



Commitment



South Carolina Association
of
Student Financial Aid Administrators

2021-2022 Executive Board Meeting- Transition Day 1

DATE 6/6/2021

LOCATION Piedmont Technical College – Newberry Campus

Present

Traci Singleton
Zach Christian
Melanie Gillespie
Kyle Wade

Michelle Jacobson
Holly Gilliam
Adam Ghiloni
Elizabeth Milam

Nicole Brownlow
Carolyn Sparks
Michelle Upchurch
Missy Perry

VIA ZOOM

Danielle Rymer

Shannon Jones

Meeting

Madame President Carolyn Sparks called the 2021-2022 Executive Board Meeting agenda 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. All members in agreement to continue.

Action Item: Approval of non-standing committees.

There was no old business to report.

SASFAA Update – Carolyn Sparks- SASFAA transition will be June 10-13, 2022 in Orlando FL. Missy Lutz, Zach Christian and Sarah Dowd will attend.

Report of Officers

President – Carolyn Sparks reported – The SASFAA New Aid Workshop will be at Wofford June 19-24, 2022. There are 19 registered from SC. There is a large group from VA Tech and University of Utah that plan to attend.

Past President – Traci Singleton – no report, but reminded everyone that her last day at he Citadel will June 30, 2002.

Vice President/ Professional Development – Samantha Hicks – Was not in attendance. Board Report submitted.

President Elect/Special Projects – Missy Perry reported – No official report. She thanked everyone for working with her this year and is looking forward to next year.

Secretary/ By Laws – Michelle Upchurch -No Report. Was unable to send out the Committee Board Reports before the meeting. Let everyone know they would be sent first thing Wednesday morning.

Treasurer/ Budget –Michelle Jacobson reported – She plans to reconcile today and send a new board report to the board. Regina, Michelle Upchurch and herself will meet soon to transition since Regina was unable to attend today. Francis Marion signed up 6 members in May for 22-23. The only way to handle currently is to refund them and have them sign up again in July for the 2022-2023 year. There was discussion on the best way to handle this situation. No decision was made on how to handle this in the future. Michelle stated the funds had already ben refunded and asked them to re-register in July.

Treasurer/Elect - Regina Hailey Smith – not in attendance, report submitted.

Member At Large – Holly Gilliam reported –

Total Membership	377
Active	318

Break 10:43 AM

Reconvened 11:00 AM

Committee Reports

Communications – Ana Mountjoy -Not in attendance. Carolyn let everyone know that Ana’s mother had passed away last week. Ana will get in touch with the next Communication chair soon. Melanie brought that she thinks the board needs to revamp the Communications Committee responsibilities. She thinks rather than doing an outdated newsletter, they could be responsible for taking pictures and report on events, also keep up with the social media posts. Other suggestions were - have a sponsorship landing page on SCACFAA’s website, and do a yearly email or post with membership announcements such as births, deaths, new hires, retirement, etc. Elizabeth let everyone know that the P&P states this committee is to create a newsletter 3 times a year. Zach suggested we change the P&P to say send emails 3 times a year rather than a newsletter.

Financial Awareness – Danielle Rymer reported no updates.

Business Partner – Shannon Jones – nothing new to report. She thinks this position is very important. The vendors are very pleased with SC.

Electronic Services – Zach Christian reported – Has a goal to set up a simple list to join List Serve, wanted to have ready by this meeting but it did not happen, he is still working on a document for Wild Apricot. He will send it out to the entire board and incoming chair when it is done.

Financial Planning – Elizabeth Milam had a question for Michelle Jacobson about 1 registration fee in Wild Apricot and Quick Books. Elizabeth and Michelle will work to resolve the issue. Everything looks good. Michelle Upchurch and Zach are doing a good job keeping the minutes updated on the website.

Legislative Affairs – Adam Ghiloni went over the SCASFAA Legislative Advocacy plan that is included in his board report. He recommends pulling out #4 – Evaluation 2-year Programs from the list. Everyone agreed. Quarterly Zoom meetings with CHE have been started.

Conference – Melanie Gillespie stated her final report was after the conference. She is looking forward to transitioning with Sarah Dowd.

Site Selection – Jennifer Williams – not in attendance. Carolyn reported that Jennifer will call an e-meeting next week for the 2023 site selection.

Volunteer – Kyle Wade reported had no written report. Nothing to add other than he thinks this committee should be merged with Communications.

Sponsorship – Nicole Brownlow nothing new to report. She let everyone know she has enjoyed her time on the board and looks forward to next year.

Long Range Plan – Traci Singleton nothing to report.

New Business

No new Business.

Announcements and Closing Remarks

Carolyn thanked everyone for participating for their support and work done for SCASFAA and your individual schools this year. Being President this year has been a great experience.

Adjourned 11:58 AM.

Respectfully Submitted,

Michelle Upchurch
2021-2022 SCASFAA Secretary



SCASFAA 2020-2021 Board Report

Date	06/01/2022
Committee	Professional Development
Committee Chair	Samantha Hicks
Vice-Chair	N/A

Committee Member	Institution
Justin Pichey	Columbia College
Nicole Brownlow	Trident Technical College
Traci Singleton	Citadel
JW Kellam	Converse College
Adam Ghiloni	Tri-County Technical College
Kala Hudson	Converse College
Missy Perry	Piedmont Technical College
Holly Gillam	USC Columbia
Katie Harrison	SC Tuition Grants
Zachary Christian	SC Tuition Grants

Goals:

- Form the professional development committee
- Make more use of SCASFAA LinkedIn Group by sharing professional development opportunities.
- To schedule a 2021-2022 professional development calendar that consists of:
 - Quarterly webinars on professional development centered on Commitment theme.
 - Pre-Conference NASFAAU Session(s)
 - 2 Virtual Book Clubs related to Professional Development
 - New Aid/Intermediate Workshop
 - Leadership Symposium

Accomplishments:

- Formed Professional Development Committee.
- Created a PD Calendar for 2021-2022.
- Hosted 1 Webinar in September – Committed to Self – Eight Dimensions of Wellness & Mental Health: Practical Ways to Reduce Stress. 13 participants.
- Hosted 2 NASFAA-U credential pre-conference workshops in October. 13 attendees.
- Fall Book Club – 31 registrants (15-17 participants per chat)
- Spring Book Club – 4 participants.
- New/Intermediate Aid Workshop – 27 attendees.
- Leadership Symposium – 12 attendees.
- Shared webinar information from IronBridge Resources.
- Developed timeline for VP & PD committee.
- Completed Transition Guide for VP & PD committee.


Submitted by: Samantha Hicks

[EXTERNAL]Re: Exec Board: Board Reports



Hailey, Regina <RHSMITH@mailbox.sc.edu>

To  Michelle Upchurch

Cc  execboard@list.scasfaa.org

Hi all,

Sorry for the late report and not on format, but I've been out of the office for the last week and this week I'm out of town.

Report updates:

Sent reminders to all aging receivables

All deposits are entered and processed

Will meet with the Michelle's to transition due to my absence today

I miss being there with you all! But I look forward to a great year with the new board and enjoyed working with everyone last year!

Regina

Sent from my iPhone