

## South Carolina Association of Student Financial Aid Administrators



### 2016-17 Executive Board Meeting

Tuesday, February 7, 2017

South Carolina Student Loan Corporation  
Columbia, SC

#### Present

Kevin Perry  
Elizabeth Milam  
Jennifer Williams  
DJ Wetzel  
Cindy Peachey  
Zach Christian  
Carla Brewer  
Katie Harrison  
Angela Fowler  
Jan Belton  
Joey Derrick  
Melanie Gillespie  
Kyle Phillips  
Kelly Savoie  
Biz Daniel  
Earl Mayo  
Traci Singleton  
Chuck Sanders

#### Absent

Nancy Tate  
Nikisha Dawkins

#### Meeting

President Perry called the 2016-17 Fall Board meeting to order at 10:01 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. Katie Harrison motioned to approve the agenda and Biz Daniel seconded the motion, which carried.**

There was no old business to report.

President Perry discussed the minutes from the October executive board meeting, and there were no changes to be made.

#### Report of Officers

**Kevin Perry – President**

President Perry updated on SASFAA. SASFAA conference will be happening next week. President Perry will be attending SASFAA along with several other SCASFAA members. NASFAA Leadership Symposium is happening the last week in February and Jennifer Williams will be attending.

Nominations for SCASFAA awards have been delayed but President Perry will be sending out nominations request in the next week. Discussion was held on where to have physical award trophies created.

Retirees, and Quarter Century Members also need to be updated prior to the conference.

#### **Elizabeth Milam – Past-President**

*Discussion item:* Elizabeth presented the recommendation from the committee of the proposed slate of candidates for the upcoming elections.

*Discussion item:* P&P changes to the electronic election process recommended by the Nominations and Election committee. The change was suggested to change the proposal to slate "at least 3 days, prior to the opening of the online poll". Since changes were made, a second is required. Earl Mayo moved to approve the change, and Katie Harrison seconded the approval.

**Action Item:** Approval of the suggested 109.2 change was unanimous.

**Action Item:** Approval of the suggested 110.1 change was unanimous.

*Discussion Item:* Changes to the nomination process, and whether or not the committee must obtain approval from the board prior to submitting a slate of candidates. Elizabeth will go back to her committee to edit the language of her proposed change. Discussion indicated that her committee should create rules that every candidate must meet prior to being added to the slate of candidates. We should not rely on assumptions, but rather put these items into an procedure for the committee. It was also emphasized that the President is a member of all committees by ex officio so he should be kept up to date on all committee happenings. This recommendation has been tabled until at least the April board meeting.

#### **Nikisha Dawkins – Vice President**

Kisha Dawkins was not present, but Jennifer Williams gave an update. January 10th, had a webinar from Federal Update. No way to track how many people logged, since the Department of Education controlled the webinar. Leadership Symposium will happen at the conference that is geared at Director level members. This meeting should mimic some of the other high-level officer meetings that happen in various places around the state. New Aid Officer will be held March 6-7 at Columbia College. Offer a credential in SAP for the intermediate state and will be doing some core materials but no credentialing for the new officers. Kisha has been working with Constance at Columbia College with all of the logistics. Announcement will be going out shortly. Costs were discussed. New Aid officer will be \$75.

#### **Jennifer Williams – President-Elect**

June 15-16 is the Transitional Board meeting here in Columbia, SC. It will be hosted at the Magnolia Room at Riverbanks Zoo, and Day 2 will be at the Homewood Suites by Hilton on Greystone Blvd. Zoo membership is included in the price and will be a fun group activity. A portion of the rental fee for the room are used for saving endangered animals. Jennifer updated on the SCASFAA scholarship. Committee chairs should send active participants, to Jennifer Williams by March 15, 2017.

#### **DJ Wetzel - Secretary/By-Laws**

By-Law updates for filling a vacant past-president position. Update on the minutes software to use Microsoft One-Note. Working on updating all of the minutes on the website. DJ will work on P&P changes to reflect the use of new minutes software.

*Discussion Item:* Should there be a hierarchy of the three options for filling the president-elect position? Much of the decision was due to the timing of a potential vacancy. If the vacancy happens late in the term, then having the option of a past-SCASFAA president would still provide a viable option for a replacement. VP doesn't have a natural succession plan, so it would make sense to keep the VP position as an appointment rather than a special election.

Break was held at 11:00 am. Meeting re-convened at 11:37 am

**Action Item: Recommended Change to the By-Law as follows:** Under Article 5, Section 3, after the second sentence: **In the event of a vacancy in the President -Elect's office, the position will be filled by the Executive Board from either the Vice President, the current President in a second term, or a past President.** This was moved by Elizabeth Milam and seconded by Zach Christian, and was approved by unanimous vote. The motion carried. **Secretary will send to Elizabeth Milam for addition to the ballot in April.** This change will be voted on from the membership at annual business meeting.

#### **Cindy Peachey – Treasurer/Budget**

Please see attached report. Everything has been switched over to BBT.

#### **Traci Singletary – Treasurer – Elect**

Receiving funds for membership, conference, and sponsorships. Funds are being deposited as needed.

#### **Zach Christian - Member at Large/Membership**

Membership committee has focused on schools that have members that have lapsed. Updated membership benefits on website, and moved it from behind the login firewall. Discussed plans for new-members at the annual conference in April.

#### **Reports by Committee Chairs**

##### **Carla Brewer – Advisory to CHE**

See attached report.

Taken over College Goal SC and working with Gerrick Hampton. College Goal may be having a second event in October to take advantage of PPY.

#### **Kyle Philips – Communications**

See attached report.

Holiday newsletter went out in January. Has created a Twitter and Hootsuite account for SCASFAA. This would allow you to schedule posts out for at least one year. Has created a generic SCASFAA template for presentations, and recently created one for the conference presenters.

#### **Break for lunch at 12:07. Reconvene at 12:35**

#### **Kelly Savoie – Consumer/Counselor Relations**

See attached report.

Attended the consumer counselor meeting in January. Instituted a financial literacy webpage on the SCASFAA website. Looking at doing some webinars with folks from USC. Met with Everfi rep to discuss free financial literacy tools.

#### **Electronic Services – Katie Harrison**

See attached report. Katie will research an SSL certificate for the website, to be proposed in April.

**Action Item:** Committee developed a new listserv with SimpleList. Starting with July 1, we will implement this change.

**Action Item: Committee recommends the following by-law changes and proposed to the membership: Article 3, 4.1.** Active members shall be entitled to vote at all meetings of the Association and shall be able to run for office and chair committees. Votes shall be cast by the eligible member or proxy identified to the Executive Board by the voting member, or by electronic mail or survey ballot in the event ballot is conducted electronically. This change will be forwarded to the nominations and election committee for inclusion on the ballot.

**Action Item: Committee recommends the following by-law changes and proposed to the membership: Article 9,** Unless otherwise specified, a majority vote is required to approve any action of any unit of the Association. Vote may be taken in any meeting at which a quorum prevails, or conducted electronically, in which case the number voting must be equivalent to or exceed that required for a quorum. This change will be forwarded to the nominations and election committee for inclusion on the ballot.

**Action Item: Committee recommends the following by-law changes and proposed to the membership: Article 14,**

These Bylaws may be amended or revised upon recommendation of the Executive Board, by two-thirds majority vote of members attending the Annual Business Meeting, or by two-thirds majority vote of those returning ballots within two weeks of the electronic transmission date of votes conducted electronically. This change will be forwarded to the nominations and election committee for inclusion on the ballot.

**(Absent) Nancy Tate & Angela Fowler – Financial Planning**

Please see attached report.

**Jan Belton – Global Issues**

Convened a conference call with committee members. Will be doing two sessions at the new conference, ALLY Training part 2 and one on cultural sensitivity in the workplace with a panel discussion.

**Joey Derrick – Legislative Relations**

SASFAA will visit on March 28-30. CHE has recommended major changes to state scholarships and grants. See attached report for a summary of changes.

**Chuck Sanders – Loan Agency Liaison**

Update on SCSLC. FFELP portfolio has been transferred. Dec 1, guaranteed loan portfolio transferred to ECMC. Private loan portfolio transferred Jan 14-15. Around 120,000 borrowers. All they have left is the Teacher Loan program, and nobody at the State will approve moving the portfolio to NelNet. 35 million in loans outstanding. April will have a big announcement of the SCSLC future.

**(Not Present) Nikisha Dawkins – Long Range Planning**

Report is attached.

**Biz Daniel – Conference**

Report is attached.

New rep at the hotel. Tentative agenda is out on the website. Sessions should be uploaded by the end of this week.

**Earl Mayo – Site Selection**

Report is attached.

2019-2020 conference site selection is the next location that we will need to decide on, but we won't need to decide anything today. Survey results are included, and discussed implications for next site selection. Discussion was that we should at least try the Fall conference timeline before we make a change to switch it back to a Spring conference. President Perry would like to have a contract for a Fall 2019 conference by June 2017. Will check Charleston rates, but will give priority to Myrtle Beach. Target end of October, or first week of November.

**Melanie Gillespie – Sponsorship**

Had a goal to exceed \$12,000 raised last year, and as of today we are at \$14,900. Could we offer multiple prizes for the sponsorship prizes. We should offer \$250 prize, \$100 prize, and a gift basket. (Split up the \$500 into various cash prizes). These funds are coming out of the Sponsorship budget, not out of the sponsorship fees of any kind.

**New Business**

There was no new business.

**Announcements and Closing Remarks**

SASFAA is coming along next week, and President Perry asked for ideas for the SASFAA basket. Requested to start thinking about nominations for awards.

President Perry announced that the next board meeting would be held in Sunday April 2, in Myrtle Beach. President Perry thanked for board for their attendance and service, wished safe travels, and adjourned the meeting at 3:08 pm.

Respectfully Submitted,

DJ Wetzel  
SCASFAA Secretary