

South Carolina Association of Student
Financial Aid Administrators



2014-15 Spring Meeting Minutes and Board Reports

Sunday April 12th, 2015

Greenville Embassy Suites Conference Center and Golf Resort

Greenville, SC

SCASFAA 2014-2015 EXECUTIVE BOARD MEETING Minutes
Sunday April 12th, 2015
Greenville Embassy Suites Conference Center and Golf Resort
AGENDA

Present:

Ken Cole
Elizabeth Milam
Katie Harrison
Earl Mayo
Melanie Gillespie
Jennifer Williams

Kevin Perry
Donna Quick
Jenny Beakley Hammett
Nancy Garmroth
Chuck Sanders
Reed Allison

Nikki Miller
Allison Keck
Carolyn Sparks

Absent:

Violette Hunter
Deborah Williams
Josephine Brown
April Bauer

10:16 Call to Order: Kenneth Cole

Establish a Quorum - Quorum established

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, Carolyn Sparks seconded - motion passed unanimously

Action Item: Approval of January Executive Board meeting Minutes - Kevin Delp stated that they were sent out to SCASFAA membership and minutes were approved as submitted.

OLD BUSINESS:

Action Item: Record results of electronic-mail vote on P&P Change to section 107.6, recommend the following change:

Code Number 107.6

Area Fiscal Management

2. Reimbursable Items:

A. Travel

(1) Private auto mileage at the rate ~~currently allowed by the IRS~~ of **\$0.35 per mile**, not to exceed the cost of air coach. If the traveler chooses to travel by personal vehicle instead of by air (for trips that exceed 500 miles round trip) reimbursement cannot exceed the cost of a coach-class ticket.

Recommendation from Budget Committee distributed to Executive Board 03/05/15

Votes closed 03/06/15. Passed Unanimously.

Forwarded to Kevin Delp, Secretary, for recording and update of P&P.

10:10 SASFAA Update Kenneth Cole

10:20 Report of Officers:

President Kenneth Cole

Awards selection has been completed, SASFAA reports completed on time, SASFAA transition meeting happening June, 2015

Past-President/Nominations & Elections Katie Harrison

Action Item: P&P Revision

Voting is still open for SCASFAA elections

Proposed revision for P&P 110.5 to also confirm votes electronically

Motion to approve came from Committee; Seconded - Elizabeth Milam; Motion carried unanimously

Voting will close 2pm on Tuesday, April 14, 2015

Comments on Election Buddy - Nancy Garmroth mentioned that it would good to have a back-up to Election Buddy since the Past President is the only one with the password.

Katie Harrison will put together some documentation to bring before the Board at the Transitional Board Meeting. Donna Quick asked "is there anything in the P&P that would prohibit the current president to be the back-up?" Reed Allison asked if there were data collection capabilities. Kevin Perry said most of the information must be destroyed according to the P&P. Ken Cole - consider does SCASFAA want an elected official or someone on the committee to be the back-up

Vice President/ Professional Development Carolyn Sparks

Results of the survey monkey from Professional Development meeting

President-Elect/Special Project Elizabeth Milam

Membership report, NASFAA Credentials (6 people have passed test so far)

Elizabeth M. will contact current members who are eligible to take the test that they have limited time before voucher is no longer valid

SCASFAA scholarship - need a few more board/committee members to submit their volunteers

July 6/7 - tentative date for Newberry firehouse Conference Center and Newberry Opera house Hampton Inn

Nancy Garmroth - for budgeting reasons are the expenses in the current year? Yes

Need to remember traveling expenses and other misc. expenses that may occur after the June 30th. Need to make sure they are reported in prior year budget for Audit purposes

Secretary/By Laws Kevin Delp – Nothing new to report

Treasurer/Budget Melanie Gillespie

Melanie G. gets the most complaints about the forms. She would like to redo the forms before the next board meeting. The Treasurer needs to know exactly what to do and not be confused.

SCASFAA is up to date and reconciled for SCASFAA funds.

Melanie will also report about move to Edward Jones. This year we predicated about \$7,500.

SCASFAA made over \$8,000 on those funds so far and still have more another quarter of the fiscal year to go.

Sponsorships

Nikki Miller- We have 8 sponsors for Spring conferences (last year we had 12) and Citizens has confirmed just this week.

Melanie Gillespie - Predicted \$12,000 but only will receive \$8,700

Should we put a lower goal so we budget correctly?

Budgets for workshops was \$7,000 but cut the expense in half.

Revenue looks good right now. Overall the committees have been very conservative. We may not have to use contingency funds.

Melanie is working on a manual for the Treasurer. Need to make sure taxes are consistent every year. She also had major issues with Wells Fargo and ordering checks because of the name change on SCASFAA's account.

Ken Cole- We have had issues with Wells Fargo for years and SCASFAA may want to consider changing banks.

Melanie Gillespie - We can now do much online for SCASFAA now

The Treasurer's report will be sent out asap

Ribbons have been an issue and SCASFAA may be making changes to what the ribbons are and who gets them.

Highly recommend someone other than the conference committee put the conference packets together

Carolyn S.- at SASFAA the conference committee was responsible for packets

Melanie G. - if you are the treasurer then you are looking at who has paid or who has not paid so it might be better if they just finish the packets

Ken C. - the different committees (treasurer and program) may need to get together to see which committee is responsible

Carolyn S. - wanted to say thank you to melanie for putting the packets all together

Nancy Garmroth - difference between registration paid/unpaid AND packet stuffing

Question about Sponsorships - are we only banking on sponsors coming to the conference. Do we have something to offer sponsors that they can sponsor for the whole year?

Ken C. - would like a report on a 2 or 3 year comparison on sponsorships for the transitional board meeting

Nancy G. - comment on Melanie reporting on the forms. Credit card usage was a big deal, but consider P&P a timeline on when receipts must be turned in. Melanie good idea about manual and make it a part of the guide that is already present. So we don't have multiple documents floating around.

Kevin Perry - SCASFAA's upper tiers include more than just spring conference vendors. More is available

Ken C. - SCASFAA needs clarification on what that means. When establishing the price levels, SCASFAA needs to clarify what is part of each level.

Donna Q. - Contact the sponsors when an event is approaching so they can be involved

Nikki M. - Discussed the different SCASFAA tiers. Sponsors don't know when SCASFAA is holding an event/workshop.

Carolyn Sparks - Discussed how she handled the events she managed

Ken Cole - would like to table this topic for the Transitional Board Meeting

Treasurer-Elect Earl Mayo

Everything has been deposited in the bank. 13 registrants have not paid. 8 contacted Earl indicating that payment was on the way. Earl listed some of the sponsors who did not participate this year compared to last year.

Earl discussed what used to be in the conference packet.

Melanie G. – Conference Packets - SCASFAA sticker, Greenville paraphernalia, SCASFAA lanyards,

SCASFAA has extra stickers to be used for 15-16

Program Committee chair should appoint who is in charge of the conference packets

Ken C. - it is important for our members to visit the sponsor tables

Member at Large/Membership and Peer Support Allison Keck

Allison will be giving out membership numbers in the opening business meeting

A gift will be provided to the new members

Discussion about the SCASFAA stickers

SCASFAA may reorder the stickers again in order to get the new design

Program Chair Jennifer Williams

SCASFAA is here and excited to have a great conference. We have 3 laptops to share between

the conference rooms. Links to conference session were emailed out.

Ken - President Suite 220 for all the happenings :-)

Gifts to presenters are in the Congaree Room

Kevin Perry - Charity - 50/50; Silent Auction; Raffle for Corn Hole

Credit Cards are accepted this year

Ken Cole: thanked Jennifer for all the hard work

Board Meeting Break

11:52 Committee Reports:

Global Issues Donna Quick

Dr. Terry Smith is arriving tuesday. Dr. Smith had been to a conference about women's issue in the workplace. She is looking forward to SCASFAA's conference.

Sponsorship Nikki Miller

Add that with Citizens Bank not sure if they have ever sponsored before.

Six Exhibitors at this year's SCASFAA conference

Nancy Garmroth will contact Greenwood and Hall for future sponsorship

Ken Cole - check with other conferences to make sure there are minimal conflicts in the future

Site Selection Casey Wallen-absent

Long Range Planning Kevin Perry

Recommendations to website/blog and what kinds of communications go out from SCASFAA

Ken Cole - Long term strategic planning is planned for May, 2015

Loan Agency Liaison Chuck Sanders

Recent events - \$1.3 trillion - national student loan debt

\$1.1 trillion of that are owned/guaranteed by feds and 33% in delinquency

57% that utilize IBR did not certify by the deadline for next year

In the U.S. Presidents budget report showed student loans lost money and it was supposed to gain money.

SCSLC has signed up many schools with their new Financial Literacy program

Legislative Relations Jenny Beakley Hammett

An update has been distributed to SCASFAA members

A letter has been written to US and SC senators and legislatures to make them aware of Financial Aid issues. We received a response from US Senator Tim Scott.

Elizabeth Milam - visited the Hill and it was great

Financial Planning Nancy Garmroth

After the conference another review will take place in preparation for year- end

Investments to 3.27.15. Look at the cumulative investments. What you see is actual income that reinvests. Long term has earned about 6% annualized return and short term account 5% annualized return. Please change SCC to Converse on financial planning report. Move money into short term investment out of checking. Ken Cole - discussed some line items that were in the budget

Electronic Services Reed Allison

Possibly setting up a new landing page to show important things to our members

Update how we see sponsorships on the website.

Some bugs in Wild Apricot. Make sure we keep accurate track of active membership and archiving. We may need to call Wild Apricot after the conference to discuss this.

Also, get with sponsors to make sure they give us a high quality jpeg files that will be posted on the SCASFAA website.

Counselor Relations April Baur-absent

New brochure has been completed for SCASFAA members. Make sure new sponsor logos are updated each year

Consumer Relations Josephine Brown - absent

College Goal SC was a successful event. Other things to consider was a High School Financial Aid night presentation

Communications/List Serve **Deborah Williams -absent**

Please check Communication report attached

Donna Quick - Facebook seems to be a better way to get information out

Ken Cole - Is the blog something SCASFAA wants to continue

Reed Allison - how to integrate all social media accounts

Advisory to CHE **Violette Hunter - absent**

CHE was discussed

Katie Harrison - CHE programs are not in danger of being defunded.

Nancy Garmroth discussed issues with in-state/out-of-state tuition and state residency

Donna Quick - any information about CHE Residency Workshop

12:54 New Business - no new business

12:54 Announcements

Ken Cole - Discussed that many reports were not given before the Board meeting. Make sure Committee chairs report something so that it can be put in the meeting minutes that is posted on the SCASFAA website.

Transitional Reports need to be detailed and comprehensive to help the

Next Board Meeting July Final Board Meeting and Transition Meeting

Reminder: Please vote!

Adjournment - 12:57

1:00 Post-Meeting Actions:

None

Enjoy the conference!

South Carolina Association of Student
Financial Aid Administrators



2014-15 Spring Board Reports

Sunday April 12th, 2015

Greenville Embassy Suites Conference Center and Golf Resort

Greenville, SC

President's Report
2014-2015
04/12/2015
Kenneth T. Cole



The President's major activities since last report have been:

Third Executive Board Meeting was held February 9th at SCSLC in Columbia, SC.

Minutes have been distributed and any changes approved

The following E-Votes following meeting have been documented:

P&P Revision 107.6 2.A. Travel

To change the mileage reimbursement from the amount currently allowed by the IRS to \$0.35 per mile.

Recommendation from Budget Committee; Call for vote on March 5th .

Finalized March 6th; Passed Unanimously (8/0)

A full list of President's Activities since last report:

Note: those in red were not accomplished

| <u>MONTH</u> | <u>SCASFAA-RELATED DUTIES</u> | <u>NOTES</u> |
|--------------|--|--|
| FEBRUARY | <p>Send Birthday E-mail</p> <p>Check scasfaapresident@gmail.com e-mail regularly</p> <p>Send requests for Complimentary Tickets for SCASFAA Charity Auction</p> <p>Begin working with President-Elect on transition meeting</p> <p>SCASFAA Award Nominations: Finalize List of Award Nominations and Quarter Century Members</p> <p>Prepare for Winter Board Meeting</p> <p>Prepare President's Report</p> <p>Prepare SASFAA Update</p> <p>Send e-mails to Board Members</p> <p>Record e-votes for documentation at Board</p> <p>Confirm Annual Financial Review was conducted and a recorded</p> <p>Counselors Relations: Work with them to develop brochure</p> <p>Consumer Relations: College Goal SC (Month of February)</p> <p>Send report to Membership</p> <p>Created "South Carolina Scholarships" Facebook Page, gave SCASFAA Board Admin Capability, and all other SCASFAA Members Edit capability</p> <p>Preside over Winter Board Meeting (Feb 9th)</p> <p>Work with Secretary to make sure minutes are distributed.</p> <p>Work with Conference Chair and E-Services Chair to make sure Conference Registration and Website are up and running. An agenda should be posted ASAP. Hotel and other information should be posted as well.</p> | <p>Do in January if possible</p> <p>Ideally this would be done sooner.</p> |

SASFAA: State Report for Board Meeting

SASFAA: Plan State meeting

Work with President-Elect to establish Agenda

Get a list of SC residents attending

Compare to list of SCASFAA Members

Send an e-mail organizing the event and send Agenda

Produce PPT for presentation

Plan and begin travel arrangements for President Conf. Exchange

AASFAA, April 28th-May 1st

Contact SASFAA Conference Guests and confirm their travel and room arrangements

SASFAA President Exchange

Dick Smelser of TASFAA

SASFAA Guest

Amy Berrier, President-Elect

NASFAA Guests

Ron Day, Karen McCarthy

DOE Guests

David Bartnicki

Global Issues Presenter

Pending

Other

none

Work with Nominations and Elections Chair to confirm Slate of

Candidates is finalized and Election-Buddy is being setup

Order Plaques and Awards: Board Members, President, Awardees

SASFAA Board Meeting and Conference

Feb 20th-25th

Conduct State Meeting

Attended State President's Meeting

Submit nominations for NASFAA Awards (if any)

Sign Credit Card Authorization for Conference Hotel (if necessary)

Register for Conference and work with Conference Chair to reserve room (Room is covered by your employer, but because of Suite starts on Master Account).

Contact agencies that can offer Complimentary Tickets for Charity Auction and determine if we will receive them, thank those who have sent them.

Confirm Counselor's Relations Committee produced Certificates for NT4CM training

Work with Conference Committee to setup PayPal for Nonprofits for use with Charity.

Legislative Relations: Worked with committee to assure statement regarding Choice Act was sent.

Promoted SCASFAA Forums

Worked with MAL and Conference Chair to order Member Gifts (Window Clings). To be given out at conference and sent to new members.

Worked with E-Services Chair to develop a "Members" landing page for website.

Reach out to Honorary and Lifetime Members to invite them to Conference (see P&P)

Send SCASFAA "Code of Practices" to all Members (annual requirement)

MARCH

Send Birthday E-mail

Check scasfaapresident@gmail.com e-mail regularly

Reach out to potential and current Sponsors to promote Conference Attendance

Confirm Sponsor Banners are updated on website appropriately

Communications Committee: Write President's Letter for Newsletter

Call to Membership for Retirees (Certificates to be made)

E-Vote: P&P 107.6 Revision, Mileage Reimbursement

March 6th

Work with Secretary to make sure P&P is up to date on website

Pick up Plaques and send in Payment Request to Treasurer

Identify any other Quarter Century Members and confirm we have sufficient pins to give them out the conference Awards Ceremony

Confirm Conference Chair has finalized Presenters and Moderators
 Confirm Conference Chair has ordered gifts for presenters and special guests
 Confirm Sponsorship Chair has coordinated Sponsor activities, Setup, Mailings and Reception
 Work with Conference Chair continuously in planning for Conference

- Plan Business Meeting
- Plan Awards Ceremony
- Determine who will be at the Head Table
- Plan Sponsor's Reception
- Plan Banquet Details
- Organize Dinner out for New and First Time Attendees
- Confirm what rooms will be on Master Account for what guests
- Set deadlines for Presentations (to be put on website)
- Produce PPT format for Presentations
- Work with CHE on specifics for their presentations

 Plan and Organize Spring Board Meeting

- Meeting Location at Conference
- Lunch Plans
- Call for Board Reports

 Confirm Global Issues Chair has selected a Presenter for Conference
 Confirm Sponsors of Tier 1 are given their Complimentary Registration

Golf Shirts ordered

APRIL

Send Birthday E-mail
 Check scasfaapresident@gmail.com e-mail regularly
 Plan Sponsor's Reception and send invitations
 Prepare for Board Meeting

- Create Agenda
- Write Board Report
- SASF AA Update

 Conference Planning

- Check on Sponsors
- Check on plans for events
- Write Agendas for Business Meeting and Awards Ceremony
- Confirm Awardees who are attending
- Print Certificates for Retirees, Lifetime Members and Honorary Members.
- Print Name Plates for Head Table
- Send Invitations to Sponsor's Reception
- Assure presentations are put on website 3 Business Days before conference.
- Confirm Charity will have someone present to speak and accept donation.
- Update Membership Status for new Honorary and Lifetime Members
- Seek personal and professional comments from colleagues of Award Recipients for use in speeches
- Write Speeches
- Create Presentation for my Session (SAP)

SCASF AA Conference
 AASF AA (SASF AA President's Exchange)

April 12-15th
 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 SCASF AA Transition Meeting
 Setup Travel for SASF AA Transition Meeting (June/July)

SASFAA Update:

Completed and Submitted State Report for SASFAA Board Meeting on Feb 20th
The SASFAA Board held a meeting Feb 20th at Peabody in Memphis, TN.

Major discussions included:

Leadership Symposium was a great success

Summer NAOW is planned for June 12th-19th at Thomas Moore College

Hill Visit for Legislative Relations planned for May 2015.

2016 Conference will be in Greensboro, NC

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:

Transition Meeting 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: Not updated yet, will be updated and sent out by e-mail at a later date.

Respectfully,

Kenneth T. Cole

SCASFAA President 2014-2015

Director

Financial Aid and Veterans Services

USC Lancaster

PO Box 889

Lancaster, SC 29721-0889

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Nominations & Elections Committee

Katie Harrison, Chair

Spring Board Meeting; April 12, 2015

The election is currently under way and the Election Buddy system will automatically end voting at 2 pm on Tuesday, April 14th. The candidates will be introduced at the Opening Business Meeting, and the nominations will officially be closed by President Cole at that time. Election results will be announced unofficially during Tuesday evening's banquet and will be announced officially during Wednesday's Closing Business Meeting.

During the Committee's previous Policies & Procedures Manual Review, Section 110.5, Tabulations of Votes/Runoffs, was overlooked. Recommended changes to that section are indicated below:

South Carolina Association of Student Financial Aid Administrators

CODE NUMBER 110.5

AREA Elections

DATE APPROVED 06/18/92

DATE REVISED 01/28/08

Policies & Procedures

Subject: Tabulation of Votes/Runoffs

1. Once the voting has been completed, the votes shall be tabulated, or confirmed electronically depending on the voting platform used., by the Nominations and Election Committee. A majority of all votes cast for each office is necessary for declaration of a winner for that office.
2. Upon ~~completion confirmation~~ of the ~~vote tabulation~~ voting results, the Chairperson of the Committee shall report the results to the President and indicate whether a runoff is necessary. Once the President has been notified, the Committee shall inform each candidate privately of the results prior to the announcement to the membership.
3. The results of the election shall be officially announced at the final business meeting of the Association. At the discretion of the President, the results may be announced unofficially prior to the final business meeting so long as all candidates have been previously notified.
 - In the event that no candidate receives a majority of votes cast, a runoff election for that office will be held. All members will be provided the opportunity to vote in a runoff election.
 - Notification of the runoff election and procedures to follow will be made available to the membership posted on the SCASFAA Listserv within one week of the ~~tabulation of votes~~ confirmation of voting results at the Annual Conference. Information will be made available via the Association website and via other available electronic means.
 - A runoff ballot will be prepared and ~~posted on the SCASFAA website~~ distributed to all eligible voting members within one week of the close of business of the SCASFAA Business Meeting.
 - Members will vote within 7 days of the runoff ballot being ~~posted to the website~~ made available.
 - Upon closing of the runoff ballot, votes shall be tabulated, or confirmed electronically depending on the voting platform used. by the Chairperson of the Committee. The chair shall disseminate the results to the full committee, the President, and the runoff candidates.
 - Results will be announced ~~on the Listserv~~ electronically after the candidates are notified of the outcome of the runoff election.



SCASFAA Committee Chair Report

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

1. Long-Range Plan Oversight
According to LRP I.D.a., the Member-At-Large will report results of the membership drive to the Executive Board at the spring Board Meeting.
2. Special Project – NASFAA Professional Credentials
Six members of SCASFAA have earned NASFAA Credentials. NASFAA Credentials were offered in Federal Methodology and Return of Title IV Aid at the New Aid Officers' Workshop, and will be offered in Verification at the annual conference. Twenty-five attendees have reserved a seat in the Verification session as of Friday, April 10, 2015.
3. SCASFAA Scholarship – Committee chairs have been asked to identify committee members who have actively volunteered this year in order to be entered into a drawing. The scholarship drawing will take place at the annual conference per P&P 102.2:

The name and the institution represented by each elected Executive Board member, appointed committee chairperson and active committee volunteer will be entered into a drawing. The committee chairperson will determine whether a volunteer has been active by considering whether the member participated and contributed in some manner to the committee's activity during the past year. Multiple participations will be given multiple entries into the drawing (e.g. if a member is an elected officer and actively serves on three committees, his or her name and institution will be entered into the drawing four times). Only the names of individuals employed at educational institutions actively enrolling students at the time the selection pool is created will be entered into the drawing.

4. Transitional Board Meeting – The tentative date and location of the Transitional Board Meeting is July 6-7 in Newberry, SC at the Newberry Firehouse Conference Center and Newberry Opera House Hampton Inn. Contracts are currently in

negotiation. Other locations considered were located in Myrtle Beach (future conference site), Columbia, Camden, Clemson and Sunset, SC.

Submitted by:

A handwritten signature in black ink, appearing to read 'Elizabeth Milam', with a long horizontal flourish extending to the right.

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/ Continuin g | 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

Treasurer/ Budget

Melanie Gillespie

Board Report

Spring Board Meeting; April 12, 2015

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

All expenses for the conference by Friday, April 10th have been recorded and any checks requested have been mailed or distributed. I am still waiting on some expense forms from various people. It is important that we rectify any outstanding documents and signatures needed this week during the conference. I have been told that the forms are confusing. I would actually agree with that as I have had to send forms back, write some myself, etc. I am looking into revamping the forms in a more suitable format that can be accessed via the webpage. With the approval of the board I would like to explore creating one new form before the transition meeting in June that will encompass all expenses.

Our earnings with Edward Jones is outpacing our predications. We estimated that revenue to be \$7500 per year, and to date we have earned \$8079.50. Other income items have not been as prosperous. We predicted the Professional Development income to be \$4,000 this year. The actual revenue from those workshops was \$2,075. However, the budget for those workshops was \$7,000 and the actual expenditures were \$3,613.36. Carolyn and her team made some strategic moves to keep costs low to offset the revenue shortfall. Note, those expenses included the \$1,000 that we spent on the NASFAA Core material. The sponsorship revenue is below prediction as well. The estimate was \$12,000 but to date we have only received \$8,700. This shortfall according to Nikki is due to the NCASFAA Conference being the same time as SCASFAA. Membership dues also have a shortfall from predictions. We estimated \$11,250 in membership's dues and the actual revenue received was \$9,990 to date. There are still a few unpaid memberships so this figure may increase. The conference revenue is also under the original predictions. The estimated revenue for the conference was \$23,400 and the actual revenue so far is \$17,315. There are some unpaid conference fees and a couple to refund; therefore, the final number will change.

I am working on a manual to lay out the duties and a timeline of those duties for the Treasurer's position. There were several things that were confusing and unexpected this year that could have been avoided if a manual existed. This will be included as a part of the "Guide to Financial Management" that we currently have. One of the major issues we had this year was that the entire bank account name and address was changed to the former Treasurer's name and address. This took well over an hour to correct and can be avoided in the future. In addition, all line items need to be consistent year after year as reported on the tax return. There was some room for interpretation on the tax return as to what to include. We need to be intentional when completing those to insure proper reporting.

SCASFAA Legislative Relations

Report 2014-15

4/12/2015

Committee Members:

| First | Last | |
|--------------|-------------|-----------------------------------|
| Jenny | Hammett | Clemson University |
| Chuck | Knepfle | 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 one legislative relations update to members since the February 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 February, the committee wrote a letter to South Carolina senators and congressmen to support the Section 702 of the Veterans Access, Choice, and Accountability Act of 2014 which would mandate that eligible veterans be charged in-state tuition rates at public colleges and universities.

Jenny Hammett will be participating in a Hill Visit with the SASFAA Legislative Relations Committee May 11-13. The SASFAA Legislative Relations Committee plans to meet with congressmen to discuss issues such as FAFSA simplification, Federal Direct Loan reform, and the abundance of and ever-changing regulatory requirements.



SCASFAA Committee Chair Report

| | |
|-------------------|--------------------|
| Name of Committee | Financial Planning |
| Committee Chair | Nancy T. Garmroth |

1. Committee Membership and Institutional Affiliation.

| Member | School/Agency |
|----------------|-------------------------------|
| Joe Sample | Big State University |
| Nancy Garmroth | Spartanburg Community College |
| Jeff Dennis | Greenville Technical College |
| | |

2. Goals and/or Objectives 2014 - 2015

- A. To perform financial reviews, and
- B. To monitor reconciliations, and
- C. To make recommendations for investments, and
- D. To review the Policies and Procedures manual and the Guide to Financial Management.

3. Current Update

- No quarterly review was done in March 2015. After the conference is settled, I will do a review in preparation for year end.
- The balance sheet below includes statements through 3-27-15.

SCASFAA
BALANCE SHEET
As of June 30, 2015

| | TOTAL |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Edward Jones-Money Market | 1,000.00 |
| Wells Fargo Checking | 36,838.79 |
| Total Bank Accounts | \$37,838.79 |
| Other current assets | |
| CD-BB&T #1 0.20% 12/1/14 | 0.00 |
| CD-BB&T #2 0.05% 11/3/13 | 0.00 |
| CD-First Citizens 0.05% 11/20/13 | 0.00 |
| Edward Jones-LT 50/50 | 100,619.11 |
| Edward Jones-ST 35/65 | 113,155.69 |
| Total Other current assets | \$213,774.80 |
| Total Current Assets | \$251,613.59 |
| TOTAL ASSETS | \$251,613.59 |
| LIABILITIES AND EQUITY | |
| Total Liabilities | |
| Equity | |
| Opening Balance Equity | 220,442.14 |
| Retained Earnings | 3,289.42 |
| Net Income | 27,882.03 |
| Total Equity | \$251,613.59 |
| TOTAL LIABILITIES AND EQUITY | \$251,613.59 |

Thursday, Apr 02, 2015 06:07:04 PM PDT GMT-4 - Cash Basis

Edward Jones Short Term Account Summary

| Month/Year | Ending Value | Change in Value | Investment or Withdrawal | Income | Advisory Solutions Program Fee | Cumulative Income (Income-Fees) | Cumulative Change in Value | Cumulative Investment | Balance Sheet |
|----------------------|--------------|-----------------|--------------------------|------------|--------------------------------|---------------------------------|----------------------------|-----------------------|---------------|
| Tax Year 2014 | | | | | | | | | |
| January 2014 | \$88,269.92 | -\$482.33 | \$0.00 | \$65.78 | \$96.25 | \$1,753.04 | -\$741.12 | \$87,258.00 | \$89,011.04 |
| February 2014 | \$90,025.20 | \$1,733.93 | \$0.00 | \$118.34 | \$96.99 | \$1,774.39 | \$992.81 | \$87,258.00 | \$89,032.39 |
| March 2014 | \$89,611.53 | -\$495.20 | \$0.00 | \$168.65 | \$87.12 | \$1,855.92 | \$497.61 | \$87,258.00 | \$89,113.92 |
| April 2014 | \$89,879.25 | \$223.60 | \$0.00 | \$142.52 | \$98.40 | \$1,900.04 | \$721.21 | \$87,258.00 | \$89,158.04 |
| May 2014 | \$91,337.40 | \$1,436.60 | \$0.00 | \$116.66 | \$95.11 | \$1,921.59 | \$2,157.81 | \$87,258.00 | \$89,179.59 |
| June 2014 | \$91,953.89 | \$460.91 | \$20,621.00 | \$255.15 | \$99.57 | \$2,077.17 | \$2,618.72 | \$107,879.00 | \$109,956.17 |
| July 2014 | \$112,613.69 | -\$0.22 | \$0.00 | \$136.11 | \$97.09 | \$2,116.19 | \$2,618.50 | \$107,879.00 | \$109,995.19 |
| August 2014 | \$113,102.22 | \$468.73 | \$0.00 | \$141.97 | \$122.17 | \$2,135.99 | \$3,087.23 | \$107,879.00 | \$110,014.99 |
| September 2014 | \$111,491.21 | -\$1,683.63 | \$0.00 | \$195.93 | \$123.31 | \$2,208.61 | \$1,403.60 | \$107,879.00 | \$110,087.61 |
| October 2014 | \$112,168.28 | \$600.36 | \$0.00 | \$195.69 | \$118.98 | \$2,285.32 | \$2,003.96 | \$107,879.00 | \$110,164.32 |
| November 2014 | \$113,337.60 | \$1,149.07 | \$0.00 | \$141.95 | \$121.70 | \$2,305.57 | \$3,153.03 | \$107,879.00 | \$110,184.57 |
| December 2014 | \$112,647.90 | -\$3,672.84 | \$0.00 | \$3,102.57 | \$119.43 | \$5,288.71 | -\$519.81 | \$107,879.00 | \$113,167.71 |
| Tax Year 2015 | | | | | | | | | |
| January 2015 | \$112,811.16 | \$239.74 | \$0.00 | \$47.01 | \$123.49 | \$5,212.23 | -\$280.07 | \$107,879.00 | \$113,091.23 |
| February 2015 | \$114,464.33 | \$1,639.87 | \$0.00 | \$137.11 | \$123.81 | \$5,225.53 | \$1,359.80 | \$107,879.00 | \$113,104.53 |
| March 2015 | \$113,858.18 | -\$657.31 | \$0.00 | \$163.24 | \$112.08 | \$5,276.69 | \$702.49 | \$107,879.00 | \$113,155.69 |

Edward Jones Long Term Account Summary

| Month/Year | Ending Value | Change in Value | Investment or Withdrawal | Income | Advisory Solutions Program Fee | Cumulative Income (Income-Fees) | Cumulative Change in Value | Cumulative Investment | Balance Sheet |
|----------------------|--------------|-----------------|--------------------------|------------|--------------------------------|---------------------------------|----------------------------|-----------------------|---------------|
| Tax Year 2014 | | | | | | | | | |
| January 2014 | \$79,668.27 | -\$1,166.56 | \$0.00 | \$211.90 | \$88.48 | \$1,154.66 | \$454.52 | \$78,059.09 | \$79,213.75 |
| February 2014 | \$81,854.42 | \$2,191.47 | \$0.00 | \$83.85 | \$89.17 | \$1,149.34 | \$2,645.99 | \$78,059.09 | \$79,208.43 |
| March 2014 | \$81,389.23 | -\$536.45 | \$0.00 | \$151.16 | \$79.90 | \$1,220.60 | \$2,109.54 | \$78,059.09 | \$79,279.69 |
| April 2014 | \$81,452.36 | \$61.21 | \$0.00 | \$92.46 | \$90.54 | \$1,222.52 | \$2,170.75 | \$78,059.09 | \$79,281.61 |
| May 2014 | \$83,088.44 | \$1,644.93 | \$0.00 | \$78.55 | \$87.40 | \$1,213.67 | \$3,815.68 | \$78,059.09 | \$79,272.76 |
| June 2014 | \$83,891.00 | \$707.82 | \$18,407.00 | \$186.21 | \$91.47 | \$1,308.41 | \$4,523.50 | \$96,466.09 | \$97,774.50 |
| July 2014 | \$102,178.11 | -\$127.33 | \$0.00 | \$97.07 | \$89.63 | \$1,315.85 | \$4,396.17 | \$96,466.09 | \$97,781.94 |
| August 2014 | \$102,624.62 | \$460.70 | \$0.00 | \$98.14 | \$112.33 | \$1,301.66 | \$4,856.87 | \$96,466.09 | \$97,767.75 |
| September 2014 | \$101,033.25 | -\$1,670.27 | \$0.00 | \$191.90 | \$113.00 | \$1,380.56 | \$3,186.60 | \$96,466.09 | \$97,846.65 |
| October 2014 | \$101,646.21 | \$575.25 | \$0.00 | \$147.01 | \$109.30 | \$1,418.27 | \$3,761.85 | \$96,466.09 | \$97,884.36 |
| November 2014 | \$102,562.75 | \$923.42 | \$0.00 | \$104.03 | \$110.91 | \$1,411.39 | \$4,685.27 | \$96,466.09 | \$97,877.48 |
| December 2014 | \$101,669.65 | -\$3,544.87 | \$0.00 | \$2,761.30 | \$109.53 | \$4,063.16 | \$1,140.40 | \$96,466.09 | \$100,529.25 |
| Tax Year 2015 | | | | | | | | | |
| January 2015 | \$101,389.89 | -\$342.85 | \$0.00 | \$176.02 | \$112.93 | \$4,126.25 | \$797.55 | \$96,466.09 | \$100,592.34 |
| February 2015 | \$103,917.68 | \$2,546.26 | \$0.00 | \$94.41 | \$112.88 | \$4,107.78 | \$3,343.81 | \$96,466.09 | \$100,573.87 |
| March 2015 | \$103,218.42 | -\$744.50 | \$0.00 | \$148.04 | \$102.80 | \$4,153.02 | \$2,599.31 | \$96,466.09 | \$100,619.11 |

There is really nothing new with the ES committee, just regular monitoring and maintenance of the SCASFAA website. I have been working with Ken (Cole) on developing a new landing page for active members upon logging in that filters out a lot of the less critical menu items and gives direct access to those pages restricted to members only. It would also provide a better way to display banner ads for sponsors that have paid at that level.

Primarily, recent activity has been centered on preparations for the 2015 conference in Greenville, SC. Pages were created in the Wild Apricot site for conference information, agenda, registration, hotel reservations, etc., and past conference pages were archived. A hidden page was also created to house links to presentation files, which will be made public to active (paid) members after the conference complete. A few questions have been asked – again – about making online payments.

An issue involving member record archival and lapsed membership statuses was discovered, and we will continue to work with WA support on the matter. Although our settings do not indicate that records would be archived at any point, member records are being archived if their renewal fee payment was not received by a certain date – overriding a change of status to “active” once payment was received. This hasn’t yet been resolved or explained, so it will need continued monitoring.

Respectfully submitted,

Reed W. Allison
Electronic Services Chair

| | |
|--|--|
| Committee Name | Counselor Relations |
| Committee Type | Non-Standing |
| <u>Bylaws</u> | Article VI, Section 3 |
| <u>Policy & Procedure authority</u> | 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 | |
| | | | | | |
| | | | | | |

2. 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.

3. 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 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 |
| 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 |

| |
|--|
| 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. <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. |
| 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. APPROVED**

Report April 12th: SCCA Conference – not as well attended. One of the conference committee members, who was really excited that I was there, announced a second session during the opening session for my presentation. She did not get the room and time information correct so there was confusion about where/when my concurrent session was being held. Gave two presentations to a total of 4 counselors.

DISCUSSION: Going to the PSSCA conference was more worthwhile due to attendance and being able to do a pre-con. SCCA was not as successful for the money spent. From the feedback I received, counselors would be interested in attending separate workshops especially since we haven't held them in so long. For the budget we have for this committee, it may be more cost effective to hold one or two workshops versus going to these separate conferences. We also have access to the listserv to be able to announce the workshops. May be something to look into in the next 2 years.

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 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
 - Have a reception for them at the Spring Conference
5. Membership numbers
 - 395 members as of 4/10/15 (355 are active members)

| Level | Total | Active | Renewal overdue | Lapsed | Pending | | | New in last | |
|-----------------------|------------|------------|--------------------|-----------|-----------|----------|-----------------|----------------|------------|
| | | | | | New | Renewal | Level change | 7 days | 30 days |
| Honorary Member | 8 | 8 | - | - | - | - | - | - | - |
| Lifetime Member | 17 | 17 | - | - | - | - | - | - | - |
| Other contacts | - | - | - | - | - | - | - | - | - |
| SCASFAA Membership | 370 | 330 | 20 | 15 | 19 | 6 | - | 1 | 9 |
| Total | 395 | 355 | 20 | 15 | 19 | 6 | - | 1 | 9 |

SCASFAA Board Meeting
April 12, 2015
Communications Committee

Continuous postings to the SCASFAA Facebook page and SCASFAA Blog:
Employment Opportunities
Update from FED
Diversity and Legislative Concerns

Published and emailed Spring Edition of SCASFAA News on March 24, 2015

Announced Trivia Winner – Katie Harrison

Next SCASFAA News issue will be released May, 2015.

Deborah H Williams, Committee Chair