

South Carolina Association of Student Financial Aid Administrators



2022-23 Executive Board Meeting

10/16/2022

Marina Inn at Grande Dunes, Myrtle Beach, SC

Minutes

President Missy Perry called the Annual Business Meeting Day 1 to order at 9:02. A quorum was present.

Action Item: Approval of agenda with authority given to the president to make changes as needed to facilitate the flow of business. All members in agreement to continue.

SASFAA Update

The SASFAA Annual Conference will be held in Chattanooga, Tennessee on February 12 – 15, 2023.

The 2022-23 SASFAA Volunteers are:

Zach Christian	Membership Chair
Jennifer Davis	Electronic Services Chair
Joey Derrick	Legislative Relations Committee
Melanie Gillespie	2024 Conference Co-chair / Conference Committee
Carolyn Sparks	Nominations and Elections / Awards
Michael Spienza	Sponsorship Committee

Report of Officers

President, Missy Perry (Report attached)

Report stands as submitted.

Past-President/Long Range Plan, Carolyn Sparks (Report attached)

Report stands as submitted.

Carolyn has asked whether the Board should change the wording in Code 109.1 regarding the timeline of nominations to make it a bit more flexible. The code currently reads “The Chairperson of the Nominations and Elections Committee shall establish a deadline and solicit nominations from the membership through all appropriate means. An announcement calling for nominations shall be made available to the membership prior to September 15.” A suggestion by Zachary was put forward that the wording should be changed to “within an appropriate time frame”. Melanie suggests adding a deadline such as “by March 1”. Carolyn will draft wording and report back to the board at the next meeting.

Vice President/Professional Development, Adam Ghiloni (Report attached)

Report stands as submitted.

The New and Intermediate Aid Office Conference will be held on March 14, 2023 at Midlands Tech (Harbison Campus). The Leadership Symposium Summit will be held on April 25, 2023 at Claflin University.

All event registration links are now live on the SCASFAA website.

President-Elect/Special Projects, Zachary Christian

Zachary will attend the NASFAA Leadership & Legislative Conference and Expo as the SCASFAA representative on February 5-8, 2023, in Washington D.C. as well as the SASFAA Annual Conference in Chattanooga, Tennessee on February 12-15, 2023.

Secretary/By-Laws, Danielle Rymer (Report attached)

Report stands as submitted.

The minutes for the Executive Board E-Meeting held on Friday, July 29, 2022, was submitted to the Board by email on October 11, 2022, for comment and corrections. There are no questions or

comments. The minutes have been approved and will be sent to the Electronic Services Chair to be added to the website.

The minutes for the Executive Board Transition Meeting Days 1 and 2 was submitted to the Board by email on October 11, 2022, for comment and corrections. Member Katie Harrison submitted some grammatical corrections for clarity and the report was updated but there were no other comments or questions. The minutes have been approved and will be sent to the Electronic Services Chair to be added to the website.

Treasurer/Budget, Regina Hailey-Smith

Report stands as submitted.

Discussion: Payment for future conference/budget adjustment

Regina has suggested an increase to the contingency line item to accommodate if we have to dip in. This year there was two separate \$4125 deposits to secure the hotel for conferences. This year, adding separate line to include in this budget but will then reduce out of conference budget next year to balance. Would like to create a new line item to include these deposits for the future. Missy asked for questions

Action Item: Add line item 203F to budget. Full amount \$8250 to cover deposits adjustment to contingency. Motion carried.

Regina will send out updated budget to membership by email.

QR codes have been created and are available for mini-golf, silent auctions, and tenfold in your billfold charity activities at annual conference so that attendees can pay electronically.

Treasurer-Elect, Michelle Upchurch

There are 127 registered attendees at the October 2022 conference and nine outstanding registration fees. Michelle will begin collections.

Member-at-Large/Membership, Jernitha Smith (Report attached)

Report stands as submitted.

Jernitha is looking to engage inactive schools. Question regarding Policy and Procedure update to merge the membership and volunteer committees.

Committee Reports

Communications, Tosh Greathree (Report attached)

Report stands as submitted.

Electronic Services, Kyle Wade

Report stands as submitted.

Website is up-to-date. Expense went up slightly because they are going on a two-year plan for the website.

Financial Awareness, Nicole Brownlow (Report attached)

Report stands as submitted.

Nicole reported update about College Goal events and has met with CHE. Nicole has also updated the Financial Aid Night presentation, which is now available on the website.

Elizabeth Milam asked about what happens when high schools ask CHE for counselors for presentation. Who has the final responsibilities to ensure there will be presenters. CHE puts it out there but doesn't provide follow-up. Nicole stated she will see there can be a follow-up meeting with CHE.

Financial Planning, Elizabeth Milam

Report stands as submitted.

Don't report market fluctuations so no real losses but also no income. There are 18 paid sponsors. Annual review hasn't been approved by committee yet but will be forwarded to Missy. Recognizing past treasurers from last year for having the foresight to put SCASFAA on firm financial footing.

Missy would like for Edward Jones to come in to talk about investments at next board meeting.

Diversity, Equity, and Inclusion, Holly Gilliam and Kala Hudson (Report attached)

Report stands as submitted.

Webinar scheduled for November 9, 2022, with the topic of how to be a recovery ally, targeting financial aid staff who might be serving students who are going through addiction recovery. On October 29, 2022

(Wednesday) the DEI committee will have a table at breakfast as a meet and greet. Announced that they plan to have an article “book club”. Thinking broadly about what DEI means and the populations who are included to break misconceptions.

Legislative Relations, Joey Derrick (Report attached)

Report stands as submitted.

Will be meeting with CHE and is asking for agenda items such as questions regarding LIFE ranking reports. NASFAA State Advocacy Network has been created to make a platform for states to talk with each other. Goal is to help states that are not as active to increase their advocacy by connecting them with states who are more involved.

Regarding the State Need Based Grant (SNBG), legislature says allocation form meeting current guidelines and there won't be a change.

Loan Agency Liaison, Ray Jones (Report attached)

Report stands as submitted.

Regarding student loan forgiveness, there are currently six state lawsuits, including South Carolina, which are pending. No future information.

The extension to apply for the Public Service Loan Forgiveness ends October 31.

Student loan repayment pause will end at the end of the year and interest will begin being added again.

Conference, Sarah Dowd (Report attached)

Report stands as submitted.

For the minigolf charity event, SCASFAA will cover the \$8 fee and participants will pay \$20. All proceeds will go to this year's charity, Bow and Arrow Center of Hope.

Site Selection, Bridget Blackwell (Report attached)

Report stands as submitted.

Bridget will be meeting with her committee during the conference to create a survey to adjust for Fall 2024.

Sponsorship, Melanie Gillespie

Report stands as submitted.

There are 18 sponsors at conference. Raised \$30,200. Venders want to see the membership and will therefore have a reception at the conference on Monday, October 18. Sponsorship reception is not invitation only this year but open to the full membership.

New Business

No new business.

Old Business,

No old business.

Announcements and Closing Remarks

None.

Meeting adjourned at 10:15am

Respectfully Submitted,

Danielle Rymer

2022-23 SCASFAA Secretary

2021-22
SCASFAA Quarterly Financial Review
Fourth Quarter: April 1, 2022 – June 20, 2022

Treasurer – Michelle Jacobson

Treasurer-Elect – Regina Haley Smith

Financial Planning Committee Chair – Elizabeth Milam

President – Carolyn Sparks

1. Minutes posted to www.scasfaa.org:
 - a. Transitional Board Meeting Day 1 – June 6, 2022
 - b. Called meeting to approve Site Selection – June 22, 2022
2. First available check number for this quarter: 2876
3. First available check number for next quarter: 2880
4. Bank accounts reconciliations completed.
5. Documentation and entries in QuickBooks for expenses reviewed and satisfactory.
6. Documentation for deposits reviewed and satisfactory.
7. Balance sheets for June 30, 2022
 - a. Checking: \$75,556.95
 - b. Money Market: \$0
 - c. LT investments: \$114,304 (Market: \$119,997)
 - d. ST investments: \$103,669 (Market: \$104,638)
8. Membership (Active and Affiliate) final balanced
 - a. Wild Apricot: 351
 - b. QuickBooks: 351
9. Sponsorship final balanced
 - a. Wild Apricot: 18 (\$26,600)
 - b. QuickBooks: 18 (\$26,600)
10. Event Registration Payments for 4th Quarter balanced
 - a. Wild Apricot: 13 (Leadership)
 - b. QuickBooks: 13 (Leadership)
11. Taxes (IRS 990-EZ) filed – October 21, 2021
12. During the year, follow or complete all recommendations from the 2020-21 financial review (October 14, 2021): In progress



SCASFAA 2022-23 Board Report

Date	10/14/2022	
Committee	Budget Committee	
Committee Chair	Regina Hailey Smith, University of SC TRIO	
Committee Co-Chair	Michelle Upchurch, Limestone College	
Committee Member(s) (Name / Institution)	Missy Perry, Piedmont Tech	Melanie Gillespie, Tri-County Tech
	Zachary Christian, SCTG	Adam Ghiloni, Tri-County Tech
	Carolyn Sparks, Wofford	
	Elizabeth Milam, Clemson	
	Sarah Dowd, Trident Tech	
Report Submitted By:	Regina Hailey Smith	

Goals:

- Reconcile Bank Account Monthly
- Provide current budget report at Executive Board Meeting
- Respond to any findings/suggestions from the Financial Planning Committee
- Update the Financial Planning Guide

Accomplishments:

- July-September (Q1) has been reconciled.
- Updated QR Code for Fall Conference to assure the donation is attached to the specific category
(ie: Silent Auction, Tenfold, Mini Golf)

Attached:

- 2022-23 Budgets vs Actuals as of 10/14/2022
- 2022-23 Balance Sheet as of 10/14/2022
- 2022-23 Aging Receivables as of 10/14/2022

SCASFAA

Budget vs. Actuals: SCASFAA 2022-2023 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
003 Contingency/Transfer of Assets		8,470.00	-8,470.00	
005 Other Income	7.00	100.00	-93.00	7.00 %
007 Charity Income		1,000.00	-1,000.00	
020 Membership Dues	930.00	10,200.00	-9,270.00	9.12 %
020.1 CY Membership	8,220.00		8,220.00	
Total 020 Membership Dues	9,150.00	10,200.00	-1,050.00	89.71 %
030 Fall Conference	3,655.00	25,000.00	-21,345.00	14.62 %
030.1 CY Conference	17,950.00		17,950.00	
Total 030 Fall Conference	21,605.00	25,000.00	-3,395.00	86.42 %
050 Professional Development Income				
050.1 New Aid Officers' Workshop		800.00	-800.00	
050.7 Other Workshops	350.00	800.00	-450.00	43.75 %
Total 050 Professional Development Income	350.00	1,600.00	-1,250.00	21.88 %
070 Sponsorships				
070.1 Conference	13,800.00	30,000.00	-16,200.00	46.00 %
Total 070 Sponsorships	13,800.00	30,000.00	-16,200.00	46.00 %
080 Interest				
080.1 Checking	2.29		2.29	
Total 080 Interest	2.29		2.29	
083 Dividends Earned		2,500.00	-2,500.00	
083.1 Edward Jones-ST 35/65	520.19		520.19	
083.2 Edward Jones-LT 50/50	128.11		128.11	
Total 083 Dividends Earned	648.30	2,500.00	-1,851.70	25.93 %
085 Capital Gains		3,000.00	-3,000.00	
Total Income	\$45,562.59	\$81,870.00	\$ -36,307.41	55.65 %
GROSS PROFIT	\$45,562.59	\$81,870.00	\$ -36,307.41	55.65 %
Expenses				
101 President	644.78	4,000.00	-3,355.22	16.12 %
102 President-Elect		6,000.00	-6,000.00	
102A Travel	1,220.46		1,220.46	
Total 102 President-Elect	1,220.46	6,000.00	-4,779.54	20.34 %
103 Vice-President		100.00	-100.00	
104 Secretary		100.00	-100.00	
105 Treasurer	84.61	1,400.00	-1,315.39	6.04 %
106 Member at Large		200.00	-200.00	
107 Treasurer-Elect		100.00	-100.00	
201 Membership Committee		300.00	-300.00	
202 Communications		100.00	-100.00	
203 Program-Fall Conference		42,500.00	-42,500.00	
203B Supplies	256.80		256.80	

SCASFAA

Budget vs. Actuals: SCASFAA 2022-2023 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 203 Program-Fall Conference	256.80	42,500.00	-42,243.20	0.60 %
205 Nominations & Elections		100.00	-100.00	
206 Legislative Relations		1,000.00	-1,000.00	
207 Consumer Relations		600.00	-600.00	
208 President's Contingency		1,000.00	-1,000.00	
209 Miscellaneous		500.00	-500.00	
213 Professional Development	1,000.00		1,000.00	
213.1 New Aid Officers' Workshop		2,175.00	-2,175.00	
213.7 Other Workshops		2,195.00	-2,195.00	
Total 213 Professional Development	1,000.00	4,370.00	-3,370.00	22.88 %
213.8 Charles Witten Professional Development Fellowship		200.00	-200.00	
218 Global Issues		100.00	-100.00	
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		5,000.00	-5,000.00	
226.2 Board Meetings		1,000.00	-1,000.00	
Total 226 Executive Board		6,000.00	-6,000.00	
227 Insurance & Bonding		800.00	-800.00	
228 Electronic Services	300.00	3,000.00	-2,700.00	10.00 %
229 Scholarship Awards		2,000.00	-2,000.00	
230 Advisory Committee to CHE		100.00	-100.00	
232 Prior Administration Expenses		1,100.00	-1,100.00	
233 Fees				
233.1 Banking/Investment Fees		35.00	-35.00	
233.2 Online Payment Processing Fees	470.97	2,665.00	-2,194.03	17.67 %
233.3 ASCAP/BMI		300.00	-300.00	
Total 233 Fees	470.97	3,000.00	-2,529.03	15.70 %
234 Ad Hoc/Liaisons Expenses		200.00	-200.00	
235 Charity		1,500.00	-1,500.00	
Total Expenses	\$3,977.62	\$81,870.00	\$ -77,892.38	4.86 %
NET OPERATING INCOME	\$41,584.97	\$0.00	\$41,584.97	0.00%
NET INCOME	\$41,584.97	\$0.00	\$41,584.97	0.00%

SCASFAA

Balance Sheet

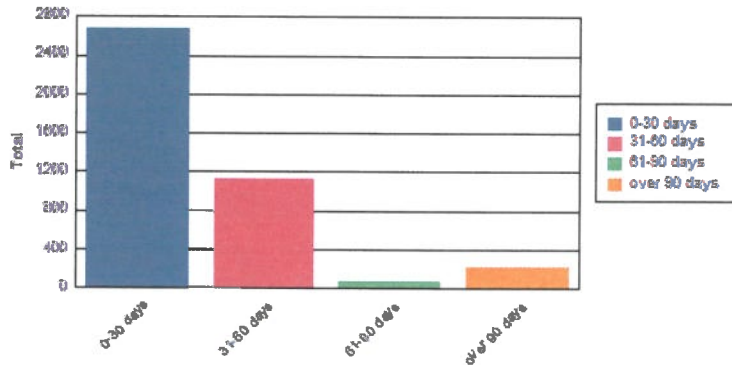
As of October 14, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Edward Jones-Money Market	690.00
Truist Checking	115,803.62
Wells Fargo Checking	0.00
Total Bank Accounts	\$116,493.62
Other Current Assets	
Edward Jones-LT 50/50	114,433.84
Edward Jones-ST 35/65	104,084.48
Total Other Current Assets	\$218,518.32
Total Current Assets	\$335,011.94
TOTAL ASSETS	\$335,011.94
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	220,442.14
Retained Earnings	72,984.83
Net Income	41,584.97
Total Equity	\$335,011.94
TOTAL LIABILITIES AND EQUITY	\$335,011.94

100%

Aging receivables - as of 14 Oct 2022

14 Oct 2022



	0-30 days	31-60 days	60-90 days	over 90 days	Total
Jones Carlette (Technical College of the Low Country)	265.00				265.00
Speights Vanessa (Talent Search)	265.00				265.00
Gilliard Sylvia (Trident Technical College Talent Search)	265.00				265.00
Brownlow Nicole (Trident Technical College)	50.00	215.00			265.00
Dowd Sarah (Trident Technical College)	50.00	215.00			265.00
Gant Willette (University of South Carolina Salkehatchie)	215.00				215.00
Williams Georgeann (University of South Carolina Salkehatchie)	215.00				215.00
Shumpert Lysay (Columbia International University)	215.00				215.00
Parrott Lou (Morris College)	215.00				215.00
Hix Patty (Columbia International University)	215.00				215.00
Williams Jennifer (Clemson University)	215.00				215.00
Kiser Jessie (Clemson University)		215.00			215.00
Dawson Audrey (Trident Techncl College)		215.00			215.00
Cooper Valerie (SCASFAA)		215.00			215.00
Hampton Gerrick (SC Commission on Higher Education)		215.00			215.00
Bruno Debra (Galen College of Nursing)		215.00			215.00
Kearse Licinia W (Orangeburg Calhoun Technical College)				60.00	60.00
Patterson Cindi (North Greenville University)	30.00				30.00
McLeod Loretta (Voorhees University)	30.00				30.00
Darecca Amy (Discover Student Loans)		30.00			30.00
Jones Linda (SC Student Loan)		30.00			30.00
Seale Christina (South Carolina Commission on Higher Education)			30.00		30.00
Kirkland Jillian (Technical College of the Lowcountry)			30.00		30.00
Tyus Jermine (York Technical College)			30.00		30.00

Dempsey Amanda (OC Tech)				30.00	30.00
Eason Marilyn (Allen University)				30.00	30.00
Lotts Erika (Allen University)				30.00	30.00
Johnson Yolanda (yjohnsonallenuniversityedu)				30.00	30.00
Lomax John (Allen University)				30.00	30.00
Minter Tammie (University of South Carolina)				30.00	30.00
Total	2,245.00	1,565.00	90.00	240.00	4,140.00



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	10/10/2022
Committee	Conference
Committee Chair	Sarah Dowd / Trident Technical College
Vice-Chair	
Committee Member(s) (Name / Institution)	Nicole Brownlow / Trident Technical College
	Zachary Christian / SC Tuition Grants Commission
	Adam Ghiloni / Tri-County Technical College
	Melanie Gillespie / Tri-County Technical College
	Holly Gilliam / University of SC - Columbia
	Tosh Greathree / Columbia College
	Regina Hailey Smith / University of SC - Columbia
	Nikisha Howze / York Technical College
	Kala Hudson / Converse University
	Jessie Kiser / Clemson University
	Gena Miles / SC Tuition Grants Commission
	Diana O'Bryan / Bob Jones University
Missy Perry / Piedmont Technical College	

	Michelle Upchurch / Limestone University
	Kyle Wade / Spartanburg Methodist College
	Rodney Walton / PNC Bank
	Jennifer Williams / Clemson University
Report Submitted By:	Sarah Dowd / Trident Technical College

Goals:

Build and present annual conference with member opportunities for

- increasing professional knowledge, networking, and association involvement,
- building cooperative vendor/sponsor relationships,
- charitable donations and awareness,
- fun

Accomplishments:

Worked cooperatively with other board members for

- sessions
- presenters
- moderators
- events
- catering
- registration
- decorations
- AV support
- Program
- Website
- Guest Speakers
- Gifts



SCASFAA 2022-23 Board Report

Date	10/10/2022
Committee	Diversity, Equity and Inclusion Committee
Committee Co-Chair	Holly Gilliam, University of South Carolina Columbia
Committee Co-Chair	Kala Hudson, Converse College
Committee Member(s) (Name / Institution)	Casey Bolin, University of South Carolina Upstate
	Zachary Christian, SCTG
	Gerrick Hampton, SC CHE
	Dana Quattlebaum, Benedict College
	Jernitha Smith, University of South Carolina Columbia
Report Submitted By:	Holly Gilliam

Goals:

1. DEI sessions at the SCASFAA Conference, Fall 2022
2. Update committee description on SCASFAA website
3. Professional Development Webinar
4. DEI article webinar series
5. Review and update P & P for Global Issues to suggest updates for the executive board
6. New Aid/Intermediate Professional Development Session
7. Professional Development Leadership Session

Accomplishments:

1. Conference sessions
 - a. Viva Diversity, Equity & Inclusion
 - b. Hidden Bias
 - c. FAO as Allies: Understanding and Supporting the LGBTQIA+ Community

- d. DEI breakfast meet and greet
- 2. Suggestions were made by the committee, and this is an ongoing process.
- 3. Nov 9th webinar for Recovery Ally
- 4. Like book club but for articles done as a virtual meeting to talk about recent articles focused on DEI. This will be an ongoing, developing project.



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	10/10/2022
Committee	Lender Liaison
Committee Co-Chair	Ray Jones SC Student Loan
Committee Co-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	Ray Jones

Goals:

To provide comprehensive guidance as it relates to news and guidelines pertaining to loans and other areas of concern by lenders and servicers.

Updates:

Lender/servicer concerns for 21/22 was filled with the following:

- PSLF Waiver and extension
- Direct Loan payment and interest pause continued extensions
- \$10K/\$20K federal loan forgiveness announcement



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-23 Board Report

Date	
Committee	
Committee Chair	
Vice-Chair	
Committee Member(s) (Name / Institution)	
Report Submitted By:	

Goals:

Accomplishments:



SCASFAA 2022-2023 Board Report

Date	10/16/2022
Committee	VP-Professional Development
Committee Chair	Adam Ghiloni
Vice-Chair	

Committee Member	Institution
JW Kellam	Converse
Dana Quattlebaum	Benedict
Melanie Gillespie	Tri-County Tech
Concepta Williamson	Citizens Bank
Sam Hicks	Coastal Carolina
Angelia Williams	Midlands Tech
Terria Williams	Clafin
Holly Gilliam	Univ of South Carolina Columbia
Jennifer Williams	Clemson
Lorraine Fleetwood	Univ of South Carolina Columbia

Goals:

- Form Committee
- Create and Schedule Professional Development Calendar
- Plan and Deliver Pre-Conference Workshop
- Support Conference Programming by identifying session topics and providing speakers and content

Accomplishments:

- Committee Formed
- Annual calendar created and disseminated to membership including 6 webinars and 3 in-person opportunities
 - 1st webinar held was successful on September 22nd with Joey Derrick presenting a Legislative and CHE update to the association
- Re-envisioned pre-con with the goal to drive additional registration and involvement
- Identified and about to execute the delivery of 6 leadership sessions for the annual conference

Submitted by: Adam Ghiloni