

MINUTES
SCASFAA 2013-2014 Transitional Board Meeting
Bishop Gravatt Camp and Conference Center
Aiken, South Carolina
June 24 - 25, 2013

Present:

Katie Harrison	Violette Hunter	Tamy Garofano
Ellen Chiles	Kevin Perry	Kevin Delp
Rosalind Elliott	Sarah Dowd	Deborah Williams
Donna Quick	Michelle Upchurch	Kenneth Cole

Absent:

Allison Sullivan	Chris Dooley	Carol Parker
Heather Swaminathan	Alicia Hugee	Ellen Green
Kimberly White-Grimes		

Guests: (members of the 13-14 Executive Board)

Allison Keck	Melanie Gillespie	Nikki Merritt
Josephine Brown	Missy Perry	

CALL TO ORDER

President Sarah Dowd called the meeting to order at 10:01 am. President Dowd welcomed guests and a quorum was established with the majority of voting members present.

President Dowd stated that there would be adjustments to the agenda and asked for approval. Katie Harrison approved changes to the agenda and Kevin Perry seconded.

President Dowd announced that an email vote passed related to Treasurer and Treasurer-Elect duties as well as to award Lifetime Membership to Bob Godfrey upon his retirement.

The Executive Board then took time to make introductions as there were guests and new faces at the meeting.

REPORT OF OFFICERS

President (Sarah Dowd)

President Dowd provided a report. Her year as SCASFAA President was broken down by quarters and she combined reports from separate meetings to summarize her year.

President-Elect (Katie Harrison)

Katie has been spending time focusing on the Transitional Board meeting and went over agenda for the transition. The 13-14 Board meeting and transition of officers and chairs will begin at 2:00 pm.

Vice President (Kevin Perry)

Kevin provided a report and stated that the Leadership Symposium held in May at Coastal Carolina was open to SCASFAA and non-SCASFAA members and focused on front line support staff. There were 26 attendees total, of which nine were SCASFAA members, and 17 were non-SCASFAA members. Currently there are five unpaid at this time. There were two speakers at the workshop, one from Coastal Carolina, the other was from Carolina Improv who spoke on customer service.

Secretary (Ellen Chiles)

Ellen will update the Policies and Procedures Manual to include the changes to the Treasurer and Treasurer-Elect duties as well as the updated award to Bob Godfrey.

Treasurer (Violette Hunter)

Violette stated that the current budget will be updated in a few areas based on outstanding invoices. Prior year expenses are currently being reviewed. Per Deborah Williams, it was reported that SCASF AA has 330 members, of which 33 are still unpaid. A total of 110 members registered for the Spring Conference, of which three invoices are currently outstanding. There were twelve sponsors representing collected revenue of \$11,000 so far, and Katie Harrison stated that an additional \$750 needed to be shown. A check for \$1,600 was sent to the charity from last year, Navy Seals Foundation, and \$1,220 was sent to this year's charity, Cell Phones for Soldiers. Tri County Technical College and Florence Darlington Technical College are to receive checks for scholarship recipients. President Dowd thanked Board for coming in under budget.

Member at Large (Alicia Hugee)

Alicia was unable to attend the meeting; however she sent results of the membership survey. Katie Harrison reported that the survey was set up as a free account so only 10 questions were allowed. This survey was not as thorough as SCASF AA wanted; however, there were 75 responses. All sectors, levels, and membership periods were represented through the responses. Many members state that they were not involved with the reason being lack of time due to other job responsibilities. Katie would like to push volunteerism even with time constraints. The survey showed that content is main factor for going to events. Katie reported that there was one complaint asking why the SCASF AA conference occurs right after SASF AA and discussion followed related to the fact that if SCASF AA were to move its annual conference to Fall, the timing would conflict with the annual FSA conference, and therefore no Federal presenters would be able to attend SCASF AA in Fall due to the timing conflicts. Another comment was that SCASF AA is no longer relevant. Katie stated that we need to ensure that we communicate opportunities for training and relevance. To make SCASF AA more visible, we need to reach out across higher education sectors including the offices of Admissions, Advising, and the Registrar.

Past President (Allison Sullivan)

Absent-no report provided.

REPORT OF COMMITTEE CHAIRS

Consumer Relations (Carol Parker)

Absent-report provided.

Counselor Relations (Donna Quick)

Donna provided a report and stated that SCASF AA is still wanting to partner with CACRAO to better communicate with high school counselors. The guidance counselor list serve no longer exists and few have joined the new list serve, therefore it is extremely difficult to communicate with entire state. A new position was created with the national organization to work with state coordinators for financial aid training offered to high school counselors. April Baur has been asked about assuming the responsibility of incoming chair and has been planning ahead with Donna for the upcoming year. Katie agreed to represent SCASF AA at CACRAO while attending for SC Tuition Grants.

Communications and List-Serve (Rosalind Elliott)

Rosalind provided an end of year report with her suggestion being to provide a one page newsletter explaining the switch over to blog as the primary communication for the association. The Sponsorship

and Communications committees will collaborate for verbiage regarding ads, etc.in the Policies and Procedures Manual.

Electronic Services (Kevin Delp)

Kevin stated that Wild Apricot has been set up and running for almost one full year. It has been a successful transition from the old system and Kevin has already granted access to incoming chair and has added administrative access to all members of the incoming 13-14 Board.

Global Issues (Heather Swaminathan)

Absent, report sent.

SCASFAA Advisory to CHE (Chris Dooley)

Absent-no report provided.

Legislative Relations (Michelle Upchurch)

Michelle provided a report and stated that any updates she has had throughout the year have been posted to the blog.

Long Range Planning (Kimberly White Grimes)

Absent-no report provided.

Peer Support (Ken Cole)

Ken went over the relevance of peer support network and stated that for 13-14 the Peer Support committee will be encompassed with Membership.

Annual Conference/Program (Ellen Green)

Absent-report provided

Site Selection (Tamy Garofano)

Tamy thanked President Dowd for her support as she served during the 12-13 year and thanked the Board for ease of picking two sites that aligned with SCASFAAs goals. The Greenville Embassy Suites site which was selected for the 2015 conference, required insurance special events. President Dowd sent out an email vote which was approved electronically and is included in the archives. Tamy recommends looking at this insurance as something to explore for future conferences and to possibly update the Policies and Procedures manual to look into special event insurance, addendum B point 6 on policy. ***President Dowd called for discussion from the Board and it was unanimously voted to pass this revision, as a recommendation from the Site Selection Committee.*** Tamy has been working with Carolyn Sparks for the transition and recommends that the year-end report do away with gender/race.

Sponsorship (Katie Harrison)

Katie will work with Deborah to look up any sponsors who did not pay their fee for the year. Deborah will look for that payment. \$11,750 was sponsorship revenue for 12-13. Katie asked the 12-13 Board about affiliate members, who are currently not allowed to serve on sponsorship committee. Currently, no other states have this exclusion. Tamy stated that in most states the chair of sponsorship is a vendor. Katie would like to consider involving sponsors with that committee.

Treasurer-Elect (Deborah Williams)

Throughout the year Deborah collected and posted all payments in a timely manner. During the Annual Conference Deborah visited Wells Fargo and BB&T, and was added to all SCASFAA accounts and updated CDs. Deborah attended the National Leadership Symposium in Washington, DC which was very

informative and she also was able to meet with a staff member for Congressman Lindsay Graham. Deborah asked Kevin Delp about Wild Apricot as far as payments and how the invoice shows in the system. Kevin Perry asked how accurate incoming money was as far as the budget, mainly the workshop showing total paid versus unpaid as related to his report. ***President Dowd asked that once the budget is revised, that both the 12-13 and 13-14 Boards receive a copy.***

UNFINISHED BUSINESS:

Investment Recommendation-

Treasurer Violette Hunter-did not contact a financial planner and will pass the contact information onto Treasurer-Elect Deborah Williams. Katie Harrison let everyone know that Nancy Garmroth will come in as a Financial Planning advisor for the 13-14 year, to “tag-team” with Deborah and assist in this capacity. President Dowd stated that this in an ongoing situation that needs to be handled, SCASF AA has spent years allowing our money to sit, which is not making the best decisions on behalf of the association or the membership. President Dowd is excited that Nancy Garmroth is going to be coming on to assist as she has made significant impacts on SASFAA during her time as Treasurer. Katie Harrision and Tamy Garofano asked about the SCASF AA credit card, related to points earned as related to future travel. Violette did not know about such a rewards program associated with the SCASF AA credit card. Missy Perry stated that the credit card limit may not be high enough to use the card to pay for everything, including the conference cost. Deborah Williams will look into a card with benefits.

Liability Insurance-

President Dowd said that the 2015 conference contract has brought to light the fact that SCASF AA does not have liability insurance which is something that does need to be reviewed as there is a lot of travel on behalf of the association, and as SCASF AA currently has no protection if something were to happen. Treasurer Violette Hunter has done preliminary research on companies. SCASF AAs insurance renewal with the current company is coming up for renewal. This policy is for theft only as related to members being bonded. It was recommended that SCASF AA purchase liability insurance. With the current agency, the policy would be about \$600 annually, including theft, liability, special events, etc. Kevin Perry asked that SCASF AA find out what the fee would be to annually add the hotel to the insurance. Tamy Garofano stated that the 2015 hotel only asks for a certificate showing special event insurance. Ken Cole stated that we need to review/update the Policies and Procedures Manual.

Action Item: Violette Hunter moved to purchase a policy including theft, liability and special events. Katie Harrison seconded the motion, which was unanimously approved.

Long Range Planning-

Discussion ensued related to budget, spending, membership, etc. related to SCASF AA in comparison to other states. Kevin Perry saw that building the budget was to be reviewed in 2014. Katie Harrison asked about the contingency line item and whether or not it is used. President Dowd wanted SCASF AA to consider using a zero budget moving forward.

President Dowd asked for any new business to be presented. ***After hearing no further new business President Dowd thanked the 12-13 Board for their hard work this past year, the meeting adjourned at 11:50 am.***

Respectfully Submitted,

Ellen Chiles

SCASF AA Secretary, 2012-2013

2012-2013
OFFICER AND COMMITTEE CHAIR
REPORTS

Annual Report

Sarah Dowd, 2012-13 SCASFAA President

In 2012-13 SCASFAA celebrated the “Oasis” the association provides to aid administrators “wandering through the desolate landscape” of federal regulations, office budgets, and daily student issues.

On June 4, 2012, Allison Sullivan passed the president’s gavel to Sarah Dowd during the transitional board meeting held at the Kinard Camp and Conference Center in Leesville, SC. Allison reported on the successful annual conference held in Charleston April 1 – 4, 2012. Highlights of her year included a successful College Goal SC event, new aid officers’ and directors’ level training events for SCASFAA members, and the implementation of *SCASFAA Scoop* the association’s blog.

At the end of the first day of the transitional board meeting, *on a voluntary basis only*, Executive Board members participated in a Ropes Course, which turned out to be both amazing team building experience, and afternoon entertainment. Pictures are available on SCASFAA’s Facebook page.

2012-2013 Officers:

Sarah Dowd, President

Ellen Chiles, Secretary

Allison Sullivan, Past President

Violette Hunter, Treasurer

Katie Harrison, President-Elect

Deborah Williams, Treasurer-elect

Kevin Perry, Vice- President

Alicia Hugee, Representative at Large

Following SCASFAA’s mission to promote the advancement of financial assistance programs and provide personal and professional development opportunities that embrace sound principles, practices, and ethics in aid administration, committees established their 2012-13 goals and presented those goals to the board at the transitional meeting.

Consumer Relations – Carol Parker, Chair, met with the SC Commission on Higher Education in mid-June and established a timeline for the annual College Goal SC event. The timeline allowed for more advance preparation and dissemination of information to the site coordinators which in turn allowed more time for planning and preparation. A goal was set to increase the number of sites offered in 2013.

Counselor Relations – Donna Quick, Chair, planned to: offer a late fall training event for guidance counselors, update the guidance counselor listserv and partner with Consumer Relations to provide College Goal SC information to guidance counselors.

Communications and List-Serve – Rosalind Elliott, Chair, planned to update SCASFAA’s policies and procedures to reflect new communication tools, as we moved from the newsletter format to the blog.

Electronic Services – Kevin Delp, Chair completed the move from ATAC to Wild Apricot, and fine-tuned the new website and its support features for membership and committees.

Global Issues (previously Diversity, renamed during discussion at the transitional board meeting) – Heather Swaminathan, Chair, requested “hot topics” from the Executive Board for various student populations. These suggestions will provide guidance in focusing her committee efforts for the year.

Conference – Ellen Green, Chair, already had 2013 conference planning well under way. Plans included a pre-conference workshop in conjunction with the Vice-President, a dynamic Opening Speaker, and of course, a federal trainer. The 2013 conference was April 7-10 in Greenville.

Site Selection – Tamy Garofano, Coordinator, was given the task of securing contracts for two sites. She was already at work on the 2014 conference site and had requested bids from several coastal locations.

In July Sarah Dowd attended the NASFAA Annual Conference in Chicago, IL.

In August Katie Harrison attended the SASFAA Executive Board Meeting on SCASFAA’s behalf in Atlanta Georgia.

During the second quarter, SCASFAA’s committees worked hard to provide training and support to all of the constituencies.

On September 21, 2012, the Executive Board met at Coastal Carolina University in Myrtle Beach in the brand new, state of the art President’s Box overlooking the Basketball Arena - - a great facility. Kevin Perry, SCASFAA’s Vice-President hosted the meeting.

Following SCASFAA’s mission to promote the advancement of financial assistance programs and provide personal and professional development opportunities that embrace sound principles, practices, and ethics in aid administration, our committees are currently working as follows:

Consumer Relations – Carol Parker, Chair, met with the site coordinators and implemented the new timeline for this year’s College Goal SC. The coordinators were preparing for the event and planned to begin disseminating information to high schools in November. College Goal SC was set for February 23rd.

Communications and List-Serve – Rosalind Elliott, Chair, updated the policies and procedures to reflect our new communication tools, and continued to manage SCASFAA Scoop.

Electronic Services – Kevin Delp, Chair created and provided a Wild Apricot training document to the Executive Board.

Professional Development – Kevin Perry, hosted the New Aid Officers’ Workshop on the campus of Charleston Southern University and provided training to 33 attendees on the beginning and intermediate level.

Conference – Ellen Green, Chair, issued a call for sessions and continued to plan the conference.

Site Selection – Tamy Garofano, Coordinator, secured the 2014 conference site in Myrtle Beach and began working on a site for 2015. SASFAA cautiously returned to planning conferences a little further out. Our thought was that this would allow more bargaining power and contracts with decreased costs and increased benefits to the membership.

During the third quarter, the Executive Board met February 18, 2013 at the Greenville Marriott. Ellen Green, Conference Chair hosted the meeting and provided a tour of the conference facilities. President –elect, Katie Harrison and Treasurer-elect, Deborah Williams attended the NASFAA Leadership Conference in Washington, DC in March. Zita Baree, incoming SASFAA President asked Sarah Dowd to serve on the 21013-14 SASFAA Board as Chair of the Ad-hoc Technology Assessment and Implementation Committee. The SCASFAA Executive Board approved Sarah’s participation in this capacity.

At that time, the committees were working as follows:

Consumer Relations – Carol Parker, Chair, The coordinators had disseminated information to high schools, planned their site agendas and amenities.

Communications and List-Serve – Rosalind Elliott, Chair, had updated SCASFAA’s policies and procedures to reflect our new communication tools and options for members, sponsors and exhibitors.

Global Issues – Heather Swaminathan, Chair, suggested speakers and sessions for the conference.

Conference – Ellen Green, Chair, announced ‘Cell Phones for Soldiers’ as the charity and began encouraging collection of unused cell phones for donation. She also announced a tentative list of conference speakers and sessions.

Site Selection – Tamy Garofano, Coordinator, completed a 2015 contract with Embassy Suites in Greenville, SC.

Nominations and Elections – Allison Sullivan, Chair, presented a tentative slate of candidates and facilitated a discussion of the needs of the association and difficulty in finding candidates whose employers support service to the association. A final slate was presented in March.

The last quarter of the 2012-13 year included the annual conference in April and Leadership Symposium in May. The Executive Board met April 7, 2013 at the Greenville Marriott, prior to the annual conference.

Consumer Relations – Carol Parker, Chair, completed College Goal SC on February 23, 2013 with 24 sites across the state and 944 students assisted. Each site presented an iPad as a door prize.

Communications and List-Serve – Rosalind Elliott, Chair, refined the procedure regarding article and announcement postings for members, vendor/sponsors, and non-vendor/ non sponsors. In her report on her committee’s work with communication strategies, she advised against using Twitter at this time. She recommended increased usage of the blog.

Global Issues – Heather Swaminathan, Chair, provided two speakers for the annual conference, Matt Jones, cancer survivor gave the keynote address which was motivational and provided strategies for staying productive in the financial aid office, and Greenville Yoga offered a concurrent session with Yoga poses and stretches that can be used in the office for alleviating stress and aches pains of office work and student confrontations. These sessions were in keeping with expanding “Diversity” beyond the limitations of culture or geography.

Professional Development – Kevin Perry, Vice-President and Chair, presented a Leadership Symposium in May on the campus of Coastal Carolina University. This training was concentrated on Customer Service and geared for administrative staff, but also made available to non-member stakeholders from other offices across our campuses. Featured speakers were Eileen Soisson, President of The Meeting Institute, and Gina Trimarco Cligrow, President of Carolina Improv Training & Entertainment. Attendees reported excellent presenters, great food and tremendous ‘bang for the buck’ from this \$25 Professional Development opportunity.

Program – Ellen Green, Chair, presented an excellent conference April 7-10 in Greenville. Attendees raised \$1,220 and donated more than 20 phones for ‘Cell Phones for Soldiers.’ The committee provided a wide variety of sessions.

Site Selection – Tamy Garofano, Coordinator, completed a P&P update which is a step-by-step guide to site selection. This portion of the P&P will prove to be an invaluable tool in the future.

Sponsorship – Katie Harrison, Chair finished the year 17.5% above the budget projections for sponsorship revenue, brought in several new vendors and established a great foundation for next year’s committee to build more relationships.

In May, Sarah Dowd visited the FASFAA conference and Katie Harrison visited the GASFAA conference to represent SCASFAA.

Respectfully Submitted,

Sarah Dowd
SCASFAA President
June 22, 2013



SCASFAA Committee Chair Annual Transition Report

Name of Committee	By Laws
Committee Chair	Ellen Chiles

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Katie Harrison	Continuing	Tuition Grants		Female	

2. Goals and/or Objectives **2012 - 2013**.

To ensure accuracy of the By Laws and Policies and Procedures governing SCASFAA's operating procedures and to update as needed; To finalize and distribute official meeting minutes in a timely fashion; To bring up to date the SCASFAA history document

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.

The By Laws Committee's goals and objectives are directly related to the mission statement and goals since the two primary documents maintained by the committee govern and provide guidance for the Association's business decisions and activities.

4. State the committee's activities and accomplishments during the past year which were significant.

Assisted the President and other Executive Board members with the decision-making process as it relates to appropriate and allowable actions based on the P&P Manual and got meeting minutes out in a timely fashion

5. What might this committee do differently next year? What did the committee find its greatest successes?

Greatest successes – See #4 above

Suggestions for next year – Now that I fully understand how to make updates and use the website I plan to be more timely with P & P changes in order to get the latest version out to the association as quickly as possible.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Yes – when needed, I relied on guidance from the former Secretary serving on the committee.

7. Was the level of support from the Executive Board appropriate? If not, please explain.
Yes – Executive Board provide more than adequate support and were as responsive as possible to my needs and requests concerning the Policies and Procedures Manual and other matters.
8. What was the major means of communication between your committee members?
Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?
E-mail communication is the most effective for the By Laws Committee.
9. Please provide your recommendations and suggestions for next year's committee.
I would like to post Executive Board Meeting and Business Meeting minutes to the website as they are approved instead of waiting to post them all at one time.

Continue to review the Policies & Procedures Manual throughout the year. As changes are suggested and approved, review the Association By Laws to ensure such changes are allowed under the current By Laws. If not, a change to the By Laws may need to be voted on by the membership.

Review minutes posting procedures of other associations (SASFAA, other state associations, etc.) to determine any improvements in the organization of the minutes.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Consumer Relations
Committee Chair	Carol Parker

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Sue Sims	New	Aiken Technical College			
Kevin Delp	New	Bob Jones University			
Lisa Jeffords	New	Central Carolina Technical College			
Terria Williams	New	Clatsin University			
Patty Hix	Continuing	Columbia International University			
Joe Durant	Continuing	Florence-Darlington Technical College			
Kimberly Ellisor	Continuing	Francis Marion University			
Deborah Stevens	Continuing	Horry-Georgetown Technical College			
Whitney McWhorter; Marti Weaver	Continuing	Midlands Technical College			
Missy Lutz Perry	Continuing	Piedmont Technical College- Newberry			
Deborah Williams	Continuing	Piedmont Technical College			
Violette Hunter	Continuing	USC TRiO			
Cindy Evans	Continuing	Spartanburg Community College			
Ashley Faubion	Continuing	Technical College of the Low Country			
Kevin Woods	Continuing	Tri-County Technical College			
Josephine Brown	Continuing	Trident Technical College			
Ken Cole	Continuing	USC Lancaster			
Julie Hadwin	New	USC Salkehatchie			
Bobby Holcombe	New	USC Union			
Selena Blair	New	USC Upstate			
Jean Boos	Continuing	Williamsburg Technical College			
Caroline Canty; Nakisha Dawkins	New	York Technical			

2. Goals and/or Objectives 2012 - 2013.

Increase number of College Goal locations to 25.
Implement timeline for SCASFAA and CHE activities related to College Goal SC.

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.

Timeline was implemented and was helpful.

4. State the committee's activities and accomplishments during the past year which were significant.

Increased number of locations from 18 to 22.

5. What might this committee do differently next year? What did the committee find its greatest successes?

Committee chair should insure that communications with committee come thru the committee chair.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Resources were sufficient.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

Yes

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

Primarily e-mail; some phone conversations; two meetings. These forms of communication were appropriate for this group.

9. Please provide your recommendations and suggestions for next year's committee.

Continue to fine-tune communication between CHE and SCASFAA.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Counselor Relations
Committee Chair	Donna Quick

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
None					

2. Goals and/or Objectives 2012 - 2013.

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.

The counselor relations committee is intended to help educate high school guidance counselors with regard to avenues for college funding. Counselors receive training on federal and state legislative changes that may impact college funding levels and are given training on filing requirements for the current year. This training is designed to educate Counselors so that they may help high schools students secure funding for higher education opportunities...a task that is directly related to the stated SCASFAA goals.

4. State the committee's activities and accomplishments during the past year which were significant.

The efforts of the committee were hindered by a communication issue that was not discovered until Fall. The blast e-mail communications being sent were going to a dead list-serv for high school counselors. The state migrated to a new list-serv that requires permission from the SC Department of Education to join. Further, many Counselor did not join the new list-serv making communication and coordination of the training events unsuccessful. Once this error was discovered efforts were made to coordinate training through a third party already offering training, however the event had already taken place. To address the communication obstacles, SCASFAA has partnered with SCACRAO to ensure the ability to communicate with high school counselors in the coming year.

5. What might this committee do differently next year? What did the committee find its greatest successes?

The coming year promises much better success as we have a way to communicate with high school counselors. Additionally, due to the many challenges that have become evident on a national level, there will be an NT4CM liaison available to help each state transition and

plan training activities. This position was designed to help educate state coordinators with best practices in regard to planning, marketing, and organization.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

It is difficult to answer this question based on the current year experience. There is a possibility financial resources may need to be increased to take advantage of suggested marketing opportunities, but that is speculative only at this point.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

Yes. When the communication challenges became evident the Board members immediately began offering alternative ideas for reaching the intended audience.

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

Once training dates and communication issues arose with counselors, I refrained from recruiting site coordinators and committee members. I communicated with NT4CM directly and began negotiations with SEA directly.

9. Please provide your recommendations and suggestions for next year's committee.

My recommendations for the coming year include close partnership with SCACRAO, taking advantage of the NT2CM liaison efforts, and recruiting site selection coordinators and training dates early. I would also encourage exploring the possibility of having one or more high school counselor from each training region on the committee.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Communications
Committee Chair	Rosalind S. Elliott

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Kevin Delp	Continuing	Bob Jones	Four Year Public		
Chris Davidson	Continuing	University of South Carolina	Four Year Public		
Michelle Upchurch	New	Limestone College	Four Year Public		

2. Goals and/or Objectives 2012- 2013.

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.

The committee worked to bring current news and updates to the SCASFAA membership to sustain the organization's professional reach.

4. State the committee's activities and accomplishments during the past year which were significant.

The committee updated policy and procedures to include separation of duties from the Electronics Committee. The SCASFAA blog was updated.

5. What might this committee do differently next year? What did the committee find its greatest successes?

The committee should consider next year thinking about the demographics of SCASFAA and incorporate a one page newsletter. The greatest success that the committee has seen is an increase in visibility of the blog.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed? **Yes.**

7. Was the level of support from the Executive Board appropriate? If not, please explain. **Yes.**

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

The most effective and most inexpensive way to communicate with members was by email.

9. Please provide your recommendations and suggestions for next year's committee.

I recommend that the committee chair begin a one page newsletter. Further recommendations include collaborating with the Sponsorship Chair and making members responsible for certain pages of the blog. I believe that it would be a good idea to revise the schedule of postings listed in the policy because it did not work since there will be times when members of the Executive Board will not have information to post.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Electronic Services
Committee Chair	Kevin Delp

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Joe Sample	New	Big State University	Four Year Public	M	C
Kevin Delp	Continuing	Bob Jones University	4 yr Private	M	C
Katie Harrison	Continuing	SC TGC	N/A	W	C
Missy Perry	New	Piedmont Tech	2 yr Public	W	C

2. Goals and/or Objectives 2012 - 2013.

The Goals for the Electronic Services Committee are:

- to carry out responsibilities delegated by the SCASFAA Executive Board.
- to ensure Committee chairs/coordinators have access to the SCASFAA website
- maintain current information on the website is accessible to SCASFAA membership
- Successfully transition from ATAC to Wild Apricot

- State the committee's activities and accomplishments during the past year which were significant.
SCASFAA website has been successfully transferred to Wild Apricot.
- What might this committee do differently next year? What did the committee find its greatest successes? Greatest success in getting each Committee Chair to "own" the webpage that he/she is responsible for. For instance: The Peer Support Chair created a Peer Support network to enable SCASFAA-wide participation.
- Were resources available to the committee adequate to accomplish its goals and objectives? Yes
- Was the level of support from the Executive Board appropriate? Yes
- What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?
- Please provide your recommendations and suggestions for next year's committee



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Global Issues
Committee Chair	Heather Swaminathan

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Sean Collum	New	Spartanburg Comm. Coll.	Two Year Public	M	C
Aria Simmons	Continuing	Midlands Tech	Two Year Public	F	AA
Allison Sullivan	Continuing	USC-Upstate	Four Year Public	F	C
Heather Swaminathan	Continuing	Tri-County Tech, then none	Two Year Public	F	C

2. Goals and/or Objectives 2012 - 2013.

a. Provide sensitivity training in the areas of culture, health, race, religion, gender, sexual orientation, multigenerational and education to the SCASFAA leadership and members, as it relates to each other, the community, and the students served.

b. Develop activities that support the recruitment and retention initiatives of SCASFAA, while continuously promoting activities to assist in developing diverse leaders.

c. Develop opportunities to further educate and involve SCASFAA members in community awareness activities.

d. Provide support and assistance on diversity related issues to the membership.

e. 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. 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.

The committee was focused on providing programs for the conference that related to issues brought up during the Transitional Board Meeting- namely, coping skills for stressful student/parent interactions.

4. State the committee's activities and accomplishments during the past year which were significant.

The committee name was changed from the Diversity Committee to the Global Issues Committee, to better express our goals. The term “diversity” is sometimes seen to mean only a portion of what we hope to address.

The committee coordinated the key-note speaker for the Sunday dinner, as well as a yoga/relaxation session during the conference. The cost of the yoga teacher was \$75, and the \$1000 cost for the key-note speaker was split with the Program Committee.

5. What might this committee do differently next year? What did the committee find its greatest successes?

I suggest that you get a clear idea of the conference schedule and what time allowances would be designated for speakers. I would not have considered such a costly keynote speaker if I had been aware of the small time slot. I think that nontraditional speakers like the yoga teacher offer a much better “bang for the buck.”

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Ideally, the chair (myself) would not need to leave her post for several months while under the impression that only active FA employees could serve on SCASFAA committees. I feel that I could have provided additional activities during the year that related to the goals for the committee- like fundraiser 5k participation or Hands on Greenville day.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

Yes

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

Most communication was completed through email, to avoid schedule conflicts and allow members to read and reply at their convenience.

9. Please provide your recommendations and suggestions for next year’s committee.

Get started earlier than you think is necessary- research ideas for speakers/events before you even take over as chair. Contact potential committee members as soon as possible so that you can begin planning. Time flies.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Legislative Relations
Committee Chair	Michelle Upchurch

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Rosalind Elliott	New	USC	Four Year Public	F	AA
Ken Cole	Continuing	USC Lancaster	Four Year Public	M	C

2. Goals and/or Objectives 2012__ - 2013__.

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. Federal and State updates were monitored on a regular basis. Important changes and information were posted to the blog.
4. State the committee's activities and accomplishments during the past year which were significant. Federal and State updates were monitored on a regular basis. Important changes and information were posted to the blog.
5. What might this committee do differently next year? What did the committee find its greatest successes? The committee might create its own page on the blog for quick reference for members on legislative changes.
6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?
7. Was the level of support from the Executive Board appropriate? If not, please explain. Yes.
8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective? The Legislative Relations Committee did not have any formal meetings. All communication was handled through e-mail. E-mail communication was the most adequate means of communication for this committee.
9. Please provide your recommendations and suggestions for next year's committee. I suggest subscribing for as many updates as possible. I also suggest joining SASFA and the SASFA Legislative Relations Committee. This is where I received the most up to date and accurate information to forward on to the SCASFAA membership.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Peer Support
Committee Chair	Kenneth T. Cole

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Kenneth	Cole	USC – Lancaster	Public (2 year)		
Rodney	Walton	PNC Bank	Private Lender		

2. Goals and/or Objectives 2012 – 2013.

The following Goals and Objectives summarize those outlined in the Long Range Plan 2009-2014 located on the website that are specifically relevant to Peer Support:

III. Communication and Collaboration

2. Collaboration

1. Goal: Ensure that all Association publications and other methods of information dissemination enhance and/or encourage individual communication and information sharing among the members.
 1. Objective: Review the Association's Newsletter format annually to determine opportunities that are believed will best encourage contribution and information sharing among the membership.
 2. Objective: Actively seek, on an ongoing basis, participation among all categories of the membership both in the development of and participation in Association professional development and training activities.
 3. Objective: Actively seek, on an ongoing basis, to provide service opportunities that address the needs and the interests of all sectors of the Association as equitably as possible.
 4. Objective: Review at least every five years Association opportunities for providing individualized professional support and/or mentoring among the membership and attempt to insure that a viable communications tool is always available.

The following details from the Policy and Procedure outlines the responsibilities of this committee:

The Peer Support Network Committee is a Non-Standing Committee.

1. This committee will provide a structured professional assistance directory which facilitates opportunities for SCASFAA members and related professionals to seek assistance and direction.
2. The site will be reviewed annually to ensure that topics and volunteer information are current.
3. Upon completion of his/her term in office, the committee chairperson shall forward one set of all appropriate records and materials to the incoming chairperson and one set to the Secretary of the Association for addition to the Association Archives.

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.

SCASFAA Mission Statement:

“The South Carolina Association of Student Financial Aid Administrators (SCASFAA) is a community of professionals promoting the advancement of financial assistance programs as an essential part of student access to and choice in post-secondary education. In a collaborative effort, SCASFAA provides personal and professional development opportunities that embrace sound principals, practices, and ethics of aid administration. SCASFAA develops future leaders by actively involving all of its members in an environment of mutual respect, cooperation, and support.”

The Peer Support committee in 2012-2013 promoted the collaborative efforts of SCASFAA to provide personal professional development by supporting, updating and maintaining the existing Peer Support Network. This network of volunteers from across all sectors of SCASFAA's membership provides professional and experienced answers to financial aid questions posed by the members. The committee created a more efficient means of communication with the Peer Support Network. Also, the Peer Support network was updated with current topics, new volunteers were requested and new members were informed of the existence of the Peer Support network. In this way the Peer Support Network Committee “promoted the development of future leaders by actively involving all of its members in an environment of mutual respect, cooperation and support.”

4 State the committee's activities and accomplishments during the past year which were significant.

The Peer Support Committee's goals for 2012-2013 were:

1. To renew the Peer Support Experts list. <COMPLETED>
2. To add new relevant topics and eliminate old topics. <COMPLETED >
3. To make the Peer Support network restricted to only members of SCASF AA (unable to be accessed by anyone using the website). <COMPLETED>
4. To construct a simple database of each expert's name, topics of expertise, and e-mail address (preferably connect to the Membership directory). <PARTIALLY COMPLETED>
Outstanding: Not connected to Membership Directory.
5. To create an online support form page that sends an e-mail to all experts for a particular topic with the text of the question. The person sending the request would get a copy of the e-mail, but e-mail addresses of those experts copied would not be included. This would be pulled from the above mentioned database. <PARTIALLY COMPLETED>
Outstanding: Not connected to Membership Directory.

The Peer Support Committee has worked to make the following changes:

Update Peer Support Topics (see print out of website or list)

Contacted all prior year Peer Support Volunteers and request their continued participation.

Contact all current SCASF AA members and ask for new volunteers.

Update Volunteer List on SCASF AA Peer Support Network Page.

Reorganized List in excel format for easy access

Note: issues with opening file and login info.

Revised SCASF AA Peer Support Network Page:

Added an e-mail tool to send a single e-mail to scasfaapeers@gmail.com

In this form you can select which topic you have question about.

This e-mail goes to a single source, who then forwards the e-mail to the volunteers who specialize in that topic.

This additional tool is an option, and contacting volunteers directly is still available.

Added a "Volunteer for Peer Support" link that sends an e-mail to the chair and let you select up to seven topics.

5. What might this committee do differently next year? What did the committee find its greatest successes?

Update Volunteer Activity for each Member on the website to include the Peer Support topics for which they volunteer.

Create a simplified Peer Support list for quick and easy reference.

Our greatest success was updating the Peer Support Network and creating a new e-mail system for members to submit requests. Unfortunately this latter tool has not been used by our membership and the means of accomplishing Peer Support should be re-evaluated.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Funding was sufficient.

7. **Was the level of support from the Executive Board appropriate? If not, please explain.**
Yes
8. **What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?**
E-mail. These were adequate.
9. **Please provide your recommendations and suggestions for next year's committee.**
To maintain and promote the Peer Support Network.
To request volunteers to report of any requests of Peer Support sent to them directly.
To survey the membership with ideas of improvements that could be made to Peer Support to determine their interest in such improvements.
To evaluate the use of the Peer Support network at the end of the year to determine if a committee is needed to maintain this for future years.

SCASF AA Conference Committee

12-13 Annual Conference

The Annual SCASF AA conference was held April 7-10, 2013 in Greenville, SC at the Greenville Marriott Hotel. The committee utilized electronic and phone meetings to save both time and budget funding. The committee was members were:

Ellen Green, Chair	Gina Miles
Kimberly White-Grimes	Jessica Bagwell
Aria Simmons	Diana O'Bryan
Heather Swaiminathan	Sarah Dowd, ex officio
Sean Collum	Violette Hunter, ex officio
Traci Singleton	Katie Harrison, ex officio
Tamy Garofano	

The charity for the meeting was Cell Phones for Soldiers. Thanks to the generosity of the Association for the donations for the silent auction and the 50/50 raffle, SCASF AA donated \$1,220.00 to this worthy organization. (SCASF AA donated \$227.00.)

Participants were provided a SCASF AA jump drive with the Policies/ Procedures and by laws pre-loaded. Committee suggests that the board mention these jump drives to be updates when changes to either document are approved.

The opening speaker was a joint presentation with the Goble Awareness Committee and partially funded by that committee.

The total costs for the conference were **\$27,226.48**.

Marriott expenses (to include guest rooms)	\$23,410.96
Conference Supplies	\$ 1,128.18
Conference Awards and Programs	\$ 1,762.76
Additional for Charity	\$ 227.00
Speaker and guest expenses	<u>\$ 697.58</u>

There were only 14 evaluations completed. On a scale of 1 – 10 (10 being the highest) the average sessions were rated at 8 +. Suggestions for other conference sites were Columbia, Hilton Head, Myrtle Beach and Charleston. A detailed breakdown will be provided to the incoming conference chair.

Respectfully Submitted,
Ellen Green,
12-13 Conference Committee Chair.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Site Selection
Committee Coordinator	Tamy Garofano, MSM

1. Committee Membership and Institutional Affiliation.

Name	New/Continuing	School/Agency	Type of Institution
Tamy Garofano, Coordinator	Continuing	TG	Guarantor
Sarah Dowd, President	Continuing	Tri County Technical	Technical College
Sul Black	Continuing	Benedict College	4-Year Private
Elizabeth Daniel	Continuing	Great Lakes	Servicer/Guarantor
Lisa Jeffords	New	Central Carolina Technical	Technical College
Earl Mayo	Continuing	SC Tuition Grants Commission	State Agency
Elizabeth Milam	Continuing	Clemson University	4-year Public
Carolyn Sparks	Continuing	Wofford College	4-Year Private
Casey Wallen	Continuing	National Education/ASA	Servicer/Guarantor

2. Goals and/or Objectives 2012 - 2013.

- A. Attempt to have representation from all sectors serve on the committee.
- B. Gather and prepare comparison information on at least 3 potential conference sites for both the 2014 and 2015 annual conferences. President Dowd requested a Myrtle Beach site for 2014 and a possible Greenville/Spartanburg site for 2015.
- C. Secure site for 2014 Conference by the fall board meeting. This includes obtaining a signed contract when board selects a conference site.
- D. Secure site for the 2015 Conference by the spring board meeting. This includes obtaining a signed contract once board selects a conference site.
- E. Perform a thorough review and make any revisions necessary to the Site Selection Committee policy.

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.

The committee's goals were completely in line with the SCASFAA's mission and the Executive Board's goals.

4. State the committee's activities and accomplishments during the past year which were significant.

The committee was able to secure a site for the 2014 Conference at the Sheraton

Convention Center in Myrtle Beach, SC and a site for the 2015 site at the Embassy Suites in Greenville, SC. The committee updated a very outdated policy and procedure and included 3 addendums specific to site selection practices.

5. What might this committee do differently next year? What did the committee find its greatest successes?

Securing excellent sites that will result in reduced cost to the association for the next 2 years and revision of the policy.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

There was adequate resources provided; however, the committee did not spend the \$1,000 allocated in the 13-14 budget.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

The committee received plenty of support from the Executive Board, especially President Dowd.

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

The committee primary communicated via conference calls and e-mails and it was more than adequate.

9. Please provide your recommendations and suggestions for next year's committee.

I would encourage the committee to not have site visits by the whole committee but just the committee chair and I would encourage the committee to keep the policy current and make any changes/recommendations necessary. I would encourage the committee to secure 2 years of sites for the conference. There is great benefit to the association to chose the sites two years out by reduced costs from the specific sites and better date selection.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Sponsorship
Committee Chair	Katie Harrison

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Kevin Perry	C	Coastal Carolina Univ.	4-year public	M	W
Sarah Dowd	C	Tri-County Tech College	2-year technical	F	W
Teri Karges	N	Charleston Southern	4-year private	F	W

2. Goals and/or Objectives 2013 - 2014.

Review current SCASFAA Sponsorship Policy, in addition to the policies of other state associations, in order to recommend sponsorship packages that mutually benefit potential sponsors and the Association.

Solicit input from Executive Board concerning Sponsorship policy and present recommended packages and a la carte options to the Board for approval.

Work with Electronic Services chair to ensure appropriate information and forms are accurate and available on SCASFAA website.

Work with Electronic Services and Communications chairs to ensure placement of banner ads on website and blog for sponsors who choose advertising options.

Contact potential sponsors to inform them of sponsorship opportunities. Follow up as needed throughout the year.

Assist sponsors as needed with arrangements for conference exhibits; ensure sponsors are appropriately recognized during conference business meeting.

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.

SCASFAA recognizes our sponsors as full members of the Association. Not only does their financial support allow us to provide essential training and professional development opportunities, we also solicit their input as active members and benefit greatly from their work on committees and their contributions to the conference and through our blog.

4. State the committee's activities and accomplishments during the past year which were significant.

Secured \$11750 in sponsorship revenue from 12 sponsors. This revenue exceeded the goal by 17.5%.

Revamped sponsorship options to include more options than previously offered.

Revised Sponsorship Policy 107.9, cleaning up some inconsistencies and outdated information, as well as generalizing sponsorship package options so that the P&P does not have to be updated every year with that year's options. Instead, the sponsorship packages and rates approved by each year's Executive Board should be recorded in the minutes, in addition to preserved for the archives.

Visited and followed up with companies who exhibited at the SASFAA regional conference, which resulted in three of the twelve sponsorship commitments.

5. What might this committee do differently next year? What did the committee find its greatest successes?

Continue to streamline process of posting electronic information on behalf of sponsors.

Ensure sponsors are set up in a more highly visible area at the annual conference, and work with the conference chair to make sure they are involved and have better opportunities to speak with conference attendees and guests.

Greatest success was to keep an open line of communication with all sponsors and potential sponsors throughout the year and sending follow-up information about sponsorship opportunities as needed.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Yes, resources were adequate.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

Yes, I received appropriate and meaningful support from the Executive Board.

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

E-mail and telephone conversations were the primary means of communication, and both were effective.

9. Please provide your recommendations and suggestions for next year's committee.

At the highest sponsorship level, include one complimentary conference registration (Board has already approved this). Registration will need to be manually processed in Wild Apricot.

At the request of several sponsors, provide a final list of conference attendees as part of each sponsorship package. This information helps them to complete required reports and is not necessarily used for marketing purposes.

Sponsors are split regarding whether the conference registration fee should be included with the sponsorship package. There was some confusion this year when a few sponsors thought they had already paid for conference registration when they submitted their sponsorship fee. Combining the two causes some potential issues for our treasurer and conference chair. The main issue for sponsors is that they have to request separate payments from their main offices for each separate payment.