**(DRAFT**) SASFAA Executive Board Meeting

Annual Conference- Hyatt Regency Atlanta

Atlanta, Georgia

February 12, 2005

**CALL TO ORDER**

President Janet Sain called the meeting to order at 8:59 a.m.

**WELCOME**

President Sain asked Frieda Jones, Georgia State President to give the welcome.

**CHANGES TO THE AGENDA AND SUBSTITUTE VOTING**

Janet announced that the agenda is being changed to allow Lester Mckenzie, Brent Tener and Forrest Stuart give their reports early and then be released to attend to conference duties.

**INTRODUCTIONS**

The following elected board members were present: Janet Sain, President; Guy Gibbs, President-Elect; Ron Day, Past-President; Zita Barree, Vice President; Lester McKenzie, Treasurer and Sandy Neel, Secretary.

State Presidents in attendance were: Heather Boutell, Kentucky; Joanie Walker, Tennessee; Freida Jones, Georgia; Tom Morehouse, Virginia; Chip Quisenberry, Alabama; Betty Whalen, South Carolina; Sharon Oliver, North Carolina; Laura Diven-Brown, Mississippi and Ron Anderson, Florida.

Committee Chairs in attendance were: Karen Koonce, Finance and Audit; Dee Tally, Diversity, Carol Mowbray, Special Projects; Forrest Stuart, Membership; Ron Gambill, Site Selection; Bob Godfrey, Vendor and Sponsor; Brent Tener, Conference; and April Kendrick, Newsletter Editor.

Liaisons present: Elizabeth McDuffie, Agency, and Jane McNaughton, Lender.

**APPROVAL OF THE MINUTES**

**ACTION: Ron Day moved to accept the minutes of the November Board meeting held at the Sawgrass Marriott, Jacksonville FL. The motion seconded by Freida Jones, was approved.**

**REPORTS FROM THE OFFICERS**

**SEE ATTACHMENT A**

**President’s report**

President Janet Sain reported that in a meeting in New York for NASFAA they learned that ED has a new vision for training officers. Dallas Martin, NASFAA President agreed to work on setting up a meeting with ED to discuss the training officer’s roles with state and regional organizations. SASFAA will pay for two or three people to attend the meeting once it is set.

**President Elect’s report**

Guy announced the State President’s workshop will be held tomorrow. The meetings dates for next year are as follows: July 22-24, 2005 in Greensboro, NC, October 28-30, 2005 in Memphis, TN, Annual Conference in Greensboro, NC February 2006 and the Transition meeting at the Don CeSar in June 2006. Guy will attend an interregional meeting with RMASFAA in Denver in March. Dave Gelinas is the NASFAA Chair Elect.

**Vice President’s report**

Zita stated there will be a New Aid Officer’s Workshop tomorrow. They have prepared for 75 and far 64 have registered. The presentation is on CD. 10 of the 12 instructors are teaching tomorrow.

**Past President’s report**

Ron Day reported that we will be voting electronically at this conference. The voting area is set-up outside the vendor area. Policy and Procedure discussion occurred. The state presidents would like the Policy and Procedures Manual issue resolved before the June Transition meeting. There is concern on how new members will know their passwords to vote.

**ACTION: Tom Morehouse made a motion to accept the Policy and Procedures Manual changes as amended. The motion being seconded by Zita Barree carried.**

**STATE REPORTS**

**SEE ATTACHMENT B**

**COMMITTEE REPORTS**

**SEE ATTACHMENTS C**

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

Ron presented his options for a site in Virginia in 2008.

**ACTION: Ron Day made a motion to accept the Hyatt Crystal City in Virginia for the 2008 Annual Coference. The motion being seconded by Zita Barree carried.**

**Report from Special Projects Chair Carol Mowbray**

Carol reported back about the SASFAA retreat. It is planned for September 8-11. She asked the board if it was worthwhile to proceed with the plan.

**ACTION: Ron Day made a motion under the direction of the board to have a retreat for planning and finalizing the Long Range plan. The motion seconded by Joanie Walker, carried.**

**LIASON REPORTS

SEE ATTACHMENT D**

**Old Business**

None

**New Business**

President Janet Sain would like to send 2 people to the NASFAA Leadership Conference. One person would be from our newly elected board who has never attended and one person from the membership that has never attended. The person will be selected from a person attending the Leadership pre-conference Symposium on Sunday.

Laura Diven Brown asked that SASFAA help send someone to SAFAA that has never gotten to attend. Guy Gibbs said that will be addressed by next year’s board.

**Announcements**

Hospitality opens at 5:03. The President’s appreciation reception will be in Hanover C/D.

**ACTION: Tom Morehouse made a motion to adjourn the Executive Board meeting. The motion being seconded by Joanie Walker carried.**

Meeting adjourned at 4:36 pm

Respectfully submitted,

Sandra J. Neel, SASFAA Secretary

**ATTACHMENT A**

**EXECUTIVE BOARD REPORTS**

**President Janet Sain’s Report**

**President Elect Guy Gibbs’Report**

Guy F. Gibbs, President-Elect

Board Report, Atlanta, Georgia

February 12, 2005

As President-Elect I have been involved in a number of activities since the last board meeting held in Jacksonville.

# State President-Elect Workshop Scheduled for February 13, 2005

The State Presidents-Elect workshop will be held on Sunday preceding the opening session of the conference. Carol Mowbray will conduct the workshop. We are very pleased that the following individuals will be participating in the workshop as presenters and provide invaluable information to this group to prepare them for their year as a member of the SASFAA Executive Board:

* Guy Gibbs – General overview
* Carol Mowbray – Governance and Planning, Long-Range Plan
* Karen Koonce – Association finances, budget structure, fiduciary responsibility
* Bill Spiers – Federal relations update
* Ron Gambill – Loan issues update
* Marcia Weston – College Goal Sunday
* Lisanne Masterson – Parliamentary procedures and Roberts Rules of Order
* Dave Gelinas – “Getting Involved,” NASFAA and Its Relationship to the States and Regions
* Laura Diven-Brown – “Getting Ready and What I Wish I had Known”

Thanks to these individuals for their willingness to participate in the orientation for the incoming State Presidents.

The State Presidents-Elect of their respective state associations are:

* William “Buddy” Jackson, Faulkner University, Montgomery, Alabama; AASFAA
* Ruth Strum, Clearwater Christian College, Clearwater, Florida; FASFAA
* Suzanne Pittman, Georgia College and State University, Milledgeville, Georgia; GASFAA
* Shelley Park, Eastern Kentucky University, Richmond, Kentucky; KASFAA
* Soraya Welden, Meridian Community College, Meridian, Mississippi; MASFAA
* Dana Kelly, High Point University, High Point, North Carolina, NCASFAA
* Nancy Garmroth, Spartanburg Technical College, Spartanburg, South Carolina; SCASFAA
* Forrest Stuart, Rhodes College, Memphis, Tennessee; TASFAA
* Brad Barnett, James Madison University, Harrisonburg, Virginia; VASFAA

# Site Selection Activity for the Board Meetings

Ron Gambill has worked very hard with the President-Elect to identify sites for the 2005-2006 board meetings.

After contacting a number of potential locations for the board meeting, and working with the hotels to identify dates, the following sites and dates were selected.

* June 9-12, 2005, SASFAA Transition Board Meeting, Don CeSar Beach Resort and Spa, St. Petersburg Beach, Florida
* ***July 22-24, 2005, SASFAA Board Meeting, Sheraton Four Seasons, Greensboro, NC***
* ***October 28-30, SASFAA Board Meeting, The Peabody, Memphis, TN***
* February 10-11, 2006, SASFAA Board Meeting, Sheraton Four Season, Greensboro, NC
* June 8-11, 2006, SASFAA Transition Board Meeting, Don CeSar Beach Resort and Spa, St. Petersburg Beach, Florida

While the dates may not be optimum for all members of the board, it was necessary to work with the hotels in finding dates where they could accommodate our needs.

# Spring State Association Board Meeting President-Elect to Attend

President Sain has requested that I assist her in presenting the SASFAA update at several state conferences in the spring. I am pleased to assist her and thank the state associations for working with me as they found time on their schedules for the update.

* TASFAA, April 10-11. The update will be presented on Monday, April 11.
* NCASFAA, April 12-13. The update will be presented on Wednesday, April 13.
* GASFAA, June 1-3. No decision yet as to the date and time of the update.

I look forward to attending a portion of each of these conferences and representing SASFAA. At the NCASFAA I will have an opportunity to discuss with the 2006 conference to be held in Greensboro.

# Summary Report of the NASFAA Board Meeting

The President-Elect attended the NASFAA board meeting held in New York City, November 14-16. Janet Sain and Ron Day were also in attendance as SASFAA’s voting members to the NASFAA board. I can assure you that they represented SASFAA well.

As President-Elect it provided me the opportunity to meet those in this same position from other regional associations. They were:

* Susan Howard from EASFAA. Susan works at Antioch New England Graduate School, Keene, NH.
* Dan Mann from MASFAA. Dan works at the University of Illinois at Urbana-Champaign, Champaign, IL.
* Sally Schuman, RMASFAA. Sally works at the University of Wyoming, Laramie, WY.
* Steve Herndon, WASFAA. Steve works at California State University-Bakersfield, Bakersfield, CA.

Richard Renshaw of SWASFAA was unable to attend. Richard works for the Dallas County Community College District, Dallas, TX. SASFAA will have the honor of hosting Richard at the 2005 Transition Board Meeting and the board will have the opportunity to meet him at that time.

As a regional president-elect, we are encouraged to attend another region’s board/executive committee meeting. This agenda is coordinated by Dave Gelinas as NASFAA Chair Elect. I will attend the RMASFAA board meeting to be held in Denver, CO, March 10-11, 2005.

The following is information from the NASFAA Board meeting and will be of interest to the SASFAA board and membership:

* National Chair George Chin reported on his activities to date. He acknowledged discussion regarding NASFAA and diversity and noted that the NASFAA board needs to be attentive and responsive to the concerns of the community. He explained that the 2004-2005 Access and Diversity and the Leadership Development and Professional Development Committees had been assigned student and professional diversity issues. He went on to explain that the former Diversity and Multicultural Issues Committee’s responsibilities had diminished somewhat because of the practical considerations that led to discontinuing the Carnival of Learning for the 2005 NASFAA Conference in New York, which falls over the Independence Day holiday. As a result, its several other responsibilities were assigned to the two 2004-2005 committees.
* National Chair-Elect Dave Gelinas announced his plans to begin organizing 2004-2005 inter-regional visitations. He noted that NASFAA’s 40th anniversary would take place at the 2006 Seattle Conference.
* Dallas Martin presented the President’s Report. Some of Martin’s comments were as follows:
	+ The lame duck session of Congress and work needed on the remainder of the 13 appropriations bills. Work on only four have been completed. He noted that the House and Senate are working under a self-imposed $821.9 billion ceiling and that defense, homeland security and the District of Columbia have already used up over half of the funds. He further noted that education appropriations might rise slightly but that postsecondary programs might suffer cuts in order to increase funding for the No Child Left Behind initiative.
	+ President Martin noted that President Bush has announced that he has a mandate from the American people that allows him to pursue his agenda.
	+ Future legislation and appropriations will hinge in part on how the economy performs. He noted that while the financial aspects of reauthorization are uncertain.
	+ NASFAA will continue to monitor the Department of Labor regulations concerning a new interpretation that counselors in admissions and financial aid offices who had been considered professional and exempt from overtime pay many actually have certain responsibilities that would establish them as exempt and now be eligible for overtime but lose other employment benefits.
	+ Standard of Excellence Review Program is averaging two reviews per month. North Carolina and Kentucky agencies continue to assist financially with these reviews. NASFAA is working wit the United Negro College Fund to conduct approximately 20 reviews over the next three years with Lumina Foundation funding.

Jeff Baker was unable to attend the board meeting; however, a telephone conference was held and following items were discussed:

* The Department’s budget had not been finalized but that the forward-funded programs are in place and there would be no delays in the Pell payment schedule or campus-based allocations.
* He reported on the status of the state tax table updates and noted that ED is currently testing its software with old as well as updated tables.
* Baker reported on social security number issues and reported that ED has tightened up its edits and is doing hard rejects where conflicting information surfaces. He noted that students should correct the information with the CPS and/or the Social Security Administration.
* Reported that ED would likely be changing its procedures for handling mismatches with the Veterans Administration. This has become an issue when recently separated persons do not show up as veterans and result in rejected data. Most likely ED will put a “C” flag on the record and generate a comment and the student will need to present documentation of veteran status or intention to become a veteran before the end of the award year.
* Baker discussed the return to Title IV aid and the one-week rule about the 30-day window that schools have to recalculate once they become aware of a student’s withdrawal. ED issued a letter saying that under most circumstances a week of absence would be grounds to consider the student withdrawn. A new letter will be issued that will extend that period of time from seven to fourteen days before the thirty-day clock begins to tick.
* President Martin asked about the on-going issue of conflicting information, particularly as it relates to tax information and the related issue of tax preparer signature requirements. Regarding signatures, Mr. Baker reported that regulations require either a signature or stamped name of the preparer—and the IRS requires that as well. The name of the company does not suffice. Baker went on to say that the institution must follow up and get the tax preparer’s or the filer’s signature even if the IRS accepts a tax return as valid and even if it might not meet all requirements.

# On a Personal Note

I would like to express my appreciation to each member of the SASFAA board, to those who attended the Management Institute and signed the card sent to me, to the state associations for their cards and to the many individual members of SASFAA who took the time to send cards, call, send emails and to remember me and my family with your prayers at the unexpected death of my mother in December. I’ve always known that we are a caring and generous people, but it was so very evident during this time. Thank you so very much from my brother Tracy, my sister-in-law Phyllis and myself.

**Past President Ron Day’s Report**

February 12, 2005

Past President’s Report

Submitted by Ron Day

The Nominations and Elections Committee will perform one of its tasks during the annual conference. The presentation of the candidates, the voting process, and the tabulation of the votes will be performed by the committee:

 Deborah Byrd

 Nathan Basford

 Lenora Jackson

 Ron McMakin

 Patrick James

 Keith Reeves

 Bruce Blackmon

 Nancy Beverly

 Sherwin Hibbets

The voting is scheduled for Monday, February 14, 2005, beginning at 8:00 a.m. – 11:45 a.m. It will resume on Monday at 1:45 p.m. – 4:30 p.m. The voting will begin again on Tuesday, February 15, 2005, beginning at 8:00 a.m. – 12 noon. The committee will meet during a luncheon to tabulate the votes.

The voting process will be done electronically for the first time at an annual conference. All active members have been notified about the need for a password and username to access the voting module. There have been multiple emails.

The GAP committee will meet in April following the submission of the annual reports from board members. The GAP report will be completed and presented at the transitional board mtg.

**Vice President Zita Barree’s Report**

# Vice President’s Report

Submitted by Zita Barree

February 12, 2005

**Sunday’s New Aid Officer’s Workshop**

Although there are a total of 71 people registered for the workshop, it is anticipated that a lesser number will actually attend. An e-mail was sent to all registrants asking them to confirm their participation and of the 71, only 32 confirmed. Materials are available for up to 75 participants.

The workshop will begin at 8 am with registration and a continental breakfast and the training will start at 8:30 am. It will conclude by 3:15 pm.

Ten of the twelve instructors for the June New Aid Officer’s Workshop will serve as the instructors for Sunday’s workshop – Brent Tener and Lisanne Masterson are the only exceptions due to their conference responsibilities.

This year, participants of Sunday’s workshop will receive a portfolio and a CD with all presentations on it instead of the regular notebook with paper handouts. This cut overall costs of the workshop by half.

At Brent’s request, an e-mail was also sent to all first-time conference attendees giving them information about Sunday’s workshop but also items to consider when planning for the conference. Great feedback was provided by many of the recipients of this e-mail.

**New Aid Officer Session Track at Conference**

Vice President Barree helped coordinate several of the New Aid Officer track sessions for the conference including one to be presented by Janette Overton (one of the SASFAA NAO Workshop instructors) on Building Your Financial Aid Tool Box and another to be presented by Mick Hanson on Financial Aid Nights.

**New Aid Officer Workshop Booth in Exhibit Area**

The booth will be manned during all open exhibit hours and has handouts on the June workshop as well as a display providing information on University of North Carolina – Asheville as well as the Asheville area. A shortened version of the booth handout was also provided in all conference participant registration packets.

**Committee Meeting**

The Professional Advancement Committee will meet on Tuesday at the conference over lunch to discuss the upcoming Instructor’s Retreat, the June workshop, and to sign contracts.

**Instructor’s Retreat**

The Instructor’s Retreat will be held in Asheville, NC from March 18 – 20, 2005. Thanks to Beth Bartlett of University of North Carolina – Asheville, the retreat will be held at the Asheville Courtyard Marriott at the low cost of $49 per night room rate.

**June Workshop**

The 2005 SASFAA New Aid Officer’s Workshop will be held June 19 – 24, 2005 at the University of North Carolina – Asheville. The contract has been signed and an online registration process is currently being tested.

**Treasurer Lester McKenzie’s Report**

**ATTACHMENT B**

**STATE PRESIDENTS REPORTS**

**Florida State Report**

**Florida State Report
Ron Anderson, FAFSAA President**

The following is a synopsis of the current status of FASFAA and upcoming events.

* The new year is upon us and as I write this article, FASFAA has already concluded its second statewide training initiative of the year. The New Aid Officers workshop held on January 19-21, drew new aid officers from every region of the state. The fundamentals were dissected, interpreted, and explained by some of the finest experienced aid administrators. Many thanks are due FASFAA’s Vice President of Training, Ms. Cecile Kamath for her tireless efforts in organizing as extremely successful workshop.
* FASFAA conducted it’s first ever workshop dedicated solely to the issues surrounding clock hour schools. In attendance were over 90 participants including many Area Directors of the schools represented. As the featured presenter, Mr. David Bartnicki Department of Education’s Institutional Improvement Specialist tailored his presentation to the specific needs of the clock hour community and was able to gove much needed guidance and answers to the burning questions that many schools had.
* FASFAA Elections will begin March 1st and the polls will be open until March 31st. As in the past years, voting will take place electronically and members will need your sign-in code in order to access the voting area.
* Registration for FASFAA’s OMLY 04-05 conference to be held at the beautiful Hotel Fountainbleau, in Miami Beach, is soon to be made available. Tom Judge, Spring Conference Chair, and committee have been hard at work preparing for what will undoubtedly be one of FASFAA’s most memorable conferences.

Respectfully submitted,

Ron Anderson

FASFAA President

**Kentucky State Report**

Kentucky State Report
Heather H. Boutell, KASFAA President

KASFAA has been busy this winter to provide some great educational opportunities for students, parents, legislators and financial aid professionals!

**Outreach Activities**
Kentucky sponsored College Goal Sunday (CGS) on February 27, at 19 locations in 18 different cities from 2-4 p.m. Over 200 KASFAA members volunteered on that day to help families learn about the FAFSA, or to give one-on-one assistance. Over 750 students were in attendance. Evaluations from the event reveal that CGS is a very worthwhile and important event for our state, and we look forward to working with NASFAA to enhance our program in the years to come.

On January 31, KASFAA conducted its KET Call-in Show at 10 p.m. On-air panelists answered phone call questions that came in for the one-hour show.

Governor Ernie Fletcher declared February as Financial Aid Awareness Month.

**Training**
Kentucky’s Spring Conference will be held **April 20-22** in Louisville, KY, at the Hilton Garden Inn. The theme, “Exploring KASFAA’s Wild Kingdom”, invites KASFAA members on a safari. Fun activities will include a President’s Reception, complete with Survivor-type games and a DJ for some time to jungle boogie, as well as our banquet being held at the Louisville Zoo. KASFAA is thrilled to welcome Kay Jacks, Dept of Ed FSA General Manager, who began her career in Kentucky, as well as Greg Martin, Dept of Ed, to our conference. Greg will conduct a pre-conference workshop on Resolving Conflicting Information since so many of our members could not attend the DOE Fall Training. Kentucky State Treasurer Jonathan Miller, who was instrumental in starting a prepaid tuition program in Kentucky, will also address the group. Other special guests will include SASFAA President Janet Sain, Virginia President-Elect Brad Barnett, and NASFAA Chair George Chin.

**Nominations**
At our spring conference, KASFAA will hold elections. President-elect candidates are Lori Dial, Murray State University, and Runan Pendergrast, Lexington Community College. Vice President Candidates are Bryan Erslan, Berea College, and April Kendrick, Lexington Community College. Treasurer candidates are Jennifer Cosens, KHEAA, and Rick Wilson, Bowling Green Technical College. Private school representative candidates are Aaron Gabehart, Campbellsville University, and Katie Valentine, Midway College. Agency representative candidates are Elaine Brumback, KHEAA, and Wendi Dailey, KHEAA. Past President Ron McMakin is to be commended for creating such a talented and diverse slate.

**Legislative Issues**
Kentucky offers a lottery-sponsored scholarship called KEES. After its creation, it seems that each year our legislators get some crazy ideas about what would make the program work better. Each year our Legislative Committee and campuses respond to the legislators’ whims. KASFAA decided to create a Task Force, and meet with the Senator who created the program. The Task Force met with Senator Shaughnessy, and let him know of our suggestions for changes. KASFAA has drafted legislation, HB 460, which was presented in the Kentucky chambers for approval. After several KASFAA members testified before Education Committees, both the Kentucky House and Senate voted unanimously to approve our bill. The bill is now on the governor’s desk for him to sign. President Boutell congratulates the task force on writing legislation, finding a sponsor, and bringing it before our policy decision makers.

**State Awards**
KASFAA submitted 3 projects for consideration of a state award. President Boutell submitted our CGS Video/DVD Project, our Fall Conference Opening Session Movie, and the Shaughnessy Task Force Legislation. Kentucky has not submitted a project for quite some time, so keep your fingers crossed for us to possibly receive an award in New York.

KASFAA looks forward to spring as we warm up and prepare for freshmen packages, March Madness, our spring conference, Derby, and much more!

**South Carolina State Report**

SCASFAA Report to SASFAA Board

February 12, 2005

SCASFAA’s 2005 Spring Conference will be held April 17-20 at Ocean Dunes Resort in Myrtle Beach, SC. We look forward to welcoming Guy Gibbs, SASFAA President-Elect.

Jennifer Jones-Gaddy, SCSLC, serves as conference chair. JJ and the conference committee are doing an outstanding job in preparing a great conference for our members. Informative sessions, great entertainment, and sunny days are all in store for participants.

SCASFAA officers and committee chairs have been exceptionally busy during the winter months. Forty-four financial aid professionals attended the New Aid Officers Workshop held in Columbia on December 3 and 4. Elizabeth Milam-Lomas, SCASFAA VP and the Professional Development Committee, organized a workshop full of information and challenges for the participants. Kim Jenerette, USC Upstate, Carolyn Sparks, Spartanburg Methodist College and Kim Ellisor, Francis Marion University served as instructors.

The Professional Development Committee will present a leadership workshop for mid-level managers on March 4 in Columbia.

Diversity Workshops have been organized by Bridget Blackwell and members of the Diversity Committee. The workshops will be presented by Pat Woods of TG in Greenville and Columbia on February 21 and 22.

The Counselor Relations Committee, chaired by Meg Hurt, Coastal Carolina University, along with 20 SCASFAA volunteers will host FAFSA Day at 6 locations across the state on February 19.

The SCASFAA Executive Board and committee chairs continue to review results of the SCASFAA Membership Survey organized and tabulated by Nancy Garmroth, SCASFAA President-Elect. The task of an ad hoc group will be to incorporate the findings into SCASFAA initiatives in the future.

The Nominations and Elections Committee, chaired by Keith Reeves, SCASFAA Past President, has presented an outstanding dual slate of candidates for office for the 2005-06 year. Voting will take place at the Spring Conference.

Candidates for office are listed below:

 President-Elect: Jeff Dennis, Southern Wesleyan University

 Kim Jenerette, USC Upstate

 Vice President: Tabitha McAllister, York Technical College

 Bill Whitlock, Central Carolina Technical College

 Treasurer: Kim Ellisor, Francis Marion University

 Josh Haugh, The Citadel

 Member at Large: Jeff Holliday, Anderson College

 Meg Hurt, Coastal Carolina University

SCASFAA is pleased to be represented by Bill Whitlock on the SASFAA Conference Committee.

Respectfully submitted,

Betty Whalen, SCASFAA President

**Virginia State Report**

Virginia State Report
Tom Morehouse, VASFAA President

It’s been a busy winter for VASFAA. We’ve completed the decentralized training, high school guidance counselor workshops and one session of support staff training, Our goal was to provide training opportunities around the state at no cost to our members that would serve their needs.

The VASFAA Board held its Winter Board meeting in Richmond January 26-28. It was scheduled over three days so that the board could participate in a visit to the Virginia General Assembly during the Winter Board meeting. We purposefully planned the Winter Board meeting to occur during the GA session and held the Winter Board Meeting in Richmond. The board invited all committee chairs to participate in the day with the GA. Melissa Wyatt, our State Relations Chair, arranged to have VASFAA recognized on the floor of both the House of Delegates and the Senate. Additionally, the Board and some of the folks with us broke into three groups to try to visit as many individual Delegates and Senators as possible, with our final tally of 22 different members or their staffs. Many of them wanted us to set up individual appointments in their home district. When visiting the individual Delegates and Senators, we provided them with a copy of our “vision” statement (it’s posted on our website – [www.vasfaa.org](http://www.sasfaa.org/docs/newsletters/200504/http%3B/www.vasfaa.org)). Our contingent also attended the Education subcommittee of the Senate Finance Committee hearing and listened to testimony form SCHEV’s Lee Andes on State Financial Aid Programs. All those who participated felt it was a very good effort and will help us in our efforts to promote financial aid and our mission.

Governor Warner proclaimed Feb 11 to March 11th as Financial Aid awareness month. In a ceremony in the Governor’s Office, the Governor recognized VASFAA and its work. Attending the signing ceremony were Awareness Chair, Linda Woodley; State Relations Chair, Melissa Wyatt; Board Member, Pat Kelly; and Board Member John Crowley.

Super Saturday is an annual VASFAA event sponsored by the Awareness Committee. The event is hosted at various sites throughout the Commonwealth of Virginia to assist the college-bound citizens of Virginia in conquering the college financial aid hurdles. This year’s Super Saturday was perhaps the most successful in the history of VASFAA—we had over 500 attendees, with over 200 FASFAs completed. Big thanks go to Linda Woodley and her committee on their efforts to make this a huge success.

I was invited to attend an announcement by Governor Warner on a new loan program for Teachers and Nurses. In a joint announcement with Sallie Mae and the Sallie Mae Fund, Governor Warner announced that certain teachers and nurses in the Commonwealth could have 10% of their student loan forgiven or returned to them as cash under certain conditions. It’s very apparent from the activism of our Governor and the positive comments that he has received from all corners that he is truly an “education” governor.

The annual VASFAA conference will be held on **May 22-25** at the brand new Hilton Oceanfront. This conference promises to be a first-rate conference with lots of well-known speakers and a very entertaining Dinner Club on Tuesday. And this year, the Conference officially begins on Sunday with a General Session and our key note speaker, Jean Chatsky, a financial commentator for NBC’s Today Show, as well as the Editor-at-Large of Money Magazine. Watch the web site for announcements!

**Tennessee State Report**

**Tennessee State Report**

**Joanie Walker**

Tennessee for the first time is experiencing electronic voting. After going live with the new TASFAA website hosted by ATAC in December 2004, electronic voting opened on January 30th and will close on February 10th. Several minutes after the polls were opened, it was realized that lenders and sponsors had not been assigned to a district in Tennessee and were therefore unable to vote for District Chairs. The corrections were made by the TASFAA Electronic Services Committee and within a few hours, ATAC had uploaded the corrections. Voting was interrupted for approximately five minutes and the lenders/sponsors that had voted prior to the update were notified that their votes had been cancelled and they needed to vote again. Other than that, the process is moving along and we expect a high voter turnout. The election results will be announced at SASFAA during the Tennessee state luncheon.

The Tennessee Lottery Scholarship continues to bring an enormous amount of work to financial aid offices and the questions surrounding the scholarship are ever changing. As TASFAA President, I formed an ad-hoc committee of TASFAA members representing all types of colleges and universities to address questions, concerns and recommendations surrounding the scholarship and those were submitted to the Tennessee Student Assistance Corporation.

I have been serving on the search committee for a new executive director of TSAC. Our challenge in the beginning was to rewrite the job description. This has been completed and the job has been posted. Hopefully a new director will be in place by June 2005.

Plans are well underway for the spring 2005 conference in Memphis, TN. The conference theme is “TASFAA Walking In Memphis.” Forrest Stuart as TASFAA President Elect is chairing the conference.

**Alabama State report**

Alabama President’s Report to the SASFAA Executive Board

Dear Colleagues:

AASFAA is looking forward to the annual Spring Conference to be held April 12-15, 2005 at the Perdido Beach Resort in Orange Beach, Alabama. Hurricane Ivan wreaked havoc on our conference facility, but repairs are progressing nicely, and should be completed in time for the planned reopening on March 10.

An invitation has been extended to FASFAA President Ron Anderson to attend the conference. Since Florida’s conference will be held in Miami, panhandle aid administrators will also be welcome to attend the Alabama conference. President-Elect Buddy Jackson and Spring Program Co-Chair Linda Casey and the Program Committee are preparing a content-intensive conference, and AASFAA members will receive an email soon containing information on registration and room rates.

Over 70 dedicated financial aid professionals participated in the NASFAA Fall Training Workshop held at the RSA Building in Montgomery on December 15, 2004. The focus of the 5 ½-hour training session was “Student Loan Issues.” Attendees received a Participant Handbook and listened as AASFAA Vice President Ellen Canada and Vickie Adams and delved into borrower eligibility, loan periods and frequency of borrowing, disbursement issues and other topics related to the federal loan programs. Ellen and Vickie did a great job with a very complex topic.

Lastly, Chip Quisenberry wrote in the most recent AASFAA Newsletter (<http://www.aasfaaonline.org/pdf/Spring2005.pdf>) that a dear friend will soon be leaving the lending profession and starting a new chapter in her professional life. The text follows.

“Please join me in wishing Cindy Massey of SouthTrust Bank/Wachovia all the best as she begins a new chapter in her professional life. Many of you are aware that Cindy will be leaving SouthTrust shortly, and I wanted to publicly recognize her many contributions to AASFAA and to thank her for all she has done,

both personally and in her professional responsibilities with SouthTrust, to make the financial aid profession in Alabama better.

Cindy, thanks for all you have done. You have worked so hard to make AASFAA what it is today through your service, and I deeply and sincerely appreciate all of your contributions to our profession. We will all miss you dearly, and we hope that you will stop by and visit your AASFAA friends when we make our way to the Gulf.

Shannon Cross wrote that "Cindy always has a smile and a kind word for everyone", and that smile and

those kind words will definitely be missed. Thanks, Cindy--for everything....”

Respectfully submitted,

Chip Quisenberry

2004-05 AASFAA President

**Mississippi State Report**

SASFAA Board Meeting 2004-2005

February 11-12, 2005

### Report from Mississippi State President, Laura Diven-Brown

MASFAA’s Fall Training Workshop, featuring NASFAA’s Fall 2004 Workshop Series topic “Student Loan Issues”, was presented on Friday, November 12, 2004. It was held at the Mississippi State University – Meridian Campus and supported by 26 generous sponsors. The trainers were Lynita Davis of Northeast Mississippi Community College and Betty Yeatman of Mississippi State University. Vice President Lori Ball and the Training Committee were pleased to welcome 112 members that day—a good attendance for the fall event. This event also marked the first time that website registration was available for the Fall Workshop. Thanks to Debbi Braswell and the Electronic Services Committee, the process went very smoothly.

The MASFAA Board met on November 11, the day before the fall workshop. An extensive review of the Policies & Procedures was conducted. The Board approved significant changes, including modification to conference sponsorship levels. Discussion centered on an area of emphasis for the MASFAA Board this year—fiscal accountability.

In further business, the Board voted against conducting a “true audit” this year. Cost was a factor in the decision, as well as questions about whether a full-scale audit was necessary for an association our size. The Audit & Finance Committee, chaired by Jane McNaughton, was asked to propose new language for the Bylaws allowing flexibility for MASFAA to conduct either a “financial review” or a true audit as deemed appropriate each year. In the interim, Jane and her committee have been asked to conduct a review of the recent financial records.

Another MASFAA Board Meeting was held via conference call on January 12, 2005. A decision was made to raise the registration fee for “Financial Aid 101”, the association’s annual training event for new financial aid administrators. This three-day event will center on a MASH theme. It will be held April 4-6, 2005.

H.S. Relations Committee Chair Donna O’Quinn and her committee have developed a database of all the Mississippi superintendents, with the plan to send letters to them promoting financial aid awareness. The committee’s strategy is to contact top administrators (rather than counselors) in an effort to see if MASFAA mailings get better exposure this year.

The Electronic Services Committee has investigated problems with posting emails to the listserv. ATAC had been scanning all messages for viruses manually, resulting in delays and the occasional lost transmission. A new method of listserv posting has been developed. All email submissions now have to be launched via the website. The new method of posting is immediate, although there are concerns that the listserv has become cumbersome. Also, the “members-only” requirement may limit participation. Previously, the listserv had remained open to members past and present.

The Archives Committee completed categorization of MASFAA’s historical documents. Chair Louanne Langston delivered these records to an imaging company so they could be scanned onto a CD. It is expected that copies of the CD will be distributed to the Board in April.

Now that the federal election outcomes are known, interest in reauthorization is rising again. Legislative Chair Ron Gambill has been asked to revisit a position paper that MASFAA prepared several years ago. Its continued relevance will be determined. Following his review, MASFAA representatives planning to attend the NASFAA Leadership Conference in D.C. will be briefed. They are expected to advocate for financial aid issues during visits to Capitol Hill as part of this program.

The State Aid Committee has encouraged the Mississippi Office of Student Financial Assistance (MOSFA) to provide a report to the SASFAA Agency Liaison for the February Board Meeting. In addition, MOSFA agreed to conduct a meeting with financial aid representatives in March. The purpose of the gathering would be to update schools on the state grant and loan programs. In addition, MASFAA and the state agency are in discussions about sending state funds via EFT for the first time, perhaps using Common Record format for the roster.

Patrick James, Past President, is collecting feedback from Board Members and Chairs regarding committee composition. At the November Board meeting, a motion was passed to limit members to participation on only one committee per year (unless the person holds an office where multiple duties are specified in the Bylaws and P&P.) The Board plans to discuss possible limits on committee size as well.

Lastly, the Conference Committee is in full swing. This year, the Annual Conference will be held during the month of May for the first time. The theme, “MASFAA in May”, features a festival atmosphere. To be held on the Mississippi coast in Biloxi May 18-20, it will be a celebration of music, food, and the beach. The group is planning substantive sessions for the membership. SASFAA guests are encouraged to join their Mississippi neighbors. No one will want to miss it!

**North Carolina State Report**

**SASFAA Executive Board Meeting**

**NORTH CAROLINA STATE REPORT**

We have certainly learned valuable lessons from our fall conference that will enable our association to produce an exciting spring conference at the Hilton Wilmington Riverside Hotel on April 11-13, 2005. The program committee has selected Mike Rayburn, “The World’s Funniest Guitar Virtuoso” as the keynote speaker and “Waistin’ Away in Financial Aidville” as the conference theme.

Throughout the entire year, emphasis has been placed upon volunteering. It is indeed a pleasure to present a full slate of candidates who are willing to serve the association. The candidates are listed below:

**President Elect:**

Amy Berrier UNC-Greensboro

Rance Jackson North Carolina State University

**Vice President:**

Bill Zahn UNC-Greensboro

Melody Lawrence Southwestern Community College

**Secretary:**

Chisty Chesnut Salem College

Cynthia Grant UNC-Wilmington

# Four Year Public Sector:

Nikki Miller UNC-Pembroke

Patricia Bowman UNC-Charlotte

**Four Year-Private Sector:**

Stephanie Harrell Chowan College

Bettie Westbrook Barton College

**Agencies:**

Takelia Barnes CFI

# JoAnn Carreas Suntrust

We will continue to encourage our members to be involved at the local, state and regional levels.

**Georgia State Report**

SASFAA EXECUTIVE BOARD

GASFAA Report

Atlanta, GA

The GASFAA Executive Board met in Macon, Georgia, Central Georgia Technical College, at its new facility for the January Board Meeting. The meeting was somewhat non-traditional in that only three reports were actually made: Minutes, Treasurer’s report, and the Vice President for Programs report. The remainder of the day was attributed to updating officer’s job descriptions, updating timelines and policies and procedures.

The following Monday, the Board met via a conference call to attend to the Past President’s report. The following names were placed in nomination for candidacy in the following offices and approved by the Board:

President – elect

 Jenelle Handcox

 Jill Rayner

Vice President for Programs

 Pennie Strong

 Diane Wynn

Vice President for Professional Development

 Sandra Griffin

 Melody Hodge

Secretary

 Anita Haynes

 Gerri Bogan

The next GASFAA Conference will be at Chateau Elan in Braselton, Georgia, June 1-3, 2005. The GASFAA Board would like to invite President Sain (or her designee) to present the SASFAA update again this year.

As past Vice President for SASFAA, several boxes of “stuff” were accumulated that contained leftover party favors, cooking utensils, and buckets. These items were donated to two not-for-profit organizations. Letters of thank-you from these organizations are being presented as documentation as to the disposition of these items rather than paying shipping costs to pass them on to the current Vice President.

Respectfully submitted,

Freida J. Jones

GASFAA President 2004-2005

**ATTACHMENT C**

**COMMITTEE REPORTS**

**Membership Chair’s Report**

SASFAA Membership Committee Report

At the writing of this report, SASFAA has hit a new record in membership: **1,540 members**. This represents a growth of more than 130 members over 2003-04.

Here are the current segmented data:

**By State (Alpha): By State (Rank) Ethnicity:**

AL: 112 GA: 268 White, Caucasian: 765

FL: 264 FL: 264 Black, African-American: 258

GA: 268 NON-SASFAA: 201 Hispanic: 38

KY: 80 NC: 155 Asian or Pacific Is: 9

MS: 78 TN: 136 Other: 7

NC: 155 VA: 131 American Indian: 1

SC: 115 Not reported: 462

TN: 136 AL: 112 **Gender:**

VA: 131 KY: 80 Male: 477

NON-SASFAA: 201 MS: 78 Female: 978

 Not reported: 85

I have thoroughly enjoyed working as Membership Chair for two years. Our committee of state association membership chairs has done a wonderful job of “towing” the SASFAA membership line. My thanks to them and to both Ron Day and Janet Sain for allowing me to serve both in 2003-04 and 2004-05.

Forrest M. Stuart

SASFAA Membership Chair

Rhodes College

**Site Selection Report**

**SASFAA Executive Board Meeting**

**Site Selection Report**

The Virginia Association of Student Financial Aid Administrators agreed to host the 2008 SASFAA Annual Meeting. Recommendations for potential sites were provided by VASFAA. Preliminary contacts were made including Arlington, Crystal City, Norfolk and Virginia Beach. Randy Craig of ECMC provided significant local support in determining facilities that had the capacity to support the SASFAA Conference.

Three facilities were selected as meeting the minimum standards on the SASFAA checklist. Randy accompanied the Site Selection Chair on the visit to each facility. The three sites included:

1. Hyatt Regency – Crystal City
2. Marriott Crystal Gateway
3. Marriott Norfolk Waterside

All three hotels submitted proposals for the 2008 annual meeting. The site proposal comparison will be presented to the SASFAA Executive Board and important features of each location will be provided. The final decision will be the Executive Board’s.

Additionally, sites and dates for the 2005-2006 Executive Board meetings were finalized. The Executive Board will meet at the Sheraton Four Seasons in Greensboro, NC July 22-24, 2005 with the 2005-2006 Conference Committee meeting over the same weekend – July 24-25, 2005. The fall board meeting will be held at the Peabody Hotel – Memphis, TN October 28-30, 2005. Contracts have been negotiated for both meetings.

Submitted by Ron Gambill

**Vendor/Sponsor Report**

**2004-05 Sponsorship Report**

Overall Status

As of 02/09/05, sponsorship has exceeded its budgetary goal of $143,000 by $26,591.72, or 19%. When advertising is added in, the combined budgetary overage is $36,150.99 or 23.6%.

Clearly, we are enjoying a “banner” year in securing financial support from our friends and colleagues. Many thanks go out to all of our supporters. The chair thanks the Board members for their contributions in acknowledging the support of our sponsors.

*Note: A carryover of $6991 from last year is also included.*

Conference

A great response from our supporters is evident in the number of vendors and sponsors we have for the conference in Atlanta. It is heartwarming to see such support for our activities.

* We have 61 sponsors providing some level of support for the conference. This is probably a record number for our association.
* 10 Platinum
* 14 Silver
* 15 Gold
* 21 Bronze
* 1 General
* We will have 64 booths in the exhibit hall, 1 triple, 9 doubles
* Food/Beverage Tables and chairs will be set-up
* NASFAA College Goal Sunday, SASFAA ’06, and SASFAA New Aid Officer’s also have booths

GES Exposition Services is our exhibit hall management company (drayage). Our contact’s name is Stanley Phillips.

Additional exhibit hall space was secured at the last minute to accommodate the latecomers.

SASFAA Management Institute

The management institute was held in December at the Grove Park Inn. We were successful in raising $9700 towards the costs of the institute.

Wrapping Up the Year

The Chair will be gladly hading over the sponsorship responsibilities to Keith Reeves for the 05-06 year. Effort will continue to identify sponsorship for our last Board meeting and the New Aid Officers workshop, both in June.

Bob Godfrey

Sponsorship Chair

**Conference Chair Report**

SASFAA Executive Board Meeting

Conference Committee Report

Submitted by Brent Tener, Chair

Welcome to Atlanta! It is hard to believe that the Conference is finally here. Thanks to everyone who has helped to make this event a reality. We held a conference call on January 28 to finalize a few details and clarify roles and met yesterday (Friday) for our final walk-through.

The following includes a few highlights of our activities since my last report in November:

We are looking at record registration numbers. As of Thursday, February 10, our registration numbers include 951 total attendees, 157 registered for the Multicultural Leadership Symposium, 73 for the NAOW, and 231 first-time attendees. With walk-up registrants, we may have 1000 in attendance.

The hotel provided additional vendor space by letting us use Grand Hall West as well as Grand Hall East. Prior to this, Bob Godfrey had to turn away sponsors. Opening the additional space resulted in approximately $6000 in additional sponsorship support.

Members of the committee have been very “cost conscious” as we have moved forward. Ron Gambill and I have attempted to hold the meal prices as low as possible and have been fairly successful in balancing quality (not having peanut butter and jelly sandwiches) and keeping the price low. Since we are looking at record numbers we are also looking at a record expense. The good news is that our total meal costs, the biggest variable in the conference cost, is fairly close to the registration fee.

Just a reminder, instead of the customary conference gifts, a donation will be made to the Ronald McDonald House. A total of $2000 will be given in the names of the Executive Board, Conference Committee and other guests who would normally receive a SASFAA gift.

Please remember that some of you will be sitting at the head-table for various conference events. A handout has been provided as a reminder.

Please remember to attend the following events for the Board:

* President’s Appreciation Reception, Saturday, 6:30pm – 8:00pm, Hanover CD
* First time attendees, NAO Reception, Sunday, 3:30pm – 4:30pm, Hanover AB (bring business cards)
* Opening Session, Sunday, 5:00pm – 7:00pm, Centennial III-IV. Please note that you will be recognized by name as asked to stand. Please sit in the front of the room.
* Monday Lunch, for Elected Board Members, sit at the head table (see diagram).

Lisa Mitchem and Todd Woodlee have been working very hard on local arrangements. These activities include arranging VIP transportation to and from the airport, having folks staffed to greet individuals at the airport, coordinating the GASFAA hospitality suite, coordinating transportation to the MLK Center on Monday, and providing a listing of other free-time activities for the attendees. They are also involved in many other details, to numerous to mention here.

Thanks to Erik and the folks at ATAC who helped to update the website in a timely manner. The availability of ATAC to help with information management is extremely valuable. We have the ability to see registrations in real-time, along with the capability to download registrant information into Excel or Access.

Also, thanks to Zita who left a great roadmap to help navigate the vast number of details required to host a great conference.

Respectfully submitted,

Brent Tener

2005 Conference Chair

**Budget and Finance Chair Report**

**Budget and Finance Report**

**SASFAA Board Meeting**

Karen reported that one of our CDs turned over in January and was reinvested with Suntrust Securities. Another three CD’s will come due this year and she will work with Jim Mills at Suntrust to have them turn over at the appropriate times. A copy of the current CD listing was distributed at the meeting.

The asset list was updated to only reflect the true assets of the association. Section 3.4 of the P & P manual should be updated to reflect these changes. Under section 3.4.1, the third paragraph should be deleted. Section 3.4.2 should be totally deleted.

Ken Player submitted a copy of the financial review for 2003-2004. Karen reviewed the major points of the review with the board.

Members of the Audit and Finance committee were utilized during the conference each day to balance out the receipts.

Karen will work with Lester McKenzie on the current balance sheet. It appears to show incorrect totals because of the way it looks at prior year CD’s that were turned over. The 04-05 Budget appears to be in good shape at this time, with no adjustments needed. This will be reviewed again as we get closer to the end of the fiscal year.

Report of Financial Review

**FY 2003 -2004**

On February 7, 2005 a financial review was completed of the Treasurer’s records for fiscal year July 1, 2003 through June 30, 2004 by Ken Player, a SASFAA honorary member, of Columbia, SC.

**General Comments:**

The overall quality of the financial records was very good. The Treasurer and Finance and Audit Committee Chair should be commended for their diligence.

**General Suggestions:**

Unless the Board decides that an independent, third party audit needs to be performed, it is suggested that all references to an audit be removed from the Policies and Procedures Manual (P&P) as well as to the Guidelines & Policies for the Office of Treasurer (Guidelines). The Board may also consider changing the name of Finance and Audit Committee (for example, Finance and Budget Committee).

The Guidelines & Policies for the Office of Treasurer (Guidelines) as well as the Guide to Financial Management (which is part of P&P) should be reviewed and updated as needed. With the adoption of electronic banking, credit card usage and other changes to current procedures, some of the information has become badly outdated and does not reflect current practices.

As noted below, the Treasurer’s job is a demanding one and is made more difficult by having to follow up to get needed information. Additional training for new Board members and committee chairs concerning budget and financial matters, possibly at the transitional Board meeting, should be considered.

**Background and Scope of Review:**

At the recommendation of the 1999 Financial Securities Task Force, the SASFAA Board approved establishing the Finance and Audit Committee. One responsibility of the Finance and Audit Committee is to conduct an annual review of the Treasurer’s records and procedures.

This review covered financial transactions and related documentation occurring from July 1, 2003 through June 30, 2004. Transactions were evaluated to verify that established Association guidelines and reporting requirements were followed. A review of posting and payment records was conducted to ascertain if sound accounting principles were consistently applied.

This report should not be considered to be all-inclusive. The absence of reference to specific practices should not be deemed approval of those practices. Rather, it is an evaluation of a sampling of records intended to be representative of the majority of activities associated with the duties of the Office of Treasurer for the stated period of time. Specific recommendations resulting from this review, where appropriate, are included wherever an exception is noted.

It should also be noted that this review was conducted on files presented by the 2003-2004 Treasurer for the stated period covered by the review. During this period, the Treasurer used QuickBooks to track financial transactions.

The Financial Statements are reported on a cash basis of accounting.

**Documentation Reviewed**

Hard copy records were reviewed to determine if the following critical records were retained in good order:

* Membership Registration Forms
* Conference Registration Forms
* Vendor/Sponsor Invoices
* Bank Statements/Reconciliations
* Canceled Checks
* Deposit Slips
* CD/Investment Statements
* Credit Card Statements
* Insurance and Fidelity Bond Policies
* Miscellaneous Expense Forms-Third Party Invoices
* Travel Expense Claim (TEC) Forms
* Financial Statements
* 990 Report for 2003-2004

Documentation appeared to be complete in most instances. Some general suggestions for better documentation are as follows:

* Original credit card receipts must be submitted
* Forms should be completed in blue or black ink or typed
* Meal participants listed
* Purpose for meetings indicated
* Charges over $25 must have original receipts (Guidelines say $10)
* Corrections noted on form should be initialed and dated by person making correction
* Documentation when mileage expense exceeded airfare should be completed using actual dates traveled
* Invoices & receipts must have merchant’s name included
* Car rental receipts should have renters name indicated on receipt
* Proper forms utilized
* Any corrections made on the expense form by the Treasurer should be done in red ink
* It is recommended the Treasurer sign all expense forms directly below the “For Treasurer’s Use Only” section of the form.
* All invoices should be marked as “Paid” when payment is made. A “Paid” stamp is recommended for consistency.

***Voided Checks***

In reviewing the manual checkbook, most of the actual spoiled checks were included with the check register. Since the switch to electronic check writing, there were fewer voided paper checks.

**Findings**

Some voided checks were not marked as void on the manual check register. All voided checks were marked as void in QuickBooks.

**Recommendation**

When a manual check is voided, the actual check should be attached to the check stub and maintained with the check register. If the check is lost, a notation should be made on the stub as to why the actual check is not attached.

In addition, the Treasurer should note the reason for voiding on all voided checks.

***Reimbursements to the Treasurer***

The Treasurer and the President are encouraged to adhere to recommended guidelines for authorizing payments to the Treasurer. In all cases, the President should indicate in his/her authorization, the amount that is being approved for reimbursement.

Only original forms, with an original signature of the President, should be used as documentation. As with any request for reimbursement, all receipts should be original and a receipt for all items over $25 must be submitted before approval. All other recommendations listed under “Expense Documentation” should be closely followed.

**Findings**

All of the reimbursements to the Treasurer where a check was written were approved by the President.

Not all of the credit card charges made by the Treasurer were approved by the President. The President approved most of the credit card bills, but not all.

**Recommendation**

When credit card charges are made by the Treasurer, the appropriate expense form should always be completed and approved by the President. In addition, it is recommended that the President approve all credit card bills and also initial the page of the bill that includes the Treasurer charges.

***Posting Sponsorship Income***

At least quarterly, the Treasurer and Vendor/Sponsor Chairperson should compare records to verify the amounts received equal the pledged amounts and to ensure that the income has been posted to the correct sponsorship income categories. Sponsorship and advertising income on the Budget report should match the Vendor/Sponsor Chairperson’s records.

**Findings**

The Treasurer and the reviewer were able to reconcile the Vendor/Sponsor records with the Budget report income item. There was some minor confusion and inconsistency in the posting of Vendor/Sponsor income. Some of the income for 2003-2004 was not collected until after 6-30-2004.

**Recommendation**

Sponsorship and advertising income on the Budget report should match the Vendor/Sponsor Chairperson’s records. A more consistent process for recording income should be instituted.

***Reconciliation to Data Bases***

The membership and conference registration data bases should be reconciled to the income accounts on a regular basis.

**Findings**

Neither the membership nor the conference data bases could be reconciled exactly to income on the Budget report. Adjustments to the data bases were made for complimentary dues and registration fees, Summer Workshop attendees, and other noted exceptions. The income items were only slightly different from the databases.

**Recommendation**

The databases should be reconciled on a continuing basis to ensure all members who pay dues are on the membership data base and that the correct number of attendees is accounted for during the conference. The reconciliation should be done in writing and a written record kept.

***Deposits***

A list detailing the payor, amount, and purpose of payment received should be attached to the deposit slip. This will provide an audit trail for all receipts and proper posting of income to QuickBooks.

**Findings**

Deposit slips that were examined did list the payor and amount. Reviewer was able to compare deposit tickets to QuickBooks postings for the most part.

**Recommendation**

The current process of using computer printouts for deposit slips is very efficient and should be continued.

***Cut-off and Matching Check Date to Posting Date***

In no instances should checks that are dated beyond the end of the fiscal year be posted as transactions that occurred before the end of the fiscal year. Caution should be taken to ensure that the outgoing Treasurer relinquishes financial records (checkbook, etc.) at the end of his/her term of office AND that the financial institution has acknowledged the transfer of signatory authority.

Additionally, the current Treasurer is required to make appropriate postings to the accounts to reflect these transactions.

**Findings**

No findings.

**Recommendation**

None.

***Accurate Posting to Categories***

Given the significance placed on proper allocation of expenditures, measures should be taken to ensure that all income and expenses are posted to the appropriate expense categories established for the operating budget for that year. To help provide this assurance, periodic reviews should be conducted that focus directly on the accuracy of the Treasurer’s postings. Where the category used to post charges is different than that reported on expense documents, the variance should be explained by notations on, or attached to, the expense form.

**Findings**

The Treasurer continues to comply with this recommendation. The only exception was some inconsistency in posting Vendor/Sponsor income.

**Recommendation**

Care should continue to be taken to post all entries to the correct category.

***Expense Documentation***

Documentation is required for all expenses paid by the Treasurer. It is the responsibility of everyone that submits requests for payment of expenses or that incur charges for which the Treasurer will receive a bill for payment, to provide complete documentation to explain the nature and purpose of the expenses. The best philosophy to apply to providing any documentation is to question if the documentation could withstand questioning by any member of the Association. Additionally given the magnitude of responsibilities presently assigned to the Treasurer, it can be unreasonably burdensome on the Treasurer to have to follow up for the necessary documentation. Any request for payment that is not properly completed in full, should be returned to the requestor.

**Findings**

Some expense vouchers were paid with copies of invoices instead of originals.

The Guidelines state that all TEC forms should be approved by the President or Committee chair and this is not being done consistently.

**Recommendation**

Original invoices should always be used or a notation made as to why an original is not available. Expenses should be paid from invoices and not statements. All invoices should be clearly marked “paid” so that they are not paid twice.

All credit card charges must be posted to the appropriate expense form before payment. A new process and expense form for credit card charges has been initiated by the Treasurer which should be beneficial.

The Guidelines should be reviewed to determine if TEC form approval by the President/Committee Chair is still necessary and updated if needed.

***Contracts & Agreements, Treasurer Use***

Copies of all contracts or agreements for meetings and other events must be signed by the President and retained as part of the Treasurer’s records. The Treasurer should be using these contracts to verify the accuracy of charges to the Association.

**Findings**

No exceptions were noted.

***Dual Signature Requirements***

All checks in excess of $5,000 require either the signature of both the Treasurer and the President or written approval of the President and signature of the Treasurer.

**Findings**

There were sixteen checks written in excess of $5000. All manual checks except one were signed by the President. Two electronic checks did not have the President’s approval on the attached copy of the expense voucher.

**Recommendation**

Care should be taken that all checks in excess of $5000 be signed or approved by the President and Treasurer.

***Disaster Recovery***

The SASFAA P&P 2000 Edition states that the Treasurer shall provide a copy of the account file to the President and Chair of the Finance and Audit Committee. Copies of the QuickBooks files should be e-mailed to the President and the Chair of the Finance and Audit Committee monthly.

**Findings**

Copies of the QuickBooks files are not being shared with the President or Chair of the Finance and Audit Committee. The Treasurer does make frequent backups to the QuickBooks files, but does not share those with anyone offsite.

**Recommendation**

The Guidelines and P&P need to be reviewed to determine if the disaster recovery guidelines are still appropriate. If the offsite backups are still needed, steps need to be taken to assure compliance.

***Conference Registration Management***

On site registration of conference attendees presents special challenges because of funds collected at the conference site. The fact that cash is often collected creates an additional problem. Care must be taken to balance the receipts daily and then measures taken to safeguard the funds received until they can be safely deposited in the bank. This was the first year that credit card payments were accepted at the conference.

**Findings**

An excellent job of daily balancing was done and careful records kept.

The funds collected, including over $2000 in cash, were not deposited until the Thursday following the conference. The funds were kept in the hotel safe during the meeting and a cashier’s check was obtained for the cash prior to leaving the conference.

The acceptance of credit card payments appeared to work well and reduced that amount of cash received. Due to a bank error in setting up receipts on one credit card, some of the payments were not made to SASFAA until after 6-30-2004.

**Recommendation**

Every effort should be made to deposit SASFAA funds in the bank as soon as possible. If there is a local branch of the bank, deposits should be made daily.

The Guidelines should be updated to include procedures for the receipt and tracking of credit card payments.

***Corporate Credit Cards***

SASFAA elected officers are issued credit cards with a credit limit of $3500 for official SASFAA business. An agreement, as outlined in the guidelines, is to be signed by each officer and cards relinquished promptly at the end of their term. All credit card charges must be posted to the appropriate expense form before payment and the original receipt attached.

**Findings**

The original credit card receipt was not always attached to the expense voucher. A written agreement is not being signed and maintained for each credit card user.

As noted above, a new process and expense form for credit card charges has been initiated by the Treasurer.

**Recommendation**

Since so many expenses are now being paid with credit cards, extra attention to these procedures is required. The P&P needs to be reviewed to insure that the current procedures are updated and that credit limits are adequate.

An agreement should be signed and maintained for each person issued a card.

All credit card charges must be posted to the appropriate expense form with the original receipt attached before payment.

Submitted by,

Ken Player, Columbia, SC, February 7, 2005

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Holding Company | **Account #** | Contact Information | **Purchase Date** | Amount | **Interest Accrual** | **Term** | **Maturity Date** | **Rate** | **Interest Payment Schedule** | **Current Estimated Value** |
| Suntrust Bank | 35408 | James A. Mills Sr. Investment Officer Suntrust Securities Corporation 500 Main Street, 5th Floor Norfolk, VA 23510 Phone: 757-624-5626 Fax: 757-624-5629 jim.mills@suntrust.com | 04/06/2000 | $10,000 | 7,296.99 | 60 | 04/06/2005 | 5.87% | Compounded Quarterly | $17,296.99 |
| Mid First Bank | DFL006262 | James A. Mills Suntrust Securities | 06/03/2002 | $25,000  | n/a | 48 | 06/12/2006 | 4.30% | Paid Monthly to Checking Account | $25,000.00  |
| Webb City Bank | DFL006262 | Suntrust Investment Group | 09/25/2003 | $25,000 | n/a | 36 | 09/29/2006 | 2.75% | Paid Monthly to Checking Account | $25,000.00 |
| Hibernia National Bank | DFL006262 | Suntrust Investment Group | 06/18/2004 | $75,000 | n/a | 60 | 06/30/2009 | 4.35% | Paid Monthly to Checking Account | $75,000.00 |
| Conseco Bank | DFL006262 | Suntrust Investment Group | 05/31/2002 | $50,000 | n/a | 36 | 06/06/2005 | 4.50% | Paid Monthly to Checking Account | $50,000.00 |
| Independent Bankers Bank | DFL006262 | Suntrust Investment Group | 1/16/2004 | $25,000  | n/a | 39 | 4/20/2007 | 3.0% | Paid Monthly to Checking Account | $25,000.00  |
| American National Bank | DFL006262 | Suntrust Investment Group | 01/16/2004 | $25,000 | n/a | 48 | 1/16/2008 | 3.35% | Paid Monthly to Checking Account | $25,000.00  |
| Morton Community Bank | DFL006262 | Suntrust Investment Group | 07/07/2003 | $25,000 | n/a | 36 | 07/10/2006 | 2.00% | Paid Monthly to Checking Account | $25,000.00 |
| Northview Bank | DFL006262 | Suntrust Investment Group | 07/01/2004 | $50,000 | n/a | 36 | 07/14/2007 | 3.65% | Paid Monthly to Checking Account | $50,000.00  |
| Household Bank | DFL006262 | SuntrustInvestment Group | 09/26/2001 | $50,000 | n/a | 48 | 09/26/2005 | 4.45% | Paid Monthly to Checking Account | $50,000.00  |
| Middleton Community Bank | DFL006262 | Suntrust Investment Group | 01/07/2005 | $25,000 | n/a | 36 | 01/11/2008 | 3.65% | Paid Monthly to Checking Account | $25,000.00  |
| Republic Bank | DFL006262 | Suntrust Investment Group | 09/12/2002 | $65,000 | n/a | 48 | 09/18/2006 | 3.60% | Paid Monthly to CheckingAccount | $65,000.00  |
| First Internet Bankof Indiana | DFL006262 | Suntrust Investment Group | 7/7/2004 | $50,000 | n/a | 48 | 07/16/2008 | 3.90% | Paid Monthly to Checking Account | $50,000.00 |
| **TOTAL INVESTMENTS** |  |  |  | **$500,000.00**  | **$7,296.99** |  |  |  |  | **$507,296.99** |

Updated 1/10/05

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | **Serial/Model Number** | **Date of Purchase** | **Purchase Price**  | **Current Usage Status** | **Current Holder** | **1/24/2005** |
| Canon i850 Photo Printer | FBHP63605 | 23-Apr-03 | $ 169.00  | Usable | Forrest Stuart |  |
| HP Deskjet Printer -825c |  | 23-May-02 | $ 49.99  | Usable | Lester McKenzie |  |
| BELK 2 position switch box (2) | F1B024E | 4-Feb-00 | $ 19.99  | Usable | Forrest Stuart |  |
| HP Pavilion zt1175 Notebook PC | TW21600541 | 29-May-02 | $ 1,799.97  | Usable | Forrest Stuart |  |
| Toshiba Satellite 4040 Laptop PC |  | 1-Jun-99 | $ 2,367.00  | Usable | Lester McKenzie |  |
| Toshiba Satellite Laptop PC | 78843936A | 1-Sep-98 | unknown  | Usable | Sandra Neal |  |
| Briefcase |  | 1-Mar-00 | $ 83.59  | Usable | Sandra Neal |  |
| Panasonic Palm Camera & 5 extra disks |  | 1-Aug-00 | $ 996.37  | Usable | Erik Melis |  |
| 8 Portable radios  |  | 1-Feb-01 | $ 2,609.00  | Usable | Brent or Zita? |  |
| Microsoft wireless network adapter | MN-720 SN=69995-481-1611784-00410 | 1-Jun-04 | $ 41.07  | Usable | Forrest Stuart |  |

**Newletter Chair Report**

February Board Report from Newsletter Editor, April Kendrick

Since the last board meeting in Jacksonville, the following activities have transpired:

The second quarterly edition of the newsletter, ***SASFAA Winter 2004/2005 Newsletter***, was placed to the SASFAA Web site and accessible January 3rd, 2005. A special thanks to the elected board, state presidents, committee chairs and liaisons for providing their reports for the Winter SASFAA Newsletter. In addition, SASFAA members provided other articles for publication, and the newsletter editor was able to add additional information pertinent to financial aid and the mission of the association. The SASFAA sponsors came through again and provided 17 advertisements. Also, thanks to Bob Godfrey for working with the sponsors and obtaining a commitment for newsletter advertisements.

# April Quarterly Newsletter

Articles and ads for the April newsletter letter need to be submitted to the newsletter editor no later than March 10th, 2005. Every effort will be made to have the newsletter available on the SASFAA Web site by April 15th.

As indicated previously, *FL State President*, Ron Anderson and *MS State President*, Laura Diven-Brown will be highlighted in the April newsletter. All state presidents, elected officers, committee chairs, and liaisons are also encouraged to provide articles for inclusion and to keep the SASFAA membership informed of activities taking place. As indicated, articles need to be provided to the newsletter editor by mid-November, if at all possible. Exceptions may be made. Contact the newsletter editor at 859-257-48272 #4235 or by e-mail at April.Kendrick@kctcs.edu if the deadline cannot be met.

\*All submissions should be provided to the Newsletter Editor. Articles are to be submitted to April D. Kendrick, Lexington Community College. The e-mail address is April.Kendrick@kctcs.edu , telephone number 859-257-4872 ext. 4235, fax number 859-257-6274. Materials should be sent as a Word attachment, New Times Roman font, 10 pitch, and third person. Questions should be addressed to the Editor.

**Diversity Chair Report**

**SASFAA Diversity Committee Report**

**Dee Talley, Chair**

**Atlanta Hyatt Regency Hotel**

**February 12, 2005**

Dee Talley reported that the Diversity Committee has worked extremely hard the past several months developing the activities and programs that will be offered at the SASFAA conference. Listed below is the schedule of activities:

**Sunday, Feb. 13 Multicultural Leadership Symposium**

**Monday, Feb. 14 Extreme Makeover – Office Edition**

 **(Helping Students with Disabilities)**

**More Than a “Survivor”- Thriving in Today’s Diverse FAO (Generation Gaps in the Workplace)**

**Martin Luther King Center outing**

**Tuesday, Feb. 15 General Session: Sexual Orientation Issues in the Workplace**

 **Maslow Meets Multiculturalism**

 **(Communicating with Different Cultures)**

 **“All in the Family” (Diversity Roundtable)**

Dee reported that registration for the symposium has exceeded her expectations.

Currently, 150 individuals have registered for the symposium, although this number is

expected to decrease due to cancellations. Dee estimates that the final count will be 125.

Dee stated that the Diversity survey has been posted to the web, and the membership has been informed of its location. There have been 47 respondents to the survey to date. Another message will be sent to the membership after the conference to again make them aware of the survey, and hopefully, more responses will be received. The results of the survey will be included in the report given at the transitional meeting in June. Dee expressed her appreciation to Brent Tener for getting the survey to its current web location.

**Electronic Services Chair Report**

 Electronic Services Committee Report for February 2005 Board Meeting

The following updates have been made to the web site, through coordination with ATAC and other SASFAA committees and board members, since the August board report:

* 2005 Conference Mini-Site updated.
* Online voting setup and tested for use at conference.
* 2005-2006 Sponsorship Form activated and modified as required.
* 2005 NAOW online registration form developed and in testing. Other NAOW information posted to web.
* Submitted update to Legislative Relations committee chair. Not yet updated on web as of the completion of this report.
* Worked with SASFAA Secretary to get P&P updated on web.
* 2004-2005 President’s Annual report posted to web.
* Calendar updates were made on the web site.
* State page updates posted to the web.

The following web-related projects are planned, are in progress or will be continued by the 2004-2005 Electronic Services Committee.:

* Electronic Services, in coordination with the appropriate other committees and board members, 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. (In progress)
* Will continue to work with ATAC, treasurer, membership chair, and vendor/sponsorship chair to investigate the possibility of capturing “comped” status during registration/sponsorship sign up to make the process of identifying these categories more easily for the purposes of invoicing. (Additional discussion needed)
* Will prepare a proposal for disposition processes for obsolete/non-working electronic equipment within SASFAA (In progress)

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 meting goals and objectives.

**Special Projects Report**

Special Projects Committee

**Carol Mowbray**

**February 12, 2005**

# SASFAA Management Institute

### Committee members [continuing from 2003-2004 Associational Year]

## Chair – Karen Fooks – University of Florida, FL

Dave Cecil – Transylvnia University, KY

Shirley Ort – University of North Carolina, Chapel Hill, NC

Cruzita Lucero – Northeaster Technical Community College, TN

Mike O’Grady – Bank of America, VA

Carol Mowbray – Northern Virginia Community College, VA

Joel Harrell – Clark Atlanta University, GA

Ron Day – Birmingham Southern College, AL

Janet Sain (ex officio) – ECPI, NC

Objectives – To conduct a successful, professional development experience for seasoned financial aid administrators on a timely topic.

Program Date and Location – December 10 –12, 2004

 Grove Park Inn, Asheville, NC

# Status – Completed. Karen Fooks will report on the Institute activities and participation.

**Past President’s Council (PPC)**

Committee members – All interested past SASFAA presidents

*Co-Chairs – Susan Little , University of Georgia GA*

 *Ron Day, Birmingham Southern College, AL*

Meetings – To be held by teleconference with a report to the Board in June.

Objectives – The objectives were approved by the SASFAA Board of Directors on November 6, 2004.

#### Status – Ongoing

Ron Day is working with the state presidents to identify a state representative to serve on the Ad Hoc committee. The purpose of the committee is two fold.

1. ***The Construction of the Board*** needs to be reviewed. A more defined responsibility should be distinctly stated regarding various roles on the Board, i.e., voting members, Committee Chairs, possibly expanding the role of the State Presidents, etc.

As part of the report made by the PPC, it was noted that ALL regions had voting members other than the Executive Council and State Presidents. Several had representation – elected position – for the Lender Liaison for example. Others had members-at-large (much like the NASFAA Board model). Because of the importance of the Annual Conference, possible voting privileges should go to the Conference Chair.

1. ***Levels of Membership*** needs to be reviewed. As was stated in the report, ALL regions, with the exception of SASFAA, had at least two levels of membership.

SASFAA currently offers two “classes” of membership – Active and Honorary. Does this effectively reflect the needs of the Association?

##### Long Range Planning Committee

Committee Members

*Co –Chairs – Cruzita Lucero, Northeast State Technical Community College, TN*

 *Carol Mowbray, Northern Virginia Community College, VA*

Juanita Russell, Alcorn State University, MS

Peggy Loewy-Wellisch, Nova Southeastern University, FL

Jane C. McNaughton, Edamerica, MS

Janet Sain (ex-officio) , ECPI, NC

Betty Whalen, Winthrop University, SC

Tom Morehouse, Thomas Nelson Community College, VA

Meeting(s):

1. October 15- 16, 2004

Nashville, TN

1. SASFAA Annual Conference

February 14, 2005

1. Mid-April 2005 (tentative)

Location to be determined

Objectives – To review the current Long-range plan and to develop a Long-range plan for the next five year period, 2007 to 2012, which takes into consideration the vision, mission and by-laws of the Association.

# Status – On schedule

The following activities have occurred since the November 2004 meeting of the Board of Directors.

1. At the direction of the Board of Directors, President Sain appointed Tom Morehouse, Virginia state president, to serve as a member of the LRP with the specific task of constructing the membership survey.
2. Carol Mowbray solicited up to two questions from each Board member as well as committee chair for consideration in constructing the membership survey. NASFAA forwarded a copy of its membership survey to Carol. It is being used as a reference document in developing the membership survey.
3. As directed by the Board in November, Betty Whalen has worked with the state presidents to compile a listing of potentials individuals to attend a retreat for long range planning.
4. Betty Whalen and Carol Mowbray have been working to identify a possible site conducive to a long range planning retreat and to develop a budget request for a retreat. Dates that are being considered are September 8 – 11. The two sites under consideration are:
	* The Conference Center and Inn at Clemson University (arrival on September 9 and departure on September 11). Contact – Keith Reeves
	* The University Hilton at Charlotte (arrive September 8 and depart on September 10).
5. Crusie Lucero is working on a brief history on the development of the Long Range Plan.
6. Jane McNaughton edited the Long Range Plan (7/1/2006 – 6/30/2011) as approved with revisions by the Board of Directors in November 2004. President Sain distributed the final copy to the Board of Directors in December 2004.

**SASFAA Management Institute**

SASFAA Executive Board

**Management Institute Committee**

Approximately eighty-five SASFAA members attended a very successful SASFAA Management Institute was held December 8-10, 2004 at the Grove Park Inn, in Asheville, NC.

The agenda included higher ed policy sessions with experts in the field of higher education (Dr.Sandy Baum, economist and faculty member at Skidmore University, Dr. Don Heller, faculty member at Penn State University, Dr. Jaci King, ACE; Dr. James Johnson, faculty member at UNC) and skill-based sessions in public speaking, dealing with media and persuasive writing (Linda Fierman, Speaking from Experience; Alex Slater, Group; Shirley Ort, UNC and Steve Brooks, NCSEAA).

In addition, Sunday morning included small group case study discussions that incorporated use of the information and skills learned the previous day.

All participants received a CD in early January that included copies of all the PowerPoint presentations, handouts, readings suggested by the presenters as well as other resource materials. The same information will be added soon to the SASFAA website for the benefit of all SASFAA members.

On a five-point scale, participants rated the quality of sessions as a 4.92 and the overall conference as 4.89.

Participant comments included:

"Outstanding", "Fabulous"

"Very beneficial to me as a director. I saved money in budget to attend and boy am I glad I did. I will attend again!"

"Great combination of where we are (statistics and trends) and tools to strengthn our message. There was so much info, the closing session bringing a summary was essential"

"High-powered speakers"

"Engaging, informative, exciting"

"Same site ALWAYS. Too soon to ID topics [for next time]. SASFAA should book dates now for four years out even if the Grove Park can't give a room rate. Just get the dates reserved."

"Really appreciate the CD."

"I was truly overwhelmed by the quality of the programming at the event. I have mentioned to both my President and VP for Academic Affairs that much of the material presented would have been helpful for both of them. This thorough compilation [CD] will allow me to share some of the most pertinent information in a more accurate fashion."

"The best of all my years attending conferences at the state and regional level—absolutely wonderful!

"Great job! Best one I've been to."

SASFAA's vendors were generous in providing over $10,000 to help underwrite the costs of the conference.

The entire committee worked tirelessly for over a year to bring the conference to fruition. Thanks go to committee members:

Dave Cecil, Transylvania University

Ron Day, Birmingham Southern University

Joel Harrell, Clark Atlanta University

Crusie Lucero, Northeast State Community College

Carol Mowbray, Northern Virginia Community College

Mike O'Grady, College Loan Corporation

Shirley Ort, University of North Carolina-Chapel Hill

Janet Sain, ECPI

Thanks also to:

Bob Godfrey, Vendor Sponsor Chair

Lester McKenzie, Treasurer

Erik Melis, Webmaster

Ron Gambill, Site Selection and Local Arrangements

**ATTACHMENT D**

**LIASION REPORTS**

**Aency Liaison Report**

**Agency Liaison Report**

**Elizabeth V. McDuffie**

**February 12, 2005**

# *Florida Office of Student Financial Assistance (OSFA)*

***Theresa Antworth***

**2004-05 Appropriations**

State-funded financial aid programs have an appropriation of $458 million to expend on 20 programs for the 2004-05 academic year. Our largest merit program, Florida Bright Futures, expects to fund over 129,000 students; the largest need-based program, Florida Student Assistance Grants (FSAG), expects to serve over 100,000 students. One new tuition assistance program was authorized and funded this year serving over 600 resident undergraduate students at private institutions.

**Web Applications at** [**www.FloridaStudentFinancialAid.org**](http://www.floridastudentfinancialaid.org/)

Our customer friendly web homepage invites students to apply online with one application for all programs. This is our fourth year of operation. We are accepting and evaluating over 86,000 applicants per year. Postsecondary institutions participating in financial aid programs continue to appreciate the web processing of state financial aid, and enjoy its comprehensive reporting capabilities.

**2005-06 Legislation and Budget**

Currently, state appropriation and education committees are preparing for the 2005 Florida Legislative Session. Budget is a top priority after the natural disasters of four hurricanes in the fall of 2004. We await bills that may affect any financial aid programs.

***Georgia***

***Shelley Nickel***

A new online resource is now available to help Georgians, plan, apply, and pay for college. **GAcollege411.org**, which launched on February 14, 2005, is a one-stop-shop for students and anyone else who wants to explore careers, compare Georgia colleges, apply to college, and learn about financial aid. This is a free service of the State of Georgia provided by the Georgia Student Finance Commission (GSFC), the Office of the Governor, and many other Georgia partners.

Key components of GAcollege411.org include:

* **Career Info**, which provides access to hundreds of job descriptions, average salaries, required training, and assessments to help students match their skills, personalities, and goals with specific careers.
* **GA Colleges**, which enables students to compare programs, costs, and campuses of nearly 100 public and private Georgia universities, colleges, and technical colleges.
* **Paying for College**, which provides information on federal and state financial aid resources, professional advice on finding and applying for aid, calculators, guidelines for responsible borrowing, and repayment options.

A component of GAcollege411.org that has generated a great deal of immediate interest is the test preparation section, which helps students prepare to take the SAT, ACT, and GRE. The test prep provides tutorials, practice sessions, a vocabulary builder, test-taking tips and strategies, and timed SAT sample tests. Tutorials cover every subject area and question format on the new SAT, the ACT, and the GRE — including the new essay writing section of the SAT, administered for the first time in March 2005.

In coming months, GAcollege411.org will add other features — such as electronic transfer of transcripts and online applications — to help students, parents, high school counselors, and college administrators.

Since last summer, GSFC has conducted workshops, focus groups, and other activities to promote the site and to solicit input from students, high school counselors, and college financial aid officers. Representatives of those groups also participated in a beta test of the site in January. The insights and suggestions provided by our “user partners” have proven to be invaluable.

*Kentucky*

*Michael Morgan*

*Go Higher, Kentucky!* Web Portal

Kentucky’s one-stop, higher education and career planning website was launched October 21 at the Kentucky Counseling Association Conference in Louisville. Special guest speaker Margaret Causey, a guidance counselor with 30 years experience, discussed how Go Higher can make counselors’ jobs easier. Causey uses a similar system in the North Carolina public school system.

KHEAA’s training sessions on the GoHigherKY website have been very well received by school personnel. The GoHigherKY website includes tools such as the Student Planner, Career Portfolio, Online Admissions Applications and Financial Aid Estimators often found to be beneficial to students and high school counselors.

State Grant FY 2006 Award Amounts

The College Access Program (CAP) Grant maximum award amount for full-time students will increase to $1,700 in FY 2006. The hourly rate for less-than-full-time students will be $71 for semester-based institutions and $47 for quarter-hour institutions. The expected family contribution (EFC) for CAP Grant consideration will remain at 3850. The Kentucky Tuition Grant (KTG) maximum award amount will increase from $2,600 to $2,800.

, Student Aid Delivery System

The new student aid system, ZipACCESS will be available in February 2005 to accept 2005-2006 ISIR data, award CAP Grant and KTG, and project KEES awards (if requested) and allow students to apply for scholarships.

Retrieving MYF Stafford Exit Records

ExitExpress is a new service designed especially for the convenience of our school partners. Through ExitExpress, KHEAA will retrieve exit data on behalf of schools using Mapping Your Future (MYF) Stafford exit counseling. Federal regulations require schools to forward exit counseling reports to guaranty agencies within 60 days of the exit counseling session. Schools using MYF's Online Student Loan Counseling with loans guaranteed by KHEAA can save time and money since they won't have to send this data to KHEAA. Schools may confirm data has been sent to KHEAA through their secure FAO Access Area from the Financial Aid Professionals page at <http://mapping-your-future.org/services/fao.htm>.

Schools may contact Tricia Crowe at tcrowe@kheaa.com or 502-696-7212 or Judy Lang at jlang@kheaa.com or 502-696-7225 for questions about loan counseling and other default aversion activities.

KHEAA/KHESLC Proposed Legislation

On November 15, the KHEAA/KHESLC Boards of Directors approved proposed legislation to increase KHESLC’s debt limit from $1.95 billion to $5 billion and authorized staff to discuss the proposal with the Executive Branch and potential legislative sponsors for introduction of the proposal during the 2005 Regular Session of the Kentucky General Assembly.

KHEAA/KHESLC Proposed Regulatory Amendments

The Board approved several proposed regulatory amendments, authorized staff to file the regulations with the Legislative Research Commission, and authorized the General Counsel to make changes on behalf of KHEAA as necessary and obtain adoption by the Administrative Regulation Review Subcommittee.

* Amendments to CAP and KTG will measure eligibility in terms of percentages, rather than semesters as currently provided, and require that a student satisfy all financial obligations to any guaranty agency (not just KHEAA) and to any educational institution in the United States to be eligible to receive a CAP or KTG award.
* KHEAA grant disbursement procedures will be amended to allow disbursements to quarter-hour institutions in the amount of one-third per quarter, rather than the two-thirds for either fall or spring academic term as currently allowed.
* KTG award determination procedures will be amended to provide for a $300 overpayment tolerance for KTG recipients to mirror the overpayment tolerance in the CAP Grant regulation.
* Amendments to the Teacher Scholarship and Osteopathic Medicine Scholarship will lower the annual interest rate for repayment from 12 to 6 percent for students who do not fulfill service requirements.

P-16 Council

KHEAA Executive Director Dr. Joe L. McCormick is now a member of Kentucky's P-16 Council. The state P-16 Council was formed in 1999 by the Council on Post-secondary Education (CPE) and the Kentucky Board of Education (KBE) with the purpose of jointly discussing policy matters that affect the progress of students from Preschool through 12th grade into the postsecondary education system.

Dr. McCormick currently serves on the Cradle to College Commission and the boards of the National Council of Higher Education Loan Programs (NCHELP) and the National College Access Network (NCAN).

***Mississippi***

***Mary Jane Covington***

The Mississippi Office of Student Financial Aid is proud to announce the birth of their new on-line application which arrived at 12:00 a.m. on January 1, 2004 and not a moment too soon. This was definitely a labor of love. The web address is www.mississippiuniversities.com and then click on Financial Aid which is 6th in the list on the left. The on-line application is a universal application which allows the student to apply for all state aid programs via a single application. Once the on-line application is on our system, we send the student a PIN so that they may view their application status. This has proved to be a valuable tool for the student as they know exactly where they are in the award process, as well as when we disburse the funds to the schools. We are excited about the single on-line application as we currently administer 21 loan/scholarship programs and 4 grant programs, two of which are need based.

We will be administering three new programs this year, all of which are teacher driven. The William Winter Alternate Route Teacher and the Critical Needs Teacher Alternate Route Loan/Scholarship are available for applicants who are not education majors, but recipients must express a desire to teach in Mississippi once their degrees are completed. It is available to juniors and seniors who have successfully passed the Praxis I. We are pleased to implement these two new programs and hope that it will further address the growing need for classroom teachers in Mississippi. The third program is the Mississippi Teacher Loan Repayment Program which is for the current classroom teacher who has an alternate route teacher license and has an outstanding loan balance on the Federal Family Education Loan Program (FFELP). The maximum amount we will repay each year is $3,000.00.

For the 2003-2004 year we awarded $9,140,994 in Loan/Scholarships and $20,228,403 in Grants for a combined total of $29,369,397. We anticipate taking a closer look at our all our programs to determine if there is a need for fine tuning as we strive to meet the changing needs of our state.

***North Carolina***

***Elizabeth V. McDuffie***

**FAFSA Day—Saturday, February 19, 2005**

The fourth annual FAFSA Day will be held on Saturday, February 19 in 30 locations around the state to provide free assistance completing the FAFSA form. Approximately 1,000 students have been served at FAFSA Day sites in recent years with over 200 volunteers assisting with the day. FAFSA Day is co-sponsored by the State Education Assistance Authority and NCASFAA.

**Counselor Internships**

NCSEAA is once again sponsoring a paid summer internship for school counselors in financial aid offices across the state. The internship has proven to be a great way for school counselors to learn the aid process; in addition, the aid offices benefit from the extra help with processing during the summer. Twelve campuses will serve as host institutions during the summer of 2005.

**Financial Aid Reference Guide Available**

NCSEAA’s comprehensive guide to financial aid resources, "Financial Aid for North Carolinians" was updated and distributed in November. Copies of the guide were distributed statewide to local high school libraries and school counselors, county libraries, financial aid directors and various state officials and agencies. The guide is also available online at [www.CFNC.org/fabook](http://www.cfnc.org/fabook).

***SC Tuition Grants Program***

***Edward M. Shannon, III***

The SC Tuition Grants Program is a “need-based” grants program that was enacted in 1970 by the SC General Assembly as a tuition equalization program to give South Carolina students the choice of attending a SC independent college. Not only does the grants program give South Carolina students the choice of attending the college that best meets their academic needs, it also saves the State of South Carolina millions of dollars each year. The savings result from attracting SC students into the SC independent college sector, thereby saving the automatic per student state tax subsidy that goes to all students attending SC public colleges regardless of financial need. The per-student state subsidy averaged $3,821 in the 2003-2004 fiscal year.

The SC Tuition Grants Program is funded solely by state appropriation with the exception of $885,940 that is received through the federal LEAP/SLEAP matching grant program.

The clients of the SC Tuition Grants Program are the students of South Carolina and their families, the 20 SC independent colleges participating in the grants program, all of the high schools located throughout the state, the members of the SC General Assembly, and the various state agencies overseeing the operation of a state program. The SC Tuition Grants Commission comes into contact with all of these constituents throughout the normal operating cycle of a fiscal year.

The day-to-day operation of the SC Tuition Grants Program includes the following:

Processing almost 25,000 applications that are received each year for SC Tuition Grant assistance; Analyzing all applications for “financial need’ using the federal methodology approved by Congress; Notifying the students and their colleges of grant eligibilities; Disbursing the grant funds to the students at their colleges once “full-time” enrollment status is confirmed; Issuing various reports to the participating independent colleges in regard to grant eligibilities of their SC students; Getting information about the SC Tuition Grants Program out to the general public, the SC high schools, and the guidance counselors; Communication and coordination with the State Treasurer’s Office, the Comptroller General’s Office, the State Auditor’s Office, the State Budget Division, the Governor’s Office, the SC General Assembly and its various committees, and all other state agencies involved with administering a state program.

The SC Tuition Grants Program is a sound investment for the State of South Carolina. The SC independent colleges attended by these students have total operating budgets of over $350 million and combined capital assets (physical plants and endowments) of over one billion dollars. Thus, the State’s base investment of $27.7 million in the SC Tuition Grants Program supports a $1.4 billion industry. Although the SC Tuition Grants Program receives only 3% of the total state dollars going to higher education, SC independent colleges educate 21% of our state’s students.

During 2004-2005, 12,300 awards averaging about $2,350 will be made to eligible South Carolina students attending the twenty SC independent colleges participating in the SC Tuition Grants Program. The maximum grant for the upcoming 2005-2006 award year has been set at $2,600 by the governing board of the grants program.

The 2005 SC General Assembly is currently in session and the SC Tuition Grants Commission has requested a total of $33.4 million for the grants program which is a $5 million increase over the prior year and would enable the maximum grant to be increased to $3,100 at all participating colleges.

**Department of Education Liaison Report**

**SASFAA Executive Board Meeting**

**Federal Liaison Report**

**Gregory P. Martin, Training Officer Region III**

**Training**

Beginning in March of 2005, the Department will offer a training series entitled *Managing Audits & Program Reviews: Paths for Success Training.* The one-day workshops will examine the independent audit, program review, and OIG audit processes. Extensive use of case studies gives the training a practical bent. Participants will look at preventative measures to evaluate and enhance Title IV administration; and develop corrective action plans to respond to program review and audit findings.

Access to the new and far more user-friendly registration system may be gained through IFAP, the Schools Portal of by going directly to [www.ed.gov/offices/OSFA/training/index.html](http://www.ed.gov/offices/OSFA/training/index.html)

Locations and dates for the SASFAA region follow below:

March 23, 2005 Atlanta RTF, Atlanta, GA

March 23, 2005 Sullivan University, Louisville, KY

March 30, 2005 Regent University, Virginia Beach, VA

April 6, 2005 University of West Florida, Pensacola, FL

April 10, 2005 North Carolina Central University, Wilmington, NC

April 13, 2005 Atlanta RTF, Atlanta, GA

April 28, 2005 Virginia Tech, Blacksburg, VA

May 11, 2005 Atlanta RTF, Atlanta, GA

Beginning this autumn, the Department will offer a series of Fiscal Officer Workshops, intended primarily for, but not limited to, school business office personnel whose responsibilities include managing Title IV funds. A training announcement will be issued in the future. Please look for it and appraise your business office of this opportunity.

**VA Match**

An Electronic Announcement posted December 23, 2004 provides details regarding changes to the database match the CPS performs with the Department of Veterans Affairs (VA). The changes apply to both the 04-05 and 05-06 processing years and were effective January 3, 2005. Records returned from the VA with match flag values of 2 (not a qualifying veteran) and 3 (not a VA database) no longer have an assumed value of “No” to the veteran status question. This prevents the record from being rejected solely for lack of parental data. Records with match flag values of 2, 3, and 4 (active duty) will receive a SAR/ISIR comment and a SAR C flag if their veteran status is the only reason they are independent.

**Federal Need Analysis – Allowance for State and Other Taxes**

The December 23, 2005 Federal Register contains the updates to the state tax tables that will be used in statutory Federal Need Analysis. Part F of the HEA directs the Secretary to update the tables for State and other taxes after reviewing the Department of Treasury’s Statistics of Income file data maintained by the IRS. Publication of the tables was delayed by in order that information in the Statistics and Income file might be thoroughly reviewed; and by a provision in the Consolidated Appropriations Act, 2004 directing the Advisory Committee on Student Financial Assistance to examine the effectiveness and fairness of the current procedures to update formula offsets and allowances.

**R2T4 on the Web**

The R2T4 demo is now available at the FAFSA demo site [http://fafsatest.ed.gov](http://fafsatest.ed.gov/) . Select demo for FAA access to CPS Online and select R2T4. The user ID is “eddemo” and the experiment with the web application.

**Taxpayer- Teacher Protection Act of 2004**

DCL GEN-04-14 contains information on changes made to the HEA to provide increased Federal Stafford Loan forgiveness for certain Elementary and Secondary School Teachers. Up to $17,500 in loan forgiveness is authorized for new FFEL and DL borrowers who meet certain criteria. The increased amount of teacher loan forgiveness is only available to an individual who had no outstanding balance on any loan made, insured or guaranteed prior to October 1, 2005. To qualify for the additional forgiveness, the borrower must be employed full-time for five consecutive years as a highly qualified secondary school teacher of math or science or a highly qualified elementary or secondary school special education teacher. The definition of “highly qualified teacher” is provided as an enclosure to the DCL (from section 9101 of the Elementary and Secondary Education Act of 1965). New borrowers commencing teaching service after October 1, 2004 wishing to qualify for the previously authorized level of $5,000 must now be highly qualified teachers and be employed full-time for five years in a *designated low-income school*.

**New PIN Terms and Conditions**

Two changes affecting PIN users became effective on December 26, 2004 and are detailed in an Electronic Announcement posted December 16, 2004. The first requires consent to the PIN Terms and Conditions Activation Agreement before users can continue their PINS or submit their PIN applications. To further enhance security

of the PIN, current users and new applicants are required to select a challenge question and correctly respond to that question when accessing processes that require a PIN. Refer to the Electronic Announcement for sample language explaining these changes that you may post to your school’s website for students.

**Policy Updates**

**Stored Value Cards**

Certain conditions must be met in order to use this method of disbursing funds to students:

* Schools must have a student’s voluntary authorization to deposit Title IV funds onto a stored value card;
* Students must be able to readily convert the balance to cash;
* There must be no charge to the student for issuance of the card;
* Any account at a bank must be FDIC insured;
* Schools must advise students of the terms and conditions of the card;
* The card must not convert to credit cards when the balance has been used;
* Students must be able to cash out the value of the card at no charge;
* Students must have reasonable access to use the card at the issuing bank at no charge;
* Students may be charged a fee for use at an ATM not belonging to the issuing bank;
* Schools must follow the regulatory timeframe of 14 days to release the credit balance. The school is considered to have met this requirement if it EFTs the funds to the bank issuing the card within 14 days;
* Schools may have no control over the funds on the card once they are transferred to the issuing bank. A 3-5 day timeframe is allowed to retract the EFT if the amount is incorrect.

Note that school contracts with a servicer, in this case a bank, fall under the regulations governing contracts with third-party servicers.

**Pell Re-Calculations**

Guidance in this area has been provided at various conferences and more recently at the Electronic Access Conferences (EACs). This guidance is applicable to schools that offer programs in terms with coursework offered on a compressed schedule or in modules. A school makes an initial calculation of a student’s Pell Grant based on his or her actual or expected enrollment. A school must recalculate a student’s award if the student does not commence attendance in all the credits for which they were awarded or paid. A school is not required to recalculate for enrollment status changes after the initial calculation as long as the school can document that the student commenced attendance in all classes for which he or she was paid. A school may recalculate for enrollment status changes if they have a policy that provides for it and they recalculate for all students whether enrollment status increases or decreases.

A school may have a policy that establishes a date (commonly referred to as a “census date”) after which they will no longer recalculate for enrollment status changes. This date normally corresponds with the established add/drop date for the term. New flexibility allows schools to have more than one census date within a term. This might apply to modules within a term or coursework within a term (when a student last adds a course). In this circumstance, the school must take into account all adjustments to the enrollment status, both increases and decreases, up to the add/ drop date of the student’s last class.

**Conflicting Information**

There are three item related to IRS tax returns that schools are required to know:

* Whether or not an individual is required to file a tax return;
* What filing status an individual may use when filing a tax return; and
* That an individual may not be claimed as exemption on two tax returns for the same year.

Policy has clarified that institutions are not required to their ISIR databases in order to identify these types of conflicts, but rather to address them as they come to the attention of the FAA, either as the result of verification or some other circumstance. The Department is working on putting an edit in place for the 2005-06 award year to flag nonfilers with incomes above the filing thresholds.

Note that conflicting information can occur in files not selected for verification and if so, must be resolved before making any disbursements.

**Loan Certification**

Institutions may not deny a student request to receive the full annual loan limit in a single term even if the student plans to attend the full academic year. Institutions may not deny loan amount requests that exceed direct costs except under the authority granted in 682.603 (e) or 685.30(a) (7). Loan certifications may not be denied based on the results of a credit check. No policy that routinely reduces loan amounts or allows for other restrictions is allowed. An institution may not have a policy that requires students to use a preferred lender.

**Late Disbursement**

A loan certification or origination must have occurred while the borrower was still enrolled and otherwise eligible in order to qualify for a late disbursement. If the 120-day period for making a late disbursement has elapsed, all other eligibility conditions are met and the delay was not the fault of the student, an institution may request a late disbursement by faxing information to:

*COD School Relations Center*

*Late Disbursement Request*

*(877) 623-5082*

**Power of Attorney and the MPN**

A POA may sign the MPN on behalf of a borrower who is physically or geographically unable to sign the note. However, the borrower must endorse the check or otherwise authorize that the funds be applied to their account. Signature by POA is not presumed to encompass multiple borrowing under the POA.

**FFEL or DL Loans for Teacher Certification Programs**

This exception applies to any student enrolled in coursework or a program **required** to teach in the State. This includes those who are already teachers who must obtain an endorsement to teach a different subject or grade. However, this does not include students seeking guidance or principles certificates. The work initial has been removed from the teacher certification language in the 2004-05 FSA Handbook.

**Credit Card Payments and Merchant Agreements**

Several institutions allow students and/or parents to charge outstanding tuition to a major credit card. Should the student subsequently apply for and receive for example a Stafford Loan, a credit balance is created. As part of a “merchant agreement”, the institution refunds the credit card holder rather than the student. As long as the credit balance is not a Title IV credit balance, this practice is permissible. Consider the following example:

*A student has institutional charges of $1,000 and the student pays those charges with a credit card. Later, the student FFEL EFT arrives and the school credits the loan funds to her account. This creates a $1,200 credit balance, but only $200 of it is a Title IV credit balance. The school must pay the Title IV credit balance directly to the student. What it does with the $1,000 credit balance is not regulated by the Department. The school may pay that amount to the credit card company. In actuality, Title IV funds are not being sent to the credit card holder. Title IV funds can now be applied to the student’s charges allowing a refund to the credit card account.*

**Lender Liaison Report**

Lender Liaison Report

Jane McNaughton, Chair

Jane reported that the hot topic is President Bush’s $2.57 trillion FY 2006 Budget request that he sent to Congress on February 7. 2005. A focus of the Budget is to increase Pell Grant funding by enacting student aid reforms such as 1) recalling revolving loan funds used by institutions to fund the Perkins program, thereby effectively terminating the program; 2) reducing the amount that guaranty agencies can collect on defaulted loans; and 3) reducing the percentage of federal loan principal guaranteed against default. Some of the policy recommendations in the Budget Request include making interest rates on consolidation loans variable rather than fixed and allowing reconsolidation by borrowers in repayment by charging them a 1% origination fee.

The Bush Administration is committed to a lender-based guaranteed Federal Family Education Loan Program and will maintain a strong Direct Loan Program to ensure access for all eligible students. The Administration also feels that the Federal Government assumes almost all of the risk for both these loan programs. Federal Subsidies to intermediaries such as lenders and guaranty agencies are set high enough to allow the less efficient ones to generate a profit. This causes unnecessary costs for taxpayers and prevents the program from achieving the efficiencies the market is designed to provide.

The Budget provides for reforms to make these loan programs more efficient, cost-effective post secondary education financing vehicles. Interest subsidy payments will link payments for lenders and guaranty agencies more closely to their costs. In other words, a larger share of loan risk will be placed on lenders. $34 billion in savings over 10 years will be achieved by reducing unnecessary subsidies and payments to lenders, guaranty agencies and loan consolidators. These savings will be used to increase the Pell Grant maximum award, pay off the current $4.3 billion Pell shortfall, increase loan limits for first year students and extend the current favorable interest rate framework.