

South Carolina Association of Student Financial Aid Administrators



2019-20 Executive Board Meeting
Tuesday, June 18, 2019
Piedmont Technical College – Newberry Campus
Newberry, SC

Present

Melanie Gillespie
David Bachelder
Bridget Blackwell
Kim Chalmers
Zachary Christian
Shannon Cross
Joey Derrick
Adam Ghiloni

Holly Gilliam
Regina Hailey Smith
Samantha Hicks
Kisha Howze
Michelle Jacobson
Ray Jones
JW Kellam
Augusta Kitchen

Earl Mayo
Stephanie McCarter
Elizabeth Milam
Miracle Mosley
Missy Perry
Traci Singleton
Jennifer Williams

Not Present

Melissa Barnette
Tasha Morgan
Justin Pichey

Danielle Rymer
Kelly Savoie
Michelle Upchurch

DJ Wetzel

Meeting

President Gillespie called the 2019-20 Executive Board Meeting agenda to order at 8:38 AM. A quorum was established with all 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. Zachary Christian moved to approve the agenda and Samantha Hicks seconded the motion, which carried.

Action Item: Approval of Non-Standing Committees. Elizabeth Milam moved to accept the Non-Standing Committees and to keep the Counselor and Consumer Relations Committee as a single committee. Missy Perry seconded the motion, which carried.

There was no old business to report.

President Gillespie presented her theme and logo for the 2019-20 SCASFAA Membership Year. Her theme is 'Moving, Motivating, and Mentoring'. President Gillespie also stated her chosen charity platform to be Meals on Wheels. She

explained that her focus this year will be to move throughout the state to allow SCASFAA to motivate and mentor the membership. This will include in-person visits to institutions who have not been members in the recent years and to provide various training opportunities in-person and via webinars/video streaming.

President Gillespie provided a calendar of the year and asked each Board member to review it carefully. She highlighted that the next official Board Meeting will take place on October 20, 2019 at 3:00pm at the Marina Inn at Grand Dunes, which is the location for the 2019 Annual Conference. In regard to the Conference, President Gillespie also announced that Conference Registration will open July 1, alongside the opening of 2019-20 Membership renewal.

President Gillespie provided an update on SASFAA. She explained that she attended the SASFAA Transitional Board Meeting earlier this month in Florida and that by being SCASFAA President, she sits on the SASFAA Board, along with the other 8 State Presidents. She provided the dates of the SASFAA Board Meetings and of the 2020 Annual SASFAA Conference, which will take place February 9-12, 2020 in Norfolk, Virginia. President Gillespie also announced the following SCASFAA Members to be involved in SASFAA: Sarah Dowd is the Chair of the Communications Committee, Zachary Christian is on the Electronic Services Committee, Scott Callahan is the South Carolina Rep on the Conference Committee, Joey Derrick is on the Legislative Relations Committee, and Kisha Howze is on the Financial Task Force. President Gillespie asked the Board to let her know if anyone is interested in volunteering with SASFAA and if so, to let her know so she can get them in touch with the appropriate person.

Discussion: Options to hold two Pre-Con workshops as a short New Aid/Intermediate Officer workshop.

The Pre-Conference Workshop(s) would run from 8:00am to 12:00pm on Monday, October 21, 2019, immediately preceding the opening of the 2019 Annual Conference. Two NASFAA-U Credential options were brought up: Student Eligibility and Need Analysis. Elizabeth explained that the content of the Student Eligibility credential would be a bit under the belt of an 'intermediate' aid officer but would be an excellent choice for a 'new' aid officer. Zachary and Samantha both agreed that Student Eligibility would be a great choice to offer for New Aid Officer. Joey Derrick also stated that with NASFAA's push of the new Certified Financial Aid Administrator (CFAA), providing a credential geared toward new aid administrators would be a major benefit to the Membership. The Board decided on Student Eligibility, to be marketed toward New Aid Officers and Need Analysis to be marketed toward Intermediate Officers, thus providing two separate NASFAA-U Credential Pre-Conference Workshops in October.

These two NASFAA-U Credentials will also be used at the Annual New Aid/Intermediate Officer Workshop, which will take place in the Spring.

Discussion: Possible Webinar/Other Training Options

President Gillespie asked the Board for input on which areas might be of benefit to provide as a webinar to the Membership. Zachary offered to provide a webinar on further Excel training, as those sessions have been a big hit at recent conferences. In regard to concerns about webinars not providing the Membership with face-to-face networking opportunities, Joey echoed that this is the direction the profession is moving in and SCASFAA needs to remain relevant. Samantha also stated there are other ways to encouraging networking outside of the traditional in-person events.

Joey suggested that the Board Members take a look at what their institutions are not offering that staff would need; Adam Ghiloni stated that a session on reading between the lines with students and effective training on how to take the next step to make sure the student is ready for the next step in the financial aid process would be beneficial. Jennifer Williams expressed her excitement about the use of webinars and explained that Clemson has a training session focused on supervisors about having difficult conversations with staff members, but that SCASFAA could look at offering webinars on handling difficult conversations with co-workers/students. Data Security was also thrown around as being another beneficial webinar option.

To move the meeting along, President Gillespie asked the Board to continue to think of ideas that SCASFAA could provide as webinars to the Membership, and to pass those ideas along to her.

President Gillespie called on Jennifer Williams to review Parliamentary Procedures and Robert's Rules with the Board. Jennifer encouraged new Board Members to be sure to join in discussion, as all Board Members can provide discussion, but reminded everyone that only elected officers can vote on action items. Jennifer also explained that changes to the Policies and Procedures Manual are voted on by the Board whereas changes to the By-Laws are first voted upon by the Board then put forth to the entire Membership for a vote. If the Board is pulled into Executive Session, only the Elected Officers are to be included in that discussion.

Report of Officers

Past-President/Nominations and Elections: Kisha Howze

Kisha reminded everyone that she will be the Chair of the Nominations and Elections committee. She plans to have the nomination form available and sent to the Membership no later than September 9, 2019 in order to allow for a slate of candidates to be announced at the 2019 Annual Conference in October.

Vice-President/Professional Development: Bridget Blackwell, Chair; Stephanie McCarter, Vice-Chair

Bridget stated that she is looking forward to serving as the Chair of the Professional Development Committee. She is looking forward to working with everyone and thanked Stephanie McCarter for agreeing to serve as Vice-Chair.

President-Elect/Special Projections: Traci Singleton

Traci stated she is excited to serve as President-Elect and will be traveling on behalf of SCASFAA throughout the year. Traci discussed the Student Scholarship and how volunteers' institutions are included in the drawing. The names of all active committee members/board members, that work for a college or university, are entered into the drawing. Every volunteer opportunity counts (i.e. serving as a Board Member and serving on multiple committees), so members' names can be entered in more than once. Two \$1000 scholarships are provided to the college or university of the two chosen winners to be awarded to a student of his/her choice. The drawing takes place at the Annual Conference.

Secretary: Zachary Christian

Zachary discussed the Conflict of Interest Form (attached) that is required to be signed by all Board Members. All Board Members in attendance had a moment to review and sign the Conflict of Interest Policy. All Board Members absent from the Meeting will be emailed the policy and signature form, to be completed and returned prior to the Fall Board Meeting. He also discussed the Board Report template and explained that Board Reports are due to him no later than one week prior to the Board Meeting. All Board Reports received will be disseminated to the entire Board for review prior to each Board Meeting. He is also excited to serve as the Vice-Chair of the Conference Committee in preparation of serving as Traci's Conference Chair for the 2020 Annual Conference.

Treasurer/Budget: Missy Perry

Missy announced that the Budget Committee will have a conference call in July to create a draft of the 2019-2020 Operating Budget to be submitted to the Board for review. Missy also reminded the Board of the various forms each member needs to be aware of (Travel Reimbursement Form, Expense Form, etc.).

Treasurer-Elect: Samantha Hicks

Samantha reminded all Board Members to renew Membership and submit payment of dues as soon as possible after July 1. Executive Board Members' dues must be paid before being able to vote or be counted to establish a Quorum. A Quorum must be established before an action item can be voted on.

Member-at-Large/Membership: Melissa Barnette

Not present; President Gillespie announced that Melissa's goals for this year will include connecting with institutions that have not had members for a few years, as well as, assisting with Webinars for the Membership.

Committee Reports

Advisory to CHE: Justin Pichey, Chair; Augusta Kitchen, Vice-Chair

Justin not present.

Discussion: College Goal

Gerrick Hampton, from the Commission on Higher Education, reached out to SCASFAA to provide information pertaining to the focus of College Goal for the 2019-2020 Academic Year. He has asked if SCASFAA would be willing to staff a local high school event in Myrtle Beach during the Annual Conference. While the idea is nice, logistically it would not be feasible during the Conference because of the shortened Conference schedule. Samantha also pointed out that high schools in that area are already serviced by Coastal Carolina University and Horry-Georgetown Technical College. Elizabeth stated she is excited that CHE wants SCASFAA to be involved with this event, but the timing is just impossible. Missy also pointed out that there are certain restrictions on the Technical Colleges about what areas they can work in. Joey Derrick and Michelle Jacobson agreed that there are many ways SCASFAA can partner with CHE, but this is not one that would be beneficial at that time.

By-Laws: Michelle Lodato

Michelle is excited to work with the Secretary (Zachary) and with the rest of the Board. She has been tasked with reviewing the By-Laws and having her committee submit suggestions to the Board, as well as, she will be working with the Secretary to ensure the P&P is updated after changes have been voted upon, and providing suggested areas of review to the appropriate committees.

Communications: Michelle Upchurch, Chair; Miracle Mosley, Vice-Chair

Michelle not present.

Miracle announced that she is happy to be on the Board as Vice-Chair of the Communications Committee and is excited to work with Michelle throughout the year. President Gillespie announced that the final 2018-2019 Palmetto Pages Newsletter will be going out over the summer. This year's focused highlights will be on family members and their impact on the lives of the Membership.

Counselor/Consumer Relations: Kelly Savoie, Chair; Danielle Rymer, Vice-Chair

Both not present.

Kelly asked President Gillespie to share that she is excited to continue to serve SCASFAA as Chair of the Counselor/Consumer Relations Committee and that the committee will continue to focus on Money Smart Week and other financial literacy endeavors.

Electronic Services: David Bachelder

David explained that he is excited to serve on the Board and is committed to continue providing a high level of support to the Board. He reminded the Board that no one except the Treasurer or Treasurer-Elect can touch anything relating to

Association financial records in Wild Apricot. He also told the Board to contact Zachary if anyone would like to have editing privileges of the SCASFAA FaceBook page.

Financial Planning: Earl Mayo, Chair; Tasha Morgan, Vice-Chair

Tasha not present.

Earl reported that the final 2018-2019 Financial Review will be conducted September 12, 2019 and the final report will be provided to the Board. Earl remarked that this year marks his 25th year since first serving on the Board. He is hoping that every Board Member will participate this year, as there is at least one person on the Board each year who does nothing. President Gillespie thanked Earl for his willingness to serve again as Chair of the Financial Planning Committee.

Global Issues: Regina Hailey Smith, Chair; DJ Wetzel, Vice-Chair

DJ not present.

Regina stated that she is excited to serve on the Board and will be working to ensure the Membership is kept abreast of important topics throughout the year. One of the main topics the Global Issues Committee will be monitoring is enrollment trends and seeing how the upcoming shifts in high school graduates will be affecting college enrollment over the next 5-years. Another hot topic is the growth in DACA students and the limitations of how DACA students navigate the college Admissions and Financial Aid processes.

Legislative Relations: Joey Derrick, Chair; Adam Ghiloni, Vice-Chair

Joey explained that there is a lot going on over the next year and the committee will continue to monitor legislative issues both on the state and federal levels. If SASFAA invites SCASFAA to participate in Hill Visits, we will certainly do so, as we have done in years' past. Joey also stated he is excited to have Adam serve as Vice-Chair this year.

Lender Liaison: Ray Jones (SC Student Loan)

Ray asked the Board to be on the lookout for changes that are on the horizon coming from the State House. Elizabeth asked for updates on the movement of the RFP for Default Prevention, etc.; Ray explained that the main pieces of that are coming from Senate Bill 298, which did not pass during the legislative session that just ended. Ray also reported on upcoming changes to the Teachers Loan Program. One of the first changes would be the increase in the annual limit for Juniors and Seniors. There are other changes he hopes to see get passed, included the removal of the subject and regional requirements, when South Carolina is facing a state-wide teacher shortage. He also stated that there would not be budget increases, even if annual limits increase.

Program (Conference): Shannon Cross, Chair; Zachary Christian, Vice-Chair

Shannon is excited and ready to hit the ground running. She announced that she has already been hard at work and has completed a lot of the initial, behind-the-scenes items and has set the in-person Conference Committee Meeting for July 16, 2019. The Meeting will take place in this location (Piedmont Tech – Newberry Campus) from 9:00am – 1:00pm.

Zachary asked the Board to begin thinking of what Silent Auction items they might want to bring to the Conference and to let Gena Miles at SC Tuition Grants and Diana O'Bryan at Bob Jones University know about them. President Gillespie has already been in touch with Meals on Wheels in Horry County to send a representative to the Annual Conference to accept the charity donation. She explained that they run strictly on donations and receive no state funding.

Site Selection: Elizabeth Milam, Chair; Jennifer Williams, Vice-Chair

Elizabeth announced that she and Jennifer will be working toward securing a site for the Fall 2022 Conference, as we are already committed through fall 2021 (Marina Inn at Grand Dunes for the 2019 and 2020 conferences; Embassy Suites at Kingston Plantation for the 2021 Conference). They will also be reviewing past surveys and looking at whether or not there is a need to return to the 3-day conference format. The 2018-2019 Board voted to increase Conference registration by \$20 (to \$215). Elizabeth talked about the challenge she had with the 2-day format as Chair for the 2017-2018 Annual Conference. Zachary raised the concern about competing with SASFAA, which is a larger conference with more to offer as a result of having one additional full day of sessions. Joey warned of the concern managers have with the Conference starting Sunday night, as was the usual start-time in the past, with changes to FLSA and employee's status at their institutions. President Gillespie stated that she feels starting early Monday morning is better than starting the conference on a Sunday evening.

Sponsorship: JW Kellam, Chair; Kim Chalmers, Vice-Chair

Both JW and Kim expressed their excitement to hit the ground running. Information regarding Sponsorship opportunities for 2019-2020 have already been sent to last year's Sponsors, with registration for sponsorship opening July 1st.

Long-Range Planning: Michelle Jacobson, Chair

Michelle stated she is excited to work with the new long-range plan, approved by the 2018-2019 Board, that spans 2019-2024. She assured the Board she will work with all of the Committee Chairs/Vice-Chairs to ensure they are all keeping in line with the Long-Range Plan.

Association Involvement/Volunteer: Holly Gilliam, Chair; Samantha Hicks, Vice-Chair

Holly is excited about getting members involved and she believes there is so much more the membership could get out of the Association. Holly and Samantha will be sending out information about interested members to the Committee Chairs so they can reach out to them. Samantha stated she is excited for the changes that have taken place with this committee and to see how the SC LEAD program works out. There was also a reminder about the changes to the volunteering process. Committee interests will be removed from the Membership Application/Profile and a volunteer event will be promoted each spring for interested members to "register" for.

New Business

No new business.

Announcements and Closing Remarks

The next Board meeting will be Sunday, October 20, in Myrtle Beach, SC preceding the 2019 Annual Conference. The meeting adjourned at 11:53AM.

Respectfully Submitted,



Zachary Christian
2018-19 SCASFAA Secretary