

**MINUTES**  
**SCASFAA Transitional Board Meeting – Day 2**  
**Ruby Hicks Library – Tri County Technical College**  
**June 29, 2010**

Present:

Jeni Rone  
Jennifer Williams  
Emily Staggs  
Allison Sullivan  
Violette Hunter  
Rosalind Stevens

Missy Lutz  
Jeff Holliday  
Hank Fuller  
Aria Simmons  
Kenneth Cole

Katie Harrison  
Nikisha Dawkins  
Kimberly White-Grimes  
Angela Fowler  
Forrest Stuart

Absent:

Vickie Sutton  
Ellen Green

Ken Bernard

Chuck Sanders

**CALL TO ORDER**

President Jeff Holliday called the meeting to order at 9:15 am. A quorum was established with all voting members present. Jeff welcomed everyone to the meeting and thanked the Executive Board members for their willingness to serve this year. Each Board member introduced themselves to the group.

President Holliday asked if there were any adjustments or additions to the agenda, to which there were none. The agenda was approved as presented, with the allowance that the President could modify as needed throughout the meeting.

The minutes of the April 11, 2010 Executive Board meeting were reviewed and accepted as public record with corrections.

**REPORT OF OFFICERS**

***President (Jeff Holliday)***

Jeff provided a brief report on the SASFAA Transitional Board Meeting, which had taken place a few weeks prior. All SASFAA states are reporting similar challenges (budget concerns, membership, etc.)

Jeff also reported that he will be attending the NASFAA conference beginning July 18 to represent SCASFAA as our President, and he will report back to the Executive Board with any pertinent information.

Jeff then set forth his expectations for the 2010-2011 Executive Board. He welcomes direct input from all Board members, and wants the Executive Board to be hands-on throughout the year. Jeff hopes to see increased membership numbers this year due to the slight economic turnaround, in addition to our Annual Conference being held in Columbia with many colleges in the vicinity of the conference location.

The upcoming Board meetings were set for Monday, October at 10:00 am and Friday, January at 10:00 am – both meetings to be held at SC Student Loan Corp.

***Note: Jeff will verify availability of meeting room at SCSLC for both meeting times.***

In addition, a Board meeting will be held April 10, 2011 at 8:30 am prior to the Annual Conference at the Clarion Townhouse in Columbia

Jeff reviewed the voting procedures to ensure new Board members understand the process according to the Policies & Procedures.

***Action Item: The Executive Board is required to approve non-standing committees annually. Jeff reviewed the non-standing committees. Allison Sullivan moved to approve the committees and Hank Fuller seconded the motion to approve non-standing committees. The motion carried unanimously.***

***President-Elect (Allison Sullivan)***

Jeff asked Allison to continue work on the SCASFSA certificate program guidelines as her “special project” for the year. This will be her main focus. He also tasked her to work with Kenneth Cole (Professional Development) and Emily Staggs (Member at Large) as needed. Allison agreed, and she stated she would also like to make sure she works with CHE this year.

***Vice President (Kenneth Cole)***

Kenneth had no current report for the board, but welcomed suggestions for the upcoming year. President Holliday recommended the continued utilization of the TechNet system for training purposes. Jeff recommended additional training for DL and Year Round Pell. Kenneth mentioned he will stay abreast of pending new legislation that will impact financial aid offices. He also plans to take into account how the financial aid community has changed as a result of FFELP elimination. Jeff encouraged Kenneth to establish dates for training as soon as possible and to get the dates out to the membership. Hank asked that we make sure to contact David Bartnicki soon to see if he is available for an October date for a potential Fall TechNet training. Kimberly White-Grimes reminded Kenneth to make sure TechNet system is available on a variety of dates in October prior to contacting and scheduling the federal trainer.

***Note: Kenneth will begin to coordinate dates and will try to confirm availability of trainer and the TechNet facilities.***

***Secretary (Katie Harrison)***

Katie reported her primary goal is to focus on continuing to learn the roles and responsibilities of Secretary, to keep the By-Laws and Policies & Procedures manual up to date, and to perform a thorough review of the SCASFSA website to determine whether any historical updates need to be made. She plans to work with Ken Bernard to make sure all website changes are made throughout the year.

***Treasurer (Nikisha Dawkins)***

Nikisha reported she will be scheduling the budget committee meeting soon and will contact her committee members to inform them of the time and location. Jeff mentioned that conference fees and membership fees will need to be discussed during the first budget committee meeting.

***Treasurer-Elect (Missy Lutz)***

Missy had no official report for the Board at this time.

***Member at Large (Emily Staggs)***

Jeff reported that Dan Griffin, who had been elected as Member at Large for 2010-2011, has moved and accepted a new position at Moody Bible Institute in Chicago. According to the By-Laws, the President can appoint someone to fill a vacancy with the approval of the Board. ***The voting members of the 2010-2011 Executive Board unanimously approved Emily to step in as Member at Large via email vote (6 in favor, 0 against) on June 21, 2010.***

Emily reported that she hopes to work on ways to get the membership more involved this year. Jeff underscored the importance of making the membership aware that SCASFSA has resources available to all members, such as the Peer Support Network. Jeff asked Board members to be intentional about including new members when establishing committees. The Board members were also asked to encourage staff members and coworkers to volunteer. In addition, Hank reminded all committee chairs to include representation from all school sectors when establishing committees.

***Note: Jeff will distribute volunteer information to all Board members so committees can be formed. Board members can also view a list of members who have volunteered for their committee online through the Administrative Services option on the webpage.***

***Past President (Hank Fuller)***

Hank’s primary goal for the year is to work with his committee to provide a dual slate of candidates for the election next spring.

**President Holliday dismissed the group for a break at 10:10 am, and the meeting reconvened at 10:20 am**

**REPORT OF COMMITTEE CHAIRS**

***Consumer Relations (Violette Hunter)***

Violette reviewed the responsibility of her committee, which consists of all College Goal Sunday site coordinators. Her primary goal is to increase the number of sites for College Goal Sunday. Last year there were 18 sites, and Newberry College has already agreed to serve as a host location this year. Violette reported that the event reached over 1200 people in 2010. She would like to increase that number, as well as the number of volunteers for 2011. Violette requested Saturday, March as the date for the 2011 event (this date is later than normal due to conflicts with SASFAA conference and TRIO conference). Violette also reported that Darrah Cassidy with CHE has asked

the College Goal Sunday for permission to change the name of the event since we do not participate on Sunday. The request was granted, and beginning in 2011, the program will be referred to as “College Goal South Carolina.”

The Board confirmed March as the date for the event. Violette requested a small increase in her committee’s budget due to a decrease in CHE’s funding for the year; they may not be able to provide as much financial support as they have in the past. Nikisha stated she will be sending out an email to Board member to request budgets for upcoming year, and all committee members will be able to request an official budget at that time.

***Diversity (Rosalind Stevens)***

Rosalind will be working with Allison Sullivan to learn more about the mission of diversity committee. She would like to provide a diversity workshop in the Fall and would also like to provide a speaker for the Annual Conference. Jeff recommended that the diversity committee continue the county spotlights which Allison started in 2009-2010.

***Electronic Services (Ken Bernard)***

Ken Bernard was not present, but is in the process of working with Joey Derrick on transitioning. Jeff mentioned that some other regional associations are soliciting vendors other than ATAC for website hosting. SCASFAA may wish to consider contacting these vendors (such as Wild Apricot – [www.wildapricot.com](http://www.wildapricot.com)) in the future to compare costs and services. Aria mentioned that the SCASFAA homepage needs to be changed back to the regular homepage and that the photos of elected officers should be taken down.

The Board members were then reminded that they will have administrative access to the SCASFAA Facebook page. Jeff reminded the Board members to be careful in posting messages and photos and reiterated that administrators are responsible for posting pictures in good taste that reflect SCASFAA positively and professionally.

***Note: Jeff will contact Joey or Ken in reference to changing the SCASFAA homepage.***

***Legislative Relations (Forrest Stuart)***

Forrest had no formal report for the Board, but his goal is to focus on learning protocol on communications between the association and legislative offices. Historically, SCASFAA has refrained from sending numerous formal letters from the organization, although we have endorsed communications from the regional level (SASF AA). Jeff reiterated the importance of the Legislative Relations chair disseminating information to the membership, especially information that originates from regional or national associations which many SCASFAA members may not have access to. In addition to fulfilling this role, Forrest will plan to work with the CHE Advisory Council to obtain and disseminate statewide issues.

***Newsletter (Jennifer Williams)***

Jennifer reported her goal will be to continue to provide relevant information, published in a timely manner. Jennifer will again offer full-page ads for sponsorship and will work with Sponsorship chair to communicate that information to the sponsors. She would like to focus on getting information to newer members through the newsletter (i.e. what SCASFAA is all about, what committee jobs and responsibilities are, etc.) Jennifer discussed deadline and publication dates; she and Jeff will work together to establish these dates.

***Peer Support (Kimberly White-Grimes)***

Kimberly would like to reinvigorate the Peer Support network, which provided SCASFAA with a national award from NASFAA. She has contacted Ed Miller for guidance on how to get Peer Support back on track. Kimberly may consider a blog or chat room on the SCASFAA website and would like to use the Peer Support Network to institute a mentor system for new members. Kimberly is also considering the possibility of working with the Counselor Relations committee so high school guidance counselors can also use the Peer Support Network as a resource.

***Program (Aria Simmons)***

Aria has started putting together ideas for the 2011 annual conference. She is also serving as the program liaison to the SASFAA conference committee and will also utilize those ideas in planning SCASFAA’s conference. Aria plans to have all relevant committees involved in the conference planning.

***SCASFAA Advisory Council to CHE (Ellen Green)***

Ellen Green was not present, but Jeff mentioned this council as SCASFAA’s “frontline” to CHE. The council gets to comment on pending changes and legislation. Ellen will have representation from all school sectors when selecting her committee.

### ***Site Selection (Jeni Rone)***

Jeni reported that she needs input from the Board for dates, locations, and whether to secure a 1-year or 2-year contract. She would like to make sure she and her committee work with hotels we have used before who may want to negotiate a favorable contract for our business. Jeni also has access to, and will possibly use, a third party (at no cost to association) to assist in negotiating prices and locations. A discussion ensued on dates (keeping conference in the Spring or moving it to Fall, best time frame for each scenario). The Board agreed that moving to a Fall annual conference format will conflict with FSA conferences. This would cause a Fall SCASF AA conference to occur prior to FSA conference, prior to the newest legislation being available. For most schools, Spring will continue to be a better option, and the current mid-April timeframe seems to be beneficial. The Board recommended staying with a mid-April timeline. We also discussed length of conference and decided to continue the conference beginning on Sunday – Wednesday.

The Board tasked Jeni and her committee to look at locations on the coast to focus on moving the conference back to the beach for 2012. Jeff discussed completing a 1-year vs. 2-year contract. Kimberly suggested putting a clause in the Policies & Procedures allowing for the discretion of the current President to evaluate the economic climate, stating that such evaluation could allow for contracts to be made one year in advance instead of two years in advance. The Board decided to have Jeni ask the properties to submit 1-year and 2-year proposals for cost comparisons, but to secure the contract for only one year. Jeni will research options and report back to the Board.

***Action Item: Katie moved that the clause be added to the Policies & Procedures Manual. Nikisha seconded. The motion carried unanimously. Katie will update the P&P.***

### ***Sponsorship (Angela Fowler)***

Jeff mentioned that it will be up to SCASF AA to reach out to potential new sponsors (software vendors, consulting firms, etc.) to replace sponsors from the lending community, who may be unable to provide sponsorship. Jeff discussed the cost of sponsorship package and whether we should reduce the current \$2000 cost. Outside sponsors may not be willing to pay the \$2000 fee. Jeff asked Angela to consider whether there should be a smaller “a la carte” vendor fee for those who only want the opportunity to be present at the conference.

***Note: By July , Angela will report to all voting members on information/review of sponsorship charges assessed by other associations, including what other states are providing and how they are presenting information to sponsors. Jeff will schedule a conference call in mid-July for the voting members to vote on any changes to sponsorship.***

### **UNFINISHED BUSINESS**

For purposes of historical record, Jeff reviewed the email vote for appointing Emily Staggs as Member at Large, which occurred on June 21, 2010 (additional discussion and details occurred earlier during the meeting).

Certificate program: SCASF AA will continue to offer certificates at professional development workshops, training sessions, and conferences and will research opportunities for ways in which we can further the program. Allison will research other organizations for ideas on how to build and strengthen the program. She will plan to make contact with the State’s Office of Human Resources for additional information on credential analysis and continuing education units for state employees.

SCASF AA Achiever Award: Kimberly White-Grimes reviewed the requirements for a new award for SCASF AA members who provide significant contributions to the association through leadership and/or involvement who have been members more than 7 years but a maximum of 25 years.

***Action Item: Motion to accept the new award was presented by Hank Fuller; Emily Staggs seconded the motion. The motion carried unanimously.***

### **NEW BUSINESS**

Institutional Membership: Jeff suggested researching whether or not SCASF AA should consider a tiered/institutional membership structure (similar to NAACAC). Hank mentioned the association would likely lose money by offering institutional, rather than individual, memberships. After further discussion, Jeff decided not to pursue a change to SCASF AA’s membership structure at this time.

Executive Board Contact List: Jeff would like a current contact list for the 2010-2011 Executive Board. Katie will contact all Board members to get mailing address, birthday, work number, cell number, and texting preferences and report back to Jeff.

Residency regulations/illegal immigration reform act: Ellen will confirm residency requirements and regulations with CHE. Jeff has asked Ellen to work more closely with CHE to report back to SCASF AA any issues with citizenship and residency.

NASFAA Fall Training: State/regional decentralized training will not be offered in 2010-2011. NASFAA has chosen to provide materials so associations can review and offer the training themselves. This year's topic is revising your cost of attendance, and the module will be free of charge to associations.

Wachovia CD: SCASFAA currently has a CD with Wachovia with a very low interest rate. Wachovia has not agreed to increase our interest rate, and the CD is due at the end of July. SCASFAA needs to decide where to put the CD to best benefit the association financially. Jeff suggests the budget committee review investment strategies in general.

***Note: Budget Committee to discuss investment information in depth at the first meeting.***

Jeff reminded the Board that SCASFAA is currently operating off the prior year's operating budget until the new budget is approved.

Hearing no further new business, Jeff asked for a motion to adjourn.

***Allison Sullivan moved to adjourn the meeting at 12:46p.m. Katie Harrison seconded it. The motion passed, and the meeting was adjourned.***