount at SPA for \$95 or more; 1 comped room per 50; 1 Oceanfront Suite upgrade for group rate; 2 Oceanview Studio Suite Upgrades at group rate; 3 comped VIP Amenity	1 Comped 2 bedroom suite; will match points

## SCASFAA Committee Chair Report

Name of Committee	Program Committee/ Annual Conference
Committee Chair	Jennifer Williams

### Committee Membership and Institutional Affiliation.

Member	Institution
Reed Allison	USC Upstate
Jeff Holliday	Clemson
Jan Price	Edward Via College of Osteopathic Med
Deborah Williams	Piedmont Tech
Melissa Dubuque	Clemson
Traci Singleton	Citadel
Katie Harrison	SC Tuition Grants
Ellen Chiles	Clemson
Tonya Davis	Anderson
Elizabeth Milam	Clemson
Diana O'Bryan	Bob Jones
Allison Keck	Greenville Tech
Kyle Phillips	Clemson
Jessica Bagwell	SC Tuition Grants
Biz Daniel	Great Lakes
Tracy Brown	Bob Jones
Corey Sturdivant	Wells Fargo
Gena Miles	SC Tuition Grants

Kevin Perry	Coastal Carolina
Bridget Blackwell	Palmetto College

The first in-person meeting of the committee is scheduled for Thursday, October 9 at Greenville Technical College. After the meeting, we will visit the hotel and view the meeting rooms and banquet spaces.

Some decisions were made regarding the conference at the Budget meeting in September. The conference rate will remain at \$195. We will have a day rate of \$100.

I have identified some potential Charities for this year's conference. Ken would like the Board's input on selecting which charity we will support for 2014-15.

- American Cancer Society—Has an office in Greenville, SC. Local office provides assistance to those dealing with cancer, such as rides to treatment and lodging and travel help. All services are free thanks to donors. While they provide these local services, research is the heart of their mission. <http://www.cancer.org/index>
- Bi-Lo Charities Children's Cancer Center—The focus is on treatment and services for those affected by children's cancer. Examples of these services are School Intervention Programs, Bereavement Support, Inpatient Support, Sibling Programs, and Camp Courage. <http://www.bilocharitiesphoc.com/index.php>
- Greenville Cancer Society—This organization is focused on aiding cancer patients and their families in Greenville County. Support ranges from help paying for prescriptions, transportation to and from appointments, and providing medical supplies. There is also help paying for food, shelter, and utilities in emergencies as well as counseling services. One fundraising event held each year is the Annual Ladies Golf Tournament. It will be held on June 1, 2015 at Furman University. All money earned from the tournament goes to help local patients. <https://cancersocietygc.org/>

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We have some exciting speakers already lined up for the conference. Karen McCarthy, Senior Policy Analyst for NASFAA, will be available to speak on upcoming legislation and regulations. Also, Eileen O'Leary, Assistant Vice President for Finance and Director of Student Financial Assistance at Stonehill College and 2014-15 NASFAA National Chair will present a General Session on Sunday night as well as a breakout session on Monday morning.

I look forward to providing more information after our meeting next week.

Thank you,

Jennifer Williams

Annual Conference Chair

## **SCASFAA Legislative Relations**

**Jenny Beakley**

**Report 2014-15**

**9/29/2014**

### **Committee Members:**

#### **First Last**

Jenny Beakley

Sharetta Bufford

Gerrick Hampton

Ed Miller

Victoria Musheff

Chuck Sanders

Karen Woodfaulk

The Legislative Relations Committee has sent out four legislative updates which included information about Palmetto Fellows (worked with CHE Advisory Committee), Reauthorization of Higher Education Act, general letters from ED, reprocessing of FAFSAs, verification updates, state authorization, notice of proposed rule-making for Violence Against Women Act, and loan interest rates. The chair, Jenny Beakley, is presently reading daily news and reviewing updates from committee members regarding financial aid, and she is saving information that may be useful for the next update that will be sent out.

Jenny Beakley also participated in a SASFAA Legislative Relations Committee conference call. The call addressed a possible Hill visit around February which could involve a representative from each state. The conference call also addressed how the SASFAA committee will relay legislative information to members and how the committee will provide guidance regarding negotiated rule-making.

**Electronic Services Committee Report for Oct. 2<sup>nd</sup>, 2014, Board Meeting**

**Reed W. Allison, Chair**

Prior to my assuming the role of E.S. Chair, Missy Perry was able to make much of the transitional updates to the SCASFAA website. To date, names and contact information for board members have been updated on the site and, with Ken Cole's help, on downloadable documents. Some broken links to other sites have been corrected, and, as needed, member information or security permissions have been updated.

My goal is to continue updating information on the website when necessary and reorganizing and streamlining the website to, hopefully, make it more easily navigated by all users while maintaining important information, documentation, and resources. Additional website functionality has been discussed and is being researched, such as: adding a PayPal application to allow payment of membership or registration fees onsite, restricting member access to the site more closely based on their membership status, and including the ability for members to upload profile photos or links to their social media sites (Facebook, Instagram, Google+, LinkedIn, etc.).

RWA

09/24/2014

<b>Committee Name</b>	Counselor Relations
<b>Committee Type</b>	Non-Standing
<b><u>Bylaws</u></b>	Article VI, Section 3
<b><u>Policy &amp; Procedure authority</u></b>	100.4; 100.5; 114.2-D
<b>Budget Code</b>	215 Counselor Relations Committee
<b>Current FY</b>	2014-2015
<b>Current FY Budget</b>	\$500
<b>Current FY Actual</b>	
<b>Committee Chair</b>	April Baur
Phone #	864.597.4161; 864.266.2130
E-mail	<a href="mailto:baurag@wofford.edu">baurag@wofford.edu</a>
Employer	Wofford College
<b>Next FY</b>	
<b>Next FY Committee Chair</b>	
Phone #	
E-mail	
Employer	

**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.

<b>Member Name</b>	<b>New/ Cont.</b>	<b>Place of Employ</b>	<b>Type of Institution</b>	<b>Gender</b>	<b>Ethnicity</b>
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	

**2. 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.

<b>GOAL/OBJECTIVE:</b> To re-establish a line of communications with State Guidance Counselors
<b>DETAILS:</b> Contacted Zaire and Maggie with CACRAO on 6.27 - No response Called Maggie with CACRAO to follow up email 2 weeks later - no response Contacted 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
<b>STATUS:</b> TBD
<b>RELEVANCE:</b> TBD

<b>GOAL/OBJECTIVE:</b> To provide, if necessary, the NT4CM Training
<b>DETAILS:</b> Two State Associations are: SCCA and PSSCA. Contacted both.  Have positive response from both. <u>SCCA</u> - is a smaller group. Going to let me know numbers before committing. She recommended PSSCA. Attendees range from 5-20 at SCCA. <u>PSSCA</u> - 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. <b>Need to get a SCASFAA completion certificate for attendees.</b>
<b>STATUS:</b> TBD
<b>RELEVANCE:</b> TBD

<b>GOAL/OBJECTIVE:</b> To work with the Consumer Relations Committee in their endeavors to create a “Financial Aid Awareness Campaign”
<b>DETAILS:</b> 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
<b>STATUS:</b> TBD
<b>RELEVANCE:</b>

Consumer Relations Report  
October 2, 2014

Submitted by: Josephine S. Brown

On July 16, 2014, I met with representatives from CHE, SC Economics, and SC Benefits Bank to discuss College Goal SC 2015.

College Goal SC has been scheduled for the month of February 2015.

Planning meeting with CGSC site coordinators is scheduled for November 14, 2014.

The following sites are confirmed for CGSC:

Aiken Technical College  
Central Carolina Technical College  
Chapin High School  
Clafin University  
Columbia International University  
Francis Marion University  
Goose Creek High School  
Horry Georgetown Technical College  
Midlands Technical College  
Northeastern Technical College  
Spartanburg Community College - Cherokee County Campus  
Technical College of the Lowcountry  
Tri-County Technical College - Main Campus  
Tri-County Technical College – Easley Campus  
Trident Technical College – Main Campus  
Trident Technical College – Berkeley Campus  
University of South Carolina - Lancaster  
University of South Carolina – Union  
University of South Carolina – Laurens  
University of South Carolina – Upstate  
York Technical College  
TRIO – Richland Public Library

SCASFAA Board Meeting  
October 2, 2014  
Communications Committee

Deborah H Williams, Committee Chair

Postings to the SCASFAA Facebook page and SCASFAA Blog:

Message from SCASFAA President – Welcome, Important Reminders  
SCASFAA Nominations notification  
SASF AA opportunities  
Employment opportunities

Upcoming postings: SCASFAA Trivia for door prizes and SCASFAA member spotlights.