

SASF AA Executive Board Meeting  
Sheraton Hotel, Birmingham, Alabama  
February 14, 2004

**CALL TO ORDER**

President Ron Day called the meeting to order at 9:03 AM in East Meeting Room C at the Sheraton Hotel.

**WELCOME**

President Day welcomed George Chin, NASFAA Chair-Elect; James White, WASFAA President-Elect; Ron Anderson, FASFAA President-Elect and Yolanda Adams, Department of Education trainer. Deborah Byrd, AASF AA state president extended her welcome to the SASFAA Board.

**SUBSTITUTE VOTING AND CHANGES TO THE AGENDA**

President Day announced that in the absence of GASFAA state president, Lenora Jackson, Jenelle Handcox, GASFAA's Vice President would vote. Due to the many obligations that had to be met by certain members of the Board in preparation for the SASFAA conference, the following individuals were allowed to present their reports at the beginning of the meeting: Zita Barree, Conference Chair; Lester McKenzie, Treasurer; Jane McNaughton, Audit and Finance Chair; Forrest Stuart, Membership Chair; Bob Godfrey, Sponsorship Chair and Mary Givhan, Diversity Chair. The following absences were noted: Lenora Jackson, GASFAA state president and Michael Morgan, Agency Liaison.

**INTRODUCTIONS**

The following elected board members were present: Ron Day, President; Karen Koonce, Past President; Janet Sain, President-Elect; Freida Jones, Vice President, Lester McKenzie, Treasurer and Dee Talley, Secretary.

State presidents in attendance were: Deborah Byrd, Alabama; Nathan Basford, Florida; Ron McMakin, Kentucky; Patrick James, Mississippi; Bruce Blackmon, North Carolina; Keith Reeves; South Carolina; Nancy Beverly, Tennessee and Sherwin Hibbets, Virginia.

Committee chairs in attendance were: Jane McNaughton, Audit and Finance; Zita Barree, Conference; Erik Melis, Electronic Services; Clark Aldridge, Legislative Relations; Forrest Stuart, Membership; Guy Gibbs, Newsletter; Ron Gambill, Site Selection and Bob Godfrey, Vendor and Sponsor.

Liaisons present were: Amy Moser, Lender Liaison and Greg Martin, U.S. Department of Education.

**APPROVAL OF THE MINUTES**

**ACTION:** Karen Koonce moved to accept the minutes of the November 8, 2003 board meeting held at the TradeWinds Resort in St. Petersburg Beach, Florida. The motion, seconded by Janet Sain, was approved.

**COMMITTEE REPORTS**

**SEE ATTACHMENT B**

### **Report from Treasurer, Lester McKenzie**

Lester reported that Past President Karen Koonce had exceeded her budget for the year.

**ACTION: Lester moved to reduce line item 205 (Finance and Audit) from \$3900 to \$2900 and move the \$1000 to line item 106 (Past President). The motion, seconded by Nathan Basford, was approved.**

Karen Fooks asked about line item 219 (Special Projects); is this the line item used for the Management Institute expenses? It was confirmed that this line item does include the Management Institute. Karen stated that this line item may need to be increased. A vote to increase this line item was deferred at this time to allow Lester to check his records to determine the expenses incurred at the last meeting Karen held for planning the Management Institute.

The question was asked as to which line item should the expenses for the GAP committee be charged, and it was confirmed that these expenses are charged to line item 217 (Long Range Planning).

Lester spoke about credit card usage and the necessity to make travel plans early to get the most reasonable rates. The credit card payment is due every thirty days, and Lester stressed the importance of completing expense vouchers immediately after making the charge to the card. He stated that only original expense vouchers are acceptable; he cannot accept a fax copy.

Lester reported that there are four people registered for the SASFAA New Aid Officer Workshop in June. He indicated that the number of participants would be limited and encouraged everyone to register their employees early, if they were planning to send someone to the workshop.

Lester announced that conference registration fees could be paid with a credit card at this 2004 conference. This is the first time attendees have been given the opportunity to pay with a credit card.

Lester reported that he is working with SWASFAA on registration issues for the Mid-Level workshop.

### **Report from Audit and Finance Chair, Jane McNaughton**

Jane shared a letter with the Board from Ann Rochester, the individual who worked on SASFAA's 990.

Jane reported that two CD's had matured since the Board's last meeting. She stated that no single CD can exceed \$100,000.

A board member asked if it's time for SASFAA to consider going to another type of investment to get more interest, such as a money market account. It was stated that SASFAA's interest income appears to be limited with the current accounts. Jane responded that she would contact Jim Mills and ask him what other types of investments SASFAA may want to pursue. It was observed that SASFAA can afford to take a little more risks in its investments. The P&P manual will need to be reviewed as it relates to investments so that the Association doesn't make any investments that are against policy.

Jane announced that Lester has an extra laptop due to having purchased a new one last year. If any committee chair is in need of a laptop, please see Jane.

It was announced that of the eight walkie talkies that SASFAA has, two are missing. If anyone knows the whereabouts of these two walkie talkies, please inform a member of the Board.

A board member asked when does SASFAA purge some of the items that are no longer viable assets from the SASFAA Assets list. A response was made that the list does need to be evaluated since it has not been done in a while. A comment was made that the PC's depreciate about every three years. It was pointed out that insurance is based (in part) on what the assets of the Association are; therefore, it's important that the list of assets be reviewed periodically.

Jane reported on the financial review done by Ken Player. She stated that there were no glaring errors found in the financial review. She pointed out that Ken recommended SASFAA increase the fidelity bond, which is currently limited to \$100,000. Jane will work on getting more information about the fidelity bond and report her findings at the June meeting. A question was asked about whether the bond needs to cover the full assets of SASFAA or just what's in the checking account. Jane was not sure what the banking institution requires, but she will research this issue as well. Jane recommended that Ken be given an honorarium in the same amount given to Ann Rochester. Jane said that Ann Rochester recommended SASFAA use the term "Budget and Finance Chair" rather than "Audit and Finance". Also, Ken Player recommended that the P&P manual be reviewed to see if any changes need to be made in reference to finances.

At this point, Lester had reviewed his records in reference to the expenses incurred by Karen Fooks and her committee at their last planning meeting. He reported that the committee had spent \$3600, and would need an increase to cover the expenses they expect to incur at their next meeting.

**ACTION: Lester moved that line item 208 (Nominations and Elections) be reduced by \$4500, and increase line item 219 (Special Projects) by \$4500. The motion, seconded by Ron McMakin, was approved.**

#### **Report from Membership Chair, Forrest Stuart**

Forrest reported that SASFAA has 1,287 members as of February 14, 2004. He stated that those individuals that are not members and have not registered for the conference will need to go to the computer lab, sign on to the SASFAA web site and go through the process to register for the conference. Forrest recommended that next year, the PC's should be located by the registration area so that they are easily accessible.

#### **Report from Vendor/Sponsor Chair, Bob Godfrey**

Bob reported that there are eleven banner ads on SASFAA's website. He stated that there are forty-eight sponsors at the conference, and some will have double booths. Bob said that there are a total of fifty-seven booths in the exhibit area and SASFAA has three. Bob remarked that the total number of booths for this year is five fewer than last year, but he has collected more money than last year. He has already met and exceeded his budget target amount. Bob talked about the layout of the exhibit hall. He stated that instead of presenting gifts to the vendors, the vendors will be offering a \$750 scholarship to a student attending the financial aid fair.

#### **Report from Diversity Chair, Mary Givhan**

Mary reported on the financial aid fair to be held Saturday afternoon and thanked the conference committee for their decision to offer a \$750 scholarship to a student attending the financial aid fair. Mary recommended that, since the speaker Morris Dees was not charging SASFAA a fee, SASFAA should make a donation to the Civil Rights Institute in his name.

**ACTION: Ron McMakin moved that the Board make a \$500 donation to the Civil Rights Institute in the name of Morris Dees. The motion, seconded by Deborah Byrd, was approved.**

**The board meeting recessed at 10:43 a.m.**

**The board meeting reconvened at 11:00 a.m.**

### **REPORTS FROM THE OFFICERS**

**SEE ATTACHMENT A**

**Report from President, Ron Day**

President Day talked about the GAP committee report format and stressed the importance of following the format. He asked that all committee chairs get their reports to him by April 1.

**REPORTS FROM THE STATE PRESIDENTS**

**SEE ATTACHMENT D**

During the Kentucky State Report, President Ron Day asked Kentucky State President Ron McMakin to get more information about the Lumina Foundation and College Goal Sunday to share with the other state presidents.

**The board meeting recessed for lunch at 12:00 noon.**

**The board meeting reconvened at 1:15 p.m.**

**COMMITTEE REPORTS**

**SEE ATTACHMENT B**

**Report from Electronic Services Chair, Erik Melis**

Erik reported the number of “hits” SASFAA’s new web site has experienced since its implementation. There were 1,069 unique users accessing the web site in November; 1,700 unique users in December and 1,857 unique users in January. The most common hits were membership and conference.

Erik announced that shortly after the SASFAA conference, the Electronic Services Sub-committee will convene to discuss changes to the P&P manual.

Erik will send an e-mail to the Board about how to post updates and other information to the web site.

**REPORTS FROM THE STATE PRESIDENTS**

**SEE ATTACHMENT D**

**COMMITTEE REPORTS CONTINUED**

**SEE ATTACHMENT B**

**Report from Newsletter Editor, Guy Gibbs**

Guy announced that the first week of March is the deadline for submission of any articles to be included in the next edition of the newsletter.

Guy reported that seventeen advertisers have committed to having their ads placed in the newsletter.

A question was asked relative to any statistics on how many hits the newsletter has been receiving. It is suspected that the electronic newsletter is not getting very many hits from the membership and the Board may want to consider going back to producing a paper version of the newsletter. Discussion ensued about this issue and several questions were presented for thought: What’s the advantage of receiving the electronic newsletter? What is the intent of the newsletter? What does the SASFAA membership want to see in the newsletter? It was stated that the electronic newsletter is such a time-consuming effort for the editor to get all the information together, only to

have a very few individuals actually read the newsletter. The paper newsletter was discontinued due to postage, printing and the out datedness of the information by the time it reached the reader. A suggestion was made to not discontinue the electronic version of the newsletter, but to offer a couple of paper versions of the newsletter as well. President Ron Day asked Guy to get with his committee and give a recommendation at the transitional meeting.

**Report from Site Selection Chair, Ron Gambill**

Four hotels were visited following contact with three cities in Tennessee regarding hosting the 2007 SASFAA Annual Meeting. Three hotels indicated an interest in having the conference at their facility. The results of their proposals were provided to the SASFAA Executive Board and a recommendation for the Renaissance Nashville Hotel was made for February 11-14, 2007.

**ACTION: Karen Koonce moved to accept the recommendation to have the 2007 SASFAA conference at the Renaissance Nashville Hotel. The motion, seconded by Ron McMakin, was approved.**

**The board meeting recessed at 2:55 p.m.**

**The board meeting reconvened at 3:05 p.m.**

**LIAISON REPORTS**

**SEE ATTACHMENT C**

**Report from the Department of Education Liaison, Greg Martin**

Greg reported that SASFAA can pay for a federal trainer to attend a conference; however, it is approximately a twelve week approval process, which involves having the request go through ethics. Obviously, the powers that be are looking for certain conditions that must be met before they will approve the request. It was stated that the process could be streamlined by having SASFAA complete a standard form or checklist for this purpose. Greg will check on this and report back to the Board at the June meeting.

**SPECIAL REPORT**

**Report from Management Institute Chair, Karen Fooks**

Karen announced that the dates for the Management Institute are December 10-12, 2004 at the Grove Park Inn. Karen stated that she wants this institute to be a different kind of meeting and wants to give participants tools to take home. Her committee will meet during this conference to finalize costs and the budget. They will plan to meet again in the spring at the Grove Park Inn.

**OLD BUSINESS**

Janet announced that this is her last year serving on the NASFAA Nominations and Elections Committee. The two SASFAA candidates running for this office are Bob Godfrey and JoAnne Carreras.

**NEW BUSINESS**

None.

**ACTION: Keith Reeves moved to adjourn the Executive Board meeting. The motion, seconded by Ron McMakin, was approved. The meeting adjourned at 3:52 p.m.**

Respectfully submitted,  
Dee Talley, SASFAA Secretary

## ATTACHMENT A – OFFICERS REPORTS

### **Report from the President, Ron Day**

Ron began his report thanking all the board members for their very dedicated service to all the many projects undertaken this year. He listed several:

- Membership Services
- Audit and Finance
- Vendor Support
- Newsletter
- Diversity Issues
- Site Selection
- Legislative Action
- Agency and Lender Issues

Ron especially commended the following for their very exhaustive efforts:

- Conference Committee
- Web Design and Electronic Services

Under the direction of Zita Barree, Conference Chair, Ron mentioned the many, many tasks related to the construction and implementation of such a large endeavor. The many meetings with the hotel, the vast amount of emails related to various activities, the coordination of the conference committee, the local arrangements endeavors and activities, and many more. Ron expressed sincere appreciation for her work.

He also mentioned the wonderful success in the redesign of the web site. Under the direction of Erik Melis, Ron commended his efforts – many efforts – in the development and “re-birth” of the SASFAA web.

The elected board and the state presidents met Friday, February 13, and discussed various concerns, i.e., investments, budget issues, expense vouchers, web concerns, etc. Ron also stated that the spring schedule for state conferences will be covered by Janet and him. The state presidents have been very accommodating regarding scheduling.

Ron mentioned the need for each committee to have their annual report back prior to April 1<sup>st</sup>, 2004. This will assist with his annual report. It will also assist the GAP committee with their recommendations.

### **Report from the President-Elect, Janet Sain**

President-Elect Janet Sain is busily preparing for her year as President and thus she requested SASFAA members to volunteer to be on various committees for the 2004-2005 during her various visits in the Fall to state associational meetings and during the state visits as part of the conference in Birmingham. The new volunteer form has been submitted to the electronic services chair for inclusion on the website as well as to the newsletter editor to be included in the Winter edition. She encourages all to be an active part of the association and to volunteer! The completed volunteer form can be sent via email or snail mail or fax!

As the SASFAA representative on the NASFAA Nominations and Elections Committee for 2003-2004, Janet is able to give the membership an update on the recent slate presented for the membership’s consideration. Included in that slate are several SASFAA members:

For NASFAA Chair-Elect:

For Representative-At-Large:

For SASFAA Nominations & Elections representative:

David Gelinas, TASFAA

Karen Fooks, FAFSAA

JoAnne Carreras, Suntrust

Bob Godfrey, SCASFAA

Good luck to them all and many thanks to those SASFAA individuals who submitted their names for consideration.

Janet is currently working on the SASFAA Management Institute Committee under the direction of Karen Fooks who is the chair for the committee. The Management Institute will be held on December 10-12, 2004 at the Grove Park Inn in Asheville, North Carolina. The registration will be limited to approximately 100 participants and promises to be informative, interactive and thought-provoking! More specific details will be forthcoming as the committee plans to meet in late March and information will be posted on the web site and on the listserv. A bit of information about the Grove Park is included below.



*Welcome*

**The Grove Park Inn Resort & Spa is one of the American South's oldest and most famous grand resorts. Built in 1913 overlooking the Asheville, North Carolina skyline and the Blue Ridge Mountains, the Inn is a favorite year-round destination for both leisure and business guests. Its splendid views, old world charm, peerless amenities, and a long tradition of exceptional service and hospitality make it a place to savor as one of the most enduringly original and exciting resorts in America. [...See The Details](#)**

The current plans are for Janet to visit several states during their Spring conferences and conduct the SASFAA updates on behalf of the President, Ron Day. After that, she travels to Rapid City, South Dakota for the NASFAA Board meeting, then to Scottsdale, Arizona for the WASFAA board meeting as part of the inter-regional visits, then over to St. Pete for the transitional board meeting in June, followed by the New Aid Officers workshop in Tampa and the Mid-Level workshop in Jackson, MS.

Any suggestions or ideas for the 2004-2005 year are welcomed! Please feel free to email them to Janet at [jsain@ecpi.edu](mailto:jsain@ecpi.edu).

#### **Report from the Vice-President, Freida Jones**

Training is in full swing for 2004. There will be a one-day new aid officers' workshop, Sunday, February 15, 2004, from 8:00 a.m. to 3:00 p.m. The participants will enjoy lunch with the staff and invited guests for more learning experiences.

The instructors for the new aid officers' workshop will have a business luncheon on Tuesday, February 17, from 11:45 a.m. to 2:00 p.m. that will serve as the planning meeting for the Summer New Aid Officers' Workshop in June.

A retreat is planned for March 17-19, 2004, at the Embassy Suites in Tampa, FL. This very important meeting and staff training sessions are also preludes to the Summer New Aid Officers' Workshop.

The Summer New Aid Officer's Workshop will be held on the beautiful campus of the University of South Florida (Tampa) from June 20-25, 2004. The workshop will embrace a "superhero theme" as it fights to stamp out doubt and build knowledge and confidence in new aid officers.

A subcommittee was appointed by President Day for site selection for the summer workshop. The following schools have requested inclusion in the site selection process:

Furman University – Greenville, SC  
 GA Tech – Atlanta, GA  
 University of Memphis – Memphis, TN  
 James Madison University – Harrisonburg, VA  
 Berea College – Berea, KY  
 Asbury Theological Seminary – Wilmore, KY  
 Appalachian State University – Boone, NC

At least three site visits will be made and hopefully contracts will be signed for 2005 and 2006 by the end of June. The committee members for the Summer Workshop site selection include:

Patrick James – MS  
 Sherwin Hibbets – VA  
 Mary Givhan – MS  
 Bruce Blackmon – NC  
 Brad Barnett – VA

The site visits will be divided among those members near the site to reduce the cost of travel. Earlier this committee developed a standardized contract for site selection that will be used by those making site visits and recommendations.

Another training event culminating on the heels of the New Aid Officers' Workshop is the SASFAA Mid-level Workshop at Millsaps College in Jackson, Mississippi. Mary Givhan, workshop coordinator, has promised that this event will be tremendous. The Mid-level workshop theme is taken from the 70s and at the end of the workshop we hope participants will leave with a PEACE of mind and a greater LOVE for the financial aid profession. The workshop is scheduled to begin June 27, 2004 and end June 29, 2004.

#### **Report from the Past President, Karen Koonce**

The Nominations and Elections information went to our newsletter editor, and on to the website in accordance with the schedule in our policies and procedures manual. The deadline to receive absentee ballots was February 11. There were thirty-eight received by mail and membership will be validated before the votes are counted.

Voting procedures and times will be announced at the opening session after the candidates' speeches. A schedule has been set up for the past presidents (Nominations and Elections committee) to man the polls.

The Governance and Planning committee will meet during the April-May timeframe. Each committee chair and elected board member needs to submit their year end reports on schedule so that the committee can complete its review. Margaret Hunt, a prior year committee member has changed positions at her institution. Lisa Mitchem has been asked to replace her this year. The committee is made up of Earl Mayo, SC; Rosemary Tutt, KY; Janet Sain, NC; Lisa Mitchem, GA and Karen Koonce, VA. After the meeting, a report will be compiled for the June transitional board meeting.

#### **Report from the Secretary, Dee Talley**

Dee reported that she has done a review of the Policy and Procedures Manual and has identified several typographical errors that must be corrected. Vernetta Fairley's name is missing from the Honorary Members list and will need to be added. There are some changes to the Newsletter section of the operational calendar that must be made. A policy needs to be written for section 10.3.3 Equipment Coverage. Also, the following documents are missing from the manual:



Attachment 4.2 in Appendix A – the organizational chart  
Attachment 12.1 in Appendix A – minutes of the first organizational meeting  
Attachment 2.3 – Certificate of exemption

Once it is determined from whom these documents should be obtained, they will be added to the manual.

Dee announced that everyone may want to mark their calendars for the June transitional board meeting. The dates for the transitional meeting are June 10-13, 2004 in St. Pete Beach, Florida at the Don CeSar. The elected board should plan to arrive on June 9<sup>th</sup>; everyone else should plan to arrive on June 10<sup>th</sup>. The current board will meet on Friday, June 11<sup>th</sup> (with the new board as observers) and the new board will meet on Saturday, June 12<sup>th</sup>. Dee will be making room reservations within the next several months.

**Report from the Treasurer, Lester McKenzie**

**See the next page.**

**SASFAA Budget**  
**July 1, 2003 through March 17, 2004**

|                               | Actual              | Budget              | \$ Over Budget       | % of Budget   |
|-------------------------------|---------------------|---------------------|----------------------|---------------|
| <b>Income</b>                 |                     |                     |                      |               |
| 01 · Membership Dues          | 32,750.00           | 30,000.00           | 2,750.00             | 109.20%       |
| 02 · Professional Advancement | 17,999.00           | 80,000.00           | (62,001.00)          | 22.50%        |
| 03 · Annual Meeting           | 128,530.00          | 120,250.00          | 8,280.00             | 106.90%       |
| 04 · Vendors/Sponsors/Patrons | 133,750.00          | 120,000.00          | 13,750.00            | 111.50%       |
| 05 · Advertising              | 12,010.00           | 20,000.00           | (7,990.00)           | 60.10%        |
| 06 · Publications             | 0.00                | 0.00                | 0.00                 | 0.00%         |
| 07 · Interest Income          | 11,661.27           | 13,000.00           | (1,338.73)           | 89.70%        |
| 08 · Miscellaneous Income     | 1,806.50            | 500.00              | 1,306.50             | 361.30%       |
| <b>Total Income</b>           | <b>\$338,506.77</b> | <b>\$383,750.00</b> | <b>(\$45,243.23)</b> | <b>88.20%</b> |

|                                  |                     |                     |                       |               |
|----------------------------------|---------------------|---------------------|-----------------------|---------------|
| <b>Expense</b>                   |                     |                     |                       |               |
| 101 · President                  | 3,891.89            | 7,500.00            | (3,608.11)            | 51.90%        |
| 102 · President-Elect            | 2,391.51            | 6,900.00            | (4,508.49)            | 34.70%        |
| 103 · Vice President             | 1,184.49            | 4,000.00            | (2,815.51)            | 29.60%        |
| 104 · Secretary                  | 782.28              | 3,600.00            | (2,817.72)            | 21.70%        |
| 105 · Treasurer                  | 2,749.35            | 7,200.00            | (4,450.65)            | 38.20%        |
| 106 · Past President             | 2,740.16            | 3,200.00            | (459.84)              | 85.60%        |
| 201 · Membership/Directory       | 2,572.18            | 6,200.00            | (3,627.82)            | 41.50%        |
| 202 · Electronic Services        | 6,256.32            | 8,000.00            | (1,743.68)            | 78.20%        |
| 203 · Professional Adv           | 12,066.50           | 94,000.00           | (81,933.50)           | 12.80%        |
| 204 · Newsletter                 | 1,177.95            | 4,000.00            | (2,822.05)            | 29.40%        |
| 205 · Finance and Audit          | 1,007.71            | 2,900.00            | (1,892.29)            | 34.70%        |
| 206 · Annual Meeting Program     | 90,944.45           | 165,000.00          | (74,055.55)           | 55.10%        |
| 207 · Site Selection             | 487.76              | 1,700.00            | (1,212.24)            | 28.70%        |
| 208 · Nominations and Elections  | 2,432.98            | 2,500.00            | (67.02)               | 97.30%        |
| 209 · By-Laws                    | 0.00                | 0.00                | 0.00                  | 0.00%         |
| 210 · Executive Board            | 13,904.39           | 30,000.00           | (16,095.61)           | 46.30%        |
| 211 · President's Contingency    | 1,481.93            | 3,275.00            | (1,793.07)            | 45.20%        |
| 212 · Archives/Research          | 0.00                | 800.00              | (800.00)              | 0.00%         |
| 213 · Advance Program Planning   | 284.31              | 1,975.00            | (1,690.69)            | 14.40%        |
| 214 · Diversity Issues           | 7,198.61            | 4,500.00            | 2,698.61              | 160.00%       |
| 215 · Prior Administration Bills | 3,961.37            | 4,000.00            | (38.63)               | 99.00%        |
| 216 · Legislative Relations      | 475.50              | 3,500.00            | (3,024.50)            | 13.60%        |
| 217 · Long Range Planning        | 0.00                | 4,000.00            | (4,000.00)            | 0.00%         |
| 218 · Vendor/Sponsor/Patron      | 1,371.50            | 4,000.00            | (2,628.50)            | 34.30%        |
| 219 · Special Projects           | 3,600.41            | 8,500.00            | (4,899.59)            | 42.40%        |
| 221 · Computer Hardware/Software | 2,102.00            | 2,500.00            | (398.00)              | 84.10%        |
| <b>Total Expense</b>             | <b>\$165,065.55</b> | <b>\$383,750.00</b> | <b>(\$218,684.45)</b> | <b>43.00%</b> |

|                   |                     |               |                     |                |
|-------------------|---------------------|---------------|---------------------|----------------|
| <b>Net Income</b> | <b>\$173,441.22</b> | <b>\$0.00</b> | <b>\$173,441.22</b> | <b>100.00%</b> |
|-------------------|---------------------|---------------|---------------------|----------------|

**ATTACHMENT B – COMMITTEE REPORTS****Report from Audit and Finance, Jane McNaughton, Chair**

Jane submitted copies of the current investments for the Board's review. Since the November 2003 meeting, two \$25,000 certificates of deposit matured on December 29, 2003 and January 12, 2004 and were reinvested at 3.0% for 39 and 3.35% for 48 months after Jane consulted with Jim Mills, SASFAA's Investment Officer at SunTrust Bank in Norfolk, Virginia and the members of SASFAA's Audit and Finance Committee. Two certificate of deposit mature in June 2004 and Jane will consult with Jim Mills to reinvest these funds according to SASFAA's investment strategy.

Jane began the annual financial review process after the November 2003 board meeting. The person who has completed the previous two reviews was unable to perform the review again and Ken Player, former Budget and Finance chair, agreed to perform the review. Jane distributed copies of the review which was for the 2002-2003 budget year (July 1, 2002 through June 30, 2003).

Jane distributed copies of SASFAA's assets with updates from the Summer Workshop and new purchases. She had asked the members of the Board who are in possession of these items to verify the accuracy of the report and update the report.

**Report from Conference Committee, Zita Barree, Chair**

Zita reviewed the conference packet for the Board; and discussed the highlights of the conference. She distributed reminders to the Board members about important events that were scheduled during the conference that would require their attendance. Also, she announced that certain board members were required to sit at the head table during certain events at the conference, and asked them to refer to the head table handout they were given to determine when they would need to be present at the head table.

**Report from Diversity Committee, Mary Givhan, Chair**

Mary updated the board on the financial aid fair to be held later in the afternoon. She thanked the conference committee for their decision to offer a \$750 scholarship to a student attending the fair.

**Report from Legislative Relations, Clark Aldridge, Chair**

The Higher Education Act is due to expire on September 30, 2004 unless Congress reauthorizes the law or extends the provision of the current law for an additional year. Last year it was widely believed that the House, if not the Senate would pass a reauthorization bill in 2003. While there have been a number of bills introduced that impact higher education neither of the legislative body has introduced a reauthorization bill for consideration.

There are a number of reasons for lack of action. One is the war in Iraq consumed much of Congress' attention for the first half of 2003. Other factors influencing the lack of progress include; political partisanship and rancor and now election year politics.

Most are pessimistic that reauthorization will occur in 2004. In fact, some Democrat Senators have hinted that they are working to delay passage.

Thus far the Senate Committee on Health Education, Labor, and Pensions has held only one reauthorization hearing. Some have described Committee Chairman Judd Gregg (R-NH) as "having little interest in moving a bill."

In the House, 21<sup>st</sup> Century Competitiveness Chairman Howard P. "Buck" McKeon (R-CA) bill aimed at controlling cost, the Affordability in Higher Education Act of 2003, H.R. 3311 has proved controversial at best. Also, the Expanding Opportunities in Higher Education Act of 2003, H.R. 3311 was deemed controversial.

Recently however, some things have begun to change. Chairman Judd Gregg has indicated an interest in moving the bill forward and Senate Majority Leader Bill Frist (R-TN) has now allocated time on the Senate calendar for consideration of a bill this summer.

House Education and the Workforce Committee Chairman John Boehner (R-OH) and 21<sup>st</sup> Century Competitiveness Subcommittee Chairman McKeon indicated that they are committed to completing a bill this year.

It is now expected that the House may have a comprehensive bill ready within a few weeks. However, there are many political, procedural and budgetary issues ahead that could easily derail the process.

To further complicate matters President Bush has yet to present a reauthorization proposal. In his State of the Union speech President Bush only mentioned two items related to postsecondary education. One would offer a bonus Pell Grant for Pell eligible students who take a “rigorous high school curriculum.” This program would provide these students with up to an additional \$1,000 per year. Also recommended was \$250 million for a “new competitive Community-based Job Training grants” program.

If reauthorization is to become a reality this year you could expect action to begin in February with the President’s FY 2005 Budget which would outline the Administration’s proposal. Also in February the House released its Title IV reauthorization bill.

The Senate would introduce a bill in early March and mark-up by the full committee would occur in late March.

The House bill, a modified version of the Affordability in Higher Education Act, would come to the full committee.

During April and May the House and Senate pass their version of a reauthorization bill.

In July the House and Senate Conference Committee reach agreement and send it to the President.

What to expect in reauthorization:

Loan limits-expect flexibility in first and second year student loan limits but significant loan life-time loan limits unlikely.

Single holder rule for consolidation will likely be eliminated.

Reconsolidation may get approval. However, interest rate likely tied to Stafford rates.

President’s FY 2005 budget provides some insight as to the Administration’s thoughts concerning reauthorization. Key components include a small increase in freshmen loan limits from \$2625 to \$3000 per year. It also, calls for an “Enhanced Pell Grant” of up to \$1,000 for first year, full-time students who take demanding high school courses. The budget message also addresses a potential change in the Campus Based programs allocation formula. The current formula tends to provide a disproportionate share of funds to schools that have been in the Campus Based programs the longest. Other proposals include:

An update of federal and state tax tables used to determine the EFC in needs analysis

\$3 billion for unspecified program enhancements that could be used by Congress in developing reauthorization initiatives. These could include higher loan limits, increased loan limits or others.

Maintain variable interest rates for Stafford/Direct Loans. Interest rates on these loans are scheduled to increase to a fixed rate of 6.8% on July 1, 2006. The Administration is proposing to eliminate this increase.

Eliminate the 9.5% floor income loans. “Loans funded with the proceeds of tax-exempt securities originally issued before October 1, 1993, receive substantially higher special allowance payments than are currently paid on other types of loans. Loan holders are currently able to retain these higher benefits indefinitely by refinancing the underlying securities.”

Require the collection of a 1% insurance premium by all guarantee agencies. Would require collection of this fee for all loans guaranteed or disbursed after October 1, 2004.

Expand teacher loan forgiveness from the current \$5,000 per year to \$17,500 per year for math, science, and special education teachers considered to be highly qualified.

Standardization of loan repayment terms. “To standardize loan terms and help borrowers manage their debt, the Administration is proposing to standardize extended repayment terms in FFEL and Direct Loans. Under this proposal, the repayment term for borrowers in both programs would be up to: 12 years for balances between \$7,500 and \$10,000; 15 years between \$10,000 and \$20,000; and 20 years between \$20,000 and \$40,000; 25 years between \$40,000 and \$69,000; and 30 years for loans in excess of \$60,000.

Reinstitute the two expired provisions effecting low default rate schools. “The Administration proposes to reinstate two expired provisions affecting institutions with cohort defaults of less than 10% for the three most recent fiscal years.”

Source: FY 2005 Budget Appendix

### **Report from Membership Committee, Forrest Stuart, Chair**

The SASFAA Membership Committee has worked over the past few months to:

- Continue to send states information about joining SASFAA
- Update the states on their SASFAA representation in membership counts
- Contact the membership (via ATAC email) asking that all ensure their data is correct
- Contact the 2004 Conference registrants asking that they ensure their names and institutions are listed accurately so that conference nametags will be correct
- Coordinate with the conference chair to ensure ribbons, nametag appearance, etc. are “what they should be” for the conference and that we have a streamlined conference and nametag packet “stuffing” process
- Coordinate with the treasurer to ensure our registration process is well planned for pre-registered and on-site registrants

As of February 6, 2004, SASFAA currently has 1,196 members. With another week until the 2004 Conference, and with the number of on-site registrations we normally have, SASFAA should exceed the 2002-03 membership total of 1,288.

As of February 6, 2004, the membership representation by state is:

|                    |     |
|--------------------|-----|
| Alabama:           | 99  |
| Florida:           | 211 |
| Georgia:           | 142 |
| Kentucky:          | 91  |
| Mississippi:       | 54  |
| North Carolina:    | 123 |
| South Carolina:    | 118 |
| Tennessee:         | 125 |
| Virginia:          | 110 |
| NON-SASFAA Region: | 123 |

### **Report from Newsletter Editor, Guy Gibbs**

*SASFAA Policy and Procedure Manual, Newsletter, Sections 8.1.1 and 6.12*

Section 8.1.1 states, “The primary purpose of the newsletter is to disseminate information that may be of interest to the financial aid community. Generally the newsletter shall be published in October, December, April and June. Each newsletter shall include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the SASFAA region.”

Each newsletter shall contain:

- a calendar of training and development activities in the region provided by state associations, the SASFAA vice president, the U.S. Department of Education, guarantors and state agencies; and may contain,
- board meeting highlights;
- message from the president;
- treasurer’s report;

- committee reports; and
- state reports.

#### *Newsletter Subcommittee Appointed*

One of President Ron Day's initiatives was the appointment of a Newsletter Subcommittee. The subcommittee included: Guy Gibbs, Chair, Nancy Beverly, Deborah Byrd, Lenora Jackson, Michael Morgan and Donja Tripp. The subcommittee was charged with reviewing the purpose of the newsletter; name; content; format; potential for featured articles; and advertisements. As President Day indicated, the advent of electronic systems has resulted in most state, regional and national organization converting to on-line "informational sheets" as opposed to the traditional printed newsletter.

The subcommittee, with the exception of Donja Tripp, met briefly during the Transition Board meeting in June 2003 and concluded that:

- The newsletter should continue to be an on-line publication;
- The newsletter should be published more frequently;
- The newsletter should be delivered to the membership in a timely manner, real-time, as opposed to stale and out-dated information;
- The newsletter should contain feature article about state associations, members, events, etc.
- The newsletter should contain information/articles from committee chairs as appropriate and timely;
- The newsletter should contain "What's Going On" in SASFAA and member states;
- The newsletter should be "featured" in state newsletters, on state list serves, etc.; and
- The newsletter should contain summary information about SASFAA board meetings since all board minutes are available on the SASFAA Web site.

#### *Recommended Publication Schedule*

Section 8.1.1 stated, "Generally the newsletter shall be published in October, December, April and June." The October newsletter was made available on the old SASFAA Web site in late October. The December edition was completed and placed on the new SASFAA Web following the Christmas holidays. A special thanks is extended to Paula Gordon, ATAC, for taking the information provided and creating the newsletter. I think all will agree that the newsletter format is inviting and a pleasure to read.

#### *Newsletter Advertising*

Bob Godfrey, Chair of Vendor and Sponsor, has done an outstanding job in lining up sponsors for the newsletter. The following chart reflects the support that the newsletter has received this year. We were unable to accommodate some advertisements because they were submitted too late for inclusion in a requested newsletter.

| <b>ADVERTISER</b>                     | <b>ISSUES</b> | <b>AD SIZE</b> |
|---------------------------------------|---------------|----------------|
| Chase Education First                 | 4             | Full Page      |
| Citibank                              | 4             | Half Page      |
| Key Education Resources               | 3             | Half Page      |
| Edamerica                             | 4             | Full Page      |
| Nellie Mae                            | 4             | Half Page      |
| AmSouth Bank Student Lending          | 4             | Full Page      |
| USA Funds Services                    | 4             | Full Page      |
| American Student Assistance           | 2             | Half Page      |
| Access Group, Inc.                    | 4             | Half Page      |
| SunTrust Education Loans              | 3             | Full Page      |
| Collegiate Funding Services           | 1             | Half Page      |
| Great Lakes Educational Loan Services | 1             | Half Page      |
| Educaid/Wachovia                      | 1             | Full Page      |
| Nelnet                                | 2             | Full Page      |
| Fifth Third Bank                      | 2             | Quarter Page   |
| Consolidation Resource Center         | 1             | Quarter Page   |
| Union Planters Bank                   | 1             | Half Page      |

Total advertising generated for 2004 is \$11,890. This excludes \$1,480 for the Chase Education First advertisements. They paid the advertising fee last year but the ads were never included in the newsletters. The ads are being included in the quarterly newsletters for 2004.

*State Associations Featured in the Newsletters*

One of President Day's recommendations was that each state association should be featured in the newsletter during the year. The following schedule was established.

- September – Alabama, Deborah Byrd, AASF AA State President
- October – Virginia, Sherwin Hibbets, VASF AA State President
- November – Nathan Basford, FASF AA State President
- December – Nancy Beverly, TASF AA State President
- January – Lenora Jackson, GASF AA State President
- February – Keith Reeves, SCASF AA State President
- March – Ronald McMakin, KASF AA State President
- April – Patrick James, MASF AA State President
- May – Bruce Blackmon, NCASF AA State President

After this schedule was established it was determined that it would not be possible to meet a quarterly newsletter deadline along with monthly updates. Therefore, both Florida and Tennessee were spotlighted in the December newsletter. The January-February updates highlighted South Carolina. Lenora Jackson, due to illness, was unable to provide information for inclusion; however, Georgia will be highlighted in the April newsletter along with Kentucky and Mississippi.

The January-February newsletter update was posted to the Web site the first week of February. The March update will not be published since the quarterly newsletter will be published in April. A comprehensive April newsletter will contain updates and information about the conference.

### *Newsletter Featured Articles, Advertisements and Publication Submission Dates*

Each elected board member; state president and committee chair and liaison is encouraged to provide articles for inclusion in the newsletter each month. While some committees may be featured more often, for example Conference, it is important that each committee chair provide timely features for inclusion in the newsletter.

Since the newsletter will be published quarterly along with the updates, it will remain timely and provide useful and up-to-date information for the membership. The number of pages and the number of articles for each edition of the on-line newsletter is expected to vary while at the same time keeping the membership informed of activities/events within the members states, other regions and nationally.

Persons submitting articles, advertisements, etc. are reminded that the 15<sup>th</sup> of the month is the final date that all submissions should be provided to the Newsletter Editor. Articles are to be submitted to Guy F. Gibbs, Northern Virginia Community College. The e-mail address is [ggibbs@nvcc.edu](mailto:ggibbs@nvcc.edu), telephone number 703-323-3085, fax number 703-323-2189. Materials should be sent as a Word attachment, New Times Roman font, 10 pitch, third person. Questions should be addressed to the Editor.

### *Information for Consideration*

It came to the attention of the Newsletter Editor that in prior years a link had been placed in the newsletter for each of the advertisers in that edition of the newsletter. This information was not available to the current editor and no attempt to place a link had been included with the advertisement.

The *SASFAA Policy and Procedures Manual* does not provide any guidance concerning this matter and the on-line sponsorship form does not provide for such information to be provided. Guidance from the board is suggested and if it is deemed appropriate to place a link that the manual and the sponsorship form be updated appropriately.

Update: The links have been made thanks to Erik Melis providing the necessary Web site links to ATAC for the various lenders who have subscribed with ads in the newsletters.

### **Report from Site Selection, Ron Gambill, Chair**

Four hotels were visited following contact with three cities in Tennessee regarding hosting the 2007 SASFAA Annual Meeting. Three hotels indicated an interest in having the conference at their facility. The results of their proposals will be provided at the Board Meeting and a recommendation will be made.

The Site Selection subcommittee will meet Monday morning, February 16 to review Site Selection Checklists for the following:

- Annual Meeting
- New Aid Officer's Workshop
- Management Institute
- Transition Meeting
- Executive Board Meeting
- Committee Meetings

The final drafts will be prepared for the Transition Meeting along with any update recommendations for the Policy and Procedures Manual. The only site checklist to be developed is for the Mid-Level Workshop which is not under total control of SASFAA.

Development work on a pro-forma contract will continue following the results of the Site Checklist proposals.



Negotiations for the Executive Board meetings need to be concluded more in advance of the meetings in order to obtain competitive rates and dates that are preferred. Committee meetings that are required (i.e., nominations) should also be negotiated more in advance for the same reasons.

The impact of September 11 has significantly decreased for hotel conference business. Hotels are seeing an increase in proposal requests and many desirable locations are booked well in advance again. This means negotiations are more challenging, but SASFAA is still a desirable conference and can obtain good proposals with advance planning.

**Report from Vendor/Sponsor, Bob Godfrey, Chair**

No report submitted.

**Report from Electronic Services Committee, Erik Melis, Chair**

The “new” SASFAA web site went live on November 16, 2003. User names and passwords were sent out to all active members and contacts were sent out to inactive members inviting to renew their memberships. Since the go-live, the following updates have been done through coordination with ATAC:

- SASFAA conference mini site was setup and has been updated periodically to reflect changes in information as they have become available.
- On-line registration for the SASFAA conference was activated.
- 03-04 SASFAA budget information was updated on the web. There is one more update currently pending update with ATAC and should be posted shortly.
- Information for the Summer 2004 New Aid Officer’s Workshop, including the registration form, was posted.
- Information for the Summer 2004 Mid-Level Workshop, including the registration form, was posted.
- SASFAA Sponsorship selection form was activated on the web.
- State sections were updated.
- Newsletter updates were posted for September 2003 and January/February 2004 and full newsletters were posted for October 2003 and December 2003.
- Calendar updates were made on the web site.

The following web-related projects are in progress or will soon be:

- The Web Development Sub-Committee will review the functionality of the new SASFAA web site and recommend P&P changes to the various committees now that users have a chance to experience the functionality of the web site.

The new SASFAA listserv went live November 20, 2003 and all currently active members were automatically subscribed to the list.

The following items related to SASFAA Listserv maintenance are in-progress or will soon be:

- Continue to evaluate the need for listservs other than the main SASFAA listserv. This issue will be looked at by the Web Development Sub-Committee

Throughout the course of the upcoming year, the Electronic Services Committee will continue to work with the elected Board, State Presidents, and Committee Chairs to get input on improvements and updates for the SASFAA web site and to determine ways that the Electronic Services Committee can assist in meeting goals and objectives.

## ATTACHMENT C – LIAISON REPORTS

### **Report from Lender Liaison, Amy Moser**

A study done in 2002 by the US NEWS AND WORLD REPORT stated, “Public universities typically leave a \$3,800 gap between students’ official need calculation and their actual aid, while private colleges leave a gap of more than \$6,000. “ This is after Stafford has been awarded.

I hate to say it, but steady growth in private credit is here to bridge the gap. What was taboo in the aid office just a few years ago is now the only opportunity some students have to fulfill their dream of a college education. The burden now lies on the lenders to develop products for those families with less than perfect credit. Those with less than perfect credit are demanding low interest rates, repayment benefits, and tax incentives.

The Coalition for Better Student Loans and NASFAA have come to an agreement about increased loan limits in the upcoming reauthorization. Some sources believe that because of the shortened Congressional calendar due to the Presidential election and an increasingly partisan atmosphere in Washington that reauthorization **2003** will not take place until **2005**. We will have to wait and see. Here are the proposed subsidized loan limit changes:

\$2,625 - \$4,000 first year

\$3,500 - \$6,000 second year

\$5,500 third and fourth years to a \$20,000 line of credit for both years combined

\$10,000 - \$12,000 for graduate students annually

Loan limits have not been increased since 1972 except to hold the impact of the origination fee in 1986 and for upper class students in 1992.

Loan limits are only one topic of NASFAA and the Coalition have proposed:

1. Provide relief from origination fees so a student borrowing \$4000 (for example) receives loan proceeds of \$4000.
2. Increase repayment period for longer than ten years
3. Consolidation repair: Consolidation was not meant to be a refinancing tool. It was developed for students that were having trouble making ends meet. No one imagined interest rates would ever be this low and students would flock to consolidate for a **lower** interest rate. These funds for consolidation are taking away from front-end aid like Pell and SEOG.
4. Loan forgiveness for critical need areas.

As Tim Fitzpatrick, President and COO of Sallie Mae, said: “Student loan programs work and they work well. FFELP and Direct Lending work well as a choice for schools and fit the needs of campuses across our country.

No one wants to be in debt: However, an investment in our next generation is an investment I am willing to make. So write to your Senator and Congressman about how you believe in financial aid and its merits. You may find out who you should write by logging on at [www.senate.gov](http://www.senate.gov) and [www.house.gov](http://www.house.gov). We are all here to make college accessible to students who want an education.

### **Report from the Department of Education Liaison, Greg Martin**

#### **NSLDS Calculation of Aggregate Loan Amounts**

NSLDS bases aggregate loan amount calculations on disbursed amounts and outstanding principal balances of the individual subsidized and unsubsidized loans reported for the student. Since consolidation loans in the DL program are reported to NSLDS as either subsidized or unsubsidized, those amounts are included in the appropriate aggregate amount. FFEL consolidation loans, however, are not reported to NSLDS with any indication of what portion of the loan is subsidized and what portion in unsubsidized. Previously, NSLDS simply reported the amount of any FFEL

consolidation loan, leaving the school to determine what portion should be applied to the subsidized loan limit and what portion should be applied to the combined loan limit. Starting with 2003-04 processing, NSLDS allocates FFEL consolidation loans to subsidized, unsubsidized and combined aggregate totals, using a specific algorithm and certain assumptions.

Using a Q&A format, DCL GEN-03-12 examines this process and those aspects of it that have been the cause of confusion. Many of the Q&As address the concept of “unallocated amounts”. NSLDS takes the total amount disbursed for all identified underlying FFEL subsidized loans and divides that amount by the originally disbursed amount of the consolidation loan. This results in an approximation of the total consolidation loan that can be attributed to the subsidized loans. This percentage is then applied to the current outstanding balance of the consolidation loan resulting in the total amount of subsidized loans for the student. A similar process is followed to allocate the unsubsidized amount.

Unallocated amounts occur when, with the information obtained from data providers, and after eliminating underlying Perkins and PLUS loans, NSLDS is unable to account for the full amount of the outstanding balance of the FFEL consolidation loan. Because NSLDS cannot determine where the unallocated amount belongs, it assumes the amount was borrowed from the FFEL or DL and is included in the total combined balance. None of the unallocated amount is included in the subsidized balance because it is unlikely to have come from a subsidized loan.

Unallocated amounts can occur for a variety of reasons including: capitalized interest included in a consolidation loan; an underlying loan closed with an improper status code (PF or DP instead of PC, PN or DN; an HHS loan included in the consolidation loan. In most cases, it is only necessary to review an unallocated amount if a student is near his or her aggregate limits. An example offered in the DCL is determining what the effect on additional subsidized eligibility would be if the entire unallocated amount is assumed to be subsidized or, conversely, unsubsidized. Remember that a student who has borrowed in excess of annual or aggregate loan limits is ineligible for any additional Title IV.

#### Treatment of Coverdell Accounts and 529 Plans

The Department has provided clarification on the treatment of certain educational savings plans in determining students' eligibility for Title IV aid. DCL GEN-04-02 specifically addresses Series EE U.S. Savings Bonds and assets and income from two types of educational savings instruments – Coverdell Education Savings Accounts (formerly “Education IRAs”) and 529 Plans which may be savings plans or prepaid tuition plans.

- Coverdell accounts and 529 College Savings Plans receive equal treatment in the calculation of Title IV eligibility. Specifically, both can be regarded as assets of the parent if the parent is the owner of the account, rather than the student, which is more beneficial to the family in the EFC calculation.
- Distributions from Coverdell accounts and 529 College savings Plans that are not subject to federal income tax are not counted as parent or student income in the determination of Title IV eligibility. Distributions for qualified educational expenses therefore do not reduce financial aid eligibility.
- The value of a 529 Prepaid Tuition Plan is not counted as an asset of either the owner or the beneficiary. Distributions are applied to the beneficiary's higher education expenses and reduce the cost of attendance.
- Distributions from 529 Prepaid Tuition Plans are not counted as parent or student income.
- The value of Series EE U.S. Savings Bonds is regarded as an asset of the owner of the bond(s).

#### Availability of 2003 Child Care Provider Loan Forgiveness (CCPLF) Application

The HEA provides for a CCPLF Demonstration program under which eligible loans are forgiven on a first come first serve basis subject to the availability of the appropriation. Up to 100% of a borrower's loans (FFEL or DL) may be forgiven in annual increments based on years of qualified service. Congress has appropriated \$994,000 for new applicants for FY 2003. DCL GEN-04-01 includes attachments containing the application in Word and PDF format. While schools have no responsibility for this program, you may receive inquiries from students about the program. The DCL also provides a contact number (888-562-7002).

## Participation in the Work-Colleges Program

DCL CB-04-02 provides notice of the deadline (March 9, 2004) for applying to participate in the Work-Colleges Program for the 2004-05 award year. The Institutional Application and Agreement is contained in an attachment to the DCL. You may also find the application in the "Setup" section of the FISAP on the Web at [www.cbfnisap.sfa.ed.gov](http://www.cbfnisap.sfa.ed.gov).

## 2004-05 Federal Pell Grant Program Payment and Disbursement Schedules

The 2004-05 Pell Payment Schedules are contained in DCL P-04-01. The maximum award for 04-05 remains fixed at \$4,050. The minimum award is \$400 and the maximum EFC a student may have to be eligible to receive a Federal Pell Grant is 3850.

## Campus-Based Tentative

Your institution's tentative funding level worksheets for the Federal Perkins Loan, Federal Work Study and FSEOG programs have been posted to the eCampus-Based (eCB) web site at <http://www.cbfnisap.sfa.ed.gov>. DCL CB-04-01 contains attachments explaining the step-by-step calculation of each tentative funding level found on the worksheets.

## Graham-Leach-Bliley (GLB) Act and FERPA

Colleges and universities are deemed to be in compliance with the privacy provisions of GLB if they are in compliance with FERPA. However, institutions are subject to provisions of the act related to administrative, technical and physical safeguarding of customer information. This is because the FTC has taken the position that the safeguarding of information is not a privacy issue, but is one of security of customers of a financial institution. The FTC and not the Department of Education is the lead agency on this issue. This report seeks only to offer information on the availability of resources related to this topic.

The NACUBO web site [www.nacubo.org](http://www.nacubo.org) is an excellent resource for information on GLB and how its requirements pertain to institutions of higher education. The site features a page dedicated to GLB from which you may access update bulletins, summaries of notes taken in meetings with FTC officials, sample GLB policies from various institutions and links to the FTC website where further information may be found [www.ftc.gov/privacy/glbact](http://www.ftc.gov/privacy/glbact). For informational purposes, an FTC fact sheet on complying with the Safeguards rule is attached to this report.

## **Report from the Agency Liaison, Michael Morgan**

No report submitted.

## ATTACHMENT D – STATE PRESIDENTS REPORTS

### **Report from Alabama State President, Deborah Byrd**

NASFAA's Decentralized Training was held on December 10 from 9:00 a.m. until 4:30 p.m. at RSA Building in Montgomery. The training was conducted by Cindy Massey, Michael Reynolds and Andrew Weaver. Approximately, 50 financial aid personnel were in attendance.

AASFAA embarked on a special project chaired by Tommy Dismukes, KHEAA. The goal of this project was to provide financial aid information to at least 1 or 2 schools in every county (67) in the state of Alabama. Volunteers from within AASFAA contacted schools in the counties that they worked/lived in and set up Financial Aid presentations between September 1, 2003 and February 10, 2004. The presentation information was collected and distributed to appropriate media, etc. throughout the state to inform them about the work/public service our state association did. One hundred and thirty (130) financial aid presentations were conducted in 49 of Alabama's 67 counties (73%) throughout the state. Over 8,030 students, parents, counselors were educated by financial aid professionals as to how the student financial aid process works.

Spring Conference

April 13 – 16, 2004

Perdido Beach Resort, Perdido Beach, Alabama

### **Report from Florida State President, Nathan Basford**

#### **Training:**

Our goal is to provide training to all our members. This year we are offering the following training sessions:

**February 4-6<sup>th</sup>: Financial Aid Essentials Workshop/Dodgertown Sports and Conference Center, Vero Beach  
Fl. 52 attendees. 9 Lenders.**

**February 24-26<sup>th</sup>: Experienced Aid Officer Workshop Safety Harbor Resort/Spa, /Safety Harbor Fl.  
Registration form on website. [www.fasfaa.org](http://www.fasfaa.org).**

Florida DOE : State Scholarships and Grants/Academic Training for Middle and High School Counselors workshops November/December:

|                   |                       |                      |
|-------------------|-----------------------|----------------------|
| <b>11/20/03:</b>  | <b>Tallahassee</b>    | <b>72 attendees</b>  |
| <b>12/02/03:</b>  | <b>Orlando</b>        | <b>320 attendees</b> |
| <b>12/03/03:</b>  | <b>Tampa</b>          | <b>230 attendees</b> |
| <b>12/04/03 :</b> | <b>Ft. Myers</b>      | <b>97 attendees</b>  |
| <b>12/09/03 :</b> | <b>Miami</b>          | <b>204 attendees</b> |
| <b>12/10/03 :</b> | <b>Ft. Lauderdale</b> | <b>158 attendees</b> |
| <b>12/11/03 :</b> | <b>Jacksonville</b>   | <b>169 attendees</b> |

**TOTAL: 1250 attendees**

**Volunteers: We have more new members stepping up and volunteering.**  
These new members are bringing new ideas to the association.

**Membership: 661 active members 123 new members.**

Our Fiscal Concerns Committee was given the charge at the Presidents retreat last June to come up with an **Investment Policy**. They immediately began to work on their charge and presented a **proposal that was reviewed by the eb and approved**. We have hired UBS Financial Services Inc. as our investment consultant. They will manage the Bonnie Pirkle SS fund, Short Term Reserve Fund, and the Operating Reserve Fund?exclusive to the associations checking account which is managed by the Treasurer. We are also looking to hire a part-time bookkeeper to work with the Treasurer and UBS.

**Regional Workshops:** will begin in March. Check our website for dates.

**Spring Conference:** June 9<sup>th</sup> – 11<sup>th</sup> Sanibel Harbour Resort and Spa  
Ft. Myers, Florida

Region II Representative:

**Our region II Representative had to step down due to not being in the financial aid profession at this time. The Executive Board elected RuVenia Tolen who was Region II representative last year. She is at University of North Florida, Jacksonville, FL.**

**Report from Georgia State President, Lenora Jackson**

No report submitted.

**Report from Kentucky State President, Ron McMakin**

KASFAA held its Executive Board meeting on the 12<sup>th</sup> of December at the Marriott East in Louisville. This will be the site for the Spring Conference in April of 2004. The Program Committee had their meeting on Thursday the 11<sup>th</sup>. Presiding as Co Chairs are Pat Arauz and Becky Carson from the University of Louisville. This year's theme is Join the Winner's Circle with KASFAA <if you haven't guessed it's all about the Kentucky Derby>...NASFAA Chair Dave Myette will be our guest along with SASFAA's President-Elect Janet Sain. The committee has worked hard to put together a program that is both Educational and Timely. The KASFAA 2004-2005 slate of candidates is as follows: President-Elect: Shelley Park Eastern Kentucky University and Lori Dial Murray State University... Vice President: Chris Tolson Campbellsville University and Runan Pendergrast Lexington Community College...Secretary: Lissa Caldwell KHEAA and Katie Valentine Midway College...Four Year Public: April Kendrick Eastern Kentucky University and Pat Arauz University of Louisville...Lender: Mike Seiler Bank One and Rosemary Tutt National Education...  
February is Financial Awareness Month in Kentucky with College Goal Sunday being held on Sunday the 8<sup>th</sup>...17 Sites around the state will provide help to parents and students in filling out the FAFSA. There will also be a Call-In Show on Public TV on Monday the 9<sup>th</sup> in Lexington at the KET Broadcast Center that will reach Kentuckians throughout the Commonwealth. KASFAA volunteers will man phone lines and do on air Q&A. President-Elect Heather Boutell announced the Fall 2004 Conference will be held in Owensboro at the Executive Inn Rivermont, October 20-22...

**Report from Mississippi State President, Patrick James**

No report submitted.

**Report from North Carolina State President, Bruce Blackmon**

No report submitted.

**Report from South Carolina State President, Keith Reeves**

**Decentralized Training**

SCASFAA's version of NASFAA Decentralized Training was held on the campus of Midlands Technical College in Columbia on November 13<sup>th</sup>. Hank Fuller (The Citadel) served as the trainer.

### **New Aid Officer Training**

SCASFAA provided a New Aid Officer Training on December 1-2 at the AmeriSuites in Columbia. Faculty for this event were Meg Hurt (Coastal Carolina) and Jeff Holliday (Anderson College). This turned out to be a very successful event.

### **Nominations and Elections**

The Nominations and Election Committee brought forth the following slate of candidates for 2004 -2005:

|                 |   |
|-----------------|---|
| President Elect | Nancy Garmroth - Spartanburg Technical College<br>Kim Jenerette - USC-Spartanburg |
| Vice President  | Hank Fuller - The Citadel<br>Elizabeth Lomas - Clemson University                 |
| Secretary       | Martin Carney - Furman University<br>Tamy Garofano - USC-Columbia                 |
| Member-at-Large | Jeff Holliday - Anderson College<br>Tabatha McAllister - York Technical College   |

Voting will occur at the Spring Conference in April.

### **Winter Board Meeting**

The Executive Board met January 30 at the South Carolina Student Loan Corporation. Highlights of the meeting included discussions on implementing the newly approved long range plan, implementation of the Peer Support Network, the future of Decentralized Training efforts and site selection for the Fall 2005 conference. Several Policies and Procedures manual changes were also adopted. It was noted that SCASFAA membership has already reached a record number this year with two major events remaining that typically produce additional members.

### **Symposium**

SCASFAA sponsors a symposium each year that rotates between Management, Mid-Level and Support Staff. This year the focus is on the support staff and will be held March 3<sup>rd</sup> at the AmeriSuites in Columbia. This one-day event will have professional development workshops on customer service, dealing with change, and communication.

### **Spring Conference**

For the first time since the mid-1970's, SCASFAA's annual Spring Conference will be held at a facility other than Springmaid Beach. This year, the event will be held at the Ocean Dunes Resort in Myrtle Beach. Program Chair Cheryl Hughes (SC Student Corp), and her committee, have planned an ambitious agenda featuring Larry Zaglaniczny from NASFAA, Ron Day from SASFAA, Bill Mackie from NCHELP, Byron Wiley from Clemson University as well as many other notable presenters. The dates for the conference are April 18-21, 2004.

### **Report from Tennessee State President, Nancy Beverly**

The TASFAA Executive Board continues to be hard at work. The elected officers and the committees are accomplishing a great deal, thanks to the commitment and expertise of the individuals involved.

Please see below some of the highlights:

The Association Governance Committee, chaired by Crusie Lucero, Northeast State Community College, is working to review and update the TASFAA Policies and Procedures Manual. There is a committee meeting to be scheduled in April to bring finalization to this very important task. This committee is also researching other state association meal reimbursement dollar amounts in an effort to upgrade the meal reimbursement dollar amounts for TASFAA members.

February is Tennessee's Financial Aid Awareness month. The TASFAA Financial Aid Awareness Committee, chaired by Debby Nuchols, SunTrust Bank, held TASFAA's annual public awareness broadcast, *Funding Your Future: Financial Aid for Students*. The broadcast was produced by WETP/WSJK Public TV out of Knoxville, TN.

The broadcast includes a panel of seasoned financial aid administrators and representatives from the Tennessee Student Assistance Corporation discussing types of financial aid that are available and going over the Free Application for Federal Student Aid. There is an 800 number that viewers can call to ask further questions and to request a financial aid packet of information. The telephones are manned by financial aid professionals from across the state of TN. The broadcast was a huge success!

The NASFAA Decentralized Training was offered in East, Middle, and West Tennessee during the month of February. Clyde Walker, Vanderbilt University, served as the trainer for these workshops. The workshops were coordinated by Clyde Walker, Trainer, the TASFAA District Chairs, and the TASFAA Training Chair, Janette Overton, Johnson Bible College.

The TASFAA District Chairs have conducted district financial aid awareness meetings that have included high school guidance counselors and vocational rehabilitation counselors.

TASFAA's internal review of the association's financial records was completed and resulted in no findings. Thanks to the good work of TASFAA's Treasurer, serving in 2002-2003, Bill Grizzard, AmSouth Bank.

TASFAA's Project Development Committee, chaired by Karen Gibson, Edfinancial is beginning work on a study of salary ranges for various levels of financial aid employment across the state of Tennessee.

The TASFAA Executive Board is excited to begin the purchase and implementation of ATAC, a web based design that SASFAA and other state associations are currently utilizing. A task team under the direction of Clyde Walker, Vanderbilt University, has been formed to work on this project.

TASFAA's Site Selection Chair, Sandra Rockett, Dyersburg State Community College, has diligently worked this year, resulting in TASFAA currently having contracts signed for conferences through spring of 2006. Great job Sandra!

Approximately 75 TASFAA members attended the SASFAA Conference in Birmingham, Alabama

During the state meeting at SASFAA, the TASFAA Nominations Chair, Cara Suhr, TN Technology Center at Nashville, announced election results as follows:

|                 |   |
|-----------------|---|
| President-elect | Forrest Stuart, Rhodes College                  |
| Secretary       | Jan Lassiter, Edsouth                           |
| District 1      | Sean McGivney, UT Health Science Center         |
| District 2      | Amanda Heath, TN Technology Center at Covington |
| District 3      | Joe Myers, Motlow State Community College       |
| District 4      | Malerie Thompson, UT Chattanooga                |
| District 5      | Joy Goldberg, Roane State Community College     |
| District 6      | Sheila Sanchez, Citibank                        |

The TASFAA Program Committee, chaired by Jeanne Stewart, South College, is hard at work planning the upcoming spring conference to be held at the Meadowview Resort and Conference Center in Kingsport, TN, April 18 – 21, 2004. The conference theme is *TASFAA the Winning Ticket*. The theme resulted due to this being the first year of experiencing the Tennessee Education Lottery Scholarship Program(s). Much of the training during the conference will focus on administering the Lottery Scholarship(s). Ron Day, SASFAA President, will be present to provide a SASFAA welcome and update to the TASFAA membership.

The next TASFAA Executive Board Meeting is scheduled for Sunday, April 18 at the Meadowview Resort and Conference Center in Kingsport, TN.



## **Report from Virginia State President, Sherwin Hibbets**

### **VASF AA 2003-04 Theme**

- ❑ “Going the Distance”

### **VASF AA 2003-04 Focus**

- ❑ Refine and enhance training opportunities
- ❑ Promote awareness of, and access to financial aid in general, as well as promoting our Association
- ❑ Further professionalism in the financial aid industry, to encompass a broad perspective of member involvement in VASF AA; responding to legislative, regulatory, and industry initiatives; as well as being a defining leader of integrity and accountability in association business matters.

In this report, there is much to share to update on the status of the Association. All of which is an indicator that we are fulfilling our theme and focus for the year. Much of my following written report will be further addressed in greater detail through reports to be given by other Board members and/or chairs, etc.

#### VASF AA Co-Sponsored the Awareness Summit

At the transition Board meeting in June, VASF AA voted to co-sponsor an “Awareness Summit” with the State Council of Higher Education for Virginia (SCHEV) and Education Credit Management Corporation (ECMC), Virginia’s state guarantee agency. The Summit became reality and took place on November 9-10, 2003. The theme of the Summit was “Virginia Partnership for College Access”. The goal of the Summit to foster a cooperative effort to centralize Virginia college access services and to coordinate a network of service providers was validated as a need. Some of the objectives for the summit were to:

- Identify college access services currently available
- Identify needs of people seeking postsecondary education
- Provide an opportunity for service providers to network
- Create a centralized, comprehensive information bank
- Establish workgroups to develop the Virginia College Access Network

The Summit was held in Richmond, Virginia. As reported in my last report to the Board, Christina Milano, Executive Director of the National College Access Network and Chief Executive Officer of the Ohio College Access Network was the keynote speaker.

As a result of the Summit a listserv has been established for those interested in networking on college access issues in the state. (If you are interested in subscribing to the listserv, please see the information at [http://www.communityforum.net/mailman/listinfo/virginia\\_college\\_access\\_partnerships](http://www.communityforum.net/mailman/listinfo/virginia_college_access_partnerships).) The originating committee of this event met on December 11, 2003 to define the next steps to address issues covered in the Summit. The key outcome of this subsequent meeting was the establishment of a steering committee to formalize a proposal for an ongoing organizational structure to carry on and enhance the work began through this original Summit. There are seven people on this committee, including Dr. Barry Simmons of Virginia Tech, Lee Andes of SCHEV, and Linda Woodley of ECMC. The new steering committee is meeting soon to continue the work on this initiative. We look forward to further updates on this new entity!

#### JLD Forum

Thanks to the support and initiative of our colleagues at James Madison University’s Student Work Experience Center, VASF AA co-sponsored a Job Location and Development (JLD) Forum on December 12, 2003. The purpose of this session was to provide representatives from Virginia public and private institutions of higher education with the opportunity to discuss their current JLD programs or their interest in establishing a JLD program. This forum provided student employment professionals with the opportunity to learn from one another and acquire new ideas for providing services to their constituents. Topics of discussion included, among other things:

- Applying for a JLD Program
- ABCs of JLD
- Job Posting Methods
- Marketing to Students and Employers
- Federal Regulations
- Tracking Requirements

Some of the early feedback from this forum indicates a very positive response, as indicated in this sample:

**"I know what I need to do to get started and the risks involved. I also have a better understanding of the benefits of the program."**

**"It was helpful to see how it is being used in reality as opposed to just reading the regulations."**

We believe that this initiative has provided a greater understanding of the JLD opportunity and will increase participation interest.

The Awareness Committee, chaired by Angie Hawkins, has been pushing forward with significant plans. Efforts included call-in shows on television stations as well as the Super-Saturday event on February 7, 2004.

We could go on with additional details of other Association work that is underway, e.g., the Experienced Aid Officers' Workshop that is being re-worked, the Strategic Plan for the Association being prepared for updating and extending, the Policies and Procedures Manual being updated, two upcoming Support Staff Workshops and, of course, the Spring Conference details that are being ironed out for another great professional development experience. Other committees are also hard at work, including those that are in transition.

Speaking of committees in transition, the Vendor-Sponsor Relations Committee is in that situation. Recently, Representative/Commissioner Jolene Burke and I were notified by Tanya White that she has indeed decided to resign as Chair of the Committee as had been intimated in our August 15, 2003 called meeting. As was decided at that point, if she did resign, Michael Poma was asked to step up to fill that role for the remainder of the year. He has accepted that appointment and has already been moving forward to continue ensuring the Committee's successful year.

#### VASF AA Winter Board Meeting

The VASF AA Winter Board meeting was held January 29-30, 2004. Some items acted upon were that we will now begin voluntary compliance with the Sarbanes-Oxley Act. Also, we are planning a Leadership Seminar for experienced and new aid officers. Additional items covered were the completion of our Association inventory of property and determination of old equipment disposal. Additionally, VASF AA is submitting its "Get to Know VASF AA" (aka "The VASF AA Vision") piece for consideration in NASF AA's State Award review.

#### Conferences

- VASF AA - May 2-5, 2004 in Virginia Beach, VA (Founders Inn and Conference Center).
- We have been able to obtain Dr. Tom Morris as a key speaker at our conference.
- In the fall we will not have a traditional fall conference, but will instead group a number of different training activities, e.g., Leadership Seminar, New Aid Officers' training, Support Staff training, etc. Dates and specific topics are being finalized, but will likely be in November.

#### VASF AA and SASF AA

VASF AA is excited to have two of its own on the SASF AA ballot. Guy Gibbs for President-elect and Zita Barree for Vice President.. VASF AA was the "spotlight" state in the October issue of the SASF AA News.

The next VASF AA Board meeting will be on May 2, 2004, preceding the VASF AA conference.

