

South Carolina Association of Student Financial Aid Administrators



2018-19 Executive Board Meeting
Monday, June 17, 2019
Piedmont Technical College – Newberry Campus
Newberry, SC

Present

Kisha Howze
Bridget Blackwell
Zachary Christian
Joey Derrick
Angela Fowler
Melanie Gillespie
Samantha Hicks
Ray Jones
JW Kellam

Earl Mayo
Elizabeth Milam
Nikki Miller
Missy Perry
Justin Pichey
Traci Singleton
Michelle Upchurch
Jennifer Williams

Meeting

President Howze called the Final 2018-19 Executive Board Meeting to order at 10:09 AM. A quorum was established.

Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. Zachary Christian motioned to approve the agenda and Angela Fowler seconded the motion, which carried.

Action Item: Approval of March 2019 Meeting Minutes and E-Meeting Minutes from April 2019 and May 2019. Angela Fowler moved to approve the minutes and Zachary Christian seconded the motion, which carried.

There was no old business to report.

Report of Officers

Kisha Howze – President

President Howze reported the SASFAA Transitional Board Meeting was June 9-12, 2019. She was unable to attend, but asked Melanie Gillespie, President-Elect, to report on the Board Meeting and other SASFAA updates.

Melanie explained that SASFAA has decided not to increase the Annual Conference Registration Fee; this could possible cause additional challenges for SCASFAA to maintain attendance and get SCASFAA Members to not strictly choose the SASFAA Conference over the SCASFAA Conference. Melanie explained that more information would be forthcoming during tomorrow's Board Meeting, but that he plans to have the SCASFAA Annual Conference Registration open on July 1 when membership renewals are opened for the 2019-2020 membership year. Melanie also reminded the Board that the current state presidents sit on the SASFAA Board, giving SCASFAA a voice at the SASFAA level.

President Howze thanked the Board for sending her interesting facts about South Carolina, which will be included in SASFAA President Bryan Erslan's speech at the NASFAA Conference. President Howze also thanked the Board for their service and dedication to SCASFAA and for being All In this year.

Jennifer Williams – Past-President and Nominations and Elections

Jennifer stated there is nothing new to report since the last Board Meeting. She took the opportunity to thank everyone who serve on the Nominations and Elections Committee and stated that she has enjoyed working with everyone in her various roles on the Board over the past few years and for the opportunity to continue on Melanie's Board as a Vice-Chair for 2019-2020.

DJ Wetzel – Vice President and Professional Development

Not Present; Report attached.

Melanie Gillespie – President-Elect and Special Projects

Melanie thanked those that have submitted Transitional Guides, stating that these will be very beneficial to the upcoming Board and future Boards. Melanie asked the Board members who have yet to submit their Transitional Guides to get those in, especially if your current role has ended. Melanie also reported that the 2019-2020 membership year will be the first year of the SCLEAD program, giving some positions Vice-Chairs. Having Vice-Chairs will help with Board continuity, will help train new Members to serve on the Board, and will get more of the membership involved in Board operations.

Zachary Christian – Secretary and By-Laws

Zachary reminded everyone that all current Minutes have been posted to the SCASFAA Website. He also reported that he is continuing to make formatting changes to the SCASFAA P&P and that all approved P&P changes have been made.

Angela Fowler – Treasurer

Angela provided an update on SCASFAA Finances (attached).

Missy Perry – Treasurer-Elect

Missy reported that all past-due balances are being taken care of. Membership registration will be cutoff after the final event of the year, and a disclaimer will be added to the Website. This is to prevent new members from joining in late-May/June, and then having to pay and renew a few weeks later.

Gerrick Hampton – Member at Large

Not present; No report submitted.

It was stated by Missy that SCASFAA has 382 paid, active members (including Affiliate, Lifetime, and Honorary Members).

Committee Reports

Ashley Stuckey – Advisory to CHE

Not Present; No report submitted

Michelle Upchurch – Communications

Michelle announced that the Summer Palmetto Pages will be sent out soon; she is currently waiting on a few pieces of information before she is able to send it out.

Kelly Savoie – Consumer/Counselor Relations

Not Present; Report attached.

Justin Pichey – Electronic Services

Justin reported that he will begin working on the end-of-year website transition items in preparation of the new membership year. Full report attached.

Earl Mayo – Financial Planning

Earl reported that \$18,000 had to be moved from investments this year. This is only the second time in the last 5 years money has needed to be transferred out of investments. Earl stated that he hopes SCASFAA will receive enough revenue in 2019-2020 to not need to move money over. Earl also explained that while the amount sounds high, it was not as bad as it sounds, and was expected. Full report attached.

Traci Singleton – Global Issues

Traci reported that the Global Issues committee is working on an article related to domestic violence to be included in the next issue of the Palmetto Pages newsletter.

Joey Derrick – Legislative Relations

Joey explained that SASFAA typically hosts a legislative hill visit, which representatives from the 9 regional states participate in, but this year the legislative efforts were different and had no state representatives participating. Joey reported that on the state level, Senate Bill 298 (S.298), which SCASFAA is in support of, did not pass this year, but there is still hope in the next legislative session. The bill SCASFAA does not favor, House Bill 3197 (H.3197), got more traction this year so the push is on for SCASFAA to work with the Legislature. Full report attached.

Ray Jones – Loan Agency Liaison

Ray reported on the proposed changes to the Teacher loan Program; the only change that made it through the initial approval is the increase to the award amount for Juniors and Seniors. Ray explained this increase will not be effective until the 2020-2021 Award Year. Ray reported that SCSLC is still working to propose and support other changes to the program, and he will provide updates as they become available. At the Fall Conference in October 2019, updates will be provided as part of the State Update. Ray also announced that SCSLC will be partnering with the Business School from one of the state's institutions, to complete research and data analysis. The efforts will be statewide and hope to open a discussion. Ray also stated to be on the lookout for a press release regarding a new Foundation that was created in the state for Grants and Scholarships. Ray will send that release to the Board once made public later today.

Bridget Blackwell – Conference

Bridget thanked the Conference Committee members again and stated there is not much more to report. All bills relating to the Conference have been paid and the conference went well, overall. Bridget also thanked Elizabeth for her support and thanked President Howze for entrusting her to serve as Conference Chair this year.

JW Kellam – Site Selection

JW reported that the 2021 Conference site has been secured at the Embassy Suites in Myrtle Beach (Formerly known as the Embassy Suites Kingston Plantation) which served as the site of the 2016 and 2017 Annual Conferences. JW stated that all contracts have been signed and will be passed along to the incoming 2019-2020 Site Selection Chair/Vice-Chair.

Samantha Hicks – Association Involvement and Leadership Task Force

Sam thanked everyone for their input and support, and thanked Katie Harrison for laying the groundwork as the Task Force Chair last year. Since the last Board Meeting, she and Nikki Miller hosted a Facebook Live Event to encourage volunteerism. In the new Volunteering Process, only 34 members participated. Samantha is proposing that some sort of “yes I wish to volunteer” be kept on the membership application, to allow the Chair of the Volunteer Committee to pull reports out of Wild Apricot to reach out to those members. She reported that a Volunteer spreadsheet of members who completed the “Volunteer Registration” has been compiled.

Elizabeth Milam suggested only listing committees that truly need more volunteers, as many committees only require a few members. Melanie discussed the challenges in getting members to volunteer, while Zachary indicated that a “yes/no” option on the membership application/profile, in addition to the new Volunteer Process, be used. Earl explained that his concern is that the Board does not want to limit opportunities for members to get involved, but this would be a great way to prevent the “no one will reach back out to me” issue that has come up in the past. Samantha encouraged all committee chairs to make sure the work is visible to members and showcasing what each committee does for SCASF AA. Justin pointed out that many members do not always go to the website for information. Melanie and Ray both feel SCASF AA needs to start talking up the accomplishments throughout the year, with Ray linking it to marketing, stating we need to market everything SCASF AA does.

Nikki Miller – Sponsorship

Nikki thanked everyone for participating with the creation of the Sponsorship proposal. The input was helpful, and the Committee was able to use it to create the proposal.

Elizabeth Milam – Long Range Plan

Elizabeth thanked her committee for their help, input, and support in drafting the new Long-Range Plan (attached). She also dedicated the work of the committee this year to the late Dr. Edgar (Ed) Miller.

Action Item: Vote to adopt the Long-Range Plan. President Howze called for a vote to approve the Long-Range Plan as submitted by the committee. It was approved unanimously.

New Business

Since the 2018-2019 Conference, held in November 2018, Dr. Tabitha McAllister retired from her position. President Howze explained that she has been nominated for Lifetime Membership. Kisha called for discussion, there being none, she called for a vote, which passed.

Announcements and Closing Remarks

After lunch, the 2018-2019 and 2019-2020 Transition Activities will begin. The first Board Meeting of 2019-2020 will be held tomorrow, Tuesday June 18, 2019. The final 2018-2019 Board Meeting Adjourned at 11:58AM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'ZChristian', written in a cursive style.

Zachary R. Christian
2018-19 SCASFAA Secretary



SCASFAA 2018-2019 Board Report

Date	06/10/2019
Committee	Professional Development
Committee Chair	DJ Wetzel

Committee Member	Institution
Brian Fortman	Presbyterian College
Ken Cole	USC - Lancaster
Susan Young	Bob Jones
Melanie Gillespie	Southern Wesleyan
Aimee Gornto	USC Columbia
Jessie Kiser	Clemson
Brandon Endlsey	Presbyterian College
Claudia Whitehead	USC - Columbia
Holly Gilliam	USC - Columbia
Julie Finn	Suntrust

Goals:

- Move forward with podcast
- Host Leadership Symposium
- Host multiple NASFAA U – Professional Judgment credential sessions

Accomplishments:

- Leadership Symposium was held on May 13th at the Piedmont Technical College Newberry Campus. 16 SCASFAA members attended this training event. This year's training focused on front-line customer service, and John Furnell, Associate Director for the Center for Professional Excellence at Greenville Tech, hosted and facilitated the workshop.

Submitted by: DJ Wetzel



SCASFAA 2018-2019 Board Report

Date	6/17/2019
Committee	President Elect
Committee Chair	Melanie Gillespie

Committee Member	Institution
Melanie Gillespie	Southern Wesleyan University

Goals:

Get ready for 2019-2020!

Accomplishments:

- Traveled to SASFAA Transition in Ft. Lauderdale, Florida
- Set board for 2019-2020
- Established calendar for 2019-2020 SCASFAA Events
- Set up transitional board meeting for 2019-2020
- Future plans include travel to SASFAA Board Meeting July 12-14th.
- Established Vice Chairs for all who showed interest in SCLEAD

Submitted by: Melanie Gillespie



SCASFAA 2018-2019 Board Report

Date	6/17/19
Committee	Budget
Committee Chair	Angela Fowler, Treasurer

Committee Member	Institution
Bridget Blackwell	USC Regional Campuses
Kisha Howze	York Technical College
Melanie Gillespie	Southern Wesleyan University
Earl Mayo	SC Tuition Grants Commission
Elizabeth Milam	Clemson University
Nikki Miller	Coastal Carolina University
Missy Perry	Piedmont Technical College
Justin Pichey	York Technical College
Traci Singleton	The Citadel
Jennifer Williams	Clemson University

Goals:

Establish 2018-2019 SCASFAA Budget
 Reconcile Bank Account Monthly
 Provide Current Budget Report at each Executive Board Meeting

Accomplishments:

March – May bank statements have been reconciled.

Submitted by:
 Angela Fowler

SCASFAA

BUDGET VS. ACTUALS: SCASFAA 1819 - FY19 P&L

July 2018 - June 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
003 Contingency/Transfer of Assets		12,500.00	-12,500.00	
005 Other Income	38.85	500.00	-461.15	7.77 %
007 Charity Income	2,053.42	1,500.00	553.42	136.89 %
020 Membership Dues				
020.1 CY Membership	10,740.00	11,550.00	-810.00	92.99 %
Total 020 Membership Dues	10,740.00	11,550.00	-810.00	92.99 %
030 Fall Conference				
030.1 CY Conference	21,136.75	29,250.00	-8,113.25	72.26 %
Total 030 Fall Conference	21,136.75	29,250.00	-8,113.25	72.26 %
050 Professional Development Income				
050.1 New Aid Officers' Workshop	2,025.00	2,400.00	-375.00	84.38 %
050.7 Other Workshops	250.00	1,000.00	-750.00	25.00 %
Total 050 Professional Development Income	2,275.00	3,400.00	-1,125.00	66.91 %
070 Sponsorships				
070.1 Conference	3,301.00	14,000.00	-10,699.00	23.58 %
Total 070 Sponsorships	3,301.00	14,000.00	-10,699.00	23.58 %
083 Dividends Earned		2,500.00	-2,500.00	
085 Capital Gains		2,500.00	-2,500.00	
Total Income	\$39,545.02	\$77,700.00	\$ -38,154.98	50.89 %
GROSS PROFIT	\$39,545.02	\$77,700.00	\$ -38,154.98	50.89 %
Expenses				
101 President	1,550.69	6,000.00	-4,449.31	25.84 %
102 President-Elect	3,451.38	6,000.00	-2,548.62	57.52 %
103 Vice-President		100.00	-100.00	
104 Secretary		100.00	-100.00	
105 Treasurer		600.00	-600.00	
106 Member at Large		200.00	-200.00	
107 Treasurer-Elect		100.00	-100.00	
201 Membership Committee	77.65	300.00	-222.35	25.88 %
202 Communications		100.00	-100.00	
203 Program-Fall Conference	36,755.41	41,000.00	-4,244.59	89.65 %
205 Nominations & Elections		100.00	-100.00	
206 Legislative Relations		1,000.00	-1,000.00	
208 President's Contingency		1,000.00	-1,000.00	
209 Miscellaneous	145.31	500.00	-354.69	29.06 %
213 Professional Development				
213.1 New Aid Officers' Workshop	1,003.36	2,000.00	-996.64	50.17 %
213.7 Other Workshops		2,000.00	-2,000.00	
Total 213 Professional Development	1,003.36	4,000.00	-2,996.64	25.08 %
213.8 Charles Witten Professional Development Fellowship		700.00	-700.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
215 Counselor Relations		600.00	-600.00	
218 Global Issues	150.00	700.00	-550.00	21.43 %
221 Long Range Planning		100.00	-100.00	
222 Sponsorship		700.00	-700.00	
224 Site Selection		100.00	-100.00	
225 Special Projects		600.00	-600.00	
226 Executive Board				
226.1 Transitional Board Meeting		3,500.00	-3,500.00	
226.2 Board Meetings	145.66	1,000.00	-854.34	14.57 %
Total 226 Executive Board	145.66	4,500.00	-4,354.34	3.24 %
227 Insurance & Bonding	799.00	800.00	-1.00	99.88 %
228 Electronic Services	996.60	2,000.00	-1,003.40	49.83 %
229 Scholarship Awards	2,000.00	2,000.00	0.00	100.00 %
230 Advisory Committee to CHE		100.00	-100.00	
233 Fees		2,000.00	-2,000.00	
234 Ad Hoc/Liaisons Expenses		200.00	-200.00	
235 Charity	2,668.77	1,500.00	1,168.77	177.92 %
Total Expenses	\$49,743.83	\$77,700.00	\$ -27,956.17	64.02 %
NET OPERATING INCOME	\$ -10,198.81	\$0.00	\$ -10,198.81	0.00%
NET INCOME	\$ -10,198.81	\$0.00	\$ -10,198.81	0.00%

SCASFAA

BUDGET OVERVIEW: SCASFAA 1819 - FY19 P&L

July 2018 - June 2019

	JUL - SEP, 2018	OCT - DEC, 2018	JAN - MAR, 2019	APR - JUN, 2019	TOTAL
Income					
003 Contingency/Transfer of Assets	3,125.01	3,125.01	3,125.01	3,124.97	\$12,500.00
005 Other Income	125.01	125.01	125.01	124.97	\$500.00
007 Charity Income	375.00	375.00	375.00	375.00	\$1,500.00
020 Membership Dues					\$0.00
020.1 CY Membership	2,887.50	2,887.50	2,887.50	2,887.50	\$11,550.00
Total 020 Membership Dues	2,887.50	2,887.50	2,887.50	2,887.50	\$11,550.00
030 Fall Conference					\$0.00
030.1 CY Conference	7,312.50	7,312.50	7,312.50	7,312.50	\$29,250.00
Total 030 Fall Conference	7,312.50	7,312.50	7,312.50	7,312.50	\$29,250.00
050 Professional Development Income					\$0.00
050.1 New Aid Officers' Workshop	600.00	600.00	600.00	600.00	\$2,400.00
050.7 Other Workshops	249.99	249.99	249.99	250.03	\$1,000.00
Total 050 Professional Development	849.99	849.99	849.99	850.03	\$3,400.00
Income					
070 Sponsorships					\$0.00
070.1 Conference	3,500.01	3,500.01	3,500.01	3,499.97	\$14,000.00
Total 070 Sponsorships	3,500.01	3,500.01	3,500.01	3,499.97	\$14,000.00
083 Dividends Earned	624.99	624.99	624.99	625.03	\$2,500.00
085 Capital Gains	624.99	624.99	624.99	625.03	\$2,500.00
Total Income	\$19,425.00	\$19,425.00	\$19,425.00	\$19,425.00	\$77,700.00
GROSS PROFIT	\$19,425.00	\$19,425.00	\$19,425.00	\$19,425.00	\$77,700.00
Expenses					
101 President	1,500.00	1,500.00	1,500.00	1,500.00	\$6,000.00
102 President-Elect	1,500.00	1,500.00	1,500.00	1,500.00	\$6,000.00
103 Vice-President	24.99	24.99	24.99	25.03	\$100.00
104 Secretary	24.99	24.99	24.99	25.03	\$100.00
105 Treasurer	150.00	150.00	150.00	150.00	\$600.00
106 Member at Large	50.01	50.01	50.01	49.97	\$200.00
107 Treasurer-Elect	24.99	24.99	24.99	25.03	\$100.00
201 Membership Committee	75.00	75.00	75.00	75.00	\$300.00
202 Communications	24.99	24.99	24.99	25.03	\$100.00
203 Program-Fall Conference	10,250.01	10,250.01	10,250.01	10,249.97	\$41,000.00
205 Nominations & Elections	24.99	24.99	24.99	25.03	\$100.00
206 Legislative Relations	249.99	249.99	249.99	250.03	\$1,000.00
208 President's Contingency	249.99	249.99	249.99	250.03	\$1,000.00
209 Miscellaneous	125.01	125.01	125.01	124.97	\$500.00
213 Professional Development					\$0.00
213.1 New Aid Officers' Workshop	500.01	500.01	500.01	499.97	\$2,000.00
213.7 Other Workshops	500.01	500.01	500.01	499.97	\$2,000.00
Total 213 Professional Development	1,000.02	1,000.02	1,000.02	999.94	\$4,000.00
213.8 Charles Witten Professional Development Fellowship	174.99	174.99	174.99	175.03	\$700.00

	JUL - SEP, 2018	OCT - DEC, 2018	JAN - MAR, 2019	APR - JUN, 2019	TOTAL
215 Counselor Relations	150.00	150.00	150.00	150.00	\$600.00
218 Global Issues	174.99	174.99	174.99	175.03	\$700.00
221 Long Range Planning	24.99	24.99	24.99	25.03	\$100.00
222 Sponsorship	174.99	174.99	174.99	175.03	\$700.00
224 Site Selection	24.99	24.99	24.99	25.03	\$100.00
225 Special Projects	150.00	150.00	150.00	150.00	\$600.00
226 Executive Board					\$0.00
226.1 Transitional Board Meeting	875.01	875.01	875.01	874.97	\$3,500.00
226.2 Board Meetings	249.99	249.99	249.99	250.03	\$1,000.00
Total 226 Executive Board	1,125.00	1,125.00	1,125.00	1,125.00	\$4,500.00
227 Insurance & Bonding	200.01	200.01	200.01	199.97	\$800.00
228 Electronic Services	500.01	500.01	500.01	499.97	\$2,000.00
229 Scholarship Awards	0.00	0.00	2,000.00	0.00	\$2,000.00
230 Advisory Committee to CHE	24.99	24.99	24.99	25.03	\$100.00
233 Fees	500.01	500.01	500.01	499.97	\$2,000.00
234 Ad Hoc/Liaisons Expenses	50.01	50.01	50.01	49.97	\$200.00
235 Charity	375.00	375.00	375.00	375.00	\$1,500.00
Total Expenses	\$18,924.96	\$18,924.96	\$20,924.96	\$18,925.12	\$77,700.00
NET OPERATING INCOME	\$500.04	\$500.04	\$ -1,499.96	\$499.88	\$0.00
NET INCOME	\$500.04	\$500.04	\$ -1,499.96	\$499.88	\$0.00

SCASFAA

BALANCE SHEET

As of June 10, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BB&T Checking	14,919.55
Edward Jones-Money Market	0.00
Wells Fargo Checking	0.00
Total Bank Accounts	\$14,919.55
Other Current Assets	
CD-BB&T #1 0.20% 12/1/14	0.00
CD-BB&T #2 0.05% 11/3/13	0.00
CD-First Citizens 0.05% 11/20/13	0.00
Edward Jones-LT 50/50	100,798.04
Edward Jones-ST 35/65	96,907.31
Total Other Current Assets	\$197,705.35
Total Current Assets	\$212,624.90
TOTAL ASSETS	\$212,624.90
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	220,442.14
Retained Earnings	1,167.72
Net Income	-8,984.96
Total Equity	\$212,624.90
TOTAL LIABILITIES AND EQUITY	\$212,624.90



SCASFAA 2018-2019 Board Report

Date	6/13/2019
Committee	
Committee Chair	Missy Perry, Treasurer-Elect

Committee Member	Institution

Goals:

1. Ensure the accurate record keeping and deposit of all association receivables.
2. Create a procedural document of the work to be done annually, as recommended by the Financial Planning Committee.
3. Contact aging receivables for payment as recommended by the Financial Planning Committee.
4. Ensure event attendees have membership paid at the time of event attendance.

Accomplishments:

1. The SCASFAA Treasurer-Elect transitional guide was created, documenting duties and best practices of the Treasurer-Elect throughout the fiscal year.
2. All members were informed of their requirements to pay membership prior to event attendance.
3. Aging receivables was monitored and members were contacted. As of 6/13/19, we have 1 outstanding receivable for 18-19 of \$5.

Submitted by: Missy Perry

SCASFAA 2018-2019 Board Report

Date	June 17, 2019
Committee	Consumer/Counselor Relations
Committee Chair	Kelly Savoie

Committee Member	Institution
Danielle Rymer	USC Columbia
Amy Jared	Tri-county
Brandon Endsley	Presbyterian
Vicky Allen	USC Upstate – Resigned
Kathy Cribb	Furman University

- Goals:
- 1-Provide assistance, as appropriate, to secondary schools in scheduling, coordinating, and conducting financial aid workshops for parents and students.
 2. Seek input from secondary school counselors and personnel concerning financial aid information and training needs.
 3. Provide financial aid information and training to secondary school counselors and personnel.
 4. Develop and disseminate information concerning financial aid opportunities as well as financial planning to as wide an audience as possible through use of available media.
 5. Coordinate with other Association committees to ensure that all pertinent information, concerning their activities that affect the public, is made available through appropriate media.
 6. Recommend to the President and Executive Board ways in which the Association can better work to meet the needs of secondary counselors in the state and enhancing the availability of financial aid information to consumers
 7. Actively solicit involvement by members of the financial aid community.
 8. Develop specific annual objectives to be undertaken by the committee as appropriate.
 9. 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.
 10. Complete the duties as assigned in the Long-Range Plan

Accomplishments:

- Federal Reserve has declared our 1st year very successful Money Smart Week March 30th -April 6th – Federal Reserve will count any events throughout month of April
 - Regions, Founders Federal Credit Union, Suntrust, Sallie Mae, SC Student Loan committed resources, presentations. Federal Reserve of Richmond (who covers South Carolina has committed to participate for next year)
 - Schools that I know have events: USC Lancaster, Trident Technical, Aiken Technical, Clemson Univ, USC Columbia Student Success, Citadel, Tri-County Tech, Converse College, Anderson University, Aiken Technical and over 80 events completed in South Carolina for Money Smart
 - Already have 4 Additional supporters including BB&T and SC Dept of Consumer Affairs committed to be a part of it for 2020
 - Will kick off Money Smart Committee late September with goal to raise funds and/or grants to help support locations wanting to hold activities

Submitted by: Kelly Savoie



SCASFAA 2018-2019 Board Report

Date	June 17, 2019
Committee	Electronic Services
Committee Chair	Justin Pichey

Committee Member	Institution

Goals:

- Maintain and update SCASFAA website
- Post job listings on behalf of SCASFAA institutions
- Assist executive board members with electronic requests/needs
- Continue to improve the functionality of the SCASFAA website

Accomplishments:

All requests, updates, and job listings received to date are completed.

Submitted by:

Justin Pichey
 Chair
 Electronic Services Committee



SCASFAA 2018-2019 ALL IN Board Report

Date	17JUN2019
Committee	Financial Planning
Committee Chair	Earl Mayo

Committee Member	Institution
Melanie Gillepsie	SWU
Nancy Tate	Anderson
Tasha Morgan	SWU
Zach Christian	SCTGC

Goals:

Conduct Financial Review for 2017-2018.

Conduct Quarterly Financial Reviews.

Input monthly investments income into QuickBooks.

Accomplishments:


First, Second, and Third Quarter Reviews completed. Fourth Quarter Review to begin mid-July upon receipt of final 2018-2019 documents from Treasurer and Treasurer-Elect.

2017-2018 Financial Review completed. Previously submitted to the President and Board as required.

Monthly investments income input to QB is up to date.

\$18,000 cashed out of Investments to sustain 2018-2019 Association expenses.

Submitted by:


 Earl Mayo
 Chair

SCASFAA QUARTERLY FINANCIAL REVIEW

JANUARY 1, 2019 – MARCH 31, 2019

1. Board Meeting minutes for March 29, 2019, are posted to the web site.
2. Beginning check number for Third Quarter is 2782.
3. Sufficient descriptions on QuickBooks entries for checks but insufficient descriptions for credit card expenses.
4. Next available check for Third Quarter is 2785.
5. Bank Account Reconciliations are complete.
6. Funds Amounts on March 31, 2019, Balance Sheet are correct:
 - a. Checking: \$15,514.36
 - b. Money Market: \$0.00
 - c. LT Investments: \$100,703.44
 - d. ST Investments: \$96,813.25
7. Membership:
 - a. Wild Apricot: 355
 - b. QuickBooks: 355
 - c. Balanced.
8. Event Registration Payments for the Quarter (Annual Conference):
 - a. Wild Apricot: 1
 - b. QuickBooks: 1
 - c. Balanced.
9. Event Registration Payments for the Quarter (New Aid Officers Workshop):
 - a. Wild Apricot: 27
 - b. QuickBooks: 27
 - c. Balanced.
10. 2017 IRS 990-EZ filed on 31OCT18.
11. After January 1, anyone with an Aging Receivable more than 90 days old should be contacted and payment requested. After June 1, all remaining outstanding Aging Receivables should be personally contacted by telephone as soon as possible to enable payment receipt by June 30. If no payment will be received by June 30, the invoice should be voided so that

there are no outstanding Aging Receivables in Wild Apricot at the end of the fiscal year.

12. Transactions improperly done in Wild Apricot during the Second Quarter, including voiding/deleting invoices from a prior fiscal year (2015-2016) totaling \$14,950, need to be corrected by June 1.
13. Continue to follow or complete all recommendations from the 2017-2018 Financial Review (October 8, 2018).



SCASFAA 2018-2019 Board Report

Date	6/17/2019
Committee	Legislative Relations Committee
Committee Chair	Joey Derrick

Committee Member	Institution
Brandon Lindsey	USC-Columbia
Ken Cole	USC-Lancaster
Ana Montjoy	USC-Salkehatchie
Stephanie McCarter	USC-Columbia
Adam Ghiloni	TriCounty Technical College
Cameron Mott	Coastal Carolina University

Goals:

1. Keep the SCASFAA membership informed of proposed, considered, and passed legislation related to the administration of aid.
2. Formalize SCASFAA responses to legislative issues where appropriate.
3. Delegate responsibilities among committee members.
4. Serve on the SASFAA legislative relations committee, to include visits with U.S. Congressional staff.
5. Assess and monitor results of mid-term elections for possible impact to aid.

Accomplishments:

1. Reviewed current and proposed federal and state legislation for the upcoming legislative and congressional sessions.
2. Assigned legislative monitoring responsibilities to committee members and notified membership of important legislative activity (see attached). Those responsibilities are:
 - Reauthorization of the Higher Education Act – **Joey Derrick**
 - Federal Spending Bills with an Impact to Federal Student Aid – **Brandon Lindsey**

- Federal Legislation Affecting Student Aid, Not Part of Reauthorization of the Higher Education Act – **Cameron Mott**
- Federal Legislation Affecting the Collection of Personally Identifiable Information (PII) and/or Privacy and Data Sharing Restrictions – **Ken Cole**
- SC Legislation Affecting State and Institutional Aid – **Adam Ghiloni**
- SC Legislation Affecting Operations at Public Institutions – **Stephanie McCarter**
- SC Legislation Affecting K-12 That Could Impact Institutions – **Ana Montjoy**
- SC Budget Bill – **Joey Derrick**

3. Participated in SASFAA Legislative Relations Committee work

Submitted by: Joey Derrick



SCASFAA 2018-2019 Board Report

Date	June 11, 2019
Committee	Site Selection
Committee Chair	J.W. Kellam

Committee Member	Institution
Kathy Cribb	Furman University
Elizabeth Daniel	Great Lakes
Hank Fuller	The Citadel
Gerrick Hampton	SC CHE
Janee Knippenberg	PNC
Gena Miles	SCTG
Cameron Mott	Coastal Carolina

Goals:

To solicit bids and research site locations for the SCASFAA Annual Conference.
 Review bids and make recommendations to the President and the Board based on research, site visits, amenities, etc.

Accomplishments:

Secured a site location for the 2021 Annual Conference.

Submitted by:

J.W. Kellam, 2018-2019 Site Selection Chair
 Converse College



SCASFAA 2018-2019 Board Report

Date	June 17, 2019
Committee	Involvement & Leadership Task Force
Committee Chair	Samantha Hicks

Committee Member	Institution
Melissa Barnette	Furman
Bridget Blackwell	USC Palmetto College
Zachary Christian	SC Tuition & Grants
Melanie Gillespie	South Wesleyan University
Katie Harrison	SC Tuition Grants
Nikisha Howze	York Tech
JW Kellam	Converse
Earl Mayo	SC Tuition & Grants
Elizabeth Milam	Clemson
Kevin Perry	Coastal Carolina University
Carolyn Sparks	Wofford

Goals:

- I. Create a Task Force comprised of SCASFAA members from various involvement levels, institution types, years of experience, etc.
- II. Ensure all current board members are aware of member volunteer preferences & encourage association leadership to reach out to all potential volunteers.
- III. Work to promote and recognize association involvement with SCASFAA communication methods (website, social media, podcasts, etc.) and activities at the annual conference.
- IV. Analyze the results of the 2017-2018 SCASFAA Survey and the SASFAA Presidents survey concerning involvement/lack of involvement, recruiting success, & challenges.
- V. Present a report to the Executive Board with recommendations based on trends and/or areas of concern evident from the surveys.
- VI. Develop a SCASFAA Leadership Pipeline/Training Program.

Accomplishments:

- Thank you to my committee for answering so many questions, reading all my random 11pm thoughts, & offering up suggestions.
- Thank you to the Board for voting in all recommendations from the Committee.
- Held SCASFAA Volunteer Facebook Live event on April 25th with Nikki Miller. 121 views as of 06.10.19.
- SCASFAA Volunteer Registration April 9, 2019 – May 3, 2019. 34 People Participated.
- Volunteer Choices will be Shared with 2019-2020 Executive Board.
- Volunteer option needs to be included on Membership Registration.
- Volunteer Spreadsheet has been added to the SCASFAA Shared Google Drive for Documentation of Volunteer Contacts.
- SCASFAA Shared Google Drive Volunteer Folder:
Templates/Schedules/Notes/Minutes/Recommendations/Survey/Presentations/Etc.
- The 2019-2020 Class of SCLEAD has been selected (Everyone Who Indicated They Were Interested Was Selected) (Some Have Previously Served & Options Will Be Tailed to Them):
 - Augusta Kitchen – Vice Chair – Advisory to CHE
 - Zach Christian – Vice Chair – Annual Conference
 - Samantha Hicks - Vice Chair – Budget/Volunteer
 - Miracle Mosley – Vice Chair – Communications
 - Danielle Rhymer – Vice Chair – Counselor/Consumer Relations
 - Tasha Morgan – Vice Chair – Financial Planning
 - DJ Wetzel – Vice Chair – Global Issues
 - Adam Ghiloni – Vice Chair – Legislative Relations
 - Stephanie McCarter – Vice Chair – Long Range Planning
 - Jennifer Williams – Vice Chair – Site Selection
 - Kim Chalmers – Vice Chair – Sponsorship
- I really hope the work done this year will continue with Holly Gilliam – I know she will serve SCASFAA well & I look forward to working with her in the future!

Submitted by: Samantha Hicks

South Carolina Association of Student Financial Aid Administrators

Long-Range Plan 2019-2024

Mission Statement

SCASFAA is a community of professionals promoting the advancement of financial assistance programs as an essential part of student access to post-secondary education. In a collaborative effort, SCASFAA provides personal and professional development opportunities that embrace sound principles, practices, and ethics of aid administration. SCASFAA develops future leaders by actively involving all members in an environment of mutual respect, cooperation, and support.

The Long-Range Plan seeks to ensure that the practices of SCASFAA effectively meet the mission of the Association. Values and goals are established based on the mission statement regarding the advancement of financial aid programs and ethical standards; the training, collaboration and leadership development of members; as well as sound organizational and financial practices to maintain the viability, honesty, and integrity of the Association.

The Long-Range Plan is inspired by four values:

1. Adherence to sound, ethical principles and practices
2. Advancement of financial aid programs and access to higher education
3. Sustainment of a collaborative community demonstrating respect, cooperation, support, and engagement
4. Enhancement of professional, personal, and leadership development

1. Adherence to sound, ethical principles and practices

- A. GOAL:** Ensure the By-Laws and Policies & Procedures, reflecting the mission and supporting the viability of SCASFAA, provide consistent direction to efficiently accomplish the current business of the Association.

OBJECTIVE: The Secretary and President-Elect will annually review the governing documents. The Secretary will conduct a review of the previous year's minutes to ensure all approved policy changes have been incorporated.

- B. GOAL:** Ensure that the Association maintains fiscal integrity in its operations.

OBJECTIVE: The Budget Committee and the Financial Planning Committee will annually review the *Guide to Financial Management and Office of Treasurer* and evaluate the Association's adherence to its policies, including money management, budget preparation, and financial reviews.

- C. GOAL:** Ensure that the Association promotes ethical standards and best practices.

OBJECTIVE: The Communications Chair will annually publicize the Code of Practices and the Statement of Ethical Behavior.

2. Advancement of financial aid programs and access to higher education

A. GOAL: Ensure that the Association advocates positions that benefit the advancement of student financial aid, aspiring to a state in which all qualified students, regardless of financial resources, will have access to quality higher education.

OBJECTIVE: Advocate positions that advance student financial aid, when a reasonable consensus exists, and encourage responsible and appropriate involvement by the membership. Annually identify contacts in government, organizations and agencies related to higher education; apprise them of the Association's mission; and offer to provide guidance on student financial aid issues. Explore or expand activities that shape legislation, impact public support, and hone advocacy skills, such as organizing statehouse visits, writing editorial opinions, and conducting email campaigns.

B. GOAL: Ensure that the Association promotes early awareness of and planning for higher education.

OBJECTIVE: Annually conduct outreach activities in schools and the community; enhance and supplement efforts by members and institutions; and actively cultivate a service-oriented culture promoting access to higher education.

C. GOAL: Ensure that the Association recognizes and enhances the role of financial aid administrators as student advocates, counseling professionals, and content experts.

OBJECTIVE: Broaden members' understanding and knowledge of student development theory, intentional advising principles, and financial literacy concepts through professional development and the sharing of resources.

3. Sustainment of a collaborative community demonstrating respect, cooperation, support, and engagement

A. GOAL: Ensure that the Association's membership, committees, and Board are inclusive and value different perspectives.

OBJECTIVE: Aggressively recruit members, select appointees, and seek nominees who reflect the diversity of the financial aid administrators in the state, including gender, ethnicity, geography, sectors, level of experience, and other characteristics that shape our viewpoints.

B. GOAL: Ensure that the Association engages all institutions in the training and networking we offer in support of the compliant and efficient administration of student financial aid.

OBJECTIVE: Increase membership and extend participation to all Title IV-eligible schools in the state. Explore or expand initiatives such as campus visits, trial memberships, conference scholarships, and letters to the upper administration of schools and the technical college system.

- C. GOAL:** Ensure that the Association encourages collaboration between members, institutions, and agencies for the advancement of student financial aid and the benefit of aid administrators.

OBJECTIVE: Provide engagement opportunities for all levels of experience and resources. Avoid entrenchment and cliques, welcoming newcomers and sharing the Association's history and traditions. Encourage collaboration through interactions such as networking events, inter-association exchanges, advisory committees, legislative advocacy, and participation in regional and national associations.

4. Enhancement of professional, personal, and leadership development

- A. GOAL:** Ensure that the Association provides quality training to enhance the knowledge and competency of the membership.

OBJECTIVE: Provide relevant, engaging, innovative, accessible, and cost-effective professional and personal development opportunities that cover financial aid basic and advanced topics, current regulatory and legislative issues, technological advances, human relations, and student development.

- B. GOAL:** Ensure effective, continuative leadership of the Association while promoting the development of future leadership that fosters energy, diversity, and inclusivity.

OBJECTIVE: Provide opportunities for volunteerism at all levels to help identify members with leadership aspirations and capabilities. Recognize outstanding performance and nurture emerging leaders. Explore and expand initiatives such as sponsoring members to attend leadership symposiums, forming a leadership pipeline, and implementing a chair-in-training program.

- C. GOAL:** Ensure a successful transition of the Association's leadership.

OBJECTIVE: Annually organize a successful transition of leadership in which out-going Board members share complete records, reports, and calendars. New Board members are thoroughly prepared and able to acknowledge an understanding of their duties and the Association's governing documents and budget.



SCASFAA 2018-2019 Board Report

Date	June 17, 2019
Committee	Long Range Plan
Committee Chair	Elizabeth Milam

Committee Member	Institution
Zachary Christian	SCTGC
Hank Fuller	The Citadel
Adam Ghiloni	Tri-County Technical College
Melanie Gillespie	Southern Wesleyan University
Elizabeth Milam	Clemson University
Traci Singleton	The Citadel

Goals:

Research, write, and obtain Board approval for a new five-year Long Range Plan, keeping the following goals in mind:

- Identify strengths of the Association and recommend actions or directions to the Executive Board that will enhance these strengths.
- Identify any weaknesses in the Association and recommend actions for improvement.
- Develop objectives for presentation to the Executive Board as may be appropriate for the enhancement of the Association in its efforts to promote professional development of its membership and support the existence of viable financial aid programs for education.

Accomplishments:

- Reviewed LRPs from SASFAA, Alabama, North Carolina, Kentucky, Georgia, Florida, Mississippi, Tennessee, and Virginia.
- Reviewed SCASFAA's mission statement and 2014-2019 LRP.
- Solicited suggestions and visions to enhance SCASFAA's mission.
- Drafted the 2019-2024 Long Range Plan and presented to the Board for consideration at the spring board meeting.
- Requested action item for June board meeting agenda for vote.

I would like to thank Kisha for entrusting me with this task, and my committee for their thoughtful suggestions and comments regarding the vision and passion of our Association. I would like to dedicate the committee's work to the memory of Dr. Ed Miller.

Submitted by:

Elizabeth Milam