



South Carolina Association of Student Financial Aid Administrators
Fall Board Meeting
September 16, 2013
Myrtle Beach Sheraton Hotel & Convention Center
Meeting Room 101

Present:

Nikki Merritt
Missy Perry
Elizabeth Milam
Carolyn Sparks
Ellen Chiles

Kenneth Cole
Ken Bernard
Kevin Perry
Katie Harrison
Melanie Gillespie
Kevin Delp

Allison Keck
Sarah Dowd
Traci Singleton
Nancy Garmroth
Deborah Williams

Absent:

Michelle Upchurch
Violette Hunter
Josephine Brown
Donna Quick

President Harrison welcomed everyone and called the meeting to order at 10:33 AM. A quorum was established with a majority of voting members present.

Action Item: Approval of June 2013 meeting Minutes

Ellen Chiles reviewed the dates of distribution of the June 2013 minutes. Ellen received corrections, which were made in accordance with parliamentary procedures. The minutes stand as corrected and have been published to the SCASFAA website.

Action Item: Record results of 2013-2014 Budget vote (approved unanimously August 16, 2013)

President Harrison reviewed the results of the electronic vote concerning SCASFAA's operational budget for 2013-2014, as presented by the Budget Committee. After an open period of discussion via email, the budget was unanimously approved August 16, 2013. Written documentation of the approval was provided to the Secretary for recordkeeping.

Report of Officers

President-Katie Harrison

President Harrison provided a letter of acknowledgement from the Navy Seals Foundation that our contribution was received. During the first weekend of August President Harrison attended a SASFAA Board meeting. SASFAA is also dealing with creative budget crafting and one decision was that SASFAA raise their conference fee this year. President Harrison is working with Past President Dowd's suggestion of getting the state presidents more involved, especially as they are voting members of the SASFAA Board. State Presidents met and will work together on training for each incoming state president elects as well as a timeline that will assist throughout the year. Additionally, state presidents are continuing to work on planning an inter-state conference visitation schedule for all SASFAA state presidents.

In addition to SASFAA duties, President Harrison has been assisting in the preparations for the financial review, working on the Wild Apricot database, securing conference guests and participating with the program and professional

development committees.

President-Elect-Kenneth Cole

Ken has been working on the 2014-2015 transition meeting. Ken will attend the SASFAA conference in February and will be assisting with conference AV needs.

Past President-Sarah Dowd

See report attached. Sarah received correspondence from Bob Godfrey stating appreciation for presenting him with SCASFAA lifetime membership. Sarah also received a letter of thanks from the Florence Darlington scholarship recipient. She shared both of these with the Board. Sarah also reported on her current work with the SASFAA Board and asked for any input regarding communications at the SASFAA level, which she will share at the regional level.

Vice President-Kevin Delp

See report attached.

Secretary-Ellen Chiles

See report attached.

The current By Laws state that only the Treasurer is bonded, however our insurance policy states that every member of the board is covered under our bonding/employee theft policy. The By-Laws need to be updated to reflect the association's standards for asset protection. *Ellen will work on the verbiage to present at January meeting for approval. The membership will be asked to vote on the proposed change to the By Laws in the spring, in conjunction with the election of officers.* Discussion was held on when to begin archiving and how to go about setting up the process. Ellen will build committee based on interest for that task.

Treasurer-Deborah Williams

See report attached.

Discussion was held regarding ASCAP and BMI as to why it had to be paid and that reporting must be completed quarterly if music, images and videos were used during the conference. If it is paid yearly we would need to decide where to expense this line item. *Sarah Dowd moved that we follow SASFAA and place it under the treasurer's expenses (line 105), as it is a current expense that will be paid each year. Ken Cole seconded motion. The Board unanimously voted in favor of the motion, which then carried as such.*

President Harrison mentioned that she visited Wells Fargo for online banking set up, during which time she was required to set up a debit card. Discussion was held regarding opting out of receiving debit card or including verbiage in the financial report instructing future officers to destroy the card upon receipt.

Treasurer-Elect-Melanie Gillespie

Melanie is diligently working with both Deborah Williams and Nancy Garmroth for training and to be set up on Quick Books for all deposits, checks, reconciliation, etc.

Member-at-Large -Michelle Upchurch

Absent-no report provided.

President Harrison provided a quick membership update. Per Wild Apricot SCASFAA has 279 renewed members, there are 22 honorary and lifetime membership which brings current membership to 301. 141 people are listed as overdue for renewal. For 2013-2014, there are currently 15 new members, each of whom has personally been contacted by Michelle.

President Harrison called then called for a break at 11:24 am. The meeting reconvened at 11:36 am.

Reports by Committee Chairs

Annual Conference/Program (Standing)-Kevin Perry

The committee met last week and agreed to increase the price of conference registration from \$150-\$195 in an attempt to move SCASFAA towards becoming more self-sustaining. A one day rate will not be offered this year. One major cost saving effort is to avoid hosting a large dinner, thereby the awards banquet will be moved to a lunch meeting.

President Harrison informed the Board that she has secured NASFAA training, and David Bartnicki is scheduled to be SCASFAA's federal trainer. Additionally, NASFAA President Justin Draeger is scheduled to attend and present as well as NCASFAA President Rachel Cavenaugh. President Harrison will ask that a representative from the charity present a session or speak at the luncheon. President Harrison would also like to ask Lisanne Masterson, scheduled to come in for Pre Conference Leadership Symposium, to potentially stay for an extra day and present a concurrent session if time allows.

All breaks will be in vendor area, to encourage sponsorship communication and involvement. Committee members will have tshirts Monday and Tuesday in order to be recognized for questions and directions. Tshirts will also be available for purchase and all proceeds will be given to the charity. President Harrison brought up the pre-conference Leadership Symposium, offered to mid-level staff. On the first day of the conference, from 10 am until 3 pm, the Leadership Symposium will take place, possibly off site. Discussion was held regarding the timeline of this workshop and how to proceed with the Spring Executive Board Meeting. *After discussions, the Board decided to begin the Spring Board meeting at 8:30 am on Sunday March 30th.*

Consumer Relations (Non-Standing)-Josephine Brown (absent)

President Harrison handed out flyers for College Goal SC 2014. This year College Goal SC has been expanded throughout February and includes additional sites, including high schools.

Counselor Relations (Non-Standing)-Donna Quick (absent)

On Donna's behalf, President Harrison asked the Board if this committee should continue its efforts to prepare an additional training opportunity or should those efforts be focused elsewhere. This suggestion comes after the realization that there are currently free, online training opportunities available through CHE to counselors and mentors. These modules offer recertification credits. Discussion was held regarding refocusing the objectives of Counselor Relations committee. President Harrison stated concern that SCASFAA is only now privy to this information after she attended a CACRAO workshop for work. There is concern that SCASFAA was not approached regarding input or suggestions for this information from CHE. After discussion, the Board decided to refer this issue back to the Counselor Relations committee to investigate the accuracy of the online modules and to poll a small number of guidance counselors to see what their needs are.

Communications (Non-Standing)-Allison Keck

See report attached.

Electronic Services-Missy Perry

Missy will continue to make necessary changes to the SCASFAA website and *asked for a brief description of what each committee is doing along with a list of committee members.*

The Board then took a short recess at 12:13 pm to distribute lunch, and the meeting reconvened at 12:26 pm

Reports by Committee Chairs (Continued)

Global Issues (Non-Standing)-Traci Singleton

The Global Issues Committee met last week and want to focus on the issue of mental health on college campuses. Traci and her committee plan to send out their first blog this week. Traci will reach out to NAMISC for a conference speaker possible speaker on behalf of the charity.

CHE Advisory (Non-Standing)-Violette Hunter (absent)

Absent, see report attached.

President Harrison reiterated the concern of missed opportunities that CHE should have contacted us regarding the counselor training opportunity. It has been reported that a Residency Committee is in the works, and SCASFAA should be involved. SCASFAA needs to also be proactive in seeking information that they have available and would like to involve the CHE staff.

Legislative Relations (Standing)-Ken Bernard

Ken is working to get information out to the membership, and *asked that the Board provide him with any information they see that the membership should be privy to.*

Long-Range Planning-Elizabeth Milam

Elizabeth feels that her committee will need to thoroughly review the information that Nancy provides related to financial planning in order to move forward. Elizabeth is in the process of seeking volunteers to complete her committee.

Peer Support (Non-Standing)-Michelle Upchurch (absent)

No report provided.

Site Selection (Non-Standing)-Carolyn Sparks

See report attached.

Carolyn plans to form her committee in the coming month and will also provide a blog entry to Allison. Carolyn has the task of planning a site for SCASFAA's 50 year anniversary. There is interest in holding the conference at the coast, Carolyn will review all aspects as she wants to do what is best for the membership as a whole.

Sponsorship-Nikki Merritt

See report attached.

Two sections of the Policy and Procedures Manual need review. Currently employees of sponsoring agencies are prohibited from serving on the sponsorship committee. This needs to be reviewed and possibly updated as the Board sees fit. President Harrison feels that those sponsors who have expressed interest in this committee want to be able to provide more input into what is offered to them. *Nikki will work on wording to the section and will present to the Board via email. Additionally, Nikki will work on wording to the Policy and Procedure Manual in order to offer a Complimentary Conference Registration to any sponsor that pays the \$2000 tier.* Nikki plans to send out an email to any and all sponsors and exhibitors to seek out additional conference vendors. To date, three sponsors are current for 2013-2014.

Financial Planning (Ad-Hoc, Non-Standing)-Nancy Garmroth

President Harrison thanked Nancy for all of her dedication and hard work already put towards this task.

Nancy presented her extensive work and provided a Financial Review (see attached report). Nancy informed the Board of various issues and aspects found throughout SCASFAA's financial records, including such items as: Aging Receivables, renaming the Audit Guide (found in the Policies and Procedures Manual), suggestions for meeting minutes, transition procedures, credit card expenditure report, etc. Nancy took the time to review suggested changes needed to Wild Apricot such as the setup of membership activation. Nancy also went over several needed Policy & Procedure Manual additions and updates and also gave the Board insight as to the features and various aspects of QuickBooks.

At 1:34 pm President Harrison asked that the meeting break for the tour of the hotel and convention center. The meeting reconvened at 2:24 pm.

Financial Planning (Continued)-Nancy Garmroth

Nancy continued by reviewing the Proposed Guide to Financial Planning. The Board thoroughly reviewed the Guide to Investments portion of the guide. Nancy reviewed current assets that SCASFAA has and made recommendations as to options and possibility for investments. Nancy also provided detailed information obtained from a financial planner she met with regarding best all-around options for SCASFAA. Nancy reviewed the changes to the Policy and Procedure Manual that will need to be updated to correlate to the newly made Guide.

President Harrison asked the Board for a motion to approve the changes set forth. *Kevin Delp moved for approval of the Guide to Financial Management and the Office of the Treasurer. The motion was seconded by Deborah Williams. The Board unanimously voted to approve the changes.*

President Harrison reviewed the findings of the financial review and also detailed to the Board how many of those findings have already been resolved. *Melanie Gillespie made a motion to approve the 2012-2013 Financial Review as presented. Sarah Dowd seconded, and the motion was approved.*

President Harrison provided the Board with a potential addition to the SCASFAA Policy and Procedure Manual related to the Financial Planning Committee. Discussion was held related to the addition and the duties outlined. *Ken Cole moved*

to approve the addition to the Policy and Procedure Manual and Melanie Gillespie seconded the motion. The motion carried and changes will be made to add Section 114.2-u.

Unfinished Business

President Harrison brought up for discussion the payment of dues being mandatory for a member to be active on Wild Apricot. President Harrison asked Deborah Williams and Melanie Gillespie to look into online payments, and asked Nancy Garmroth to look into incorporating PayPal as a payment option for SCASFAA just as SASFAA has set up.

Brief discussion was held regarding the option of offering an administrative professional's training/workshop later in the year. *Kevin Delp will present the idea to the Professional Development committee for discussion.*

New Business

President Harrison will send out an email to the membership in the coming weeks as a call for nominations for SCASFAA awards: Emerging Leader, Achiever and Fearless Nine.

Nancy asked the Board what terms were wanted for the Short Term Investment. Discussion followed and it was decided to set up the 35-65% option for SCASFAA's short term investment. *Ken Cole approved the motion and Sarah Dowd seconded. The motion carried and Nancy will have her committee make the updates and have the short term investment set up at 35-65%.*

President Harrison reminded the Board that the next meeting will be held January 31, 2014 at 10:30 am at the South Carolina Student Loan Building in Columbia. President Harrison then wished the Executive Board safe travels and adjourned the meeting at 3:48 pm.

Respectfully Submitted,

Ellen B. Chiles

Ellen B. Chiles
SCASFAA Secretary 2013-2014

OFFICER & COMMITTEE CHAIR
REPORTS

Past President's Report – Sarah Dowd

Since the transitional board meeting in June, I have participated as a member of the Nominations and Elections Committee of SASFAA, representing SCASFAA. I have also initiated the work of SCASFAA's 2013-14 Nominations and Elections committee.

SAFSAA

This committee has met three times and has built a list of possible candidates which includes names from SCASFAA. A request for candidates will be issued to the SASFAA membership soon. The results of that request will increase the list of potential candidates.

SCASFAA

Following the timeline given at the transitional board meeting, the following actions have occurred.

August

-build committee

Membership search performed several times throughout the month. I have received responses from all but one or two volunteers and have sent invitations to a few others to try to increase diversity in several key areas. I am still waiting for one or two responses.

September

- committee meeting

The committee will meet by phone in late September. Committee members are still trying to find the date which allows for the most participation. The agenda for this meeting includes the timeline and any changes needed; P&P provisions for conducting the election and determination of the need for change; whether or not to use a nominations form; possible candidates.

- build recommendation form A draft form has been submitted to committee members, and is attached for discussion. It is a download and only meant to serve as basis for discussion and creation of a form SCASFAA can use. Input from the Executive Board will be given to the committee.

October

- solicit membership for nominations

November

- blog post regarding nominations and qualifications of candidates

- final call for nominations

- committee meeting

- contact nominees with related duties and commitments

December

- finalize slate

January

- present slate to Board for approval

- notify candidates and request bio

February

- arrange for electronic election
- distribute bios to membership

March

- open election

April

- conclude election
- announce results
- post results to membership

May

- prepare / submit annual report

June

- transition

Respectfully Submitted,

Sarah Dowd
Past-President
September 9, 2013



SCASFAA Committee Chair Report

Name of Committee	Professional Development
Committee Chair	Kevin Delp

1. Committee Membership and Institutional Affiliation.

Member	School/Agency
Joe Sample	Big State University
Kevin Delp	Bob Jones University
Katie Harrison	SC TGC
Tamy Garofano	TG
Jennifer Williams	Clemson
Donna Quick	Columbia College
Aryn Thompkins	Wesleyan College
Sylvia Jones	Wells Fargo
Susan Young	Bob Jones University
Ted Cheadle	Bob Jones University
Melanie Gillespie	Southern Wesleyan
Allison Keck	Greenville Tech
Jessica Bagwell	SC TGC
Gena Miles	SC TGC
Bonnie Carson	USC Upstate

2. Goals and/or Objectives 2013 - 2014.

The Goals for the Professional Development Committee are:

- to carry out responsibilities delegated by the SCASFAA Executive Board.
- to have a successful New/Intermediate Aid Officers Workshop in the Fall
- to have a successful Leadership Symposium in the Spring

3. Current Update

The Professional Development Committee convened via teleconference on July 17th. Many decisions were made during this phone conference.

- Date of New/Intermediate Aid Officers Workshop(N/IAOW) – November 4,5
- Place – Columbia College

- c. Proposal to include both New and Intermediate Aid Officers and that there would be 2 tracks of workshops (one for each level)
- d. Decision to not use the NASFAA CORE materials based on cost, need to adapt long presentations to a shorter time frame and individual presenters, presenters will be able to make sessions more exciting and interactive
- e. Discussion of having David Bartnicki present at the Workshop (UPDATE: this was not feasible with his schedule. Katie H. was checking to see if David could send us a video of himself instead)
- f. Topics for N/IAOW were suggested after the teleconference via email
- g. Gifts for attendees – A few gifts were suggested like tote bags or water bottles. BUT the committee decided on flash drives
- h. Tamy G volunteered to research hotel accommodations and Spring Hill was chosen
- i. Presenters will be Donna Quick, Melanie Gillespie, Susan Young, Elizabeth Milam, Ted Cheadle, and Ken Bernard. Katie Harrison will also present SCASFAA information during lunch.

Leadership Symposium update

- Sunday March 30th (pre-conference)
- 2 presenters/speakers – Dr Fred Miller and Lisanne Masterson



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	Gender
Katie Harrison	Continuing	Tuition Grants	Female
Vivian GayLord	Continuing	Lander	Female
Thomas Ard	Continuing	Greenville Technical College	Male
Natasha Brazier	Continuing	Central Carolina Technical Coll	Female
Earl Mayo	Continuing	Tuition Grants	Male

2. After the previous Board meeting the minutes were sent out and after a period of 2 weeks, changes were made and the minutes were posted as official. This will allow for previous minutes to stand and corrections/edits can be made closer to the time of the meeting. This process seemed to work very well.

3. I plan to contact my potential committee members after meeting with President Harrison and determining an exact date and time that we will begin the archiving process in Columbia (possibly after the next Board Meeting)

4. Upon determining the committee, I will ask that they assist in reviewing the Policies & Procedures Manual throughout the year.

Counselor Relations Board Report

09-16-2013

Chair: Donna Quick

Summary: The role of the Counselor Relations Committee in the past has been to provide state-wide training to HS Counselors utilizing the National Training for Counselors and Mentors (NT4CM) program available through the Department of Education. The reality is that HS Counselors have multiple training opportunities throughout the year to receive Financial Aid training; to the point that NT4CM training may not now be the necessity it has been in the past. Of particular note is a far more extensive program that is offered through CH, SC Can. This program curriculum was developed by the Southern Regional Education Board and offers extensive continuing education credits for Counselors that participate in their modules. It is extremely comprehensive and Counselors can choose module relevant to their specific questions or take them all. This program is free and does not require travel. It is a much more comprehensive product than NT4CM and has already filled up for the first module.

I've already spoken to Katie and discussed that based on feedback from Counselors I had reached out to it seemed that there was no interest or support in offering 3 training sites for the NT4CM curriculum this year. My question now becomes, do we want to offer a training anyway- most likely in the Midlands, or do we forgo that location as well. Based on what I have been hearing and the information I've gathered as I reached out to various HS organizations this year, it seems that this committee may be better served to shift emphasis away from a state-wide training and focus on other areas of partnership with our HS counterparts.

Ideas:

In chatting with a few people on the committee the following thoughts have already been presented toward rethinking what we can do to aid Counselors.

- Organize and communicate a volunteer bureau for Financial Aid night speakers. The tentative idea is to offer a breakdown by county of Financial Aid personnel available to speak at financial aid related events during the year. This information would be available to all HS Counselors on the public areas of the website. Each volunteer link would contain bios and contact information.
- We do have access to the listserv for the state again and enrollment has increased. Do we want to e-mail a periodic newsletter of sorts with relevant financial aid information? Each member of the committee could be charged with drafting an article/newsletter that could be sent out to Counselors.

Questions:

- Do we move forward with one training location this year?
- How do we reconfigure the purpose of this committee to best aid high school counselors?
 - The role of this committee is limited to the NT4CM training events per the SCASFSA policy and procedure guidelines. Should we decide that the training events are no longer a primary role (or offered at all), a change to the P&P will be required.

Donna Quick, Chair

Communications Report

September 16, 2013

Allison Keck

- Facebook – keeping up with post
- Blog – really haven't done too much with the blog. Work is starting to slow down and I will be able to focus more on that.
- Keep up with the SCASFAA Gmail accounts

No committee formed yet

SCASFAA Electronic Services Committee

Fall 2013

- The SCASFAA Electronic Services Committee has been formed and will begin reviewing the entire SCASFAA website over the next month.
- Officers and committee chairs have been updated (July).
- Banners have been updated (website and blog).
- Please submit a list of committee members and a **brief** description of your committee to Missy (perry.m@ptc.edu) for the website.
- Committee will be responsible for coordinating AV at the conference.
- We would like to have a volunteer from a private school for the committee!

Committee Members:

Kevin Delp, Bob Jones University

Cynthia Henley, Greenville Technical College

Noel Brock, Discover Student Loans

Kevin Perry, Coastal Carolina

Respectfully submitted,

Missy Perry

Electronic Services Chair

Global Issues Committee

September 16, 2013

The Global Issues committee met via conference calls to discuss our plans for the 13-14 year. The committee members have agreed to use President Harrison's proposal to focus on mental health issues on college campus. We will send out blogs monthly/bi-monthly to the association. Our first blog will be sent out the week of 9/16/13. The first blog message will highlight suicide prevention since September is Suicide Prevention Month. Also, Pres. Harrison has sent an e-mail to a representative at NAMI with questions about their organization. We will be reaching out to them for a possible speaker and the association's charity for the conference. More information will be forth coming.

An e-mail was sent to all members that listed Global Issues on their volunteer list. To date, I have 3 members that responded. Two were on the conference call with me and one was not available. To date, the following are members of the Global Issues committee:

Kimberly White Grimes, Trident Technical College

Allison Sullivan, USC Upstate

Heather Swaminathan

I will continue to reach out to SCASFAA members to join our committee.

Traci Singleton, Chair

Global Issues Committee



2013 - 2014 SCASFAA Advisory Council to CHE Report
SCASFAA Board Meeting
September 16, 2013

Committee Members:

Ed Miller

Elizabeth Milam

Violette Hunter

The committee consists of the above named members. More members may be added. We plan to meet in October. I will share specific committee goals once outlined. We will also work closely with the Program committee concerning SCASFAA's needs related to the CHE conference presentation and with the Long-Range Planning committee.

Respectfully submitted,

Violette

Violette Hunter

SCASFAA Advisory Council to CHE, Chair

**SCASFAA
2013-14
Long Range Planning Committee
Report to the Board
September 16, 2013**

The Long Range Planning committee will review the LRP 2009-14 and write the LRP 2014-19. A preliminary review indicates that some deadlines for 2010, 2011 and 2012 may have been missed, and special attention is needed to *Section V. Finance* due to the dramatic changes in sponsorship since the last Long Range Plan was conceived. The committee needs to work closely with the Financial Planning and By-Laws committees to ensure cohesiveness.

Committee Members

Ed Miller	University of South Carolina – Columbia
Sylvia Jones	Wells Fargo Education Financial Services
Tamy Garafano	Texas Guaranteed Student Loan Corporation
Tonya Sanders-Govan	Clafin University

Additional members are expected but not yet confirmed.

Thank you for the opportunity to serve.

Submitted by:

Elizabeth Milam, Chair

SCASFAA Site Selection Committee
Fall 2013

- At this time, a committee has not been formed. I will use the volunteer information from the website to form the committee and ask the 12-13 members if there is interest in continuing to serve on the committee. My plan is to gather a committee by the end of September.
- Once the committee is developed, I will schedule a conference call in October to begin soliciting location ideas for the 2016 conference site. The 2016 conference will mark the 50th anniversary of SCASFAA. It has been requested that we consider coastal sites to take the Association back to its roots. However, it is important to consider sites that are most compatible with the Association's needs.
- September is the month slated for a blog entry from the Site Selection Committee. Once the committee is developed, I will post that information as well as our goals for the year.

Respectfully submitted,

Carolyn Sparks
Chair

Sponsorship Committee

Nikki Merritt, Chair

Board Report; Fall Board Meeting

SCASFAA has only one commitment at this time, which is SC Student Loan Corporation. SC Student Loan Corporation has agreed to Tier 1 (all inclusive) at \$2000.00. I have many potential sponsors but no payments have been submitted.

I will continue to launch e-mail blasts to previous sponsors, in addition, seeking new sponsors to join us in partnership within our states ultimatum. There will be a meeting planned in the month of October to collaborate the sponsorship strategy for prior and new sponsors. I will be following up with Sheraton Conference Center pertaining to shipping materials prior to the arrival of our sponsor's.

Committee Members	School/Agency
Nikki Merritt	Coastal Carolina University
David Cooper	CMD Outsourcing Solutions, Inc.
Elizabeth Daniel	Great Lakes Educational Loan Services, Inc.
Craig Harris	First Marblehead Corp
Teri Karges	Charleston Southern University
Amy Moser	Nelnet Loan Servicing
Kevin Perry	Coastal Carolina University
Kelly Savoie	Sallie Mae
Aryn Thompkins	Wesleyan College