

**SASFAA Board Meeting  
Great Wolf Lodge – Concord, NC  
November 9-11, 2012  
White Pine Ball Room**

*Saturday, November 10, 2012*

**CALL TO ORDER**

**President Dennis called the meeting to order at 8:55am.**

**Announcement of Substitute Voting:**

- Amy Berrier for Bridget Ellis

**Voting Members Present:** Jeff Dennis, Brad Barnett, Zita Baree, Mike Reynolds, Sharon Oliver, Nathan Basford, Sarah Dowd, Nancy Garmroth, Jeffrey Gerkin, Philip Hawkins, Cindy May, Margaret Murphy, Chris Tolson, Bridget Ellis (present Sunday)

**Board members absent:** Sharon Williams

**Non-Voting Members Present:** Amy Berrier, Marian Huffman Dill, Tracy Misner, Paul Mittelhammer,

**Non-Voting Members Absent:** Deborah Clark, Dewey Knight, Em McNair, Jane Moore, Amanda Sharp

**The chair declared a quorum**

**Welcome to North Carolina**

*Amy Berrier welcomed everyone to North Carolina. She indicated that NCASFAA's fall conference begins on Sunday and ends on Wednesday which will be held at the same location.*

**Action Item:** Margaret Murphy moved that we approve the agenda with the president authorized to make adjustments to facilitate the flow of business. The motion was seconded by Amy Berrier move to accept the agenda.

**REPORT OF OFFICERS**

**Vice President, Mike Reynolds**

Mike reviewed his written report (See Attachment A)

***Action Item: June 2013 NAOW site***

Discussion: Provided a powerpoint presentation of Auburn's facilities for NAOW. The room rate is higher than Clemson. The airport is 45 minutes to an hour which is the same distance for Clemson. The State of Alabama has not hosted NAOW since the early 80s. Auburn's campus and the city are similar to Clemson without a lake. It is cheaper to fly into Montgomery by \$75 to \$100. Shuttle services available for \$50 from the airport to Auburn. Room rate is \$33 per night at Auburn, no meeting room charges. Clemson does not have golf carts, room rate is \$22 per night and there will be charges for the meeting rooms. Vice President Reynolds feels that it will be more beneficial to host the NAOW at Auburn University. A training session for NAOW instructors will be held. NASFAA University should not impact NAOW because of the cost of the tests. The course is \$199 and each test is \$50. Hosting the NAOW far south may impact the number of participants. The NAOW will be held on June 16-21, 2013. Instructors will arrive on June 14, 2013.

***Action Item: Nathan Basford moved that the 2013 Summer NAOW on June 16-21, 2013 be held at Auburn University. Motion was seconded by Zita Barree and approved unanimously.***

The Professional Development Committee for 2012-2013 is as follows: Tony Carter, Philip Hawkins, Victoria Owens, Nathan Basford, Jody Darby, Marian Huffman, and Vicki Adams. Ellen Green will be the Curriculum Chair for the New Aid Officer's Workshop. Mandy Branch will not be able to serve as an instructor. Vice President Reynolds is seeking four additional instructors. Chris Tolson has agreed to teach. Dana Kelley and Jeff Daniels have agreed to serve as business partners. Jonathan Luney will be considered for the final business partner. Three business partners should be sufficient. Sandy Neel has agreed to serve as a backup instructor. Based on follow up with 2012 participants, sessions should not be released early. Please encourage staff during the instructors NAOW training session to manage sessions appropriately.

### **Past President, Brad Barnett**

Brad reviewed his written report (See Attachment A)

Discussion: SASFAA Listserv was chosen over SASFAA Nine News for Nominations to allow active members to nominate candidates. GAP committee will meet in person on this year in Richmond, VA on April 30-May 1, 2013. It is important for board members to continue to use the current board format in preparation for data needed for the GAP Committee. The Year End Report is due on April 1, 2013 in excel for all board members except state presidents. State presidents will provide a word document.

A suggestion was made to video speeches, ensure that everyone know the candidates who are running for each office and monitor suggested changes for 2013. One major concern was a significant reduction in the number of voting days for the 2014 recommendation. The major change for 2013 is cutting voting off before the conference begins.

**Nominations and Elections committee recommended for 2013 to open the polls prior to the conference and cut off voting prior to the beginning of the conference. Announce the newly elected officers earlier in the conference rather than at the last event. We would continue with no speeches and have all of the candidate biographical information on the SASFAA website. (10 days prior to the conference, the website will be cut off at 5:00 p.m., no meet and greet).**

**Action Item: Chris Tolson moved that we accept the 2013 recommendation from the Nominations and Elections Committee. The motion was seconded by Cindy May. The motion passed with one voting member voting against the motion.**

**Future Action Item:** The Nominations and Elections committee recommended that beginning February 2014, open voting once the conference begins and after speeches are held on Sunday. Since its electronic people who are not at the conference would also be able to vote. Bring back candidate speeches. Close voting in the afternoon on Tuesday and announce the newly elected officers at the event on Tuesday night (if there is one), or Wednesday morning breakfast if there is no Tuesday event. The Board recommended that we render a decision for 2014 in June at the Transition Meeting after we have had an opportunity to assess the 2013 changes. The Nominations and Elections committee will develop a survey to shape elections in future years which will be included with the ballot and also provided for members who do not vote. The results of the survey will be considered during the Transition Board Meeting.

***President Dennis suspended the meeting at 10:45a.m.***

***President Dennis reconvened the meeting at 10:56 a.m.***

President Dennis indicated that SASFAA has \$750,000 cash. He stated that CD rates have decreased which has been our only investment option. Last fall we invested \$100,000 with Charles Schwab. Should the guide to financial management include short and long term investments? How much do we need to need to keep liquid? We need to create an investment policy. Currently, we have \$100,000 in CDs, \$220,000 in Money Market Accounts not earning anything, \$220,000 with Suntrust, \$50,000 with Edward Jones and \$125,000 in our savings account. We agreed to place \$150,000 with Edward Jones.

Jeff Stanley with Edward Jones who is a certified investment broker presented at no cost to the association. A summary of his presentation is indicated below:

- Manage the short term money
- Bylaws formerly had invest in FDIC CDs
- CDs are returning historical lows
- Inflation 2.5% to 3%
- Need more flexibility
- SIPC is more than FDIC

### **J. P. Morgan**

- Short duration bond funds, do not make a lot, designed for capital appreciation, short bonds will mature in a short timeframe, return 1% to 2%, this fund keeps up with inflation and CDs, no cost going in or coming out, if CDs increase move funds
- Does not have FDIC insurance, FDIC backs banks
- US Treasury debt obligations, backed directly (very safe bond fund)

**Lord Abbett** Manage (3 to 3.5%) fund can have fluctuations

- Board set the parameters on the amount, two people give specific instructions-Nancy and Jeff,
- CDs in a bank is different from having it in brokers account
- \$100,000 CD if you need \$10,000, the bank will charge you \$250, in a brokerage account, no fee, no penalty, if you need \$10,000, creates a odd lock CD, very few available
- CDs yield is not the same as short duration forms, performing at a higher rate 3 to 4 times
- Treasury Inflation Protection security (TIPS) - tips pays you a set fee plus inflation (inflation goes up make more), tips are purchased for five years

The Treasurer stated that she post \$1.81 per month for interest, if we switch to a fund earning at least 1.5%, we could earn \$3,200 to \$3,300 per year. On November 26, 2012, the CD will mature, where should this money be placed? We will have \$300,000 in money market accounts not earning interest. We can consider purchasing broken CDs. President Dennis stated that at the end of last year we had \$715,000, we need to do something to increase earnings, other state associations are investing in CDs. There is \$149,000 in contractual obligations. Jeff Stanley indicated that we need to have a year's worth of expenses in cash equivalent funds which is around \$100,000, we currently have \$477,000 in cash equivalents, fees are subtracted out of the earnings for Charles Schwab, insures up to \$2.5 million. The Guide to Financial Management allows flexibility for long term, not short term investments. SIPC is not equivalent to FDIC, NCUA is equivalent. Principle protection does not exist with SIPC.

A suggestion was rendered to use NASFAA as a guide by using percentages instead of specific dollar amounts. The President charged a subcommittee comprised of the Past President, Treasurer and Budget and Finance Chair to render a recommendation on tomorrow.

**President Dennis suspended the meeting for lunch at 12:03 p.m.**

**President Dennis reconvened the meeting at 12:40 p.m.**

**PAST PRESIDENT REPORT CONT'D**

The Nominations and Elections Committee Chair, Brad Barnett presented a diverse slate of candidates from Private, Public, Lender, 5 states representative (FL, SC, GA, TN, KY), male/female, ethnic diversity.

***Candidates Presented by the Nominations and Elections Committee***

**Approved Slate**

**President Elect:**

Nathan Basford (4 year public – FL/Caucasian) - confirmed

Nancy Garmroth (2 year public – SC/Caucasian) - confirmed

**Vice President:**

Tabitha McCallister (4 year public – SC/African American) - confirmed

Marian Huffman (4 year private – TN/Caucasian) – confirmed

**Treasurer:**

Amy Moser (Vendor – GA/ Caucasian) - confirmed

Jennifer Priest (4 year private – KY/ Caucasian) - confirmed

**After the presentation of the slate of candidates, the Executive Board moved into a closed session to discuss award nominations.**

***REPORT OF OFFICERS-CONT'D***

**President, Jeff Dennis**

Jeff reviewed his written report (See Attachment A)

Discussion: Deborah Clark sent a list of the new aid participants for 2012 for board members to contact. President Dennis called five new aid participants, spoke with two, one is no longer working in financial aid. He left voicemails and sent emails to the other two participants. Amy reached two participants. Margaret participant suggested that the number of days for the Summer NAOW should be reduced or instructors should have sufficient material for each session to avoid releasing students early. Board members should continue to contact the participants quarterly.

NASFAA Update provided by President Dennis:

- Will increase membership dues slightly for 2013-14, currently \$750 to \$770
- Financial Stability is in good shape
- Will visit with the White House Staff and Offer two or three possibilities for the Shopping Sheet, a focus group will be held before the visit to the White House, many unanswered questions, the thought of doing more harm than good. Justin reached out to some of the State Presidents, schools should identify 8 to 12 students from selected campuses who are willing to participate and 12 parents if NASFAA contacts the school
- Subsidized loan Limitation of 150% of published academic program, public law 112-141, effective for new borrowers July 1, 2013, academic program must be included with loan file, will impact two year institutions, SAP policy for 4 year colleges should address many students
- Tax Returns, Schools Using 4506-T rather than tax transcript, guidance posted on November 2, 2012 – tax filers are stating that they are unable to obtain a tax transcript. The tax filer must show why tax transcript can not be provided (letter or online), tax filer must submit to the institution a 4506-T or 4506 –EZ, school does not have to submit the 4506T, must also provide a copy of paper tax return

#### **President-Elect, Zita Barree**

Zita reviewed her written report (See Attachment A)

Discussion: Amy is putting together the conference committee. Kristi Jones has been selected as the local arrangements chair who works with Nelnet Education Loan Servicing and resides in Orange Park, FL. Amy has also selected, pending Board approval, six other 2013-14 Conference Committee members. Terri Parchment will chair Budget and Finance. Legislative Relations chair will be Philip Hawkins. As part of NASFAA's Interregional Visits Program, Vice President Barree will be traveling to Phoenix, AZ from November 14 – 16, 2012 for the WASFAA Board meeting. NASFAA covers flight and transportation expenses, WASFAA will cover the hotel costs and SASFAA will cover meal and related expenses. Highlights from the Interregional visit will be included in the SASFAA Nine News article for November. She is seeking budget information for the Management Institute for planning purposes. State Presidents elect workshop will be held during the annual conference. President Barree recommended that lunch include the nine State President Elects.

#### **Secretary, Sharon Oliver**

Sharon reviewed her written report (See Attachment A)

#### **Current Policy**

##### **3.3.5 Stationary and Supplies**

Stationary and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. Unauthorized use of these properties shall be deemed as misrepresentation and illegal use of Association property.

Persons in possession of Association stationary or supplies shall promptly surrender or destroy such properties at the time the individual leaves office or the term of responsibility to the Association expires, when the stationary or supplies become obsolete or as otherwise directed by the president.

The following represents the standard stationary and supplies maintained by the Association:

- stationary listing the names and contact information of all officers of the Board and other persons identified by the president;
- name badges displaying the Association's logo;
- conference and membership registration forms;
- New Aid Officers' Workshop registration forms
- expense and financial reporting forms used by the treasurer, and
- note cards.

#### **Proposed Change**

##### **3.3.5 Stationery and Supplies**

Stationery and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. Unauthorized use of these properties shall be deemed as misrepresentation and illegal use of Association property.

Persons in possession of Association stationery or supplies shall promptly surrender or destroy such properties at the time the individual leaves office or the term of responsibility to the Association expires, when the stationary or supplies become obsolete or as otherwise directed by the president.

The following represents the standard stationary and supplies maintained by the Association:

- Electronic stationary listing the names and contact information of all officers of the Board and other persons identified by the president;
- Name badges displaying the Association's logo;
- Expense and financial reporting forms used by the treasurer, and note cards.

**Action Item: Amy Berrier moved to approve the P & P( 3.3.5) Changes for Stationery and Supplies. The motion was seconded by Brad Barnett. The motion was unanimously approved.**

#### **Current Policy:**

##### **12.5.4 NASFAA Regional Awards**

The following is a list of NASFAA Regional Awards that have won by SASFAA.

<b>Year</b>	<b>Award</b>	<b>Project</b>
2008	Service to Colleagues or Constituencies	A Conference Manual and Guidebook.

#### **Proposed Change**

##### **12.5.4 NASFAA Regional Awards**

The following is a list of NASFAA Regional Awards that have won by SASFAA.

<b>Year</b>	<b>Award</b>	<b>Project</b>
2008	Service to Colleagues or Constituencies	A Conference Manual and Guidebook.
2012	Service to Colleagues or Constituencies	Associations Collaborating for Advocacy on the Hill

**Action Item: Margaret Murphy moved to approve adding the 2012 Associations Collaborating for Advocacy on the Hill Award to the NASFAA Regional Awards (P & P 12.5.4). The motion was seconded by Zita Barree. The motion was unanimously approved.**

#### **Treasurer, Nancy Garmroth**

Nancy reviewed her written report (See Attachment A)

#### ***Action Item: Proposed By-law change to Article II Principal Office***

The principal office of the Association, a nonprofit corporation, shall be incorporated under the laws of the State of Georgia shall be in Snellville, GA

Recommended By Laws change:

The principal office of the Association, a nonprofit corporation, shall be incorporated under the laws of the State of Georgia

**Action Item: Margaret Murphy moved that we place on the ballot to remove Snellville, GA in February. Amy Berrier seconded the motion. The motion was unanimously approved.**

Action Item: Brad Barnett moved that the Guide to Financial Management refer to Section 8.2.2 in the P & P manual. The motion was seconded by Jeff Gerkin. The motion was unanimously approved.

*The Treasurer requested the updates in red to the Guide to Financial Management. No action was taken by the board because the attachment reflects a sample.*

Recommend the following changes in **red** to Attachment A in the GFM:

## ATTACHMENT A

### SAMPLE BUDGET CATEGORIES AND CODES

#### INCOME CATEGORIES:

<u>CODE</u>	<u>TYPE/TITLE</u>
01	Membership <b>Dues</b>
02	Professional <b>Advancement</b> Development
	<del>02-1 Summer Workshop (Current Year)</del>
	<del>02-2 Summer Workshop (Prior Year)</del>
	<del>02-3 [Other Professional Meeting]</del>
03	Annual Meeting
04	Vendors/Sponsors/Patrons
05	Advertising
	<del>05-1 Directory</del>
	<del>05-2 Newsletter</del>
	<del>05-3 Other</del>
06	<b>Publications</b> [Available for Use]
07	Interest <del>Income</del> Earned
	<del>07-1 Checking Account</del>
	<del>07-2 CD's</del>
08	Miscellaneous Income
09	<b>Balance Forward</b> Transfer from Assets
10	<b>Reserve Fund</b> Tax Refunds
11	Dividends Earned
12	Capital Gains

#### EXPENSE CATEGORIES:

<u>CODE</u>	<u>TYPE/TITLE</u>
101	President
102	President-Elect
103	Vice President
104	Secretary
105	Treasurer
106	Past President
201	Membership <del>Directory</del>
202	<b>Publications/Communication</b> Electronic Services
203	Professional Advancement
	<del>203-1 Summer Workshop (Current Year)</del>
	<del>203-2 Summer Workshop (Prior Year)</del>
	<del>203-3 [Other Professional Meeting]</del>
204	<del>Newsletter</del> Communications & Outreach
205	Budget and Finance
206	Annual Meeting <b>Program</b>
207	Site Selection
208	Nominations and Elections
209	<b>By-Laws</b> [Available for Use]
210	Executive Board
	<del>210-1 Meetings</del>

	<del>210-2</del> <del>Transition Expense</del>
211	President's Contingency
212	<del>Miscellaneous-Lender/Agency Liaison</del>
213	Advance Program Planning
214	<del>[Available for Use]</del> 2020 Committee
215	Prior Administration Bills
216	Legislative Relations
217	Long Range Planning
	<del>217-1</del> <del>Fiscal</del>
	<del>217-2</del> <del>Governance</del>
218	<del>Coordination V/S/P</del> Vendor/Sponsor
219	Special Projects
	<del>219-1</del> <del>Management Institute</del>
	<del>219-2</del> <del>Historian Task Force</del>
	<del>219-3</del> <del>Other</del>
220	<del>Reserve Fund</del> [Available for Use]
221	Computer Hardware/Software
222	<del>Historian</del> Purchase of CD
<del>300</del>	<del>Investment</del>
224	Accounting Fees and Taxes
225	Online Payment Processing Fees
226	Contractual Obligations
227	50 <sup>th</sup> Anniversary for 12-13

## COMMITTEE REPORTS

### Conference, Paul Mittelhammer

Paul reviewed his written report (See Attachment A)

Discussion: A conference agenda has been uploaded on SASFAA's website. Registration information should be available soon for the annual conference. There were 20 proposals to present submitted from schools and 34 from non-schools. The conference committee accepted all of the proposals submitted from schools and 17 from non-school proposals. The Department of Education will provide three general sessions during the conference. Additionally, there will be a panel presentation from the Department of Education Atlanta Representatives. It is important for the State Presidents to allow time during each state caucus meeting for greetings from the SASFAA President or designee—Jeff, Zita, Brad, Amy or Paul. The hotel will offer a special lunch rate. An invitation has been extended to local schools for an art gallery exhibit during the conference. The 2020 Committee has worked closely with the conference committee with presenters, sessions and the art exhibit. A separate luncheon will be held for SASFAA Past Presidents on Tuesday. There will be one additional session added for each timeframe. Several suggestions were rendered regarding the charity, a silent auction was recommended by the Conference Chair.

**President Dennis dismissed the group for a break at 2:29 pm**

**President Dennis reconvened meeting at 2:42 pm**

### Budget and Finance, Marian Huffman Dill

Marian reviewed her written report (See Attachment A)

Discussion: The Budget and Finance Committee met in Nashville, TN on Oct. 24-25, 2012 to conduct the annual review of the financial records. The committee recommended that the End of Year Budgets should be available for the general membership. Records that will be secured and available to Elected Officers and Budget and Finance Chair are Tax Returns, Annual Financial Reviews, Monthly Reconciliations and Investment Statements. The Budget and Finance Chair will submit a P & P change for the next board meeting including changes to The Guide to Financial Management 6.4.

#### Policy and Procedure 10.4.3

Currently reads: Equipment Coverage

The Board approved Section 10.4.3 in February 2002. This policy will be written.

**Action Item: The Budget and Finance Chair moved to remove P & P 10.4.3 from the P&P since the policy has not been written in the last ten years. The motion was unanimously approved.**

#### Policy and Procedure 9.2 Awards

This section does not currently address the Past President's Scholarship

**Action Item: The Budget and Finance Chair moved to add section 9.2.5 Past-President Scholarship to the P & P manual. The motion passed with one voting member voting against the motion.**

##### **9.2.5 Past-President Scholarship**

*In order to recognize the work and service of the President, SASFAA shall award a scholarship to be given to the Past-President's institution. The funds should be used to award a scholarship to a student with need. The amount should be determined by the Budget and Finance committee based upon the current financial environment. The amount shall be approved by the Executive Board when the annual budget is approved. This award can be paid any time during the Past-President year. The Past-President shall report the name of the recipient to the Executive Board.*

#### Guide to Financial Management 4.1 a

Currently reads:

- a. A provision that the checking account be interest bearing

BB&T is the current holder of the SASFAA checking and savings accounts. BB&T does not offer an interest bearing business account which is the case with most banking entities in today's economic market.

**Action Item: The Budget and Finance Chair moved to change the Guide to Financial Management 4.1a to a provision that the checking account be interest bearing if available at the current selected banking institution. The motion was unanimously approved.**

#### P&P 10.6.1 General Travel Item 2) Airfare - Travel Expense Guidelines

Currently the Travel Expense Guidelines do not address baggage fees or early check-in fees.

**Action Item: The Budget and Finance Chair moved to add baggage fees or early check-in fees to the P & P Manual, Section 10.6.1, Item 2. The motion was unanimously approved.**

##### **P&P 10.6.1 Item 2 and Travel Expense Guidelines:**

*Checked bag fees may be reimbursed at the rate of one checked bag per flight. If more than one bag is checked for SASFAA business, approval should be obtained prior to the flight. Approval may be granted by the committee chair, president or treasurer.*

*Early check-in fees may be reimbursed.*

#### **Legislative Relations, Amy Berrier**

Amy reviewed her written report (See Attachment A)

Discussion: There are no real shifts in power or leadership in the Senate or House, major leadership positions will be declared in January. We will likely see more information on keeping college costs down. The Obama Administration will have challenges—national deficit, federal programs at risks for cuts, three major issues impacting student aid (1) across the board spending cuts, federal pell is protected, campus based aid programs will be trimmed back (2) debt ceiling and (3) expiration of education tax benefits.



The joint hill visit will be held on February 21, 2013. On last year there were 36 visits, past or current board members from each state will attend. The SASFAA representatives are Amy Berrier, Bridget Ellis, Rachel Cavanaugh, Zita Barree, Melissa Barnes, Brenda Burt, Jeff Dennis and Nathan Basford.

#### **Site Selection, Tracy Misner**

Tracy reviewed her written report (See Attachment A)

Discussion: An addendum to the Crown Plaza Rivinia contract was signed which included 15% attrition on the rooms and a change in the room rate from \$119 to \$129 per night. On June 1, 2013, our transition board meeting will be held at Clearwater Marriott Suites, Clearwater, Florida on Saturday through Monday. The meeting will conclude on Monday at noon.

The Peabody is a historic property in downtown Memphis. The Site Selection Chairperson met with the Visitor Bureau which resulted in a decrease in the room rate from \$179 to \$159, waived \$11.95 service fee, reduced parking from \$18 to \$10 and SASFAA will receive a \$5,000 rebate after the conference if 1,000 room nights are secured. The food and beverage minimum is \$50,000. There are a lot of dining opportunities near Peabody. The hotel has 80,000 square feet of meeting room. The Site Selection Chairperson did not like the exhibit area. There will be no charges for meeting and vendor space, uncertain of drayage charges. The dates will be Feb. 20-26, 2015, 20% attrition, all other amenities will be offered. Nashville and Memphis are the only two cities that can accommodate our group in Tennessee. We are paying \$159 per night at the Hyatt, Jacksonville, FL.

The Site Selection Chair will work with Peabody to secure additional space. Upon receiving an acceptable contract, it will be forwarded to the President, Treasurer and Budget and Finance Chair to review. An e-meeting will be held if the contract needs to be signed before our next board meeting.

#### **Sponsorship, Dewey Knight**

Dewey was absent from the meeting, a written report was provided (See Attachment A)

Discussion: President Dennis shared that Wild Apricot does not seem to have the database system as ATAC. There are concerns regarding the front end processing, not the back end processing. Reports are easily extracted. Sponsorships are set up like an event. Many of the states have not used the sponsorship area of Wild Apricot, however, they indicated that the transition was challenging. The only benefit for the Treasurer for Wild Apricot is that payments are automatically updated by Wild Apricot. The website needs to be improved, a lot of the links are not working. Wild Apricot cost much less, but they do not manage the site, they will not perform updates. Training is available. During the transition cycle, Tennessee developed a committee who worked as a group to go live. The Treasurer recommended that we ensure that the annual conference site is working well before going live which will reduce the number of calls and emails. There is not a test environment for Wild Apricot. The Electronic Services committee should be expanded. Kevin Delt volunteered to assist with Electronic Services.

#### **Membership, Deborah Clark**

Deborah was absent from the meeting, a written report was provided (See Attachment A)

Discussion: Clarity was requested on the Friendly State Competition, appears that the numbers for 2012 are high. The report reflects members in the database, not active participants. The President will follow up with the Membership Chair regarding the report.

#### **2020 Committee, Em McNair**

Em was absent from the meeting, a written report was provided (See Attachment A)

Discussion: The 2020 Committee has been working with the Conference Chair for outstanding collaborations for sessions. Two concurrent sessions, A Counseling Guide for Financial Aid Professionals—parents and students with same sex parents, persons with disabilities. Suggested changing the name to Global Issues. The SASFAA Board is invited to join the 2020 Committee for dinner November 29, 2012.

**Action Item: Nathan Basford moved to change the name of the 2020 Committee to Global Issues which will become effective on July 1, 2013 for the 2013-14 year. Zita Barree seconded the motion. The motion was unanimously approved.**

#### **Communications and Outreach, Amanda Sharp**

Amanda was absent from the meeting, a written report was provided (See Attachment A)

#### **Electronic Services, Jane Moore**

Jane was absent from the meeting, a written report was provided (See Attachment A)

The governing documents are located under sitemap.

## ***STATE PRESIDENT'S REPORTS***

### **Georgia, Philip Hawkins**

Philip reviewed his written report (see Attachment A)

Discussion: GASFAA President met with key leadership to rekindle relationships. He offered to provide letters of support to schools who desired a letter sent to Presidents in support of Financial Aid Day, issued 19 letters. Fall training workshop was held November 1, 2012, with 78 participants. GASFAA will celebrate 20 years of the Georgia Hope Scholarship during the spring conference.

### **South Carolina, Sarah Dowd**

Sarah reviewed her written report (see Attachment A)

Discussion: Seeking ways to encourage members to volunteer. Conference will be held in Greenville, SC.

### **Virginia, Margaret Murphy**

Margaret reviewed her written report (see Attachment A)

Discussion: VASFAA has been included in college access meeting. Training sessions were held on Pell LEU and Financial Literacy. Guidance Counselors training will begin on next month. Super Saturday will be held on February 9, 2013.

On Thursday, September 27, 2012, Margaret Murphy, 2012-2013 VASFAA President, travelled to Richmond, Virginia for the U. S. Department of Education and State Council of Higher Education of Virginia's Education Roundtable. Part of a pilot program with the Department of Education, the Roundtable includes representatives from various college access professionals. The ongoing goal for the group is coordinating efforts to improve college access and financial aid information to students across the state. The Roundtable Liaison Group will be meeting by conference call November 12, 2012.

### **North Carolina, Amy Berrier**

Amy reviewed the North Carolina report for Bridget Ellis (no written report provided)

Discussion: NCASFAA fall conference, "Running with the Pack" begins on Sunday, November 11, 2012. Matt Jones is the keynote speaker. There are 255 participants registered, 58 registered for the pre-conference. FAFSA Day will be held on February 23, 2013. We desire to have a site at all 100 counties in NC.

### **Kentucky, Chris Tolson**

Chris reviewed her written report (see Attachment A)

Discussion: Fall Conference was held October 10-12, 2012 in Lexington, KY. KASFAA celebrated their 45<sup>th</sup> Anniversary, past presidents were recognized, twenty seven attended as far back as of 1969/1970. Krystal KuyKendall was the keynote speaker. David Bartinicki presented the Federal Update and several sessions. Raised over \$1,000 for charity, The Dream Factory. Support staff workshop will be held in March, 2013. KASFAA completed sixteen (16) High School Guidance Counselors workshops. College Goal Sunday which will be held on January 15, 2013.

### **Tennessee, Jeff Gerkin**

Jeff reviewed his written report (see Attachment A)

Discussion: TASFAA host one conference and seeks to provide the perfect training. There were three fall training sessions held throughout the state. The conference will be held on April 14-17, 2013.

### **Mississippi, Cindy May**

Cindy reviewed her written report (see Attachment A)

Discussion: Fall training event was held on November 1, 2012, seventy-nine (79) participants attended. Several long time sponsors indicated that they are not sponsoring at the state level. MASFAA received a clean audit. This was the first audit for MASFAA in several years. Financial Aid 101 will be held in March, 2013.

### **Alabama, Sharon Williams**

Sharon was absent from the meeting, a written report was provided (see Attachment A)

### **Florida, Nathan Basford**

Nathan reviewed his written report (see Attachment A)

Discussion: Training is priority, regional training concluded on November 9, 2012. There were 156 participants and four sessions. The topics covered were Verification, SAP, Pell LEU and Clock Hours. There were thirty four (34) participants who attended the New Aid Officers Workshop. FASFAA is stressing how to get involved in the state association. The conference will be held on May 21-24, 2013. FASFAA's theme for the year is "Moving Forward with Change for the Year", the conference theme is "Moving Forward Change Will Do You Good."

**President Dennis recessed the group at 5:03 pm until tomorrow morning.**

*Sunday, November 11, 2012*

**President Dennis reconvened the meeting to order at 8:57am.**

A review of SASFAA's Investment Policy was conducted by Nancy Garmroth, Marian Huffman Dill and Brad Barnett. The suggested changes are highlighted in yellow.

### **3.1 Operating Fund**

The Operating Fund is defined as the funds necessary to meet anticipated program and general operating expenses in a timely manner. The investment objectives of the Operating Fund are in order of priority: daily liquidity, preservation of principal, and any investment returns associated with accounts that provide daily liquidity. (The size of the Operating Fund is approximately 15% – 25% of total assets but not less than \$100,000.)

The type of accounts includes FDIC insured checking accounts, FDIC insured savings accounts and money market accounts insured by FDIC, SIPC, NCUA and/or the investment firm.

### **3.2 Short-Term Investments**

The Short-Term Investments are defined as the funds in excess of the Operating Fund per 3.1 above. The operating purposes of Short-Term Investments are to replenish the Operating Fund as needed and to provide additional liquidity. The investment objectives of Short-Term Investments are in order of priority, preservation of principal, monthly liquidity, and improved investment returns over those of the Operating Fund. (The size of the Short-Term Investments is approximately 30% – 45% of total assets).

The type of accounts includes Certificates of Deposit (CD) and Short Duration Bond or Income Funds. These types of investments should be insured by FDIC, SIPC, NCUA and/or the investment firm.

CDs are typically selected bearing a 6 to 36 month maturity.

### **3.3 Long-Term Investments**

Any investment that obligates Association funds for more than 36 months is considered a long-term investment. Long-term investments should be considered using the following guidelines:

- a. Long-term CDs bear maturities no less than 36 months or greater than 72 months.
- b. Long-term CD's may be rolled into short-term CD's to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer. If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.
- c. No single CD shall be greater than \$250,000.
- d. Other types of long term investments that may be considered include, but are not limited to, Jumbo CD's, mutual funds, municipal bonds and **Treasury Inflation Protection Securities (TIPS)**.
- e. Investments in mutual funds such as NASFAA's Charles Schwab are permissible. Since there is a potential for loss of principal, the board should proceed with caution when using these types of investments.

(The size of the Long-Term Investments is approximately 30% – 45% of total assets).

### **3.4 Reserve Funds**

The Association shall maintain a reserve fund balance of no less than the most recent operating budget. Such funds may be comprised of both short and long term investments, provided the funds are not intermingled with the Association's checking account.

- a. The Budget and Finance Committee should review the cash balances and investments at least quarterly to determine the need for investment changes or whether certain investments should be liquidated.
- b. Quarterly, the Treasurer and the Budget and Finance Committee Chairperson shall evaluate the balance of the Association's Operating Funds, compare the balance to expected expenses, and determine if excess funds are available to invest.
- c. Checking or savings account balances in excess of the FDIC depositor insurance coverage shall not be maintained in one or more accounts at a single financial institution, except ~~in the case of a checking account or savings account~~ during the Annual Conference season which commences with the opening of conference registration and ends when the final conference facility bill is paid
- d. Accounts for the Operating Fund and Short-Term investments require the approval of both the President and Budget and Finance Committee Chairperson. Long-Term investments require the approval of the Executive Board.
- e. The principal and interest earnings of the SASFAA Endowment Fund is considered as part of the association's reserves as needed to maintain the minimum reserve balance pursuant to this section, and if necessary may be used to assist with covering the operational expenses of the association upon recommendation from the Budget and Finance Committee and approval of the Executive Board.

#### Section 5: Contractual Obligations

- d. Any long-term investments ~~that are non-FDIC insured~~ must have prior approval of the board.

**Action Item: Brad Barnett moved to adopt the changes to the Guide to Financial Management as presented. Nancy Garmroth seconded the motion. The motion was unanimously approved.**

The balance sheet was reviewed by the members of the board.

Report: Balance Sheet

Page 1 of 1

**SASFAA, Inc.**  
**Balance Sheet**  
As of June 30 2013

	Total		
<b>ASSETS</b>			
Current Assets		<u>Leave</u>	<u>MOVE</u>
Bank Accounts			
BB&T Checking	62,516.86	→ 62,516.86	→ 0
BB&T Savings	138,416.27	→ 77,702.14	→ 60,714.13
Edward Jones-Money Market	56,486.40	→ 5,000.	→ 51,486.40
Suntrust-Money Market	220,046.36	→ 0	→ 220,046.36
Total Bank Accounts	\$477,465.89	<u>145,219</u>	<u>332,246.89</u>
Other current assets			<u>- 206,054.83</u>
CD-Citibank 2.1% 11/26/12	8,075.79		
CD-Citibank 2.4% 1/27/14	20,497.29		
CD-Discover 5% 8/6/13	7,319.01		
CD-GE Money 5% 10/23/13	2,132.39		
CD-Rollstone 1.65% 2/12/14	5,068.70		
CD-State Bank 1.5% 3/24/14	50,851.99		
Charles Schwab (NASFAA)	154,683.95		
Total Other current assets	\$248,629.12	<u>93,945.17</u>	<u>126,192.06</u>
Total Current Assets	\$726,095.01	<u>300,000</u>	<u>280,876.01</u>
<b>TOTAL ASSETS</b>	<u>\$726,095.01</u>		
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Total Liabilities			
Equity			
Opening Balance Equity	757,980.87		
Retained Earnings	-42,003.52		
Net Income	10,117.66		
Total Equity	\$726,095.01		
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$726,095.01</u>		

Thursday, Nov 08, 2012 01:02:24 PM PST GMT-5 - Accrual Basis

Operating \$145,219 = 20%  
Short-Term \$300,000 = 41.32%  
Long-Term \$280,876.01 = 38.68%  
\$726,095.01 100%

The Treasurer recommended retaining 20% Operating Funds, 41.32% Short Term and 38.68% Long Term as indicated on the above balance sheet. She suggested moving \$332,247 to short term investments and adding \$126,192 to the Charles Schwab account.

**Action Item: Margaret Murphy moved that we accept the Treasurer's recommendation as indicated on the balance sheet. The motion was seconded by Nathan Basford. The motion was unanimously approved.**

## **UNFINISHED BUSINESS**

Approval of additional committee members since August

### ***Committee member changes:***

2020 Committee Heather Vaughn Swaminathan's  
Electronic Services – Kevin Delt, Bob Jones University  
Professional Advancement –Marian Huffman Dill, Danna Kelly, Vickie Adams (Jacksonville State)

**Action Item: Nathan Basford moved that the new committee members be added to the committees. The motion was seconded by Sarah Dowd. The motion was unanimously approved.**

The President reminded Committee Chairs of members who have not paid SASFAA Membership dues for 2012-13.

P & P 4.1 (Change—delete last paragraph)

The SASFAA President-Elect, Vice President, Past President, Treasurer, and/or Secretary may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

The above will be removed from the P & P, section 4.1. It was not officially approved by the board during the August board meeting.

## **NEW BUSINESS**

### **Discussion on Officers having substitute voting as state presidents do**

The board did not recommend a change.

### **Discuss putting Loan Servicing on main menu of website (Sallie Mae –September request)**

VASFAA post free training webinars under training on their website. Jane and Sharon will establish a separate calendar for training opportunities section to post similar to FASFAA. President Dennis will discuss with Dewey Knight before making any changes. It was suggested that we notify everyone of the option to post training opportunities on SASFAA's website.

### **Discuss Employment**

The bylaws state that committee chairs and committee members must be active financial aid professionals. Therefore, if members are not employed in the industry, they are unable to serve as a committee chair or committee member. The President will appoint a Chair of the 2020 committee and notify both representatives.

### **Discuss any assistance to EASFAA region from "Sandy" devastation**

The board indicated the letter that was sent by SASFAA President is sufficient at this time.

### **Hosting NASFAA in March 2013 and a gift to BOD.**

NASFAA will be hosting a meeting in Florida, each state will send a gift for board members. There are 35 items needed from each state. On last year, VASFAA provided peanuts, NCASFAA provided lance crackers, SCASFAA provided ginger ale, KASFAA provided Blue Moon Mondays, FASFAA provided-Taffy, TASFAA provided candy bars, GASFAA provided honey in a jar, MASFAA provided cheese straws and AASFAA provided coke bottles with AL national championship on the coke bottle.

There is an unofficial rule that every state provides a special token from each state for NASFAA meetings. State Presidents will bring gifts to the February conference.

### **Discuss State Conference visits and what each state covers in expenses**

SC – April 7-10, 2013 (Jeff)

TN – April 14-17, 2013 (Zita)

NC – April 21-24, 2013 (Jeff) Wilmington – Comp Room Night/Registration

KY – April 24-26, 2013 (Brad)

AL – May 1-3, 2013 (Jeff)

VA – May 12-15 (Zita) need to know about registration and room nights who pays

FL – May 20-24 (Jeff)

GA- May 22-24 (Jeff)

MS- May 22-24 (Brad) need to know about comp rooms and reservations

Brad Barnett, Past President will not attend the February board meeting.

**President Dennis adjourned the meeting at 10:22 am.**

# ATTACHMENT

A



**President's Report**  
**Jeff Dennis**

**Summary of Activities**

**GAP 1 (11-12):** The President and President-Elect should determine when a review of the Board should be done and document in what year the Board composition and term limits were reviewed.

Activity: The size of the board was reduced in 2011-2012. I have kept the same composition as the 2011-2012 year.

**GAP 2 (11-12):** The President must take the Long Range Plan, Policy and Procedures and the Governance and Planning Committee's recommendations in establishing the goals and objectives for the year while adding personal goals that are approved by the Board of Directors. The goals should be given to each Board member immediately following the Transition Meeting to list the activities planned to meet their established goals and objectives.

Activity: I distributed the goals and objectives immediately after the June 2012 transition meeting. All Officers and Committee Chairs have submitted their goals and objectives.

**GAP 5 (11-12):** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience.

Activity: This will be completed later in the year.

**GAP 7 (11-12):** SASFAA should submit projects for NASFAA award consideration at least every two years.

Activity: Nothing is currently on the horizon for the 2012-2013 year.

**GAP 12 (11-12):** Create SASFAA Kits on committee structure, programs, services, activities etc. Ensure members know how to volunteer and use every volunteer on a committee or project.

Activity: I have not created a SASFAA kit but did promote volunteering in 2012-2013 through the registration process of the 2012 Annual Conference and through email communication through the list serv.

**GAP 18 (11-12):** Every effort should be given to invite and plan interactions and discussions with higher education associations such as SACUBO, SACRAO and COHEO.

Activity: I have had interaction with the Past-President of SACRAO unofficially discussing budgeting, make-up of their executive board and number of meetings they have. The NACUBO Chair is scheduled to attend the 2013 Annual Conference.

**LRP 1.2.1 & 1.2.2 & 1.2.3:** The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible.

Activity: The goals have been distributed to the committee chairs. Future leadership is occurring through committee membership and the programs of the committees. We are remaining fiscally responsible through the budget process. There are five returning committee chairs and 4 new committee chairs. Of the committee chairs, we have diversification by racial, gender, and sectors.

**LRP 1.4.1:** Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association.

Activity: This will occur through committee membership service. It will also occur through the executive board mentoring the NAOW attendees from the 2012 NAOW.

**LRP 1.6.2:** Policies and procedures are accurate and complete in order to provide consistent Associational direction.

Activity: This was done extensively in 2011-2012. It will be continued as needed in 2012-2013.

**LRP 2.1.2:** Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: I or my representative will be attending state association meetings during the 2012-2013 year. I will also be attending the NASFAA board meetings as well as the annual conference.

**LRP 2.1.4 & 2.1.7:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: We are using SASFAA Nine News and the list serv to accomplish this goal. I have not created a SASFAA kit but did promote volunteering in 2012-2013 through the registration process of the 2012 Annual Conference and through email communication through the list serv.

**LRP 3.1.6:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

Activity: The NACUBO chair is scheduled to attend the 2013 Annual Conference.

**PP5.2b:** Serves as a voting representative to the NASFAA Board of Directors.

Activity: Attended the NASFAA Board meeting in November 2012 in Santa Fe, NM.

**PP 5.2g:** Represents SASFAA at selected SASFAA affiliated state meetings.

Activity: The president or their designee is scheduled to attend the nine state meetings.

Discussion:

**I called the five NAOW participants I received from Deborah.**

- **I actually talked to Beth Moses from Birmingham-Southern (Cedric Trigg and Mandy Branch-Friar) and T.K. Martin from Georgia State (Tony Carter).**
- **Brenda Johnston from Chattanooga State no longer works there**
- **Left two voice messages for Melissa Smallwood from James Madison.**
- **Left a voice message for Stephanie Green from Univ. of Mississippi-Medical Center.**

**NASFAA Update**

**State Conferences Visits Update - SASFAA representative (Jeff, Brad, or Zita)**

### **President-Elect Report Zita Barree**

#### **Summary of Activities**

GAP 3: The President-Elect should be involved in the GAP Committee conversations and meetings prior to taking the office of President. This will help in developing the goals and objectives for the year and in assessing the Board's attainment of the Long Range Plan.

Activity: The Past President, Brad Barnett, has asked me to serve as an observer on the 2012-13 GAP Committee. A meeting is planned for April or May 2013. Since the August Board meeting and upon request, I made a site visit to the Embassy Suites in Richmond, VA as a possible location for the spring GAP Committee meeting. With Brad's agreement on the final terms, I then helped to finalize a contract for April 30 – May 2, 2013. I would like to thank Tracy Misner for reviewing the contract prior to Brad signing it.

PP 5.3a: Serves as parliamentarian to the Board.

Activity: No actions needed for this time period.

PP 5.3e: Conducts an orientation session at the annual conference for state presidents-elect.

Activity: I have collected sample agendas from prior year state president-elects' workshops and have sent a "Save the Date" e-mail to all current state president-elects. I will work to finalize the agenda by the end of the calendar year.

PP 5.3g: Begins initial planning for the next annual conference and for the promotion of the event.

Activity: Amy Berrier, University of North Carolina-Greensboro, has agreed to be the 2014 SASFAA Conference Chair. She will serve as a member of the 2012-2013 Conference Committee. She and I are working on selecting committee members for 2013-2014 and are planning to hold a transition meeting at the 2013 conference in Atlanta. Since the August Board meeting,

Kristi Jones with Nelnet Education Loan Servicing (residing in Orange Park, FL) has agreed to serve as the Local Arrangements Chair and Amy has also selected, pending Board approval, six other 2013-14 Conference Committee members.

PP 5.3h: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: In addition to Amy Berrier being selected as the chair of the 2013-2014 Conference Committee, I have asked Tracy Misner, Lee County High Tech North (FL) to continue as Site Selection Chair. Since our August Board meeting, Terri Parchment, Tennessee Student Assistance Corporation, has agreed to serve as Budget & Finance Chair. I will be working to finalize other chair appointments prior to the Transition Retreat.

PP 5.3i: Fiscal integrity will be ensured.

Activity: No activity for this time period.

#### **NASFAA Update:**

As part of NASFAA's Interregional Visits Program, I will be traveling to Phoenix, AZ from November 14 – 16, 2012 for the WASFAA Board meeting. NASFAA covers flight/transportation expenses, WASFAA will cover the hotel costs and SASFAA will cover meal and related expenses. My SASFAA Nine News article for November will be a report about my attendance at this meeting.

#### **Discussion Items:**

- At both the Transition Board meeting and our August Board meeting, the possibility of holding a Management Institute/Leadership Conference in 2013-14 was mentioned. I realize that any final decision on this would be made as part of the budget discussions for 2013-14 but are there any aspects of it that would need to be considered ahead of time?
- For at least the last several years, the Presidents-Elect Workshop has been a ½ day event on the Sunday during the Annual Conference versus being a full day like it was prior to the fiscally challenging years. Would it be possible for 2013 to include the President-Elects in the lunch with the new aid officers and Board at the Annual Conference to allow for some additional networking time? It would also give the new aid officers additional examples of people who have risen to leadership positions in SASFAA. The maximum cost would be for nine additional lunches and more than likely would be fewer unless we had 100% participation in the workshop. I believe the additional cost would be well worth the potential benefits.

### **Past President's Report Brad Barnett**

#### **Summary of Activities**

**GAP 27 (11-12):** Every effort should be made to insure that either the treasurer or Budget and Finance Chair have board experience in their position. (When a new Treasurer is elected the Budget and Finance Chair should be in their second year of service). Nominations and Elections will attempt to present a dual slate for the office of Treasurer, at a minimum, soliciting candidates who have served as Treasurer within their state association.

Activity: The slate of candidates being presented for the February 2013 elections includes two Treasurer candidates who have been Treasurer for their state associations. It will be the responsibility of the President-Elect to select the Budget and Finance Chair.

**GAP 6 (11-12):** Efforts should be made to identify and track past Leadership Symposiums participants to determine leadership positions held. Brent Tener has volunteered to assist in gathering names of past participants.

Activity: President Dennis is researching this with Past President Brent Tener.

**LRP 1.3.1, LRP 1.3.2, LRP 1.3.3, and LRP 1.3.4:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Nominations and Elections is pre-defined as the prior year State Presidents. The Awards Committee is pre-defined as the elected members of the SASFAA Board. The Past President does not have a choice in committee members on these two committees.

**LRP 1.3.5:** Meet face-to-face at the June 2012 Transition Meeting, and conduct all other meetings by e-mail and/or conference call.

Activity: The committee meet face-to-face at the June 2012 Transition Meeting. Since that point all other conversations have taken place via e-mail.

**PP 5.7a:** Presents a slate of candidates in accordance with the election schedule or calendar for president-elect, secretary, treasurer and vice president to the Board.

Activity: The committee has been successful in developing a dual slate to present to the Board at the November 2012 Board Meeting. This slate includes a diverse group of candidates for the offices of President-Elect, and Vice President. A request for nominations was sent to the SASFAA membership on 7/16/12 and 9/19/12 via the SASFAA Listserv. An article was also posted to SASFAA Nine News on 7/16/12. The committee only received two nominations as a result of these solicitations.

**PP 5.7b:** Solicits nominations for Association awards and presents the awards committee recommendations to the Board.

Activity: A request for award nominations was sent to the SASFAA membership on 9/5/12 via the SASFAA Listserv. The SASFAA Listserv was used instead of SASFAA Nine News as the listserv is restricted to SASFAA member and SASFAA Nine News is not.

The committee received two nominations for the Distinguished Service Award and will present one of the nominations for the Board to consider at the November 2012 meeting. It was determined by the committee that the second candidate, while very active in her state association, did not have enough involvement in SASFAA to be considered for the highest honor SASFAA can bestow on a member.

The chair received one nomination for Honorary Membership on 10/30/12, which is the day this report was written. The chair requested more information about the person being nominated, as there is not enough at this time to bring the potential candidate before the committee to review. The chair e-mailed the person making the nomination the following:

*Thank you for the information. In order for us to present her to the SASFAA Board we need a bit more information about her work with SASFAA, as well as the date she is retiring. Depending on the retirement date we may not be able to consider her until next year. I am sorry to say I am not familiar with (candidate) history with SASFAA so I am unable to prepare anything to present to the board for consideration. Our board meeting to approve the slate of candidates and awards is next week, so I would need to get something this week if we are going to review her eligibility for this year. Is that possible?*

*Awards are presented at the conference in February. If she is not retiring until after February then we would not be able to consider for this award until the next cycle as she would still be a practicing aid administrator until at the time of the conference. I hope that makes sense.*

**PP 5.7d:** Serves as a SASFAA voting representative to the Board of Directors of NASFAA.

Activity: This is being done.

**PP 5.7e:** Serves as Chair of the Governance and Planning Committee, and submits the annual GAP Report for board approval in June.

Activity: The GAP Committee is and approved. A face-to-face meeting has been scheduled for April 30<sup>th</sup> – May 1<sup>st</sup> to prepare this year's GAP report. The committee is comprised of the Chair (Past President), two first year members, two second year members, and the President-Elect serving as an observer.

**PP 6.0b:** Submit articles to the Communication and Outreach Chair and/or Electronic Services Chair information for the website and SASFAA Nine News.

Activity: on 7/16/12 an article soliciting nominations for President-Elect, Vice President, and Treasurer was posted on SASFAA Nine News. Additional articles will be posted to SASFAA Nine News according to the schedule created by the Communication and Outreach Chair.

**PP 6.0c:** Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.

Activity: This will be done throughout the year.

**PP 6.0d:** Submit by April 1 an end-of-the-year (GAP) report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.

Activity: This will not be done by April 1<sup>st</sup> and it is recommended that this goal be changed as April 1<sup>st</sup> is not a realistic timeframe to gather the GAP information and create the report. This will be completed at the April 30<sup>th</sup> – May 1<sup>st</sup> GAP Meeting that has been scheduled for this year.

**PP 6.0e:** Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management.

Activity: This will be done.

**PP 6.0g:** Forward to their successors all pertinent records and reports by August 1 and in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or to the Association secretary, as appropriate, within 30 days.

Activity: This will be done.

**PP 6.13.1(a):** Prior to the Fall Board meeting, the nominations and elections committee must determine who will be recommended as candidates for offices for the coming year. To obtain recommendations from the membership, the committee must solicit nominations in advance of this meeting. Solicitation may occur via SASFAA Nine News, listserv, separate mailing, or email to the active membership. Each state should be encouraged to solicit nominations from its membership.

Activity: The committee has been successful in developing a dual slate to present to the Board at the November 2012 Board Meeting. This slate includes a diverse group of candidates for the offices of President-Elect, and Vice President. A request for nominations was sent to the SASFAA membership on 7/16/12 and 9/19/12 via the SASFAA Listserv. An article was also posted to SASFAA Nine News on 7/16/12. The committee only received two nominations as a result of these solicitations.

**PP 6.13.1(b):** The chair sets the date and time for the full meeting of the committee. At the discretion of the chair, this meeting can be via conference call or in person. Normally the meeting is conducted prior to the November Board meeting and avoids conflicts with state association meetings.

Activity: Outside of the in-person meeting that took place at the June 2012 Transition Meeting, all other discussions have taken place via e-mail or phone.

**PP 6.13.1(d):** The chair shall prepare and present to the Board a written report that includes the proposed slate, the rules adopted by the committee, members present at the committee meeting, and recommendations for consideration for future committee meetings. This is typically reported at the November Board meeting. The slate must be presented to the Board before being presented to the membership.

Activity: The committee will present a dual slate for consideration at the November Board Meeting. Additionally, the committee will present the Board with a recommendation for the election process. Due to the confidentiality of the candidates until a decision is made by the Board, the candidate report will not be included with this report. Instead, it will be handed out during the Executive Session part of the discussion.

**PP 6.13.1(c):** The chair shall receive and submit candidates' biographical information and other pertinent data. The suggested format includes Name, Institution and/or Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement. This information shall be submitted to the Electronic Services chair to be posted on the website.

Activity: This will be done.

**PP 6.13.3(a):** The past president (chair) shall submit the recommendation of candidates to the Board in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the opening of electronic voting.

Activity: This will be done.

**PP 6.13.3(b):** The general election shall commence ten (10) calendar days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. The slate of candidates will be presented during the opening session. Each candidate is then introduced.

Activity: This was revisited based on the recommendation of the 2011-12 SASFAA Nominations & Elections Committee. The following is an excerpt from the June 2012 Past President Transition Meeting report:

***Nominations and Elections: Policy and Procedure 6.13.1***

*The chair shall receive and submit candidates' biographical information and other pertinent data. The suggested format includes Name, Institution and/or Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement. This information shall be submitted to the SASFAA Newsletter Editor or Electronic Services chair to be posted on the website.*

*With the SASFAA Nine News blog being different than the Newsletter, it is my opinion that we dedicate a place on the website as was done this year for the Nominations and Elections Candidate biographical information.*

***Voting:*** *I think we need to re-examine the voting process. There are two options I believe SASFAA should think about. 1. Vote before the conference begins and announce the winners at the opening session 2. Vote only during the conference time and bring back the speeches to give new members of SASFAA a way to get to know the candidates a little better before casting their vote. There is a disadvantage to a candidate who may not be as visible at the conference as one who is currently serving on the Board or who is on the Conference Committee.*

*If we decide to keep the voting process the way it is, then reexamine the voting polls. Are they really necessary? If we determine they are, then make sure the Past State Presidents who are responsible for the polls do not have duties at the conference that will prevent them from fulfilling their Nominations and Elections duties.*

*Also if we decide to keep voting as it is, then we need to make sure we have a venue on Tuesday night to announce the Elected Officers.*

***Policy and Procedure 6.13.3***

*The past president (chair) shall submit the recommendation of candidates to the Board in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the opening of electronic voting.*

*The general election shall commence ten (10) calendar days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. The slate of candidates will be presented during the opening session. Each candidate is then introduced.*

*Access to electronic voting will be available on-site during posted times. SASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid member will have access to an electronic ballot containing the names of the candidates running for office. Provisions for write-in candidates will be available.*

*The electronic voting site shall be staffed continuously by members or designees of the nominations and elections committee during the posted times. The nominations and elections committee shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If that occurs, the president shall designate a substitute.*

*The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.*

The Nominations and Election is proposing the following changes:

**Election Process**

We considered the following:

**Current Process:**

- We open voting 10 days before the conference begins
- Candidates do not give speeches at the conference, but we find some time during the President's Reception for them to be available to meet and greet people
- We staff a voting booth at the conference that open Sunday and generally closes in the afternoon on Tuesday
- If we have a banquet Tuesday night, the chair contacts the candidates prior to the banquet letting them know who won the election and the elected officers are announced at the banquet.
- If there is no banquet Tuesday, then the chair contacts the candidates prior to the Wednesday morning breakfast letting them know who won election, and the elected officers are announced at the breakfast.

**Concerns:**

- With voting opening 10 days before the conference (based on numbers in the past), the votes cast at the conference don't really make a difference.
- Putt the candidates on "display" at any point during the conference does not play a role in the outcome of the elections, so it's not really necessary.

#### **Options for Consideration:**

1. Keep things as is
2. Open the polls prior to the conference and cut off voting prior to the beginning of the conference. Announce the newly elected officers earlier in the conference rather than at the last event. We would continue with no speeches and have all of the candidate biographical information on the SASFAA website.
3. Open voting once the conference begins on Sunday night. Since its electronic people who are not at the conference would also be able to vote. Bring back candidate speeches. Close voting in the afternoon on Tuesday and announce the newly elected officers at the event on Tuesday night (if there is one), or Wednesday morning breakfast if there is no Tuesday event.

#### **Recommendation:**

The committee is recommending Option 2 for the February 2013 elections. The reason for this is because most of the proposed slate was filled based on the understanding that the election process will not change, and we did not feel it was fair to go back to the proposed candidates at this point and change the way elections are handled.

The only change in the election process for February 2013 we see with Option 2 versus Option 1 is to cut off voting prior to the conference in order to announce those elected to the membership sooner. This was deemed acceptable as the votes cast during the conference have not been enough to have impact on the election results.

The committee is recommending bigger changes for the February 2014 elections, which will give next year's Nomination & Elections Committee the opportunity to educate the membership and potential candidates on the new process before the slate is filled. This will bring back into play Option 3. In order to implement something like this, the 2012-13 Board will need to make the decision that this change will go into effect beginning with the 2013-14 SASFAA year. Waiting until next year's board may be too late to implement any major changes to the election process, as it will put the Nomination & Elections Committee and Board in a similar situation that we are in this year. Basically, the decision needs to be made a year before the election cycle begins.

**PP 6.13.3(c):** The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.

Activity: This will be done.

**PP 6.2(a):** Solicit nominations for outstanding, significant and meritorious contributions to the advancement of student financial aid.

Activity: A request for award nominations was sent to the SASFAA membership on 9/5/12 via the SASFAA Listserv. The SASFAA Listserv was used instead of SASFAA Nine News as the listserv is restricted to SASFAA member and SASFAA Nine News is not.

**PP 6.2(b):** Make award recommendations to the Board.

Activity: This will be done at the November 2012 Board Meeting.

**PP 6.2(c):** Provide an appropriate plaque to be presented to the recipient(s) at the annual conference, including honorary membership when the recipient ceases to meet membership eligibility requirements.

Activity: This will be done.

**PP 6.7(a):** Review monitor and evaluate each committee's annual goals as they relate to the long range plan and goals and objectives as approved by the Board of Directors.

Activity: Elected Officers and Committee Chairs should submit reports at each board meeting in the appropriate format, which requires an activity update for the applicable goals outlined in the 2012-13 Goals and Objectives document created by the SASFAA President. The GAP Committee will review the progress made on these goals at the end of the year.

**PP 6.7(c):** Ensure that the incoming Board of Directors has addressed recommendations as written in the GAP report as part of the annual planning cycle.

**Activity:** This should be done in the Goals and Objectives created by the SASFAA President.

### **Discussion**

#### **Vice-President's Report Mike Reynolds**

##### **NAOW**

A Site Selection email along with the Proposal Form for the New Aid Officer's Workshop for Summer 2013 was sent out to the membership. A deadline of October 1 for all proposals to be submitted was provided. Received a proposal from Clemson University and I submitted a proposal for Auburn University. I spoke with Tracy Misner about the site selection and we can also discuss at the Board Meeting. Since it has recently been held in Clemson, many Board members know their facilities and provide feedback. I am bringing power point of the AU facilities to initiate discussions.

The Professional Development Committee for 2012-2013 is as follows: Tony Carter, Philip Hawkins, Victoria Owens, Nathan Basford, Jody Darby, Marian Huffman, Vicki Adams and Ellen Green will be Curriculum Chair for the New Aid Officer's Workshop in the Summer and during the SASFAA Conference. Mandy Branch is requesting approval from administration so she may be added also. I have requested names/nominees from each of the state presidents. I am trying to find 4 more to assure that we can cover 6 sections at NAOW. Dana Kelley and Jeff Daniels have agreed to be our business partners this year and I am still trying to find one more because I believe that Chester said last year was his last year.

Once we determine the site, then the committee can start the preparations for the agenda, theme, teams, etc. I am assuming that we will be using the CORE materials as in the past to determine the sessions and agenda.

#### **Secretary/By Laws Committee Report Sharon Oliver**

### **Summary of Activities**

**LRP 1.6.1, LRP 1.6.3, LRP 1.6.4:** Policies and procedures are accurate and complete in order to provide consistent Association direction.

**Activity:** The policy changes approved by the board during the August board meeting were appropriately recorded and updated in the Policies and Procedures manual.

**PP 5.6(2):** Ensure all records are backed up for security purposes. These duplicate records should be kept by the Electronic Services Committee chair.

**Activity:** The Secretary maintains the records electronically on SAFAA's USB Drive and the University Network for safekeeping.

**PP 5.6(2):** The P & P shall be continually updated as appropriate and updates posted to the SASFAA website upon approval of the Board.

**Activity:** The approved P & P changes for the board meeting held in August were forwarded to Electronic Services to post to SASFAA's website.

**PP 5.6b, 5.6h:** Records the proceedings of the Board and general business meetings.

**Activity:** Minutes were recorded at the August board meeting and distributed to board members to review and submit corrections. They were posted to SASFAA's website.

**PP 5.6j:** Distributes agendas developed by the President in advance of Board meetings.

**Activity:** The Secretary delivered the agenda for the November Board meeting prior to November 10, 2012.



**PP 5.6k:** Sends appropriate cards and gifts to members and colleagues on behalf of the Association; maintains the seal.

**Activity:** The Secretary sent sympathy cards to Dan and Ginger Klock for the loss of Dan's father (DOE) and Kuhn Family for Karyn Yates (KY). Get well cards were sent to Bridget Ellis for her mother (NC) and Deborah Byrd (AL) former SASFAA Secretary.

### **Discussion**

The Secretary has worked with the board members to provide board reports for the November board meeting, verified attendees, transportation and room count. A Secretary update was provided to board members in September highlighting birthdays, pertinent information regarding Great Wolf Lodge, board report deadline reminder, welcoming our newest board member Jeff Gerkin and an update on Sharon Williams progress, ASAFAA's President. The Operational Calendar has been updated to include the GAP meeting date and location, as well as, AASFAA's meeting date change. State Presidents please provide additional events for the 2012-13 Operational Calendar to the Secretary.

### **Current Policy**

#### **3.3.5 Stationary and Supplies**

Stationary and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. Unauthorized use of these properties shall be deemed as misrepresentation and illegal use of Association property.

Persons in possession of Association stationary or supplies shall promptly surrender or destroy such properties at the time the individual leaves office or the term of responsibility to the Association expires, when the stationary or supplies become obsolete or as otherwise directed by the president.

The following represents the standard stationary and supplies maintained by the Association:

- stationary listing the names and contact information of all officers of the Board and other persons identified by the president;
- name badges displaying the Association's logo;
- conference and membership registration forms;
- New Aid Officers' Workshop registration forms
- expense and financial reporting forms used by the treasurer, and
- note cards.

### **Proposed Change**

#### **3.3.5 Stationary and Supplies**

Stationary and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. Unauthorized use of these properties shall be deemed as misrepresentation and illegal use of Association property.

Persons in possession of Association stationary or supplies shall promptly surrender or destroy such properties at the time the individual leaves office or the term of responsibility to the Association expires, when the stationary or supplies become obsolete or as otherwise directed by the president.

The following represents the standard stationary and supplies maintained by the Association:

- Electronic stationary listing the names and contact information of all officers of the Board and other persons identified by the president;
- Name badges displaying the Association's logo;
- Expense and financial reporting forms used by the treasurer, and note cards.

### **Current Policy:**

#### **12.5.5 NASFAA Regional Awards**

The following is a list of NASFAA Regional Awards that have won by SASFAA.

<b>Year</b>	<b>Award</b>	<b>Project</b>
2008	Service to Colleagues or Constituencies	A Conference Manual and Guidebook.

## **Proposed Change**

### **12.5.1 NASFAA Regional Awards**

The following is a list of NASFAA Regional Awards that have won by SASFAA.

<b>Year</b>	<b>Award</b>	<b>Project</b>
2008	Service to Colleagues or Constituencies	A Conference Manual and Guidebook.
2012	Service to Colleagues or Constituencies	Associations Collaborating for Advocacy on the Hill

### **Treasurer's Report Nancy Garmroth**

#### **Summary of Activities:**

- LRP 4.1.1** Adhere to the practices outlined in the SASFAA Guide to Financial Management.  
**Activity:** Periodically reviews the Guide to Financial Management to ensure adherence.
- PP 5.5a** Establishes and maintains financial accounts while receiving and disbursing monies of the Association.  
**Activity:** Expense & travel claims and other bills paid. Deposits posted.
- PP 5.5b** Maintains adequate and appropriate records of receipts and expenditures.  
**Activity:** Records and accounts maintained in Wild Apricot, Quickbooks, BB&T and investments.
- PP 5.5c** Pays the bills of the Association within thirty (30) days.  
**Activity:** All bills paid upon receipt.
- PP 5.5d** Pays reimbursements to the members within fourteen (14) days; receives all payments to the Association including meeting registrations, membership dues, and sponsorship/exhibitor payments.  
**Activity:** All reimbursements paid upon receipt. Payments for registrations, membership dues and sponsorships receipted and posted.
- PP 5.5e** Submits financial reports to the Board at each meeting and the annual business meeting.  
**Activity:** Financial reports will be submitted to the Board at each meeting and at the annual business meeting.
- PP 5.5f** Prepares annual year-end financial statements as of June 30.  
**Activity:** Financial reports maintained throughout the year, and year-end statements for 2011-12 completed.
- PP 5.5g** Arranges in coordination with the finance and audit chair for an annual independent audit of the financial records.  
**Activity:** The 2011-2012 records were reviewed by the Budget & Finance Committee on October 24 and October 25, 2012.
- PP 5.5h** Files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15, and all financial reports in a proper and timely manner.  
**Activity:** IRS form 990 was filed timely as was the Georgia State return. All incorporation reports have been filed.
- PP 5.5i** Sets up master accounts and obtains credit for the Association as appropriate.  
**Activity:** In Quickbooks, chart of accounts was updated to include new lines and all investment accounts. Credit applications will be completed as needed, including 2013 conference.

### **8.2.2. Music Copyright Policy**

Under the United States copyright law, the public performance of copyrighted music requires permission from copyright owners or their licensing agent. This law also includes all associations that use either live or recorded music at conferences or other meetings. The BMI (Broadcast Music Incorporated) and ASCAP (American Society of Composers, Authors and Publishers) release license agreements that they will enforce with respect to associations.

For four or fewer events each year, the Association can simply inform ASCAP of the event and submit the appropriate fee within thirty (30) days of the event. BMI requires that for more than one event annually, the Association submit reports quarterly with the appropriate fee within twenty (20) day of each calendar quarter.

The Association will submit the licensing agreements and fees in accordance with ASCAP and BMI requirements. When advantageous to the Association, multiple-year contracts will be submitted. It will be the responsibility of the treasurer to submit the contracts with the appropriate fees.

Further information on association licensing agreements may be obtained by calling BMI or ASCAP directly.

- BMI                    1-614-401-2000
- ASCAP                1-212-595-3050

**Replace with verbiage approved for GFM in June 2012:**

Public performance of copyrighted music requires permission from copyright owners or their licensing agents. To legally cover the Association from copyright infringements and liabilities for the use of live or recorded music, the Treasurer, on behalf of the Association, will submit licensing agreements and fees as required by the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI).

For BMI, the report for all events in the prior calendar year is filed in January. After receiving the report, BMI will issue an invoice for all events in the prior calendar year.

For ASCAP, if the Association has 4 or less events, the report with payment is due 30 days after each event. If the Association has 5 or more events, the report with payment is due quarterly.

Information and/or agreements from ASCAP or BMI can be obtained by calling or visiting:

ASCAP	1-800-505-4052	<a href="http://www.ascap.com">www.ascap.com</a>
BMI	1-877-264-2137	<a href="http://www.bmi.com/tradeshows">www.bmi.com/tradeshows</a>

The Association is responsible for paying fees to ASCAP and BMI whenever a function/event is held and either mechanical or live music is used for entertainment. Different rates apply to mechanical and live music for each entity. Rate information is contained in the agreements or in an addendum to the agreement. Both ASCAP and BMI have a minimum fee schedule for each event.

---

**Change 5.2.1 Music Contracts in the GFM to:**

Refer to policies and procedures 8.2.2.

Recommend the following changes in **red** to Attachment A in the GFM:

## ATTACHMENT A

### SAMPLE BUDGET CATEGORIES AND CODES

#### INCOME CATEGORIES:

<u>CODE</u>	<u>TYPE/TITLE</u>
01	Membership <b>Dues</b>
02	Professional <b>Advancement</b> Development
	<del>02 1 — Summer Workshop (Current Year)</del>
	<del>02 2 — Summer Workshop (Prior Year)</del>
	<del>02 3 — [Other Professional Meeting]</del>
03	Annual Meeting
04	Vendors/Sponsors/Patrons
05	Advertising
	<del>05 1 — Directory</del>
	<del>05 2 — Newsletter</del>
	<del>05 3 — Other</del>
06	<del>Publications</del> -[Available for Use]
07	Interest <del>Income</del> Earned
	<del>07 1 — Checking Account</del>
	<del>07 2 — CD's</del>
08	Miscellaneous Income
09	<del>Balance Forward</del> Transfer from Assets
10	<del>Reserve Fund</del> Tax Refunds
11	Dividends Earned
12	Capital Gains

#### EXPENSE CATEGORIES:

<u>CODE</u>	<u>TYPE/TITLE</u>
101	President
102	President-Elect
103	Vice President
104	Secretary
105	Treasurer
106	Past President
201	Membership/ <del>Directory</del>
202	<del>Publications/Communication</del> -Electronic Services
203	Professional Advancement
	<del>203 1 — Summer Workshop (Current Year)</del>
	<del>203 2 — Summer Workshop (Prior Year)</del>
	<del>203 3 — [Other Professional Meeting]</del>
204	<del>Newsletter</del> Communications & Outreach
205	Budget and Finance
206	Annual Meeting <b>Program</b>
207	Site Selection
208	Nominations and Elections
209	<del>By-Laws</del> [Available for Use]
210	Executive Board
	<del>210 1 — Meetings</del>

	<del>210-2</del> <del>Transition Expense</del>
211	President's Contingency
212	<del>Miscellaneous-Lender/Agency Liaison</del>
213	Advance Program Planning
214	<del>[Available for Use]-2020 Committee</del>
215	Prior Administration Bills
216	Legislative Relations
217	Long Range Planning
	<del>217-1</del> <del>Fiscal</del>
	<del>217-2</del> <del>Governance</del>
218	<del>Coordination V/S/P Vendor/Sponsor</del>
219	Special Projects
	<del>219-1</del> <del>Management Institute</del>
	<del>219-2</del> <del>Historian Task Force</del>
	<del>219-3</del> <del>Other</del>
220	<del>Reserve Fund</del> [Available for Use]
221	Computer Hardware/Software
222	<del>Historian</del> Purchase of CD
<del>300</del>	<del>Investment</del>
224	Accounting Fees and Taxes
225	Online Payment Processing Fees
226	Contractual Obligations
227	50 <sup>th</sup> Anniversary for 12-13

**SASFAA, Inc.**  
**Budget vs. Actuals: 2012-2013 Budget - FY13 P&L**  
July 2012 - June 2013

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
01 Membership Dues	24,780.00	34,500.00	-9,720.00	71.83%
02 Professional Development	50.00	65,000.00	-64,950.00	0.08%
03 Annual Meeting		93,750.00	-93,750.00	0.00%
04 Vendors/Sponsors/Patrons	6,750.00	85,000.00	-78,250.00	7.94%
05 Advertising	750.00	15,000.00	-14,250.00	5.00%
07 Interest Earned	1,753.85	2,000.00	-246.15	87.69%
08 Miscellaneous Income	167.00	5,130.00	-4,963.00	3.26%
09 Transfer from Assets		10,000.00	-10,000.00	0.00%
11 Dividends Earned	688.95		688.95	
	<b>\$</b>	<b>\$</b>	<b>-\$</b>	
<b>Total Income</b>	<b>34,939.80</b>	<b>310,380.00</b>	<b>275,440.20</b>	<b>11.26%</b>
<b>Expenses</b>				
101 President	2,188.96	6,950.00	-4,761.04	31.50%
102 President-Elect	570.96	6,300.00	-5,729.04	9.06%
103 Vice President		4,500.00	-4,500.00	0.00%
104 Secretary		3,500.00	-3,500.00	0.00%
105 Treasurer	856.21	4,500.00	-3,643.79	19.03%
106 Past President	737.13	8,500.00	-7,762.87	8.67%
201 Membership		3,500.00	-3,500.00	0.00%
202 Electronic Services	2,110.76	7,500.00	-5,389.24	28.14%
203 Professional Advancement		74,000.00	-74,000.00	0.00%
204 Communications & Outreach		2,000.00	-2,000.00	0.00%
205 Budget and Finance	321.18	4,500.00	-4,178.82	7.14%
206 Annual Meeting Program	4,008.33	130,000.00	-125,991.67	3.08%
207 Site Selection	522.96	2,200.00	-1,677.04	23.77%
210 Executive Board	5,483.65	26,330.00	-20,846.35	20.83%
211 President's Contingency	900.00	1,000.00	-100.00	90.00%
213 Advance Program Planning		500.00	-500.00	0.00%
214 2020 Committee	44.44	3,000.00	-2,955.56	1.48%
215 Prior Administration Bills	600.00	600.00	0.00	100.00%
216 Legislative Relations	875.91	6,000.00	-5,124.09	14.60%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor	557.82	2,200.00	-1,642.18	25.36%
224 Accounting Fees and Taxes	4,378.00	5,300.00	-922.00	82.60%
225 Online Payment Processing Fees	407.12	3,500.00	-3,092.88	11.63%
	<b>\$</b>	<b>\$</b>	<b>-\$</b>	
<b>Total Expenses</b>	<b>24,563.43</b>	<b>310,380.00</b>	<b>285,816.57</b>	<b>7.91%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Net Operating Income</b>	<b>10,376.37</b>	<b>0.00</b>	<b>10,376.37</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Net Income</b>	<b>10,376.37</b>	<b>0.00</b>	<b>10,376.37</b>	

**SASFAA, Inc.**  
**Balance Sheet**  
As of June 30, 2013

**ASSETS**

**Current Assets**

**Bank Accounts**

BB&T Checking	62,840.02
BB&T Savings	138,404.36
Edward Jones-Money Market	56,435.67
Suntrust-Money Market	<u>220,044.55</u>

**\$**

**Total Bank Accounts** **477,724.60**

**Other Current Assets**

CD-Citibank 2.1% 11/26/12	8,075.79
CD-Citibank 2.4% 1/27/14	20,497.29
CD-Discover 5% 8/6/13	7,319.01
CD-GE Money 5% 10/23/13	2,132.39
CD-Rollstone 1.65% 2/12/14	5,068.70
CD-State Bank 1.5% 3/24/14	50,851.99
Charles Schwab (NASFAA)	<u>154,683.95</u>

**\$**

**Total Other Current Assets** **248,629.12**

**\$**

**Total Current Assets** **726,353.72**

**\$**

**TOTAL ASSETS** **726,353.72**

**LIABILITIES AND EQUITY**

**Liabilities**

**Total Liabilities**

**Equity**

Opening Balance Equity	757,980.87
Retained Earnings	-42,003.52
Net Income	<u>10,376.37</u>

**\$**

**Total Equity** **726,353.72**

**\$**

**TOTAL LIABILITIES AND EQUITY** **726,353.72**

Friday, Oct 26, 2012 11:53:59 AM GMT-4 - Accrual Basis



### 8.2.2. Music Copyright Policy

Under the United States copyright law, the public performance of copyrighted music requires permission from copyright owners or their licensing agent. This law also includes all associations that use either live or recorded music at conferences or other meetings. The BMI (Broadcast Music Incorporated) and ASCAP (American Society of Composers, Authors and Publishers) release license agreements that they will enforce with respect to associations.

For four or fewer events each year, the Association can simply inform ASCAP of the event and submit the appropriate fee within thirty (30) days of the event. BMI requires that for more than one event annually, the Association submit reports quarterly with the appropriate fee within twenty (20) day of each calendar quarter.

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Further information on association licensing agreements may be obtained by calling BMI or ASCAP directly.

- BMI 1-614-401-2000
- ASCAP 1-212-595-3050

**Marian Huffman Dill**  
**Budget and Finance**

#### Summary of Activities

**GAP 62 & PP 6.35:** Recommend continuation of the use of a CPA firm to assist with completion of the 990 and 990T. Work with the treasurer to ensure that all financial reports including tax return are filed by established deadlines.

*Activity:* Mike Dunn of the Blankenship CPA firm completed the 2011 federal tax return 990 and 990T. Nancy Garmroth, Treasurer responded to all questions. The federal exempt organization return was filed electronically with the IRS on August 7, 2012 which is prior to the November 15 filing date.

**GAP 65, GAP 76, LRP 14.2 & LRP 14.3:** Continue as possible building the unrestricted reserves of the Association.

*Activity:* Reviewed the current reserves and the last three years operating expenditures.

Current reserve funds total **\$524,047.40** and the most recent operating budget (11-12) was \$275,000. The approved operating budget for 12-13 is within GAP guidance.

**PP 6.32:** Conduct with the treasurer quarterly reviews of cash balances and expenses and make appropriate recommendations.

*Activity:* The treasurer has provided monthly bank reconciliations. The cash balance and expenses have been reviewed.

**GAP 31 (11-12) & LRP 4.1.5** Efforts should be made to ensure that reserves total 100% of the one year operating budget and contractual obligations should always be less than the total reserves.

Activity: As of June 30, 2011 SASFAA's assets totaled \$715,977. The 2012-2013 approved budget at the time this report was written was: \$310,380 and the total contractual obligation was \$149,480.

**Guide to Financial Management (Appendix C) Section 6.3b:** Review the Treasurer's records annually or cause a financial review to be performed by an outside entity at the discretion of the board.

*Activity:* The Budget and Finance Committee met in Nashville, TN on October 24 – 25, 2012 to conduct the annual review of the financial records. The committee also reviewed the Policy and Procedure Manual and the Guide to Financial Management and has provided suggested revisions as part of the financial review. The financial review can be viewed in detail in attachment A .

### **Recommended Changes to P&P and GFM**

#### **Policy and Procedure 10.4.3**

Currently reads: Equipment Coverage

The Board approved Section 10.4.3 in February 2002. This policy will be written.

The committee proposes this section be removed from the P&P since the policy has not been written in the last ten years.

#### **Policy and Procedure 9.2 Awards**

This section does not currently address the Past President's Scholarship

The committee recommends adding the following:

##### **9.2.5 Past-President Scholarship**

In order to recognize the work and service of the President, SASFAA shall award a scholarship to be given to the Past-President's institution. The funds should be used to award a scholarship to a student with need. The amount should be determined by the Budget and Finance committee based upon the current financial environment. The amount shall be approved by the Executive Board when the annual budget is approved. This award can be paid any time during the Past-President year. The Past-President shall report the name of the recipient to the Executive Board.

#### **Guide to Financial Management 4.1 a**

Currently reads:

- b. A provision that the checking account be interest bearing

BB&T is the current holder of the SASFAA checking and savings accounts. BB&T does not offer an interest bearing business account which is the case with most banking entities in today's economic market.

Proposed Change:

- a. A provision that the checking account be interest bearing if available at the current selected banking institution.

#### **P&P 10.6.1 General Travel Item 2) Airfare - Travel Expense Guidelines**

Currently the Travel Expense Guidelines do not address baggage fees or early check-in fees.

Proposed Addition to P&P 10.6.1 Item 2 and Travel Expense Guidelines:

Checked bag fees may be reimbursed at the rate of one checked bag per flight. If more than one bag is checked for SASFAA business, approval should be obtained prior to the flight. Approval may be granted by the committee chair, president or treasurer.

Early check-in fees may be reimbursed.

### **Proposed Electronic Storage via a secured area on the Wild Apricot**

The committee discussed what financial records should be scanned and stored for “permanent” record. The committee’s recommendation is as follows:

Available to the general membership:  
End of the Year Budgets

Records that should be secured and available to Elected Officers and the Budget and Finance Chair:  
Tax Returns  
Annual Financial Reviews  
Monthly Reconciliations  
Investment Statements

*Attachment A*

### ***SASFAA FY 11 Financial Review***

## **Report of the Budget and Finance Committee Financial Review FY 2011-2012**

### **Review Date: October 24-25, 2012**

On October 24 and 25, 2012 members of the Budget and Finance Committee completed a financial review of the SASFAA records for fiscal year July 1, 2011 through June 30, 2012. The following is a summary of the review.

#### **Budget and Finance Committee Members:**

Marian Huffman:	Budget and Finance Committee Chair
Committee Members:	Heather Boutell
	Sonja McMullen
	Tony Carter - absent

### **General Overview**

Primary areas included in the review were extracted from the financial requirements outlined in the SASFAA Policies and Procedures Manual and the Guide to Financial Management with the latter document serving as the primary source for financial requirements. Specific exceptions noted as a result of the review are outlined below.

The committee commends the treasurer for an outstanding job of complying with the policies and procedures and the association for maintaining the Association’s records in excellent condition and in an orderly manner which was easy to follow and understand. It was noted that board group meals contained a listing of board members and guests. There were notations of payment for the guest attendees. It was further noted that credit cards statements or other reimbursement request were corrected and proper documentation was requested prior to payment. The treasurer’s attention to detail was noted on numerous occasions and request forms were corrected prior to payment. The treasurer’s efficiency made the review much more manageable.

The committee commends the board for provide MapQuest or other detail of mileage. As well, the committee appreciates the board working within the framework of the established budget.

### **Scope of the Review**

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

This review covered financial transactions and related documentation occurring from July 1, 2011 through June 30, 2012. Transactions were evaluated to verify that established Association guidelines and reporting requirements were followed. A list representing specific areas covered during the review is provided at the end of this report. While this review is not all-inclusive, it provides the Association management with a snapshot of the current condition of its financial practices and an assessment of the procedures in place that drive financial transactions. The absence of reference to specific practices should not be deemed approval of those practices. Specific recommendations resulting from this review, where appropriate, are included wherever an exception is noted.

Period covered by the review: July 1, 2011 through June 30, 2012

Accounting Software: Quick Books online version

Basis of Accounting: Cash

Treasurer for 11-12: Nancy Garmroth

### **Reference/Observation/Recommendation:**

1) **Reference:** The SASFAA Travel Expense Guidelines require receipts for parking and tolls.

**Observation:** During the review it is noted a travel reimbursement form did not contain receipts.

**Recommendation:** Committee chairs are encouraged to inform their committee members of travel guidelines prior to travel. Anyone traveling on behalf of SASFAA should review the guidelines prior to travel.

2) **Reference:** The Policy and Procedure Manual 10.6.4 Travel to NASFAA

**Observation:** During the review it was noted, that individuals requested reimbursement for meal expenses above the NASFAA allowance.

**Recommendation:** It is the recommendation of the committee that SASFAA should not reimburse meal expenses in part or whole for functions that are covered by the NASFAA board.

3) **Reference:** SASFAA Travel Expense Guidelines

**Observation:** It was noted that travel guidelines do not address early check-in fees and baggage fees associated with airfare.

**Recommendation:** The committee recommends that the following be added as an item to the Travel Expense Guidelines:

Checked bag fees may be reimbursed at the rate of one checked bag per flight. If more than one bag is checked for SASFAA business, approval should be obtained prior to the flight. This approval may be granted by the committee chair, president or treasurer.

Early check-in fees are allowed to be reimbursed.

**4) Reference:** The Policy and Procedure Manual 10.6.1 General Travel

4) Taxis and Airport Shuttle/Limo Service and Parking

Such transportation shall be reimbursed at actual cost, including tip, if appropriate. Receipts are required with the travel reimbursement request.

**Observation:** It was noted that a committee member did not obtain receipts for several cab rides. The treasurer requested receipts. An email chain documented the conversation which included the committee chair and member reporting they were not aware of the travel policy prior to travel. The President authorized payment.

**Recommendation:** Committee chairs should review for themselves and inform their committee members of travel guidelines prior to travel. Anyone traveling on behalf of SASFAA should review the guidelines prior to travel.

**5) Reference:** The Policy and Procedure Manual 10.7 Credit Card Use

Item d) All expenses charged to a credit card must be reported by the user to the treasurer within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.

**Observation:** An instance was noted of a missing receipt with the credit card statement. The treasurer documented via e-mail communication the charge was a valid charge. The individual was not able to provide a receipt. The treasurer made the necessary and appropriate payment to the credit card.

**Recommendation:** Credit Card Users should be diligent to retain the necessary receipts and submit them to the treasurer within the specified timeframe.

SASFAA Financial Review – FY11

The following represent specific areas to be reviewed as defined by the SASFAA Policies and Procedures Manual and Guide to Financial Management. The committee reviewed a minimum of 30% and up to 100% of each month's payments.

1	Travel – mileage reimbursed at IRS business rate not to exceed 1000 miles round trip	P&P10.6.1 (1)
2	Travel – airfare reimbursed at coach class are appropriate receipts attached	P&P 10.6.1 (2)
3	Travel – rental vehicles verify President or treasurer approval	P&P 10.6.1 (3)
4	Travel – Taxi and shuttle – verify receipts and “tips” were reasonable	P&P 10.6.1 (4)
5	Lodging – verify reimbursement was at single room rate and receipts	P&P 10.6.1 (5)
6	Meals – verify reimbursement at established rate	P&P 10.6.1 (6)

7	Meals – verify group meal include names of all participants on the receipt  Guide: B-\$10 L-\$15 D - \$25	P&P 10.6.1 (6)
8	Printing – verify receipts	P&P 10.6.1 (9)
9	Verify appropriate credit card guidelines were followed	P&P 10.7
10	Expense payments – verify accuracy of approval of payments over \$5,000 and appropriate budget approvals	GFM 7.4.1 Verify 100%
11	a) Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation	Verify 100%
12	Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation	Verify 100%

Other items reviewed:

	<b>Other Item reviewed</b>	<b>Reference</b>
13	Tax Returns – ensure that all financial reports including tax returns are filed by established deadlines	P&P 6.3i
14	Verify existence of fidelity bonding	P&P 10.4.1 and GFM 5.3
15	Verify existence of liability insurance	P&P 10.4.2 and GFM 5.4
16	Short Term Investments – ensure no CD greater than or 36 months	GFM 3.1
17	Savings/ Investment: Savings Cash balance and reserve fund - verify no less than most recent operating budget. This amount should not include the current checking account balance	GFM 3.3
18	Checking Account – verify that checking account(s) are interest bearing	GFM 4.1a
19	Checking account – monthly reconciliation reports provided to budget and finance chair	GFM 4.1d
20	Checking account – ensure electronic and online. Access provided to checking and financial software provided to President, Treasurer and Budget & Finance Chair	GFM 4.1e
21	Checking account management a) verify payments greater than \$5000 have two authorizations b) daily reconciliation of cash transactions at the annual conference c) proper receipts for payments verify authorization of President for payments to Treasurer	GFM 4.3 a- f
22	Contractual obligations – verify President is only signature	GFM 5.0

**Paul Mittelhammer**  
**Conference Committee**

The following individuals are approved by the Board to serve on the Conference Committee for 2012-2013. (\* action needed for approve TN rep)

State			College/ University
AL	Vickie	Adams	Jacksonville State University
FL	Nathan	Basford	Florida State University
GA			
KY	Angela	Black	University of Louisville
MS	Nicole	Patrick	Mississippi University for Women
NC	Rachael	Cavanaugh	Cape Fear Community College
SC	Kimberly	White-Grimes	Trident Technical College
TN *	Janie	Burns	Bethel University
VA	Lisa	Tumer	James Madison University
LAC Co-Chair	Gary	Mann	Southern Polytechnic State University
LAC Co-Chair	Sarah	Baumhoff	Kennesaw State University
Board Members on Committee			
Site	Tracy	Misner	High Tech Center North
Vendor	Dewey	Knight	University of Mississippi
2020 Committee Chair	Em	McNair	Westwood University
2014 Conference Chair	Amy	Berrier	University of North Carolina @ Greensboro

Action Item: Approved TN representative to Conference Committee: Janie Burns, Bethel University. The Conference Committee will meet Saturday, August 3 thru Monday, August 6 to plan the conference schedule, make assignments for activity to support the annual conference.

**Conference Committee 2012-2013 Goals**

GAP 15 (11-12) Professional Development

Goal: Conference Evaluations

Task: Planning in place to conduct evaluation of Annual Conference via electronic survey.

GAP 16 (11-12) Professional Development Goal: Committee Meetings / Conference

Task: Conference Committee will arrive at site on Saturday, Feb 9 for start of Conference. Conference Committee has met via WebEx (Conference call) on the following dates: September 12, October 18, 30.

GAP 17 (11-12) Professional Development Goal: Sessions/Training on Legislative Process

Task: Topic will be added to Concurrent Session list during Annual Conference.

GAP 19 (11-12) Professional Development Goal: Add event or free time for networking

Task: During Annual Conference Tuesday is lunch on your own which will serve as an opportunity for networking plus all other breaks, meals, location for conference to foster networking among members of the association.

GAP 20 (11-12) Professional Development Goal: Membership solicited for topics & sessions

Task: A request for Proposals to present concurrent sessions during the Annual Conference was sent to the SASFAA Membership in early September with similar notifications sent the State Association list serves. Deadline for submitting topics was October 5, 2012. Conference Committee received 20 proposals from School members, and 34 proposals from non-school members. The Conference Committee has accepted all school presentations (20) and selected 16 non-school presentations offering each non-school (vendor/sponsor) one opportunity to present during the Concurrent sessions of the program.

GAP 21 (11-12) Professional Development Goal: Pre-conference workshops additional revenue

Task: Decided not to offer Pre-Conference workshops during the Conference in Atlanta.

LRP 1.3.1 Organizational Structure

Goal: Committee size, diversity of membership

	Task: Board has approved Conference Committee members at August meeting with exception of TN representative (to be voted on November meeting).
LRP 1.3.2	Organizational Structure Goal: Committee make up Task: Conference Committee Chair worked with SASFAA President and State Presidents to appoint representatives from each statet.
LRP 1.3.3	Organizational Structure Goal: Committee make up Task: Conference Committee is made up of 8 State representatives, 2 Local Arrangement Chairs, plus other SASFAA Board Members.
LRP 1.3.4	Organizational Structure Goal: Committee make up Task: Conference Committee has 2 members that served on 2012 committee, 8 are new to the committee this year.
LRP 1.3.5	Organizational Structure Goal: Committee make up Task: Conference Committee conducted one in-person meeting in August and all other meetings are being conducted via WebEx (conference call). To date four meetings have been conducted via conference call system.
LRP 1.4.5	Organizational Structure Goal: Members with leadership Task: Recognize State Projects submitted to NASFAA . Will be a part of Monday Luncheon and or Tuesday Banquet.
LRP 2.1.1	Communication Goal: Facilitate Alliances Task: Work with all sectors to ensure participation and representation in Association activities Conference Agenda posted at SASFAA website in September. Registration ready for November launch.
LRP 3.1.2	Professional Development Goal: Offering workshops, seminars, training Task: Offer Annual Conference Scheduled for February 10 – 13, 2013 in Atlanta, GA.
LRP 3.1.3	Professional Development Goal: Offering workshops, seminars, training Task: Conference self-supporting, Cost Saving Plans are in place to meet this goal.
LRP 3.1.4	Professional Development Goal: Offering workshops, seminars, training Task: Conference agenda include legislative, regulatory, policy,... This will be added as concurrent sessions during the annual conference.
PP 6.0a	Organizational Structure Goal: Advice and support on goals of association Task: Develop goals in keeping with by-laws, ...
PP 6.0b	Communication / Goal: Disseminate quality information to enhance Task: submit articles to communication and outreach chair, SASFAA nine news, website
PP 6.0c	Communication / Goal: Disseminate quality information to enhance Task: prepare and submit reports to the Secretary submit action items to Board
PP 6.0d	Communication/ Goal: Disseminate quality information to enhance Task: submit by 4/1 GAP End of year report Will meet this goal.
PP 6.0e	Finances Goal: Fiscal integrity will be ensured. Task: comply with budget parameters and approve expenditures within guidelines
PP 6.0g	Organizational Structure Goal: Maintain records of the Association Task: forward all records by 8/1 to successor

**Amy Berrier**  
**Legislative Relations**

**General Notes:**

- Congressional Makeup – no major shifts in power and leadership
- John Kline stays as Chair of House Committee on Education and the Workforce
- Won't know major leadership positions of committees until January 2013



- Speaker Boehner has publically stated he wants more compromise
- Due to re-election of Obama, we can expect to see more proposals regarding keeping down college costs, consumer disclosures, transparency
- In last year's budget, we saw the introduction of completion and performance-based metrics regarding campus-based aid – probably will see the continued push for that
- Secretary Duncan and Undersecretary Martha Kanter will remain in positions
  - Duncan previously focused on K-12 while Kanter took up higher ed issues
  - Duncan has stated he will make college costs his main platform for the next four years
- Reauthorization
  - Elections will have no effect on the timeline
  - Other things/bills that need to be considered first
- Budget issues and sequestration will need to be dealt with

### **Impact of Obama's Re-election on Federal Student Aid:**

[http://www.nasfaa.org/advocacy/News/The\\_Impact\\_of\\_Obama%E2%80%99s\\_Reelection\\_on\\_Federal\\_Student\\_Aid.aspx](http://www.nasfaa.org/advocacy/News/The_Impact_of_Obama%E2%80%99s_Reelection_on_Federal_Student_Aid.aspx)

#### **Obama Administration Challenges:**

- More partisan Congress
  - Fewer moderates
- Mounting national deficit
  - Puts all federal spending – including federal student aid – at risk for scrutiny and cuts

Before Obama begins his 2<sup>nd</sup> term, 3 issues impacting student aid that could be addressed by the lame-duck Congress:

- Across the board spending cuts – sequestration
  - Scheduled to take effect in January 2013 before the new Congress convenes
  - PELL is protected from these cuts for 1 year
  - Spending on campus-based aid programs would be trimmed by the sequestration and loan origination fees on federal Stafford loans would increase
- US is expected to reach its debt ceiling before the end of the year. In previous debt ceiling discussions, Republicans in Congress were unwilling to agree to a debt ceiling increase without massive spending cuts.
- Currently 4 education tax benefits that expire on December 31, 2012 (listed below). Families will be able to claim these benefits when they file their 2012 taxes in 2013. If the lame-duck session of Congress does not extend these benefits, the incoming 113<sup>th</sup> Congress might need to pass new legislation to ensure students and parents can take advantage of these benefits when they file their 2013 taxes in 2014. Unclear whether Congress could retroactively pass these tax cuts after January 1.
  - American Opportunity Tax Credit
  - Student Loan Interest Deduction
  - Coverdell Education Savings Accounts
  - Employer-Provided Educational Assistance

Whether the president and the lame-duck tackle these issues prior to the next Congressional session or defer these decisions until after, some legislation passed in 2013 is likely to contain several provisions that affect the student aid programs.

### **Budget Challenges:**

During his first term and throughout his campaign, Obama voiced support of financial aid, particularly Pell Grants for low-income college students. In the first years as President, he helped push two pieces of legislation to increase federal spending on the student aid programs.

- ARRA – American Reinvestment and Recovery Act - signed in 2009:
  - Also known as the stimulus bill
  - Provided \$17 billion to help fill an impending Pell shortfall and \$13.5 billion to temporarily replace the HOPE Tax Credit with the more generous American Opportunity Tax Credit
- HCERA – Health Care and Education Reconciliation Act – signed in 2010:
  - Eliminated FFELP
  - Diverted most of the projected savings to PELL and other higher ed priorities

### **Pell Grant Shortfall:**

Like during his first term, Obama will face another smaller Pell Grant funding shortfall and the expiration of the higher education tax benefits (will discuss more below). Unlike his first term, it appears he will have fewer options to increase funding for his student aid priorities through stimulus legislation or savings derived from changes to the federal student loan programs.

This could make maintaining funding for student aid programs a bigger challenge in his 2<sup>nd</sup> term.

- Indications were seen in Obama's final year of his 1<sup>st</sup> term when he signed 3 bills that trimmed federal spending on federal student aid programs by tightening eligibility criteria

Despite these challenges, Obama is expected to maintain his vocal support for student aid funding, but a lack of funding and a more divided congress could impede his ability to maintain or increase funding for student aid.

### **Containing College Costs:**

Obama helps to slow increasing college costs. His goal is to reduce the rate of tuition growth by half over the next decade. He articulated a plan to use campus-based financial aid programs as a reward to colleges and universities that keep down tuition prices.

- Gained little traction in Congress
- As part of the plan Obama has pushed for major changes to Perkins
- Called for another \$8 billion in Perkins Loans that would be given to colleges that kept tuition in check while enrolling and graduating low-income students

Obama will likely look to use federal student aid funds as a reward to colleges that provide "good value" to students, including "quality education and training that prepares graduates to obtain employment and repay their loans," as outlined in a statement on the president's goals.

In his first term, Obama had more success pursuing these goals through the regulatory process, which bypassed Congress.

- Administration successfully enacted a host of Program Integrity regulations aimed at restricting certain colleges' access to federal financial aid funds if they fail to meet certain performance criteria
  - Preparing students for gainful employment
    - Fate of gainful employment regulations is still unclear given recent court decisions that have called into question the measures used to determine whether a student is "gainfully employed."

### **Consumer Information:**

In his first term, Obama launched an aggressive campaign to improve consumer information to help students and parents make more informed higher education and student loan decisions. These initiatives have included the Shopping Sheet, Scorecard, and College Cost Comparison Worksheet. The administration is expected to continue efforts to improve consumer information during Obama's second term. Unlike other initiatives, consumer information appears to have Congressional interest.

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### **Four More Years:**

[http://www.nasfaa.org/advocacy/News/2012\\_Congressional\\_Elections\\_and\\_Student\\_Aid.aspx](http://www.nasfaa.org/advocacy/News/2012_Congressional_Elections_and_Student_Aid.aspx)

### **2012 Congressional Elections and Student Aid:**

- Several outstanding issues to tackle when they take office in January 2013 (Congress and White House)
  - Pell Grant funding shortfall
  - Student loan interest rates
  - Expiring Bush era tax benefits
- Senate
  - Democrats will maintain their majority
    - 55 seats including Independents who are expected to caucus with Democrats on a majority of issues
  - Will not have the 60 seat "super-majority" filibuster proof
  - Republicans will have 45 seats
  - Pickup of 2 seats for Democrats and a loss of 2 seats for Republicans

- House
  - Republicans have slightly strengthened their majority in the House
  - Republicans will hold 234 of the 435 total House seats
  - Democrats will hold 192 seats, 9 have yet to be announced as of Wednesday
- John Kline – R-MN
  - Re-elected – Chairman of the House Committee on Education and the Workforce
- Representative Tommy Bishop – D-NY
  - Re-elected
  - Long time student aid supporter

#### **Moderates Leaving:**

- Senate - Moderates Leaving
  - 10 members did not seek re-election (6 Democrats and 3 Republicans and Independent Senator Joe Lieberman)
  - Of the 10, 6 have traditionally been considered moderates willing to cross party lines
  - This includes Senator Jeff Bingaman (D-NM)
    - Top member of the Senate HELP Committee (Health, Education, Labor, and Pensions)
- House – Moderates Leaving
  - 25 members retiring (14 Democrats and 11 Republicans)
  - Representative Hansen Clarke (D-MI) was defeated
    - Author of the Student Loan Forgiveness Act
      - Pending bill that would forgive debt for individuals who have paid 10% of their discretionary income toward their loans for 10 years
    - Clarke’s loss leaves the fate of the Student Loan Forgiveness Act up in the air
    - Not likely to be passed during the lame-duck (period after the next members are elected and before they take office) session of the 112<sup>th</sup> Congress
    - Has not been picked up by another House member for the 113<sup>th</sup> Congress

#### **113<sup>th</sup> Congress and Student Aid Policy:**

112<sup>th</sup> Congress will begin its “lame duck” session after the 2012 election and isn’t expected to act on several outstanding federal student aid issues. This means the 113<sup>th</sup> Congress will have to tackle these issues:

#### **Pell Grant Shortfall:**

Due to the dramatic expansion of the Pell Grant program, costs have risen and forced Congress to use a combo of additional funding and eligibility restrictions to avoid a funding shortfall.

- Fully funded for FY 2013
- Projected to face a roughly \$7 billion shortfall in FY 2014
- To shore up this shortfall, Congress will need to increase funding or reduce spending by trimming awards even further or tightening eligibility requirements
  - 600% lifetime maximum for instance
- D’s have pushed for additional funding while R’s support finding ways to reduce the cost of the program
- Addressing the shortfall will be a point of contention for the more partisan 113<sup>th</sup> Congress
- Has a small surplus for 2013 so no changes are expected for 1314
  - Gives Congress time to address the issue

#### **Student Loan Interest Rates:**

Last fiscal year, Congress passed a 1 year extension of the 3.4% interest for Direct Sub Loans.

- Preventing the rate from going up drew widespread support from both sides
- Congress will need to address this issue again before July 1, 2013
  - To prevent the interest rate on sub loans from increasing to 6.8%
- Due to increasing scrutiny on student loan debt and default, this issue is likely to draw as much attention as it did in 2012.
  - Unclear if maintaining a lower interest rate will draw bipartisan support again considering it will no longer be an election year

#### **Education Tax Benefits:**

Currently 4 education tax benefits that expire on December 31, 2012 (listed below).

- American Opportunity Tax Credit
- Student Loan Interest Deduction
- Coverdell Education Savings Accounts
- Employer-Provided Educational Assistance

Individuals will be able to claim these benefits when filing 2012 taxes but not when filing 2013 taxes (unless Congress extends them by December 31, 2013).

- Ideally, Congress will extend these benefits before December 31<sup>st</sup> to eliminate uncertainty for students and parents.
- Since Congress will be in a lame-duck session, the issue may not be addressed and will be left for the 113<sup>th</sup> Congress.

Extending these benefits could be a challenge for a more partisan Congress because they will likely be tied to Bush Era tax cuts that Democrats generally want to eliminate and Republicans generally want to extend.

#### **HEA Reauthorization:**

- Renewal due in 2014
- Last reauthorization took almost a decade
  - Hope is that this one will occur as close to the deadline as possible
- Potential roadblock is the fact that there are several other education bills that are due to be reauthorized before the HEA and have not yet happened
  - Includes the Elementary and Secondary Act (ESEA)

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[http://www.washingtonpost.com/opinions/erskine-bowles-a-deal-on-the-deficit-now/2012/11/07/265a2854-2900-11e2-bab2-eda299503684\\_story.html?wpisrc=nl\\_opinions](http://www.washingtonpost.com/opinions/erskine-bowles-a-deal-on-the-deficit-now/2012/11/07/265a2854-2900-11e2-bab2-eda299503684_story.html?wpisrc=nl_opinions)

*Erskine Bowles, who served as chief of staff to President Bill Clinton, was co-chairman of the [National Commission on Fiscal Responsibility and Reform](#).*

The American people spoke on Tuesday, and they voted for a [continuation of divided government](#). With [President Obama at the helm](#) for four more years and a strengthened Democratic majority in the Senate, and with the [Republicans decidedly in control of the House of Representatives](#), both sides may now feel emboldened to pursue their party's preferences. Rarely has it ever been this clear, however, that elected leaders from across the political spectrum need to come together to address our nation's rising federal debt.

Unlike previous times, when there may have been many months or even years for officials to continue fighting long-standing policy battles, important decisions need to be made in the next two months to address the "fiscal cliff." In a way we have never seen before, both sides will have to move beyond contentious electoral politics and come together in the spirit of good governance to replace the abrupt and mindless spending cuts and tax increases set to take effect Jan. 1 with a gradual and intelligent deficit reduction plan.

#### **Personal Post**

Though there seems to be broad agreement that we should replace the fiscal cliff with something better, many partisans on both sides seem to think they have the upper hand in the negotiation. Democrats see the threat of large defense cuts and massive tax increases as a way to force tax increases for the rich. Republicans see large domestic spending cuts, tax increases on poor and middle-income Americans and the need to increase the debt ceiling as their own leverage points.

There has even been talk of going over the fiscal cliff to potentially strengthen each side's bargaining position. Going over the cliff, though, would mean betting the country on the hope that the other side will back down before it is too late. That's a bet we shouldn't take. The risk is simply too high.

Going over the fiscal cliff would mean allowing a massive and immediate cut to nearly every major government agency and activity, including those vital to our national security or economic growth. It would mean a large and immediate tax increase on nearly all Americans, not just the highest earners. It would mean a double-dip recession at a time when the economy is still very weak and many Americans are struggling to find work.

But simply punting on the fiscal cliff and continuing to add to the debt would be an even bigger mistake. It would show markets we cannot put our financial house in order. Instead of using this moment as leverage to score political points, our elected leaders should seize the opportunity to finally address the long-term imbalance between government spending and revenue, and to prevent a future debt-induced economic crisis.

What does that alternative look like? We already have the blueprints.

It's the type of bipartisan package toward which the [fiscal commission I co-chaired](#) with former senator Alan Simpson, the [Domenici-Rivlin group](#), the Senate's "Gang of Six" and the [Obama-Boehner negotiations](#) all worked. It's a package large enough to put the debt on a clear downward path, relative to the economy, and designed well enough to promote, rather than disrupt, economic growth. It's a package that includes real spending cuts and structural entitlement reforms to make Social Security solvent while slowing the growth of federal health spending while protecting vulnerable populations. And it's a package that institutes fundamental tax reform that simplifies the code and encourages economic growth by cutting spending in the tax code to reduce rates and generate additional revenue for deficit reduction.

Most important, it's a package that can get bipartisan agreement. I was very encouraged by House Speaker John Boehner's remarks Wednesday indicating his [willingness to support increased revenue from tax reform](#) if it were accompanied by meaningful entitlement reform. Based on my conversations with President Obama, I am confident that he is willing to do his part to put our fiscal house in order and would support a comprehensive plan based on the general framework the fiscal commission put forward. While there will undoubtedly be many honest disagreements about the specific elements of a plan, I believe that both leaders are willing to make the type of principled compromise necessary to reach an agreement.

Though we won't be able to enact the entire plan in the few legislative weeks before year's end, policymakers could agree in the lame-duck session on the basic framework of the deal. Congress could enact a "down payment" of savings from spending and revenue policies, along with a process for achieving the remaining savings by July 4, with enforcement mechanisms to ensure that the promised savings are achieved. Designed appropriately, such a package would be credible enough to allow for a temporary delay of the scheduled sequestration policies and extension of expiring tax cuts.

I am confident that the president and Congress can agree to such a plan. Nearly three years' worth of work has gone into developing the policies and raising awareness on the need for a comprehensive plan. Members of both parties and both houses understand this. So do concerned citizens across the country — 300,000 of whom have signed a [petition](#) at [FixTheDebt.org](#), demanding that Washington act.

The only ingredient missing is political will. Betting the country in the hopes of generating that political will is not the answer. Coming together for the greater good is.

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### **Fiscal Cliff:**

Fiscal Cliff – effect of a series of enacted legislation which, if unchanged, will result in tax increases, spending cuts, and a corresponding reduction in the budget deficit at the end of 2012. These laws include tax increases due to the expiration of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, and the sequestrations under the Budget Control Act of 2011. Some major domestic programs, like SS, federal pensions, and veterans' benefits, are exempted from the spending cuts. Spending for federal agencies and cabinet departments, including defense, would be reduced through budget sequestration. Congress is officially expected to return to session the week of November 13<sup>th</sup>.

Dealing with the looming fiscal cliff items and federal debt limit will be high on the priority list. It is reported that Congress will most likely deal with these items at the same time, rather than moving two separate issues. President Obama has threatened to veto legislation to block year-end tax increases, spending decreases and other fiscal cliff items, unless Republicans raise taxes on the wealthy.

### **Budget Control Act of 2011:**

Congress will need to contend with the \$109 billion automatic sequester cuts as part of the Budget Control Act.

- During debates, Obama has stated that the proposed cuts "will not happen"
- The National Journal reported that House Speaker John Boehner (R-OH) expects a grand bargain avoiding the fiscal cliff to materialize in the lame duck session of Congress.
  - Boehner stated that he thinks Congress and the White House will find a way to push back the looming deadlines on the debt ceiling, the Bush tax cuts, and the budget sequester into 2013
- Talks to undo the automatic sequester have been taking place during the election recess
  - Aides are eyeing the possibility of replacing the automatic cuts with a \$55 billion replacement package
  - This strategy is expected to only work if it represents an interim step toward a larger deficit reduction deal involving revenue increases (or closing of the loopholes) and spending cuts.
    - Replacement package would likely be effective through June 2013, allowing lawmakers more time to come up with a more substantial package.
- Debt Limit
  - Treasury department has indicated that it expects the debt ceiling limit of \$16.4 trillion to be reached in late 2012
    - Can take special steps, or extraordinary measures, to push back the date on which government defaults on its obligations until early 2013

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## **CBO lays out fiscal cliff costs**

<http://thehill.com/blogs/on-the-money/budget/266931-cbo-lays-out-options-on-fiscal-cliff>

The nonpartisan Congressional Budget Office (CBO) on Thursday laid out, in substantial detail, the costs of not dealing with the so-called fiscal cliff.

CBO had already estimated that going over the cliff would spark a recession, while simply voiding the tax and spending increases would add trillions to the debt. But the new study breaks down the costs and benefits of allowing various parts of the fiscal cliff to remain in place.

It finds that unemployment would rise from 7.9 to 9.1 percent by the end of 2013 if the nation went over the cliff.

The analysis comes as President Obama, Senate Democrats and House Republicans gird for a huge negotiation over spending and tax policy in the coming lame-duck session of Congress.

The George W. Bush-era tax rates are set to expire at the end of the year, which would raise rates on most households and businesses. A payroll tax cut in place for two years is also set to expire, and Congress has yet to pass legislation to prevent millions of people from being hit by the Alternative Minimum Tax.

Spending cuts triggered by last summer's debt deal are also set to begin in January.

The figures in the **report** are sure to become fodder in the debate over how to move forward, and offer ammunition for both sides.

Republicans will likely seize on the report's estimate that preventing tax hikes set to kick in on Jan. 1. will add or save 1.8 million jobs next year.

Democrats will point out that allowing tax rates to rise for households with annual income above \$250,000 but extending rates for other people would save 1.6 million jobs — nearly as many as if all the rates were extended.

Senate Majority Leader Harry Reid's (D-Nev.) office immediately highlighted through Twitter the fact CBO says growth is only reduced by .25 percent if the tax breaks for the wealthy are ended.

Republicans, meanwhile, focused on the job losses that would result from tax increases.

"Today's report confirms that raising taxes on all taxpayers will result in fewer 'help wanted' signs hanging in the windows of businesses across the country," said House Ways and Means spokeswoman Michelle Dimarob.

She said "the House stands ready to work with the White House and Senate" to avoid all the tax rate increases and reform the tax code.

Republicans since the summer have pointed to an Ernst and Young report that estimated 700,000 jobs would be lost by allowing the tax rates on high-earners to rise.

The CBO report says that extending all the Bush-era rates and patching the Alternative Minimum Tax would help the economy expand by an additional 1.5 percent by the beginning of next year.

Doing that but allowing the top tax rates to rise would add only 1.25 percent to the GDP, an "effect nearly as large" as extending all the Bush cuts, CBO states.

Avoiding the spending cuts in the automatic sequestration would boost GDP by .75 percent, CBO said, while extending the expiring payroll tax cut and unemployment benefits would add another .75 percent.

Doing all of the above boosts GDP by 3 percentage points by the end of 2013.

CBO also provides job figures with each of these choices.

Avoiding the cliff altogether would add 3.4 million full-time-equivalent jobs, the report estimates. Just extending the payroll tax and unemployment benefits — as some Democrats are advocating — would add 800,000 jobs.

Preventing the cliff would also expand the deficit. The report says it would add \$503 billion to the deficit in 2013 and \$682 billion in 2014.

In a separate report, the CBO **sketched** out three sample approaches to a grand-bargain deficit-reduction plan.

The first two options would balance the budget by 2020, or keep the publicly held debt at 75 percent of the economy in 2020 — which is where it now stands. A third offers a compromise in between those options.

These goals require between \$3 trillion and \$8 trillion in deficit reduction compared to a baseline that assumes current policies are continued.

In order to reach a deal, the CBO report lays out choices ranging from repealing coverage in Obama's healthcare reform law to imposing a greenhouse gas tax.

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### House Speaker Boehner Calls for Bipartisan Action on Fiscal Cliff

With the 2012 election analysis winding down, attention turns to Congress next week as it returns to Washington to contend with expiring "fiscal cliff" items. Dealing with the pending sunset of 2001 and 2003 tax cuts, sequestration, and expiration of both federal unemployment benefits and reduced employee payroll tax rates will be high on lawmakers' priority list.

House Speaker John Boehner (R-OH) released a [statement](#) Wednesday on efforts to avert the fiscal cliff and the need for both parties to find common ground and take steps together to help our economy grow and create jobs.

"In the weeks and months ahead, we face a series of tremendous challenges – and a great opportunity. Just weeks away now looms the so-called fiscal cliff, a combination of automatic spending cuts and tax increases mandated by law," stated Boehner. "...the very people both parties acknowledge are the key to private sector job creation. There is an alternative to going over the fiscal cliff, in whole or in part. It involves making real changes to the financial structure of entitlement programs, and reforming our tax code to curb special-interest loopholes and deductions. By working together and creating a fairer, simpler, cleaner tax code, we can give our country a stronger, healthier economy." He goes on to advocate for a "balanced approach" to tackling the fiscal cliff.

According to *The Wall Street Journal*, President Obama is expected to initiate a new round of talks with leaders of Congress with the ultimate goal of a "grand bargain" combining higher taxes and money-saving changes to federal benefit programs. The article continues that the onset of serious negotiations may have to wait until the two House caucuses elect their leaders later this month.

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### **Summary of Loan Issues Final Rules:**

[http://www.nasfaa.org/Main/orig/2012/NASFAA\\_Summary\\_of\\_Loan\\_Issues\\_Final\\_Rules\\_ICR\\_IBR\\_and\\_Total\\_and\\_Permanent\\_Disability\\_Discharge.aspx](http://www.nasfaa.org/Main/orig/2012/NASFAA_Summary_of_Loan_Issues_Final_Rules_ICR_IBR_and_Total_and_Permanent_Disability_Discharge.aspx)

The Federal Register published final rules on IBR, ICR, and Total and Permanent Disability on November 1, 2012.

<http://www.ifap.ed.gov/fregisters/attachments/FR110112FinalRule.pdf>



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**Final Regulations: Income-Based Repayment (IBR), Pay as You Earn, Total and Permanent Disability Loan Discharge:**

[http://www.nasfaa.org/Main/fed-reg/2012/Final\\_Regulations\\_Income-Based\\_Repayment\\_Pay\\_as\\_You\\_Earn\\_Total\\_and\\_Permanent\\_Disability\\_Loan\\_Discharge.aspx](http://www.nasfaa.org/Main/fed-reg/2012/Final_Regulations_Income-Based_Repayment_Pay_as_You_Earn_Total_and_Permanent_Disability_Loan_Discharge.aspx)

Federal Register, Thursday, November 1, 2012

Volume 77, Number 212

[Final Regulations]

[Page 66088-66147]

[\[PDF version of this document\]](#)

**SUMMARY:** The Secretary amends the Federal Perkins Loan (Perkins Loan) program, Federal Family Education Loan (FFEL) program, and William D. Ford Federal Direct Loan (Direct Loan) program regulations. These final regulations implement a new Income-Contingent Repayment (ICR) plan in the Direct Loan program based on the President's "Pay As You Earn" repayment initiative, incorporate recent statutory changes to the Income-Based Repayment (IBR) plan in the Direct Loan and FFEL programs, and streamline and add clarity to the total and permanent disability (TPD) discharge process for borrowers in loan programs under title IV of the Higher Education Act of 1965, as amended (HEA). These final regulations implementing a new ICR plan and the statutory changes to the IBR plan will assist borrowers in repaying their loans while the changes to the TPD discharge process will reduce burden for borrowers who are disabled and seeking a discharge of their title IV debt.

**DATES:** *Effective date:* These regulations are effective July 1, 2013.

**EXECUTIVE SUMMARY:**

**Purpose of This Regulatory Action:** The combination of increased enrollment and rising tuition has contributed to a significant increase in student loan debt among Americans. The ability of recent college graduates to find immediate employment with wages adequate enough to repay this debt has been challenging.

For Federal student loan borrowers who suffer from a total and permanent disability, the Department's current TPD discharge process has led to inconsistencies in determining their eligibility for discharge and created undue hardship.

Based on the results of the negotiated rulemaking process and the advice and recommendations submitted by individuals and organizations in public hearing testimony and in written comments submitted to the Department, the final regulations will create a new Income-Contingent Repayment (ICR) plan in the Direct Loan program based on the President's "Pay As You Earn" repayment initiative, incorporate recent statutory changes to the Income-Based Repayment (IBR) plan in the Direct Loan and FFEL programs, and streamline and add clarity to the TPD discharge process for borrowers in the title IV, HEA loan programs.

**Summary of the Major Provisions of This Regulatory Action:** The final regulations will—

- Create a new ICR plan (the Pay As You Earn repayment plan) in the Direct Loan program based on the President's Pay As You Earn repayment initiative. The regulations support the administration's goal of making the statutory improvements made by the SAFRA Act included in the Health Care and Reconciliation Act of 2010 ([Pub. L. 111-152](#)) to the IBR plan available to some borrowers earlier than July 1, 2014, and make technical corrections and minor changes to the current ICR plan regulations, including the addition of provisions related to notification of income documentation requirements and the ICR loan forgiveness process.
- Amend the regulations governing the IBR plan to incorporate statutory changes made by the SAFRA Act and add new provisions related to notification of income documentation requirements, repayment options after leaving the IBR plan, and the IBR loan forgiveness process.



- Revise the Perkins Loan and FFEL program regulations to permit borrowers to apply directly to the Department for a TPD discharge. In the Direct Loan program, borrowers would continue to apply directly to the Department for TPD discharges, as they do under the current Direct Loan regulations.
- Revise the Perkins, FFEL, and Direct Loan program regulations to permit a TPD discharge based on a borrower's Social Security Administration (SSA) notice of award for Social Security Disability Insurance (SSDI) benefits or Supplemental Security Income (SSI) benefits indicating that the borrower's eligibility for disability benefits will be reviewed on a five- to seven-year schedule. This five- to seven-year review schedule classifies the borrower as permanently impaired—medical improvement not expected. Borrowers will still be subject to the three-year discharge review that is currently in place.
- Make conforming changes throughout the Perkins, FFEL, and Direct Loan program regulations referencing the use of an SSA disability notice of award in the TPD process.
- Reinstate a title IV loan discharged based on the borrower's TPD if the borrower receives a notice from the SSA indicating that the borrower is no longer disabled or the borrower's continuing disability review will no longer be the five- to seven-year period indicated in the SSA disability notice of award.
- Require a Perkins, FFEL, or Direct Loan borrower to notify the Secretary, during the three-year period following a TPD discharge, if the borrower has been notified by the SSA that the borrower is no longer disabled or that the borrower's continuing disability review will no longer be the five- to seven-year period indicated in the SSA disability notice of award.
- Modify regulations in the Perkins Loan, FFEL, and Direct Loan programs to provide more detailed information to borrowers in letters explaining why a disability discharge has been denied.
- Define the term “borrower's representative” for purposes of the disability discharge application process and state that references to a borrower or a veteran in the TPD discharge regulations include a borrower's representative or a veteran's representative.
- Specify that the Department will deny a disability discharge application and collection will resume on the borrower's loans if the borrower receives a disbursement of a new title IV loan or receives a new grant under the Teacher Education Assistance for College and Higher Education (TEACH) grant program made on or after the date the physician certified the borrower's disability discharge application or on or after the date the Secretary receives the borrower's SSA disability notice of award and before the date the Department makes a decision on the borrower's application for a TPD discharge.
- Specify that if a borrower's Perkins, FFEL, or Direct Loan program loan is reinstated, it returns to the status that it would have had if the TPD discharge application had not been received.
- Make corresponding changes to the TPD application process based on a certification from the Department of Veterans Affairs.

The Department estimates that approximately 1.6 million borrowers could take advantage of the Pay As You Earn repayment plan with another million borrowers being affected by the statutory changes to the IBR plan reflected in these regulations. Significant benefits of these final regulations include a streamlined process for TPD discharges, enhanced notifications related to TPD, IBR, and ICR application and servicing processes, and reduced monthly payments for borrowers in partial financial hardship (PFH) status as a result of using a lower PFH threshold of 10 percent. The net budget impact of the regulations is \$2.1 billion over the 2012 to 2021 loan cohorts.

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#### **NASFAA Summary of Loan Issues Final Rules: ICR, IBR, and Total and Permanent Disability Discharge:**

[http://www.nasfaa.org/Main/orig/2012/NASFAA\\_Summary\\_of\\_Loan\\_Issues\\_Final\\_Rules\\_ICR\\_IBR\\_and\\_Total\\_and\\_Permanent\\_Disability\\_Discharge.aspx](http://www.nasfaa.org/Main/orig/2012/NASFAA_Summary_of_Loan_Issues_Final_Rules_ICR_IBR_and_Total_and_Permanent_Disability_Discharge.aspx)

On November 1, 2012, the Federal Register published [final rules](#) on Income-Based Repayment (IBR), Income-Contingent Repayment (ICR), and Total and Permanent Disability Discharge. The final rules contain several significant changes from the [Notice of Proposed Rulemaking \(NPRM\)](#) released this summer, notably a renaming of the new ICR plan and acceptance of certain Social Security Administration (SSA) determinations of total and permanent disability (TPD) for purposes of Title IV loan discharges.

The final rules represent the partial result of [negotiated rulemaking sessions on loan issues](#) held from January to March 2012. The remainder of the loan issues that were negotiated will be released as proposed rules by January 2013. Because of master calendar requirements, this delay on the second portion of the rulemaking issues would postpone the effective date on those issues to July 2014 at the earliest.

#### **Objectives**

The objectives of the rules are to:

- Implement a new Income Contingent Repayment (ICR) plan in the Direct Loan program based on President Obama’s “[Pay As You Earn](#)” repayment initiative;
- Incorporate statutory changes to the Income Based Repayment (IBR) plan in the Direct Loan and FFEL programs; and
- Streamline and add clarity to the total and permanent disability discharge process for borrowers.

### **Summary of Major Provisions**

The final rules:

- Create a new ICR plan (the Pay As You Earn repayment plan) in the Direct Loan program based on the President’s Pay As You Earn repayment initiative.
- Make technical corrections and minor changes to the current ICR plan regulations, including the addition of provisions related to notification of income documentation requirements and the ICR loan forgiveness process.
- Amend the regulations to incorporate statutory changes to the IBR plan that were made by the SAFRA Act (as part of the Healthcare and Education Reconciliation Act of 2010) and add new provisions related to notification of income documentation requirements, repayment options after leaving the IBR plan, and the IBR loan forgiveness process.
- Revise Perkins Loan and FFEL program regulations to permit borrowers to apply directly to the Department for a total and permanent disability discharge. In the Direct Loan program, borrowers would continue to apply directly to the Department for total and permanent disability discharges, as they do under the current Direct Loan regulations.
- Revise the Perkins, FFEL, and Direct Loan program regulations to permit a TPD discharge based on a borrower’s Social Security Administration (SSA) notice of award for Social Security Disability Insurance (SSDI) benefits or Supplemental Security Income (SSI) benefits indicating that the borrower’s eligibility for disability benefits will be reviewed on a five- to seven-year schedule. This five- to seven-year review schedule classifies the borrower as permanently impaired—medical improvement not expected. Borrowers will still be subject to the three-year discharge review that is currently in place.
  - Reinstate a Title IV loan discharged based on the borrower’s TPD if the borrower receives a notice from the SSA indicating that the borrower is no longer disabled or the borrower’s continuing disability review will no longer be the five- to seven-year period indicated in the SSA disability notice of award.
  - Require a Perkins, FFEL, or Direct Loan borrower to notify the Secretary, during the three-year period following a TPD discharge, if the borrower has been notified by the SSA that the borrower is no longer disabled or that the borrower’s continuing disability review will no longer be the five- to seven-year period indicated in the SSA disability notice of award.
- Modify regulations in the Perkins Loan, FFEL, and Direct Loan programs to provide more detailed information to borrowers in letters explaining why a disability discharge has been denied.
- Define the term “borrower’s representative” for purposes of the disability discharge application process and state that references to a borrower or a veteran in the TPD discharge regulations include a borrower’s representative or a veteran’s representative.
- Specify that the Department denies a disability discharge request and collection resumes on the borrower’s loans if the borrower receives a disbursement of a new title IV loan or receives a new TEACH Grant made on or after the date the physician certified the borrower’s disability discharge application and before the date the Department makes a decision on the borrower’s application for a TPD discharge.
- Specify that, if a borrower’s Perkins Loan, FFEL, or Direct Loan program loan is reinstated, it returns to the status that would have existed if the TPD discharge application had not been received.
- Make corresponding changes to the TPD application process based on a certification from the Department of Veterans Affairs.

### **Significant Changes from the NPRM**

#### **Name Change for the new ICR Plan**

The proposed regulations designated the new income-contingent repayment plan based on the President’s Pay As You Earn initiative as the ICR–A plan, and the existing income-contingent repayment plan would be retained, with certain changes, as the ICR–B plan. Based on commenters’ recommendation that ED adopt more descriptive and consumer-friendly names for these repayment plans, the final rules

re-name the new ICR plan based on the Pay As You Earn initiative as the Pay as You Earn repayment plan and leave the name of the current income-contingent repayment plan unchanged, as the ICR repayment plan.

References to the “income-contingent repayment plans” in other sections of the Direct Loan program regulations may mean either the Pay As You Earn repayment plan or the ICR plan, since both plans

are presented in § 685.209 as income-contingent repayment plans. Where it is necessary to distinguish between the two plans in other sections of the Direct Loan program regulations, the regulations refer to the income-contingent repayment plan described in § 685.209(a) (the Pay As You Earn repayment plan) or the income-contingent repayment plan described in § 685.209(b) (the ICR plan).

### **Acceptance of Certain SSA Determinations of Disability for Loan Discharge Purposes**

While it would seem logical that a borrower who had been determined disabled by SSA would be eligible for a total and permanent disability (TPD) discharge for any Title IV loans, differences in the definition of “disability” between SSA and ED have prevented the two processes from working in sync.

ED provides for the discharge of a borrower’s Title IV loans if the borrower becomes totally and permanently disabled in accordance with regulations, or if the borrower is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death, has lasted for a continuous period of not less than 60 months (five years), or can be expected to last for a continuous period of not less than 60 months (five years).

The SSA defines the term “disability” to mean the inability of an individual to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months.

Upon making a disability determination, the SSA is required to conduct periodic disability reviews to determine the continuing eligibility of an individual for SSDI or SSI benefits. For disabilities that are considered to be temporary, these reviews are conducted more frequently, at intervals from every 6 months to every 3 years. For permanent impairments, the SSA reviews an individual’s eligibility for benefits every 5 to 7 years.

Because the standard a borrower must meet to establish eligibility for a title IV TPD discharge is substantially similar to the SSA’s regulatory scheme governing a “permanent impairment”, ED will accept the specific SSA notice of award for SSDI benefits or SSI benefits as proof of a borrower’s TPD if the notice indicates that the SSA will review the borrower’s continuing eligibility for SSDI or SSI benefits once every five to seven years (i.e., the SSA considers the impairment to be permanent).

### **Effective Date**

These final regulations generally are effective July 1, 2013. However, ED has designated the following sections as subject to early implementation beginning on November 1, 2012, at the discretion of each loan holder:

- **682.209(a)(6)(v)(C)** – reassignment of a borrower to standard repayment when borrower has chosen income-based repayment but does not provide income documentation
- **682.211(f)(16)** – new administrative forbearance permitted when the loan holder receives income documentation more than 10 days after the specified annual deadline and the borrower’s monthly payment amount, with respect to payments that are overdue or would be due at the time the new calculated income-based monthly payment amount is determined, if the new monthly payment amount is \$0.00 or is less than the borrower’s previously calculated income-based monthly payment amount.
- **682.215(d)** – changes in the payment amount under IBR
- **682.215(e)** – eligibility documentation, verification, and notifications under IBR

ED intends to implement the regulations governing the Pay As You Earn repayment plan as soon as possible. A separate Federal Register notice will announce when the plan becomes available to borrowers.

NASFAA will continue to analyze the final rules. Stay tuned to *Today's News* for additional articles and tools to help you understand these new regulations.

*Publication Date: 11/5/2012*

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### **Final Version of Financial Aid Shopping Sheet:**

[http://www.nasfaa.org/shopping\\_sheet.aspx](http://www.nasfaa.org/shopping_sheet.aspx)

The U.S. Department of Education (ED) and the Consumer Financial Protection Bureau (CFPB) issued the revised and [final version of the financial aid Shopping Sheet](#) as part of their efforts to make information about the cost of college and financial aid packages more transparent and comparable for students and parents. Since its release, NASFAA has received questions regarding the Shopping Sheet and below we've listed some commonly asked questions and answers, based on our understanding:

- **Q:** How will “comparable institutions” be defined?

**A:** The metrics on the right side of the Shopping Sheet will be provided by ED. It is NASFAA's understanding that an institution's metrics will be compared to other schools that offer the same predominant credential (e.g., 2-year undergraduate degree, 4-year degree). It does not appear that ED will distinguish according to sector.

- **Q:** What does “other scholarships you can use” mean?

**A:** These are outside scholarships (e.g., from high schools, local government, etc.) that have been awarded to the student. Of course, the school can only list scholarships of which it is aware.

- **Q:** Can you further explain the intended format? Are schools limited to a PDF format?

**A:** Initially the Shopping Sheet was only in PDF, but has also been made available in [HTML format](#). It is also expected to be incorporated into EDExpress in January 2013. If a school has a unique need, it is encouraged to email [shoppingsheet@ed.gov](mailto:shoppingsheet@ed.gov) with its questions. ED's goal is to accommodate innovative award packages and try to make it work for all those who are interested.

- **Q:** What is the intended timing?

**A:** Ideally this would be ready for the 2013-14 award year, meaning students would be receiving the Shopping Sheet beginning in the spring of 2013. ED is hoping to have the software worked out by then, but schools should not be discouraged by the technical aspect—schools should email [shoppingsheet@ed.gov](mailto:shoppingsheet@ed.gov) to see if there is a way to work with current software providers to make this work by 2013.

- **Q:** Where should FSEOG be placed on the worksheet?

**A:** FSEOG funds should be placed in the “grants from your school” section. The school can elaborate on the sources of grant funds and scholarships in the customizable box at the bottom of the sheet or in supplemental material.

- **Q:** The “loan options” section only lists Federal loans. Where should state or institutional loans be listed?

**A:** ED has indicated that state and institutional loans would be listed in the customizable box at the bottom of the sheet. See ED's annotated Shopping Sheet at: <http://www2.ed.gov/policy/highered/guid/aid-offer/annotatedshoppingsheet.pdf>.

- **Q:** Does the Shopping Sheet apply to graduate students?

**A:** Although the Shopping Sheet was designed for undergraduates, ED has expressed its expectation for “institutions to be as transparent and consistent in presenting information to graduate students as they are for undergraduate students. Institutions that agree to comply with Executive Order 13607 are expected to provide the Shopping Sheet to undergraduate students who are eligible to receive Federal military or veterans education benefits. In addition, they are expected to provide the Shopping Sheet (as appropriately modified) to graduate students who are eligible to receive Federal military or veterans education benefits OR provide the information that is included on the Shopping Sheet in a format of their choosing.”

- **Q:** What modifications should be made to the Shopping Sheet to use it for graduate students?

**A:** For aid programs that are not available to graduate students (Pell Grant and subsidized Direct loans), the institution may either indicate “N/A” on the amount line or remove the program line from the sheet. The institution may not remove the metrics on the right side of the sheet, as that would no longer resemble the Shopping Sheet, but it may substitute rates based on graduate students, if it has that information.

- **Q:** If the school does not participate in a particular program (for example, Perkins loans), should it take that program line off of the Shopping Sheet?

**A:** No, but it may indicate “N/A” on the program line.

- **Q:** If a school has indicated to the Veterans Administration (VA) that it will comply with the [Principles of Excellence](#), are they required to give the Shopping Sheet to ALL students, or just veterans, active duty military, and their families?

**A:** The Principles of Excellence only address use of ED’s standardized form (i.e., the Shopping Sheet) for prospective students who are eligible to receive Federal military and veterans educational benefits.

As a reminder, ED has made it clear that institutions would not be required to substitute this Shopping Sheet for their own financial aid award letters. The Shopping Sheet can be used as the institutional award letter, to supplement the institutional award letter, or, for students not covered by the Principles of Excellence, not at all. Institutions can notify ED of their interest in participating by emailing [shoppingsheet@ed.gov](mailto:shoppingsheet@ed.gov).

NASFAA President Justin Draeger urged institutions to carefully review the Shopping Sheet before agreeing to adopt it to ensure it is the most effective format to deliver this critical consumer information to students.

"While we are pleased that institutions are not required to adopt the Shopping Sheet, we remain concerned with the inflexible standardization of the Shopping Sheet, and more broadly, with the multitude of consumer disclosure initiatives that have been introduced in recent months," Draeger said in a [statement](#). "Institutions need flexibility to design a financial aid award letter that best meets the needs of their unique student populations."

Institutions that have signed on to the "[Principles of Excellence](#)" for the treatment of veterans that was created by Obama's Executive Order (EO) 13607 will have to adopt the shopping sheet format for their award letters to these students. In addition, the [10 institutions](#) that committed to providing key financial information to incoming students starting next year are expected to adopt this shopping sheet.

CFPB and ED made several modifications from the [original draft Shopping Sheet](#) based on input from financial aid administrators, counselors, students, parents and consumer groups. Several of NASFAA's recommendations were also incorporated into the final version. Major updates include:

- Providing an area for institutions to add customized information
- Separating work-study aid from student loan aid
- Including information about family contribution -- as calculated by the FAFSA or Institutional Methodology (IM), at the school’s discretion
- Revising the monthly loan payment estimates with more nuanced information about median debt levels and loan costs. In addition the sheet provides a link to ED's website with repayment options and a loan calculator so students can make more customized estimates

- Removing retention rate information and information that compares costs with other institutions

The Shopping Sheet also sets standardized terminology to help students and families compare financial aid packages.

Obama administration and ED officials said they worked to make the shopping sheet consumer friendly while also minimizing the administrative burden for institutions. Officials also said that they were working with institutions and software providers to tackle technical issues associated with implementing the shopping sheet.

While this is the final version, officials from the Obama administration and ED said they would continue to consider feedback from institutions that adapt the Shopping Sheet to increase effectiveness moving forward.

**Please note** that if your institution has committed to use the Shopping Sheet for all undergraduates you should email [shoppingsheet@ed.gov](mailto:shoppingsheet@ed.gov). Even if you have committed to the Shopping Sheet through your agreement to comply with the VA Principles of Excellence (the Shopping Sheet is now the standardized form referred to in that document), you should still email ED separately at the aforementioned address to confirm.

*Publication Date: 11/5/2012*

### **Are PLUS Loan Credit Standards Too Strict or Lenient?**

[http://www.nasfaa.org/products/polls/Are\\_PLUS\\_Loan\\_Credit\\_Standards\\_Too\\_Strict\\_or\\_Too\\_Lenient.aspx](http://www.nasfaa.org/products/polls/Are_PLUS_Loan_Credit_Standards_Too_Strict_or_Too_Lenient.aspx)

The federal PLUS loan credit standards are too strict or too lenient, depending who you ask.

The U.S. Department of Education in October 2011 tweaked its PLUS loan credit standards by adding more underwriting rules – a change that has led to an increase in PLUS loan denials over the past year. The Department added unpaid (with a balance greater than zero) collection accounts and charge-offs in their review of PLUS applicants' credit history.

[NASFAA members have reported a jump in PLUS loan denials](#) and credit overrides. In 2010-11, the first year the Department switched to direct student lending, about seven in 10 PLUS loan applications were approved, while 28 percent were denied. Since the 2011 underwriting adjustment, 38 percent of PLUS applications have been denied. PLUS loan applications denials have spiked at Historically Black Colleges and Universities, according to federal data.

While some criticize the tougher credit standards, others criticize the program for saddling unqualified borrowers with crushing debt because applicants are not vetted with adequate scrutiny.

## **Sponsorship Chair's Report Dewey Knight**

### ***Summary of Activities***

**LRP 1.3.1:** Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

**LRP 1.3.2:** Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

**LRP 1.3.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

**LRP 1.3.4:** Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

**LRP 1.3.5:** Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Activity: Execute as stated.

**LRP 2.1.1:** Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Execute as stated.

**PP 6.0a:** Develop goals and objectives in keeping with committee/liaison charges, the bylaws, the mission statement and long-range plan and in consideration of the recommendations of the governance and planning committee.

Activity: Execute as stated.

**PP 6.0b:** Submit articles to the Communication and Outreach Chair and/or Electronic Services Chair information for the website and SASFAA Nine News

Activity: Execute as stated.

**PP 6.0c:** Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.

Activity: Execute as stated.

**PP 6.0d:** Submit by April 1 an end-of-the-year (GAP) report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.

Activity: Execute as stated.

**PP 6.0e:** Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management.

Activity: Execute as stated.

**PP 6.0g:** Forward to their successors all pertinent records and reports by August 1 and in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or to the Association secretary, as appropriate, within 30 days.

Activity: Execute as stated.

**PP 6.16(1):** Each sponsor will be provided with a directory of attendees.

Activity: Work with the Electronic Services Chair and Membership Chair to ensure accurate and timely information is available via SASFAA Web site.

**PP 6.16(2):** Review the policies affecting sponsorship and make recommendations when appropriate.

Activity: Execute as stated

**PP 6.16(3):** A reception or some form of public recognition to honor the contributions of the sponsors, by category, will occur during the annual conference and will be coordinated by the sponsorship and conference chairs after consulting with the president.

Activity: In collaboration with the President, Secretary and Conference Chair, ensure this task is executed in accordance with current regulations and the P&P.

**PP 6.16(a):** Develop materials and brochures for potential contributors.

Activity: The Sponsorship section of SASFAA Web site has been updated for 2012-2013.

**PP 6.16(b):** Identify activities and events for sponsorship opportunities including SASFAA Nine News and directory advertisements, the annual conference, the New Aid Officers' Workshop, other training events.

Activity: In collaboration with the President, Communication and Outreach Chair, Conference Chair, and Workshop Chairs execute as stated.

**PP 6.16(d):** Serve as the liaison to the conference committee for sponsorship needs and effective use of exhibitor spaces.

Activity: The space for exhibitors has been identified and floor plan finalized.

**PP 6.16(f):** Review and recommend, with assistance from the budget and finance chair, the standard advertising rates as well as any discounts offered to sponsors.

Activity: Execute as stated.

**PP 6.16(h):** Contract with a drayage company and design an exhibitor floor plan for the conference.

Activity: Bids from potential drayage companies via RFP process have been received. Cherry Convention Services, Inc., of Atlanta, Georgia was selected to provide drayage services and a contract for same has been executed by President Dennis.

**PP 6.16(i):** Electronically mail special instructions regarding exhibit space and storage of materials to exhibitors in advance of the conference.

Activity: Execute as stated.

**PP 6.16(j):** Coordinate all vendor and sponsor activities and benefits.

Activity: Execute as stated.

**PP 6.16-c:** Prepare and mail solicitations of sponsorship opportunities to potential sponsors.

Activity: Sponsorship opportunities will be communicated to all potential sponsors beginning November 1, 2012.

**PP 6.16-e:** Recognize publicly the contributions of all sponsors.

Activity: Execute as stated.

### ***Discussion***



Sponsorship Packages for 2012-2013 were designated as Gold, Silver, and Bronze.

Drayage Services have been secured through Cherry Convention Services, Inc., of Atlanta, Georgia.

Floor plan for exhibit space has been finalized.

SASF AA Web site has been updated with sponsorship and exhibitor information for 2013 Annual Conference.

Solicitation for sponsorship and advertising will commence November 1, 2012.

**Membership Committee Report  
Deborah H. Clark**

GAP 10 (11-12): Develop a mentoring program specifically targeting new members in the association that attended the New Aid Workshop

Activity: A template was created for the Executive Board Members, to use if desired, to as a guide in sending an email communication to the 5-6 NAOW attendees assigned to them

GAP 8 (11-12): Reach out to those persons who have not renewed their membership from one year to the next to see why they did not renew and what SASFAA could do to encourage

Activity: An email was sent to the listserv to encourage members to renew their membership for 2012-13

Activity: The membership brochure has been updated and submitted to the Electronic Services Chair to be posted on the website (please see attachment)

GAP 9 (11-12): Review the most recent membership survey and incorporate any ideas that came forward about membership

Activity:

LRP 1.3.1: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

LRP 1.3.2: Committees should be of sufficient size and number and represent the diversity of the membership to

LRP 1.5.1: The membership of the Association should represent the composition of financial aid professionals in the region.

Activity: Although at least one member from each SASFAA state has been invited to join the 12-13 Membership Committee, there have been changes to this committee since the last meeting. Several volunteers who had not otherwise been engaged at the August Board Meeting were invited to serve and two other individuals have indicated that they will not be able to serve. An updated list of Committee members are attached.

LRP 2.1.1: Facilitate alliances between and among various sectors and members of the financial aid community.

Activity:

PP 6.11(1): Maintain the records of the Association.

Activity: A statistical report encompassing membership data for the past 7 years was created and (finally) submitted for the SASFAA Nine News. Since we have moved to a new website, this data will be sent in electronic format to the incoming membership chair for historical purposes (please see attachment).

PP 6.11(3): Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity:

PP 6.11(5): Provide a list of conference registrants to conference sponsors upon request, to include: first name, last name, title, institution, street address, city, state, zip, email address, and institution type.

**Activity:**

PP 6.11(7): Download the membership list to a personal computer on a periodic basis (twice a year at minimum) and maintain the most recent copy until the next download occurs.

**Activity:**

PP 6.11(8): On June 30 download the membership list to an Excel spreadsheet and send it to the SASFAA Secretary to be archived with that year's SASFAA information

**Activity:**

# THE SASFAA MEMBERSHIP IS SHAPING UP FOR A LITTLE FRIENDLY COMPETITION!!! CONGRATULATIONS ON A RECORD INCREASE!!!

As we prepare for our **50<sup>th</sup> Anniversary Celebration**, **join us** for a little friendly competition between the SASFAA States. If you have not already done, please renew your 2012-2013 membership **NOW**. Which State will achieve the highest membership as we celebrate in Atlanta (**February 2013**)? Which State will have the greatest increase in membership? Based on previous Membership Chair reports, this is a statistical view of SASFAA's membership for the past several years:

State	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13*</u>	<u>1112 vs. 1213 % Change *</u>
Alabama	103	090	065	061	060	078	155	199%
Florida	321	249	158	090	182	140	353	252%
Georgia	203	198	154	109	130	152	322	212%
Kentucky	145	113	090	120	071	080	192	240%
Mississippi	086	077	050	041	054	041	109	266%
N. Carolina	170	180	155	105	129	190	331	174%
S. Carolina	149	167	141	131	161	199	335	168%
Tennessee	204	146	138	114	118	126	242	192%
Virginia	192	186	159	102	121	135	253	187%
Other	171	176	102	098	096	087	264	303%
<b>Totals</b>	<b>1744</b>	<b>1582</b>	<b>1212</b>	<b>971</b>	<b>1122</b>	<b>1228</b>	<b>2556</b>	<b>208%</b>

*Please encourage your state colleagues to join SASFAA!*

\*As of October 17th

## Who are members of SASFAA?

SASFAA Members come from:

Public and Private 4-year  
Colleges & Universities  
Community Colleges  
Graduate & Professional  
Schools  
Proprietary Schools  
Student Lending  
Organizations  
Corporate/Professional  
Partners  
Consulting Groups  
Government Agencies  
Financial Aid Software



Together, everyone in our  
business helps students afford  
a higher education.  
We believe in what we do.

But with ever-changing financial aid  
regulations, organizational priorities,  
strategies, and technology, our world  
has become very dynamic and  
complex. It's critical these days to  
stay on top of these changes.

SASFAA is an anchor for all of  
us. Whether you are new in the field  
or a seasoned professional, there is  
something for you in SASFAA.

WWW.SASFAA.ORG

## Elected Officers



## SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS



Elected Officers as referenced above:

Jeffrey W. Dennis, President  
Brad D. Barnett, Immediate Past President  
Zita Barrea, President Elect  
Mike Reynolds, Vice President  
Sharon Oliver, Secretary  
Nancy T. Gammon, Treasurer

## BENEFITS OF SASFAA MEMBERSHIP

- Networking with experienced Aid Officers
- Up-to-date information on federal changes and new aid programs
- Participation in important legislative advocacy efforts
- Nationally renowned training programs for all levels
- The SASFAA Nine News Blog and active listserv that allow constant communication with your peers (Executive Board updates, Upcoming Regional Events, State Reports, Conference highlights, job postings)
- Volunteer opportunities and leadership positions
- The 4-day Annual Conference that invites experts from the U.S. Department of Education and financial aid organizations throughout the country to share knowledge and best practices

## SASFAA

### TRAINING PROGRAMS

- **New Aid Officer's Workshop**  
(An extensive, week-long training workshop for the beginner)
- **Leadership Symposium**  
(for emerging leaders)
- **Management Institute**  
(for directors, policy-makers, and leaders in the profession)



### VOLUNTEER

The high quality experiences shared in SASFAA are the result of the energy and skills of those who volunteer to serve on committees. Contributions from volunteers include:

Conference  
Sponsorship  
Membership  
Site Selection  
2020  
Mentoring  
Electronic Services  
Budgeting  
Training & Leadership  
Communications and Outreach

YOUR MEMBERSHIP IS TRULY VALUABLE TO SASFAA!



#### Elected Officers



### SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS



Elected Officers referenced above:

Wendy Jerry Williams, President  
Brad D Barnett, Immediate Past President  
Zita Barree, President Elect  
Mike Reynolds, Vice President  
Sharon Oliver, Secretary  
Nancy T Gamroth, Treasurer

Together, everyone in our  
business helps students afford  
a higher education.  
We believe in what we do.

But with ever-changing financial aid  
regulations, organizational priorities,  
strategies, and technology, our world  
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Schools  
Proprietary Schools  
Student Lending  
Organizations  
Corporate Professional  
Partners  
Consulting Groups  
Government Agencies  
Financial Aid Software



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#### SASFAA

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2020  
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Electronic Services  
Budgeting  
Training & Leadership  
Communications and Outreach

YOUR MEMBERSHIP IS TRULY VALUABLE TO SASFAA!

**2020 Committee  
Em McNair**

Committee Members:

Felicia Alister, Lisa Carey, Chansone Durden, Jackie Owens, Melinda Shoy-Clarke, Heather Vaughan  
Sylvia Jones, Secretary of the Committee, Nathan Basford, Co-Chair of the Committee.

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Sunday, February, 10, 2012                      General Session Speaker:                      Dr. Sandy Japp

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Concurrent Sessions:

**Modern Families: A Counseling Guide for Financial Aid Professionals**

Moderator: Nathan Basford and Jackie Owens, (if offered twice, Felicia Alister will moderate the second session)

Presenters:

*The Committee is still refining this segment*

**Advocacy for Students and Persons with Disabilities**

Moderator:                      Sylvia Jones, (if offered twice, Lisa Carey will moderate the second session)

Presenters:

Diana Bowman, National Center for Homeless Education, UNC-Greensboro

Nancia Leath, MA,LPC,NCC, Licensed Professional Mental Health Counselor in the State of Georgia

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**Art Exhibit**.....providing leadership: Chansone Durden and Melinda Shoy-Clark

Atlanta Metropolitan area Colleges have been invited to participate in exhibiting the art work of their students throughout the conference.

Entertainment:

Spelman College Glee Club	Sunday, February 10, 2013	5:30 P.M.
Atlanta Institute of Music Jazz Band	Sunday, February 10, 2013	7 P.M. to 8 P.M.
Urban Harp Ensemble	Tuesday, February 12, 2013	6:30 P.M. (Banquet)
Georgia Perimeter Jazz Band	Tuesday, February 12, 2013	8:30 P.M. to Midnight

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SASFAA Nine News Article for October was written by Nathan Basford

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**ACTION ITEM: (leadership on this proposal provided by Heather Swaminathan and approved by the 2020 Committee)**

**Propose, for the SASFAA Board Approval, that the name of the 2020 Committee be changed to Global Issues Committee.**

**Rationale for request:**

The name is meant to show that our financial aid world is subject to a constantly shifting demographic with evolving needs, and that we are attempting to stay current without limiting ourselves to subjects related to the Federally-protected groups that we will associate with the word “diversity”.

Some of the issues that we may address could be things like autism awareness, poverty, and serving the special needs of our growing population of Veterans. These groups are all included in the 202 Committee’s description within the SASFAA P&P manual, so any name change would not affect the core mission of the Committee.

As we consider a name change for SASFAA’s 2020 Committee, I suggest that we ponder whether the focus on graduating more students by the year 2020 is an expansive-enough goal, or whether it could be included within a larger umbrella. If the 2020 goal is only a portion of our mission, then a name change is definitely appropriate.

The SASFAA Board is invited to join the 2020 Committee for dinner November 29, 2012.  
Melinda Shoy –Clark is coordinating this event.

**Communications and Outreach Committee**  
**Amanda Sharp**

**Summary of Activities**

**LRP 1.3.1, LRP 1.3.2, LRP 1.3.3, LRP 1.3.4, LRP 1.3.5:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: No new activity since last report.

**LRP 2.1.1:** Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: No new activity since last report.

**LRP 2.1.3, LRP 2.1.5, PP6.0b, PP6.0c, PP6.0d, PP 6.12(3), PP 6.12(4), PP 6.12(a), PP 6.12(b), PP 6.12(c):** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: There have been a number of postings to the SASFAA Nine News since the August 2012 board meeting. Attempts are being made to remind members when submissions are due. Attempts have also been made to solicit submission of materials for publication that would be of interest to the SASFAA membership. Hopefully board members and committee chairs will submit articles per the schedule at a minimum.

**PP 6.0a:** The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible.

Activity: The SASFAA Nine News may assist the Board of Directors in getting information out to the membership regarding goals. Any requests to have materials posted are responded to in a timely manner.

**PP 6.0g:** Maintain the records of the Association..

Activity: The publication records for the SASFAA Nine News are being maintained.

**PP 6.12(h):** Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: No new activity since last report.

**PP 8.1.1(1), PP 8.1.1(2):** Manage the SASFAA Nine News.

Activity: This activity is ongoing.

**Discussion:**

Since the August Board Meeting, the SASFAA Nine News has been updated with the following: Site Selection report; SASFAA NAOW Site Selection; Alabama Report; Florida Report; 2020 Committee Update; Legislative Committee report; and various postings made available by the membership. Links to the postings are being cross posted on our SASFAA Facebook page.

**Electronic Services Report**  
**Jane Moore**

**Summary of Activities**

**GAP 2:** The terms of office for elected officers will be of sufficient length to ensure continuity and to complete official business while providing opportunities for new leadership.

Activity: No activity to report.

**GAP 4:** Continue to use the web-based form that was instituted during 2010-11. Ensure the Board and committee chairs have access to the compiled data.

Activity: No activity to report.

**GAP 8:** The Board should continue to consider alternatives to on-site meetings and utilize other electronic tools whenever possible to keep costs at the most reasonable level while maintaining sufficient size committees and diversity.

Activity: No activity to report.

**GAP 9:** Committee members should be solicited from each state to serve on committees when appropriate in order to engage volunteers and develop future leaders.

Activity: Added Kevin Delp from Bob Jones University to Electronic Services committee.

**GAP 10:** Committee chairs should post minutes from meetings on the website immediately following every meeting.

Activity: Electronic Services minutes are up to date.

**GAP 11:** Continue the development of potential leaders of the Association through workshops, pre-conference activities, symposiums, conference sessions, webinars, etc.

Activity: No activity to report.

**GAP 16:** Continue to archive the membership database at the end of each fiscal year.

Activity: Full database from ATAC backed up. Members from last three years loaded to new Wild Apricot site.

**GAP 19:** Continue to timely post the president's year-end report on the web site.

Activity: President's yearend report for 2012 is posted to website.

**GAP 22:** Legislative alerts should be "archived" on the website (Resources section) so prior alerts can be easily accessed.

Activity: Not currently listed on website. Will be part of new website structure.

**LRP 1.5:** Require that each committee provides a written annual summary of its activities so this information may be included in the president's annual report

Activity: Currently up to date.

**LRP 2.1:** Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: No activity at this time.

**PP 5.6(2):** Ensure all records are backed up for security purposes. These duplicate records should be kept by the Electronic Services Committee chair.

Activity: All records are currently backed up to alternate media.

**PP 6.0a:** Develop goals and objectives in keeping with committee/liaison charges, the bylaws, the mission statement and long-range plan and in consideration of the recommendations of the governance and planning committee.

Activity: No activity at this time.

**PP6.0b:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.



Activity: Continued use of SASFAA Nine News and website.

**PP6.0c:** Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.

Activity: Reports submitted as needed.

**PP6.0d:** Submit by April 1 an end-of-the-year (GAP) report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.

Activity: Report submitted.

**PP6.0e:** Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management.

Activity: Budget within guidelines.

**PP6.5(1):** Begin work towards the migration of the website from ATAC to Wild Apricot, culminating with the switch taking place beginning with the 2012-13 SASFAA year.

Activity: Continually adding and updating website. Added Sponsor/Vendor information to site.

**PP6.5(2):** Assist the Communications and Outreach Chair with setting up SASFAA Nine News.

Activity: Provided help/input when needed.

**PP6.5a:** Provide guidance for the development, maintenance and enhancement of the SASFAA Web site.

Activity: Received ideas to enhance the site. Adding new area to homepage to highlight certain items, such as Membership Application and how to use website. Also have added all the ads to main page, but have problem with the visibility in Windows Explorer. Working on issue.

**PP6.5b:** Encourage development and utilization of cost-efficient, timely means of communication, including the web, list serves and e-mail by the Board, committees and the membership.

Activity: Use of Listserv messages is picking up.

**PP6.5f:** Assist in the implementation of any long-range plan recommendations concerning communications that are deemed appropriate by the Board and the president.

Activity: No activity at this time.

**PP6.5h:** Develop and monitor contingency plans to transfer list serve and Web site management to other locations.

Activity: Currently have backup copies of all website information, in preparation for the migration to Wild Apricot.

### **Georgia Board Report Philip Hawkins**

Since July 1, GASFAA President Philip Hawkins has been writing a monthly blog article entitled "Continue the Momentum," paralleling his running and multi-sport competition and training activities to the essential activities of the Financial Aid Office. Themes have included the importance of setting goals, planning, training, adjusting to unplanned setbacks, recuperation, handling stress, focusing on fundamentals, etc. The "Continue the Momentum" articles come out on the 1<sup>st</sup> of each month on the "GASFAA Grapevine" blog, viewable from the GASFAA website – [www.gasfaa.org](http://www.gasfaa.org).

President Philip Hawkins made official GASFAA visits to key leaders of our membership sectors. Visits included the Executive Director of Student Affairs for the Technical College System of Georgia (TCSG), the Vice Chancellor for Student Affairs for the University System of Georgia (USG), the President of the Georgia Independent College Association (GICA), and the President of the Georgia Student Finance Commission (GSFC). These visits helped to strengthen the relationship between GASFAA and each of these

organizations and to outline early plans for the upcoming Spring GASFAA conference and how each of these organizations may assist with the conference.

GASFAA promoted “Financial Aid Day” on October 17, 2012. Many Georgia schools participated in Financial Aid Day, and photos are viewable on the GASFAA link on Facebook. President Philip Hawkins offered to send a letter to institutional Presidents/Vice Presidents asking them to support and encourage their Financial Aid Offices on this very important day. The text of this letter appears below this report. Nineteen letters were requested by Georgia colleges and universities.

The GASFAA Executive Board held its Fall Board meeting on Friday, October 19, 2012 at the campus of Georgia College and State University in Milledgeville, Georgia. Topics for discussion included

- the upcoming Fall Training Workshop and the Spring Conference
- how to effectively transition from a newsletter to a blog
- the recently released “Project on Student Debt” report and strategies for how GASFAA can work with the membership on developing and monitoring effective Default Management and Financial Literacy activities
- the upcoming state legislative season and how to be prepared for any legislation which may affect state financial aid programs, advocacy efforts, etc.
- ideas and strategies for our Leadership Development focus for the current year.

GASFAA conducted its Fall Training Workshop on Thursday, November 1, 2012 at Central Georgia Technical College in Macon, Georgia. The workshop utilized the NASFAA Fall Training Materials – “Direct Loans – The Rest of the Story.” Special thanks to Jared Smith, VP for Professional Development, and Cathy Crawley, President-Elect, for coordinating the details of the Fall Training Workshop.

Sarah Baumhoff and Gary Mann continue their work as Local Arrangements Chairs for the upcoming SASFAA conference to be held in Atlanta in February 2013.

Plans continue for the GASFAA Spring Conference to be held at the Athens Classic Center on May 22-24. The working theme is “GASFAA Celebrates 20 Years of HOPE” in recognition of the 20<sup>th</sup> anniversary of the first Georgia HOPE Scholarship award which was made in the Fall of 1993. Plans are to recognize several of the early state legislative and government leaders which envisioned and implemented the HOPE Scholarship Program in Georgia in the 1990s.

Respectfully Submitted,

Philip Hawkins  
GASFAA President  
2012-2013

Text for “Financial Aid Day” letter to Georgia college/university Presidents/Vice Presidents:

[GASFAA Logo]  
October 5, 2012

Dr. First Name Last Name  
Institution

Dear Dr. Last Name,

On behalf of the Georgia Association of Student Financial Aid Administrators (GASFAA), I am writing to let you know that Wednesday, October 17, 2012 is “Financial Aid Day,” and it is our hope that your Financial Aid Office will take the opportunity to celebrate the work they do for students!

In October 2011, Representative Timothy H. Bishop of New York inserted into the US Congressional Record:

*“Financial Aid Day reserves the third Wednesday in October to honor the role Financial Aid professionals across the United States play in helping students realize their dream of attaining a college education. . . .Financial Aid Day recognizes that assisting citizens of all ages to attain a higher education puts administrators at the forefront of this nation’s efforts to compete in the global economy and contribute to the common good. Without such dedicated administrators, an untold number of students*

*from diverse financial backgrounds would not be able to continue their pursuit of higher education due to a lack of necessary information and counseling.”*

GASFAA joins with our Southern and Eastern regional associations (SASFAA and EASFAA) in promoting Financial Aid Day to our colleges and universities in the state of Georgia. We have sent out postcards and email messages to our members asking them to enjoy a few minutes to celebrate their work and to document their celebrations with photos. One example of a planned Financial Aid Day celebration is “*Pop by the Financial Aid Office*,” and that school is planning to have popcorn available to Financial Aid Office visitors that day – students, parents, faculty, staff, and administrators.

GASFAA wishes that you will also take an opportunity on October 17<sup>th</sup> to thank your Financial Aid Office for the special work they do for your students. And if your schedule permits, we hope that you will take an opportunity to celebrate with them on a job well done!

Sincerely,

Philip E. Hawkins, Ph.D.  
GASFAA President  
2012-2013

### **South Carolina Board Report Sarah Dowd**

SCASFAA’s year is in full swing with committees working hard to provide training and support to all of our constituencies. On September 21, 2012, the Executive Board met at Coastal Carolina University in Myrtle Beach. The meeting was held in the brand new, state of the art President’s Box overlooking the Basketball Arena. - - Wow! What a great facility. Kevin Perry, SCASFAA’s Vice-President was our host for the day.

Following SCASFAA’s mission to promote the advancement of financial assistance programs and provide personal and professional development opportunities that embrace sound principles, practices, and ethics in aid administration, our committees are currently working as follows:

Consumer Relations – Carol Parker, Chair, has met with the site coordinators and implemented the new timeline for this year’s College Goal SC event. The coordinators are preparing for the event and will begin disseminating information to high schools in November.

Communications and List-Serve – Rosalind Elliott, Chair, has been super busy updating SCASFAA’s policies and procedures to reflect our new communication tools, and managing the SCASFAA Scoop, our blog.

Electronic Services – Kevin Delp, Chair is learning the ropes and teaching the Executive Board about Wild Apricot.

Global Issues (previously Diversity) – Heather Swaminathan, Chair, has celebrated the birth of her first child, and decided to become a full-time mom. Before leaving she requested one of her committee members assume this leadership role and we are awaiting confirmation of that change.

Conference – Ellen Green, Chair, has issued a call for sessions and her committee is busily planning a great conference for April 7-10 in Greenville, SC

Site Selection – Tamy Garofano, Coordinator, has secured the 2014 conference site in Fabulous Myrtle Beach! She is now working on a site for 2015, as we cautiously return to planning conferences a little further out. Our thought is that this will allow us more bargaining power.

Respectfully Submitted,  
Sarah Dowd  
SCASFAA President  
July 31, 2012

**Virginia Board Report**  
**Margaret Murphy**

On Thursday, September 27, Margaret Murphy, 2012-2013 VASFAA President, travelled to Richmond, Virginia for the U. S. Department of Education and State Council of Higher Education of Virginia's Education Roundtable. Part of a pilot program with the Department of Education, the Roundtable includes representatives from various college access professionals. The ongoing goal for the group is coordinating efforts to improve college access and financial aid information to students across the state. The Roundtable Liaison Group will be meeting by conference call November 12, 2012.

On Thursday, October 11, VASFAA held a Fall Drive-In Training Day hosted by Liberty University. Provided at no cost to the 125 members in attendance, the day featured a federal update by Greg Martin, a SCHEV update by Lee Andes, and sessions on Pell LEU and financial literacy programs. A box lunch was provided to attendees.

The VASFAA 2012-2013 Board met for their Fall meeting the afternoon of Thursday, October 11, in Lynchburg. Updates were provided from all committees. The Secondary School Relations Committee has scheduled eleven sites for guidance counselor workshops this fall. The VASFAA Super Saturday event has been scheduled for Saturday, February 9, 2013. VASFAA is exploring use of the Wizard to reach high school students earlier for events such as Super Saturday. The next board meeting will be in January on a date and at a site to be determined by Ashley Reich, President-Elect, for a possible site visit for the 2014 conference.

With the passing of Sandy's eye, we are beginning the process of assessing damage. Many have been truly blessed to come through Sandy unscathed. Others across the state are still dealing with high winds, water and unexpected snowfall and blizzard conditions. VASFAA has reached out to membership to gauge their status and needs and to see if there is any way other members can help.

Looking forward to seeing everyone in Concord on November 9!

Respectfully submitted  
Margaret Murphy, 2012-2013 VASFAA President

**Kentucky Board Report**  
**Chris Tolson**

**Fall Conference**

The KASFAA fall conference was held October 10-12, 2012 in Lexington, KY. Our theme, "Top 40 and the Hits Keep Coming" was developed in honor of KASFAA's 45<sup>th</sup> anniversary. We had 175 members in attendance along with nine vendor/sponsors. Special guests included Ron Day from NASFAA, Jeff Dennis from SASFAA. Dr. Crystal Kuykendall was our keynote speaker; David Bartnicki was present for our federal update and several concurrent sessions. Thursday night we held a banquet/dessert party to honor our past presidents. Twenty-six past presidents (many who had retired) were in attendance. Our fall charity was to support the Lexington Dream Factory and we raised \$1,125.

**Support Staff Training**

A support staff workshop is tentatively scheduled for March 13, 2013 at the KHEAA building in Frankfort, KY.

**Tennessee Board Report**  
**Jeff Gerkin**

TASFAA is already experiencing a challenging time this year as John Brandt, resigned his position as TASFAA President on August 15, 2012. A special called meeting of the Officers of the TASFAA Executive Board occurred on September 21, 2012 and the Board unanimously elected Jeff Gerkin to the position of President to finish out the remainder of the term. The entire TASFAA Executive Board is to be commended for their work during this time of transition in leadership as they continued forward in their efforts toward the goals of the Association. Special recognition goes to Ashley Bianchi, TASFAA President Elect, who graciously stepped in and served as Interim President during this time. Ashley has done a tremendous job in representing TASFAA during this period, including serving as a representative at the last SASFAA Executive Board meeting.

Training has always been, and continues to be, the core mission of TASFAA. The main goal for the year is to review, assess, and enhance the training needs of the Association membership. This will be accomplished in two ways: 1) assessing the effectiveness of the Fall Training Series and evaluating the need for an expanded training series to reach a broader range of attendees; and 2) assessing the annual conference topics and training format to insure adequate professional development and training opportunities exist for all sectors and surveying the membership to determine training needs and location preferences.

In light of the focus on training, the theme for the year is “Learning for Today – Preparing for Tomorrow”.

The TASFAA Fall Training Series workshop concluded Friday, November 9, 2012. Three training events were held in locations across the state to provide a federal update, State update, and specialized financial aid training in the areas of direct loans and verification.

Preparations for the 2013 TASFAA Conference being held at the Cool Springs Marriott in Franklin, TN are already underway and are being coordinated by Celena Tulloss, Conference Chair. TASFAA looks forward to hosting Zita Barree, SASFAA President Elect, at our annual conference.

In addition to conducting a great fall training series, much work is already underway this year to enhance TASFAA regarding the professional training opportunities provided for the membership.

### **Mississippi Board Report Cindy May**

MASFAA will hold our Fall Training Event in Jackson, MS on Thursday, November 1<sup>st</sup>. The training will cover R2T4 with Modules, Repeated Coursework, Pell LEU and Verification, Direct Loans, and a State Aid Update. MASFAA was unable to get a NASFAA trainer and our Federal Trainer will be presenting two of the topics via webinar to the group. We are excited that several of our seasoned Directors in the state will be conducting the rest of the training. Also, our Diversity Chair, Alex Washington from Mississippi State University, will present information to the group during our lunch hour. Alex has been sending monthly emails to the MASFAA listserv on various diversity topics. He also has sent a survey to the membership to determine what topics his committee can offer to the association.

At the Fall Training Event our members will vote on the recipients of the Honorary Lifetime Membership that will be presented at our Annual Conference. We will also have our Fall Board Meeting immediately following the training. We will be analyzing our Budget that was passed at the Transitional Board Meeting and making revisions. We continue to face challenges with our sponsorship.

Our High School Relations Chair, Teresa Shannon, Mississippi State University, has worked with our State Office of Financial Aid and will be exhibiting at the Mississippi Counselor’s Association held on the Coast November 7<sup>th</sup>-9<sup>th</sup>. In the past MASFAA has offered trainings for counselors in the state and we are hoping to re-establish that relationship by our presence at their conference. We will provide the counselors with information regarding our Association and how we can serve them as well as a one-page handout that discusses federal id, Net Price Calculators, the IRS Data Retrieval Tool and many other helpful hints. We will also hand out a survey to get input from the counselors regarding timing of trainings, topics, etc.

Our Audit/Finance Chair, Terry Bland, Northwest Mississippi Community College, completed an audit of MASFAA’s records in September. This is the first audit that has been conducted in several years and I am happy to say no discrepancies were found.

Our Vice President, Nicole Patrick, Mississippi University for Women, and Site-Selection Chair, Brenda McCafferty, Inceptia, are working on locating a site for MASFAA’s “Financial Aid 101” workshop this spring. “Financial Aid 101” is a 3-day training event for new financial aid professionals. MASFAA has not been able to offer this training in the past several years and wants to bring it back.

The Conference Committee is preparing for the MASFAA Annual Conference will be May 22-24, 2013 in Tunica, MS at the Gold Strike Casino.

### **AASFAA President’s Report Sharon Williams**

The AASFAA Fall training will be November 16, 2012 at Auburn in Montgomery. Currently, we have 126 participants pre-registered.

The Spring conference date has been changed to May 1 – 3, 2013 due to a conflict with a national Banner conference.

**Florida Board Report**  
**Nathan Basford**

**Summary:**

Training continues to be our top priority. The following training opportunities have been held since our last board meeting:

**Training:**

New Aid Officer Workshop: October 24-26<sup>th</sup>, Tampa Florida at the Embassy Suites/ 34 attendees

Region Workshops:

1. Region II: Gainesville, Fl.
2. Region V: Miami, Fl.
3. Region III: Sanford, Fl.
4. Region IV: Tampa, Fl.

**Topics at regional workshop:**

1. Getting involved in FASFAA:
2. Diversity
3. Other sessions will be mentioned during the board meeting

**Updates:**

I will provide updates that the executive board will be addressing in the months to come during the board meeting.

Please visit our website; [www.fasfaa.org](http://www.fasfaa.org) for a listing of executive board members and their contact information, and all other training opportunities within the state of Florida.

**My Commitment to SASFAA:**

I will continue to give my time, energy, and support in making SASFAA a better association.

Nathan Basford

