

South Carolina Association of Student Financial Aid Administrators



2017-18 Fall Board Meeting

Thursday Jan 25, 2018

S.C. Student Loan Corp.

Columbia, SC

Present

Elizabeth Milam
Jennifer Williams
DJ Wetzel
Zach Christian
Katie Harrison
Angela Fowler
Missy Perry
Earl Mayo
Joey Derrick
Melanie Gillespie
Gerrick Hampton
Kevin Perry
Samantha Hicks
Traci Singleton
Ray Jones

Meeting

President Williams called the 2017-18 Executive Board meeting agenda to order at 10:22 am. A quorum was established with a majority of the voting members present.

Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. Elizabeth Milam motioned to approve the agenda and Kevin Perry seconded the motion, which carried.

Action Item: Approval of October 2017 meeting minutes. Katie Harrison motioned to approve, seconded by Angela Fowler.

Old Business: Discussion was held on receipts on cash payment. President Williams asked Elizabeth and Earl to be prepared to offer hand written receipts on cash payments if necessary.

Report of Officers

Jennifer Williams – President

President Williams discussed the challenges of the past several months and the coming weeks prior to the annual conference. SASFAA is in two weeks.

Kevin Perry – Past President

Discussion was held on the slate of candidates for the 2018-2019 year. The slate is forthcoming with the committee and the candidates.

Missy Perry – Vice President and Professional Development

Update with Dave Bartnicki was held and had over 75 participants. New Aid Officer workshop will be held at Piedmont Tech on Feb 21 and 22. The intermediate workshop will offer the NASFAA U credential on Direct Loans.

Kisha Howze – President Elect and Special Projects

Absent. Jennifer is working on a collection month for animals in need. Discussion was held on how to hold a competition on the most food/supplies collected. Utilize social media to post pictures.

DJ Wetzel – Secretary

Will send October board meeting minutes to Zach for posting to the web. Has started a review of the P&P and By-Laws with Kisha as according to the Long Range Plan and will complete prior to the Spring conference board meeting.

Traci Singleton – Treasurer

The balance sheet and budget vs. actuals are on track. Invoice from trophies that need to be paid in the amount of \$228.45. This could be moved to the 'Miscellaneous' budget line item. Reminder of any expenditures need to complete vouchers and the appropriate documentation.

Angela Fowler – Treasurer Elect

Payments are still coming in but everything is up to date. Sponsorships are starting to come in and will be provided to Melanie Gillespie. People are already registering for New Aid Officer Workshop.

Samantha Hicks – Member at Large

As of Jan 24th, 291 paid members, 26 are New, and half of them are not new in the financial aid profession. Only 6 of the 26 new members indicated they were interested in volunteering. Worked with Zach of members interested in the ListServ. Weekly communications to new members. Contacted all non-member institutions, but has not yet yielded any results. Have contacted all lapsed members to encourage new membership. Discussed the new member gift for the conference. Discussion was held on the effectiveness of the ListServ.

Committee Reports

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Cindy Peachey – Advisory to CHE

Not present. Discussion was held on College Goal Sunday. Gerrick Hampton advised that College Goal is going to have an event in Fall in high schools, and will have a follow-up event on college campuses in Spring semester.

Carla Brewer – Communications

Not present. Fall newsletter went out. Spring newsletter should be sent out 30 days prior to the annual conference and include the slate of candidates .

Kelly Savoie – Consumer Counselor Relations

Not present. One financial literacy conference already with 33 participants and 19 registered for the upcoming financial literacy conference.

Zach Christian – Electronic Services

Busy working on updates to the website and working with Samantha to archive old members. The last financial webinar is hosted on the 'Resources' page. Working on Spring 2018 Spring conference website setup. Recommendation from the committee is to use Google Drive to store all files.

Discussion: Motion from the Electronic Services committee is to store the recorded webinars on the website and make the following P&P change.

Section 112.2: Electronic Services/Web Site Procedures

A SCASF AA web site shall be developed and maintained in order to provide a web-based platform to support the mission and goals of SCASF AA. The original SCASF AA website was developed and maintained by ATAC Corporation. In 2012, SCASF AA migrated to the website and database platform offered by Wild Apricot, and the site currently remains with Wild Apricot. The domain registrar for SCASF AA is Network Solutions. In addition, Network Solutions provides the security certificate for the website.

1. Access

A. Public-facing access to the general SCASF AA web site shall be provided to all interested persons whether or not they are SCASF AA members. Specific sections of the site available only to SCASF AA members include the following:

1. Membership Directory Search
2. Election and Candidate Information
3. Listserv
4. Administrative Services
5. Online Forms
6. Legislative Relations Information

- 7. Newsletter Archives
- 8. [Recorded Webinar Archives](#)

Coming from committee we do not need a second. Motion carried.

Motion from the Electronic Services committee is to utilize Google Drive for storing files and make the following P&P change.

Section 114.2-I

The Electronic Services Committee is a Non-Standing Committee.

1. Provide guidance for the development, maintenance and enhancement of the SCASFAA web site.
2. Promote the use of the web site for communication to the membership of important Association information and all Association activities.
3. Encourage development and utilization of cost-efficient, timely means of communications, including the web, list serves and e-mail by the Board, committees and the membership.
4. Coordinate the Association's use of the SCASFAA ListServ.
 - a. The Chairperson serves as a liaison between the Executive Board and the owner/manager of the SCASFAA ListServ.
 - b. Promote the use of the SCASFAA ListServ for communication to the membership of important and timely association information.
 - c. Understand proper ListServ protocol and be able to answer members' questions about use of the ListServ.
5. [Coordinate the Board's use of free online storage for digital records through the Association's Google Account](#)
 - a. [The Chairperson serves as the primary account holder of the "scasfaa@gmail.com" Google Account.](#)
 - b. [Ensure all board members have access to the respective position/committee folder within Google Drive if they wish to make use of the online storage.](#)
 - c. [Provides assistance with accessing electronic data when needed.](#)
5. 6. Evaluate, on a periodic basis, software options and make recommendations to the Board about the purchase of software and computer equipment that will enhance and facilitate communication and transmission of data between the treasurer and member-at-large and within and between committees. 6. 7. 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.
 7. 8. Complete the duties as assigned in the Long-Range Plan

Coming from committee we do not need a second. Motion carried.

Discussion: Domain renewals. Motion was made by Melanie Gillespie and seconded by Missy Perry to pay one year of Domain Registration fee and have the committee to review future pricing.

Earl Mayo – Financial Planning

Earl complimented Traci and Angela on an excellent job with Treasurer and treasurer-elect duties. 1st and 2nd quarter financial reviews have been done. Earl reviewed the financial review. Please see board report. Discussion was held on minutes, and Earl asked that we post draft minutes after the conclusion of each board meeting so that we could have a draft copy for the financial review. Secretary will post a draft copy of the minutes to the website immediately after the conclusion of each board meeting, and any adjustments will be made from that document.

Gerrick Hampton – Global Issues

There will be a poverty simulation at the Spring annual conference.

Joey Derrick – Legislative Relations

Board report attached. SASFAA hill visits are scheduled to be during the SASFAA conference. Joey has decided to do his own trip using USC's own lobbyist.

Ray Jones – Loan Agency Liaison

SCSLC has retired Chuck Sanders, and a new CEO has taken over. End of March 2018, they will be opening up a brand new website with a new loan origination website. I-745 will go away and will be replaced with a new version. Working with the commission to make changes to the Teacher Loan program. For repayment of Teacher loans, there is a long process to determine who is eligible for cancellation. Opening a career center online center.

Elizabeth Milam – Conference

Elizabeth shared that conference details are moving along well. Committee has confirmed all VIP attendance, and is still working through Family Fued style game for after the banquet. Working on getting the conference registration opened and the agenda finalized. Discussion was held on whether or not the board meeting should be held on Sunday evening instead of Monday morning. Decision was made to hold at least the first part of the executive board meeting on Sunday evening.

Aria Simmons – Site Selection

Absent. Board Report attached.

Katie Harrison – Association Involvement and Leadership Task Force

Board report is attached. Conducted an email interview with Joey Derrick to focus on a Director level leader with SCASFAA experience. How personal and professional relationship with SCASFAA has impacted his career, and how his employees involvement in SCASFAA has been beneficial. The interview will be hosted on the website and publicized organization-wide. Katie would like to continue this as a interviews series with Elizabeth Milam as the second scheduled interview. SCASFAA membership table with incentive idea for annual conference. Other state associations are working on a leadership pipeline and a mentor/mentee relationship structure. Katie is researching the feasibility of implementing something of this nature within SCASFAA.

Melanie Gillespie – Sponsorship

Sponsorship report is attached. 9 confirmed commitments for sponsors. Working on a new board for a 'scavenger hunt' for the sponsor game at the conference. Ideas for new sponsors were given to Melanie for follow-up.

Kyle Phillips – Long Range Planning

Not Present.

New Business

There was no new business.

Announcements and Closing Remarks

President Williams thanked the board for their attendance and service, announced that the next Board Meeting will be held in March 25, at the Spring conference, and adjourned the meeting at 12:48 pm.

Respectfully Submitted,

DJ Wetzel
2017-2018 SCASFAA Secretary