

MINUTES
SCASFAA Spring 2012 Board Meeting
Columbia International University
January 20, 2012

Present:

Allison Sullivan	Donna Quick	Katie Harrison
Missy Lutz	Violette Hunter	Tamy Garofano
Ken Bernard	Jennifer Williams	Ellen Chiles
Sandra Rhyne	Kenneth Cole	Kevin Perry
Kevin Delp		

Absent:

Janet Nowicki	Rosalind Elliott	Sarah Dowd
Carol Parker		

CALL TO ORDER

President Allison Sullivan called the meeting to order at 9:40 am. A quorum was established with the majority of voting members present.

The Board reviewed the minutes of the October 7, 2011 meeting. The minutes were approved as submitted as public record.

President Sullivan 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.

REPORT OF OFFICERS

President (Allison Sullivan)

President Sullivan encouraged attendance at the upcoming SASFAA conference, which will be held February 26 – 29, 2012, in Greensboro, North Carolina. She also reported that SCASFAA was approved by NASFAA to have a training representative at SCASFAA's upcoming annual conference. This will be the first year that SCASFAA has had an official NASFAA trainer in attendance, and President Sullivan is looking forward to our association offering these sessions for our members.

President-Elect (Sarah Dowd)

Absent; Written report provided prior to Board meeting

Following up on Sarah's earlier research regarding investments, President Sullivan indicated that the Board will plan to vote on investment and money market possibilities at the pre-conference Board meeting in April.

Past President (Jeff Holliday)

President Sullivan reported that Jeff Holliday has accepted the position as Financial Aid Director at Montreat College in North Carolina and, as a result, has stepped down from his current duties. Allison and Sarah will be appointing a previous past-president to confirm and present the slate of candidates to the Board. This will be done via email. A slate of candidates is already in place, but will officially be presented to the Board via email prior to January 31st.

Vice President (Donna Quick)

Donna reported that 29 attendees were present for the New Aid Officers Workshop in November. Because of unanticipated time constraints, the meeting was cut back to one day. Although the evaluations were positive, Donna recommends going back to a two-day format for the upcoming year.

The Board discussed whether SCASFAA should consider holding the leadership symposium earlier in the year and moving NAOW to the spring time period since updates and legislative changes would be in place at that time. A suggestion was also presented to tie the NAOW to the annual conference (as a pre-conference workshop); another option would be to hold it later in the year as a standalone training session. If future Executive Boards decide to tie the training in with the conference, the

association would need to confirm arrangements with the hotel chosen for the conference. The Board also discussed the possibility of holding the leadership symposium in the Fall to coincide with an intermediate FAO workshop. Donna indicated that she would take these suggestions to her committee as well as pass them along to next year's Vice President.

Donna indicated that she is beginning the planning stages of leadership symposium at this time. This year's symposium will be geared to the director-level FAOs.

Secretary (Katie Harrison)

Katie reported that changes were recently made to the Policies & Procedures manual, which updated the Sponsorship policy to include the changes voted on by the Executive Board at the October Board Meeting. She also indicated that the honorary membership section and the lists of award recipients have been brought to date. In addition, Katie encouraged all officers and committee chairs to review the sections of the Policies & Procedures manual relating to their positions and to submit changes as appropriate to keep the manual up to date and consistent with current practices.

Treasurer (Missy Lutz)

Missy reported that SCASFAA's financial records have been completely converted to Quickbooks Pro and that online banking is fully operational at this time. ***President Sullivan asked Missy to contact BB&T and Wells Fargo to research their options on money market accounts and investments.*** A suggestion was made to research the possibility of investing in solid assets (stocks in silver, gold, etc.)

President Sullivan reported that Ken Cole and Ken Player will be completing the yearly audit. She recommended that we consider other options for completing the audit each year (i.e., hiring an outside audit firm). Donna recommended that we add that possibility as an option, but not require that we use an outside firm. The decision would be left to the Executive Board as needed. The Board also discussed adding a requirement that treasurers-elect would be expected to perform an audit at some point in the future after having served as the association's Treasurer.

Treasurer-Elect (Violette Hunter)

No official report; Violette will be attending the NASFAA leadership symposium in March, along with Sarah Dowd, and is looking forward to representing SCASFAA.

Member at Large (Kevin Perry)

Kevin is hopeful that conference registrations will bump up membership numbers, but reported that we currently have 342 active memberships. Kevin presented the names of eligible members for a half-price conference registration, based on the recent membership drive as approved by the Board via email. President Sullivan pulled the name of Betty Williams at Coker, who will receive a half-price registration for the upcoming annual conference.

President Sullivan recommended that we do another membership drive and offer a second half-price conference fee.

Action Item: The Board agreed that the funds to cover the half-price cost would come from the Member at Large budget.

Kevin will communicate with the membership regarding the additional half-price conference registration fee.

REPORT OF COMMITTEE CHAIRS

Program (Jennifer Williams and Ellen Chiles)

Jennifer and Ellen reported that they held a committee meeting in October and divided duties among committee members. The committee hopes to have program and registration information out to the membership by the end of February. They are currently working on finalizing sessions and speakers. Attendees will receive a 45-year anniversary lapel pin and a bag with the SCASFAA logo at the conference. Jennifer and Ellen also reported that the Navy Seals Foundation has been chosen as the charity for this year's conference.

Sponsorship (James Smith)

President Sullivan reported that, due to circumstances beyond his control, James will be unable to fulfill the obligations and we need to appoint someone to take over as sponsorship chair. She welcomes input from the Board for potential replacements and hopes to have someone in place within the next few weeks.

Diversity (Tamy Garofano)

Tamy presented a recommendation from the Diversity Committee for a revision and update to Policy 114.2-R concerning the mission and duties of the Diversity Committee.

Action Item: Katie Harrison moved to accept the revisions as presented by the committee and Kevin Perry seconded the motion. The motion was approved unanimously by the Board.

Katie will update the Policies & Procedures Manual to reflect these changes.

Tamy reported that she is hoping to offer a session at the conference concerning immigration and is currently waiting to confirm the availability of presenters.

Concerning webinars, Tamy indicated there are difficulties with limited resources and topics for webinars. She asked the Board for topic suggestions. The Board discussed the possibility of covering topics such as older non-traditional students impacting the diversity of campuses, military veterans returning to campus, and dealing with the financial aid and counseling aspects of students with same-sex parents.

Lastly, Tamy reported that her committee will continue to develop information on diversity-related activities in the community, in addition to locating relevant articles to share with the membership.

President Sullivan dismissed the group for a break at 10:55 am, and the meeting reconvened at 11:10 am.

Site Selection (Sandra Rhyne)

Sandra and the Site Selection committee have been working with a meeting planner to compare hotels in Greenville for 2013. Based on the comparable data, the committee recommends the Embassy Suites and Marriott as considerations. Both have similar room rates and food and beverage minimums. Both hotels will also extend the group room rate for the weekend prior and the weekend after the conference.

After discussion, Sandra contacted the Marriott, who agreed to match the lower room rate of \$114 the Embassy Suites offered, and they also agreed to provide a complimentary manager's reception one night during the conference.

Action Item: Donna Quick moved to approve the Greenville Marriott for the 2013 conference, and Katie Harrison seconded the motion, which carried unanimously.

Legislative Relations (Ken Cole)

Ken reported on current legislative updates concerning the auto-zero EFC thresholds, drops in SEOG and need-based grant funding, and removal of ability to benefit test for certain students. He also reported on the subsidized loan interest increase and elimination of grace period for new loans disbursed after July 1, 2012.

Regarding state aid, there are potential updates to residency regulations for honorably discharged veterans and dependents. If the proposal is accepted, they would be eligible for in-state tuition rates and state-based funding.

Ken will continue to keep the membership informed of legislative updates via the listserv.

Electronic Services (Ken Bernard and Kevin Delp)

Ken reported that SCASFAA has paid the annual fee for Wild Apricot of \$500, and the goal is to terminate our contract with ATAC at the end of the fiscal year in June. Ken called for volunteers to help with the website conversion process and with the upstart of the communications committee.

President Sullivan indicated that she wants to provide a demonstration of the Wild Apricot website and the SCASF AA blog at the conference.

Communications (Ken Bernard and Kevin Delp)

Kevin put forth an official recommendation that the blog duties should be transitioned to the communications committee. He and Ken plan to work these duties into any adjustments for the Policies & Procedures manual.

Peer Support

President Sullivan indicated that she has not appointed anyone to this position. During the conference, we will have a meet and greet with new members and the current Board to foster networking and mentoring opportunities.

SCASF AA Advisory Council to CHE (Donna Quick)

Donna confirmed that the general state update will be held during the conference on Wednesday morning. She would also like to ask CHE to present a concurrent session prior to the general session for more specific updates.

Consumer Relations (Carol Parker)

Absent; Written report provided prior to Board meeting

Counselor Relations (Rosalind Elliott)

Absent; no written report for the Board at this time, but Ken Cole reported on her behalf. The NT4CM training was held at USC Lancaster and the presentations were well-received by attendees. There were issues with the counselor listserv being updated and active, so not all counselors were aware of the opportunity. Ken indicated that other ways of communication may need to be considered in the future.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

President Sullivan reminded the Board members to check the current volunteer database to make sure people are being asked to serve. The Board discussed the possibility of tying the volunteer form in with membership renewal and to also have a separate, stand-alone online volunteer form. Kevin Perry recommended having a volunteer coordinator in the future, which could potentially fall under the Member at Large duties.

After additional discussion, Ken Bernard indicated that he would check into the possibility of Wild Apricot being able to email the committee chairs when someone volunteers for their committees.

Allison adjourned the non-voting Board members at 12:26 pm.

All present voting members discussed the award nominations for the Achiever, Emerging Leader, and Fearless Nine awards, in addition to the Distinguished Service award. President Sullivan reviewed the criteria for each award separately. The Board reviewed the nominees and consulted the current membership directory to make sure all nominees qualified based on the criteria outlined in the Policies & Procedures Manual. After review and discussions, the Board members voted on the recipients for the current year, and those awardees will be announced and presented with their awards during the upcoming conference.

After hearing no further business, Katie Harrison moved to adjourn the meeting at 1:48 p.m. Missy Lutz seconded it. The motion passed, and the meeting was adjourned.

Respectfully Submitted,

Katie Harrison

SCASF AA Secretary, 2011-2012