

**SASFAA Board Minutes  
Executive Board Meeting  
July 24-26, 2015  
Grandover Resort – Greensboro, North Carolina**

*Saturday, July 26, 2015*

**CALL TO ORDER**

President Berrier called the meeting to order at 9:05 a.m.

**Announcement of Substitute Voting:** Stephanie Miller for Phillip Nelson, AASFAA President, Tracy Misner for Ryan McNamara, FASFAA President, Jason Johnson for Joey Trogdon, NCASFAA President, and Kenneth Cole for Elizabeth Milam, SCASFAA President.

**Voting Members Present:** Amy Berrier, Michael Morgan, Nathan Basford, Marian Dill, Jenelle Handcox,, Vickie Adams., Sarah Baumhoff, Laura Keown, Nicole Patrick, Michael Farris

**Voting Members Absent:** Phillip Nelson, Ryan McNamara, Joey Trogdon, Elizabeth Milam and Richard Smelser.

**Non-Voting Members Present:** Terri Parchment, Jody Darby, Angie Black, Tracy Misner, Sandy Neel, Stacy Walker, Ron Gambill, Brenda McCafferty, Brenda Burke, Ken Cole

**Non-Voting Members Absent:** None

**Welcome to North Carolina:**

NCASFAA's Vice-President Jason Johnson welcomed everyone to North Carolina.

**Establish a Quorum**

The Chair declared a quorum.

***Action Item: A motion was made by Nathan Basford to approve the agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. The motion was seconded by Stephanie Miller. The motion passed unanimously.***

**Committee Reports**

**Conference Chair, Brenda Burke**

Brenda reviewed her written report (See Attachment A)

Discussion: All nine states are represented on the Conference Committee. The committee represents 50% new to a committee and 50% returning on a SASFAA committee. The 2016 SASFAA conference begins on Super Bowl Sunday with a special guest speaker and a Super Bowl party after the opening session.

**Sponsorship Chair, Brenda McCafferty**

Brenda reviewed her written report (See Attachment A)

Discussion: Seven of the nine SASFAA states have agreed to serve on the Sponsorship committee. A recommendation was made to change the policy and procedures manual for sponsorship levels for 2015-2016

New: ***First-time exhibitors at the Annual Conference shall receive a discount of 16% off the below Training Packages. Impact Package \$5,000, Advocacy Package \$4000, Extra booths will be available on first come first serve basis and depending upon space available.***

Nathan Basford moved that the changes to the policy and procedures manual with regards to sponsorship packages be approved and was seconded by Jenelle Handcox. Motion was approved unanimously.

### Site Selection, Tracy Misner

Tracy did not submit a report

Discussion: The SASFAA transition meeting will be held at the Tradewinds Resort in St. Pete Beach, FL June 2016. Tracy contacted Tradewinds for possible transition meeting in 2017 and the price has come back at \$189/night. The idea is to look at other properties in Florida to get better rates or leave Florida for other states. Looking for suggestions from the board in regards to locations for the 2017 transition meeting.

### Budget and Finance, Terri Parchment

Terri reviewed her written report (See Attachment A)

Discussion: Each board member received an updated travel expense form and a 2014-2015 budget explanation handout. Dividends earned and membership was up for 2014-2015. Three line items in the budget were over spent, but the overall budget came in under by \$39,280.11. Each line item in the budget was discussed in detail.

Action item: Approval of the 2015-2016 Budget.

A motion was made by Marian Dill to approve the 2015-2016 SASFAA Budget and was seconded by Vickie Adams. Motion was approved unanimously.

Break 10:45

Re-adjourned 11:00

### Alabama State President, Stephanie Miller proxy for Phillip Nelson

Stephanie reviewed the Alabama report (See Attachment A)

Theme for Alabama is "Finish the Race". Alabama will have a support staff New Aid Officer and NASFAA credential workshop with beginning level topics that include Federal Methodology, Cost of Attendance and the Application. The Alabama Association voted this year to have an institutional and individual membership option.

### Report of Officers

#### President, Amy Berrier

Amy reviewed her written report (See Attachment A)

The November Board meeting will not be a face-to-face meeting but a series of conference calls, webinar/WebEx, and emails to vote on any new business. This will give the opportunity to try something different and put money back into the budget. Recommendations for approval of the President's committee chairs.

***Action Item: Approval of 2015-2016 Committees not listed as Discretionary in P & P Manual and Task Force Chairs – 6.1.2 of the P & P Manual states that the president, with approval of the Board, may identify additional discretionary committees and liaisons as the needs of the Association warrant.***

- *Committee Membership*
- *Business Partners Liaison (dual role with Sponsorship Chair)*
- *Minority Serving and Under-Resourced Institutions Task Force*
- *Veterans Task Force*
- *Management Institute Committee*

Michael Parris made a motion to accept the changes in the P & P Manual 6.1.2 that states the President, with the approval of the Board, may identify additional discretionary committees and liaisons as needed. Marian Dill seconded the motion. Motion unanimously approved.

*Action Item: Approval of recommended P and P changes noted on President's report.*

**Policy and Procedure Changes/Recommendations:**

**Change #1:**

Current P & P 5.2(b) under President – prior to the NASFAA 2013-2014 year, represents SASFAA as a voting member in the Board meetings, including Executive Committee of the Board of Directors, of the National Association of Student Financial Aid Administrators, Inc. (NASFAA). Beginning with the NASFAA 2013- 2014 year, represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;

(strike the following from section b - prior to the NASFAA 2013-2014 year, represents SASFAA as a voting member in the Board meetings, including Executive Committee of the Board of Directors, of the National Association of Student Financial Aid Administrators, Inc. (NASFAA). Beginning with the NASFAA 2013-2014 year,)

Recommended P & P 5.2(b) under President - represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;

Michael Parris made a motion to change P & P 5.2(b) as stated. Jenelle Handcox seconded. Motion unanimously approved.

**Change #2:**

Add 5.2(h) under President: use the Long Range Plan 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 no later than two weeks prior to the first Board meeting following the Transition meeting.

Nathan Basford made a motion to add 5.2(h) in the P & P Manual. Tracy Misner, proxy for Ryan McNamara, seconded. Motion unanimously approved.

**Change #3:**

Current P & P 5.2(f) - submits a written annual report on the year's activities to Association members; and

Recommended P & P 5.2(f) – (add by June 30<sup>th</sup>) submits a written annual report on the year's activities to Association members **by June 30<sup>th</sup>**; and

Marian Dill made a motion to change P & P 5.2(f) as stated. Sarah Baumhoff seconded. Motion unanimously approved.

**Change #4**

Current 6.1.3 (Special Ad Hoc Committees) of the P and P Manual – At the discretion of the President and/or the Board, certain ad hoc committees may be established to address special, short-term projects.

Recommended update Section 6.1.3 of the P & P Manual to include a sentence at the end of the paragraph stating, “Any special ad hoc committee the President desires to establish must be approved by the Board.”

Marian Dill made a motion to TABLE the recommendation to Section 6.1.3 of the P & P Manual for further review. Tracy Misner, proxy for Ryan McNamara, seconded. Call for a vote **to table** the motion. Roll call for votes: 6 votes aye 6 votes nay for a tie – President voted no. Motion failed. Michael Farris made a motion to **not approve** the change as recommended to the P & P. Janelle Handcox seconded. Motion passed unanimously.

***Action Item: Authority to approve alcohol purchase for suite for July/February/June and for vendor reception at conference.***

The President requested approval to spend \$300 or less on alcohol purchases for all collective meetings through the year.

Ken Cole made a motion to approve the spending of \$300 or less. Sarah Baumhoff seconded. Nathan Basford voted no. Motion was approved.

The President requested approval to purchase alcohol for the vendor reception at the conference. Nathan Basford made a motion to give the President the authority to purchase alcohol for the vendor reception at the conference. Michael Farris seconded. Motion passed unanimously.

### **President-elect, Marian Dill**

Marian reviewed her written report (See Attachment A)

Read a Thank You letter from a NAOW attendee regarding the great instructor. Updated the SASFAA summer workshop guide is included in the written report.

A motion was presented by Marian Dill to approve the update to the SASFAA Summer Workshop Guide as presented. Vickie Adams seconded. Motion unanimously approved.

### **Action Items:**

Recommendation to change the vice president position to a two-year term in order to provide continuity and ensure quality training.

### **Existing Bylaws -- ARTICLE VI – OFFICERS**

Section 2. The officers of the Association shall be elected annually, except as provided for in Article VI, Section 6. Individuals serving in the offices of vice president, president-elect, president, and immediate past president shall be an active member who is affiliated with a postsecondary institution.

Section 3. The vice president shall serve for one year.

### **Proposed Language Change**

Section 3. The vice president shall serve for a period of two years. The vice president will be elected in odd years.

A Motion to change the membership on Article 6 of the Bylaws under Section 3 and 5 regarding the Vice President's position. Stephanie Miller seconded. Motion approved.

Meeting adjourned 12:09 pm

Meeting re-adjourned 1:00 pm

### **Past President, Nathan Basford**

Nathan reviewed his written report (See Attachment A)

Nathan Basford and Zita Barree continue to work on the new SASFAA Operational Calendar and will be distributed to the board within the next 2-3 weeks via email.

### **Vice President, Michael Morgan**

Michael reviewed his written report (See Attachment A)

Michael is in the process of reviewing possible locations for the 2016 NAOW. Theme for the summer workshop will be “Heroes: Save a student, save the world.”

**Vickie Adams, Secretary**

Vickie reviewed her written report (See Attachment A)

SASFAA 2015-2016 Board contact information was distributed to each board member.

**Treasurer, Jenelle Handcox**

Jenelle reviewed her written report (See Attachment A)

Credit cards have been ordered and received for all new Board members and accounts for previous board members have been closed. Updated forms for reimbursements have been sent to the Electronics Chair for posting to the SASFAA web site.

**Action Item:** P&P 10.6.11 change to Travel Expense Guidelines regarding reimbursement “at the current IRS business rate to: mileage rate shall not exceed 50.5 cents per mile.

Nathan Basford made the motion to change P & P 10.6.11 to read mileage rate should not exceed 50.5 cents per mile. Janelle Handcox seconded. Motion approved.

**Communications and Outreach, Jody Darby**

Jody reviewed his written report (See Attachment A)

**Electronic Services, Kenneth Cole**

Kenneth reviewed his written report (See Attachment A)

Work will continue to develop language that grants the Secretary more direct access and include a procedure for uploading documents and creating links on the website.

**Global Issues, Stacy Walker**

Stacy reviewed her written report (See Attachment A)

Stacy contacted the nine state Presidents to request names to serve on the Global Issues committee. Each member will represent the different diverse sectors to address the needs of the association.

**Legislative Relations, Ron Gambill**

Ron reviewed his written report (See Attachment A)

This committee will provide weekly updates for Congress when in session and other DC related activities impacting higher education. Solicited representatives from each SASFAA state through the state Presidents for the exception of Florida. Tracy Misner will follow up with this request.

**Membership, Angela Black**

Angela reviewed her written report (See Attachment A)

Membership numbers were reviewed and as of July 25, 2015, there were 342 current paid members. This includes 73 qualified NAOW participants, 37 honorary members and 270 preliminary/initiated members with pending payments.

**Site Selection, Tracy Misner**

No report submitted

**Long Range Plan, Sandra Neel**

Sandra reviewed her written report (See Attachment A)

Sandra will present a rough draft of the new Long Range Plan at the November Board meeting. She will also present the final draft of the Long Range Plan to the Board for approval at the annual Conference Board meeting in February, 2016.

**STATE REPORTS****North Carolina, Joey Trodgon**

Joey reviewed his written report (See Attachment A)

**Florida, Ryan McNamara**

No report submitted

**Georgia, Sarah Baumhoff**

Sarah reviewed her written report (See Attachment A)

Georgia has transition to institution membership for 2015-2016.

**Kentucky, Laura Keown**

Laura reviewed her written report (See Attachment A)

Kentucky has sponsored a new mentorship program for emerging leaders for 2015-2016. This program is called KASFAA LEAD

**Mississippi, Nicole Partick**

Nicole reviewed her written report (See Attachment A)

Mississippi established a treasurer-elect position for 2015-2016.

**North Carolina, Kenneth Cole, proxy for Elizabeth Milam**

A scholarship has been developed members to attend SASFAA or NASFAA for training.

**Tennessee, Terri Parchment, proxy for Richard Smelser**

Terri reviewed the written report (See Attachment A)

The theme for 2015-2016 for Tennessee Association is "A Legacy of Leadership."

**Virginia, Michael Farris**

Michael reviewed his written report (See Attachment A)

Virginia's theme for the 2015-2016 year is "Opening Doors, Changing Lives".

**Management Institute, Brad Barnett**

A written report was submitted (See Attachment A)

A Management Institute has been set for October 2015. The last one held was in the fall of 2008. Registration for the event will open on August 1 and the cost will be \$300.

#### **Veterans Task Force, Rachel Cavanaugh**

A written report was submitted (See Attachment A)

Minority Serving Institutions Task Force, Jacqueline Morris

A written report was submitted (See Attachment A)

#### **New Business**

##### **1) Approval of Committee Members**

- a. Review Spreadsheet of members and request approval

Section 4.3 under Committees under 2<sup>nd</sup> paragraph

Current: Members of the committees are selected by the committee chairs and must be approved by the Board.

Recommended: Members of the committees are selected by the committee chairs. (strike and must be approved by the Board).

Michael Farris moved to approve the change. Joey Trogdon seconded. The motion passed unanimously.

##### **2) November WebEx Meeting Dates – depending on the amount of business, that will determine our needs for November**

- a. Amy will send out a Doodle

##### **3) NASFAA Gold Star Award Consideration for 2015-2016 – State Presidents’ Exchange? (GAP)**

- a. LRP Comments – develop an innovative project, gather data, and submit for an award when we feel the project is significant and has been thoroughly analyzed to determine that it achieved the expected outcomes

##### **4) Charity Rotation Schedule (GAP)**

- a. The GAP Committee recommended the following discussion - Now that the annual conference is being held in more states, it would be beneficial to revisit the charity rotation schedule voted on by the 11-12 Board. The P & P should be updated with the correct information if any changes are made and approved by the board.
- b. The Charity Rotation currently in the P&P is as follows: 2012 - North Carolina, 2013 - Georgia, 2014 - Kentucky, 2015 - Alabama, 2016 - Mississippi, 2017 - Tennessee, 2018 - Virginia, 2019 - South Carolina, 2020- Florida. Then the **charity rotation** starts all over again with North Carolina in 2021 and Georgia in 2022.
- c. The Board did not feel the rotation should be changed. Discussion complete.

##### **5) Definition of New and Returning as it pertains to Board members and Committee members**

- a. Create a consistent definition of how “new” and “returning” is defined in the context of appointment of committee chairs and committee members. Create metrics by which to measure this objective. (GAP)
- b. Discussed – the Board felt that the GAP Committee should submit a definition to the Board for discussion and potential approval.

##### **6) Definition of Inclusive as it pertains to Board members and Committee members**

- a. Create a consistent definition of how “inclusive” is defined in the context of appointment of committee chairs and committee members. Create metrics by which to measure this objective. (GAP)
- b. Discussed – the Board felt that the GAP Committee should submit a definition to the Board for discussion and potential approval.

##### **7) Additional committees being formed – approval of President’s board and additional discretionary committees/ad-hoc committees (Nathan Basford)**

##### **8) Second pre-conference workshop**

- a. Will be announced by Michael Morgan and the Conference Committee

Adjourn 4:35 pm

**AGENDA**  
**First Board Meeting of the 2015-2016 SASFAA Board**  
**Grandover Resort - Greensboro, North Carolina**  
**July 24-26, 2015**

**Friday July 24, 2015: Travel Day**

3:00- 4:00 PM	Committee Meetings	<b>Regents Boardroom</b>
	Budget & Finance (Amy Berrier, Marian Dill, Nathan Basford, Michael Morgan, Jenelle Handcox, Terri Parchment, Brenda Burke)	
	Other meetings may be held at this time if necessary	
4:00-5:00 PM	State Presidents Meeting	<b>Regents Boardroom</b>
6:30 PM	Dinner at Darryl's Wood Fired Grill 3300 High Point Road, Greensboro, NC 27407	
After dinner	Hospitality in President's Suite	

**Saturday, July 25, 2015**

8:00 AM	<b>Breakfast</b>	<b>DiValletta Restaurant</b>
9:00 AM	Call to Order, Welcome & Introduction of Guests Announcement of Substitute Voting Establish a Quorum	Amy Berrier

***Announcement of Substitute Voting:***

***Stephanie Miller for Phillip Nelson, AASFAA President***  
***Tracy Misner for Ryan McNamara, FASFAA President***  
***Jason Johnson for Joey Trogdon, NCASFAA President***  
***Kenneth Cole for Elizabeth Milam, SCASFAA President***  
***Terri Parchment for Richard Smelser, TASFAA President***

***Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business.***

***Welcome to North Carolina***

***Jason Johnson***

**Committee Reports**

Conference  
Budget and Finance

Brenda Burke  
Terri Parchment

***Action Item: Approval of 2015-2016 Budget***

**State President's Reports**

Alabama

Stephanie Miller



**Report of Officers:**

President Amy Berrier

***Action Item: Approval of 2015-2016 Committees not listed as Discretionary in P & P Manual and Task Force Chairs – 6.1.2 of the P & P Manual states that the president, with approval of the Board, may identify additional discretionary committees and liaisons as the needs of the Association warrant.***

- ***Membership Committee***
- ***Business Partners Liaison (dual role with Sponsorship Chair)***
- ***Minority Serving and Under-Resourced Institutions Task Force***
- ***Veterans Task Force***
- ***Management Institute Committee***

***Action Item: Authority to approve alcohol purchase for suite for July/February/June and for vendor reception at conference***

***Action Item: Approval of recommended P and P changes noted on President's report***

President-Elect Marian Dill  
Past-President Nathan Basford

***Action Item: Clarify language in P and P Section 6.1.2 and 6.1.3 regarding approval or non-approval of additional discretionary committees and liaisons***

Vice-President Michael Morgan  
Secretary Vickie Adams  
Treasurer Jenelle Handcox

10:30 AM

**BREAK**

10:45 AM

Conference Committee Meeting Starts Regents Boardroom

10:45 AM

Committee Reports

Communications & Outreach Jody Darby  
Electronic Services Ken Cole  
Global Issues Stacy Walker  
Legislative Relations Ron Gambill

12:00 PM

**LUNCH****Carlisle Ballroom**

1:00 PM

Committee Reports Continued

Membership Angie Black  
Site Selection Tracy Misner  
Sponsorship/Resource Partners Liaison Brenda McCafferty

***Action Item: Approval of 1516 Sponsorship levels (changes to the P & P)***

Long Range Planning Sandy Neel

3:00 PM

**BREAK**

3:15 PM

**State President's Reports**

North Carolina  
 Florida  
 Georgia  
 Kentucky  
 Mississippi  
 South Carolina  
 Tennessee  
 Virginia

Jason Johnson  
 Tracy Misner  
 Sarah Baumhoff  
 Laura Keown  
 Nicole Patrick  
 Kenneth Cole  
 Terri Parchment  
 Michael Farris

4:00 PM

**BREAK**

**New Business:**

**9) Approval of President’s personal GAP goals on spreadsheet**

**10) Approval of Committee Members**

- a. Review Spreadsheet of members

**11) Travel Expenses/Reimbursement Policy (Mileage rate, airline tickets, rental car, and more)**

**12) November WebEx Meeting Dates – depending on the amount of business, that will determine our needs for November**

- a. Doodle?

**13) NASFAA Gold Star Award Consideration for 2015-2016 – State Presidents’ Exchange? (GAP)**

- a. LRP Comments – develop an innovative project, gather data, and submit for an award when we feel the project is significant and has been thoroughly analyzed to determine that it achieved the expected outcomes

**14) Vice-President Position – two year term?**

**15) Training survey – Michael**

- a. GAP recommends conducting training survey annually

**16) Charity Rotation Schedule (GAP)**

- a. Now that the annual conference is being held in more states, it would be beneficial to revisit the charity rotation schedule voted on by the 1112 Board. The P & P should be updated with the correct information if any changes are made and approved by the board.
- b. **2012 - North Carolina, 2013 - Georgia, 2014 - Kentucky, 2015 - Alabama, 2016 - Mississippi, 2017 - Tennessee, 2018 - Virginia, 2019 - South Carolina, 2020- Florida. Then the charity rotation starts all over again with North Carolina in 2021 and Georgia in 2022.**

**17) Definition of New and Returning as it pertains to Board members and Committee members**

- a. Create a consistent definition of how “new” and “returning” is defined in the context of appointment of committee chairs and committee members. Create metrics by which to measure this objective. (GAP)

**18) Definition of Inclusive as it pertains to Board members and Committee members**

- a. Create a consistent definition of how “inclusive” is defined in the context of appointment of committee chairs and committee members. Create metrics by which to measure this objective. (GAP)

**19) Metrics to measure them?**

**20) Additional committees being formed – approval of President’s board and additional discretionary committees/ad-hoc committees (Nathan Basford)**

**21) Second pre-conference workshop? – Michael Morgan**

**22) New Aid Update – Nathan/Michael Morgan**

- a. GAP-like review?

Adjourn

Depart 5:30 PM

Greensboro Grasshoppers Christmas in July Dinner/Ballgame

After Game

After game hospitality in President’s Suite

Sunday, July 26, 2015

Sunday Breakfast

DiValletta Restaurant

9:00 AM

Conference Committee Meeting

Regents Boardroom

*If for some reason we do not finish our board meeting on Saturday, we will meet Sunday morning starting at 9:00 AM.*

# **ATTACHMENT A**

# **BOARD REPORTS**



Southern Association of Student Financial Aid Administrators

Brenda Burke/ Conference

July 25, 2015 Board Report

**Committee Goals for 2015-2016:**

**LRP and GAP Goal Activity Since Last Board Meeting:**

**LRP 3.2.** 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:

**LRP 4.2:** 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 the selection.

Activity: Contacted 2014-2015 Board members to identify the state representatives that should be considered on the SASFAA Committee.

**LRP 4.5:** 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: I have utilized email so far to communicate with my committee members. We will continue to communicate via phone, email, and webinars to conduct committee business. We will have an in person meeting in Greensboro in July and February.

**LRP 4.6:** 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: Committee membership is comprised of a representative from each state and ex officio board representation. The committee reflects diversity in ethnicity, sectors, and length of membership time in SASFAA.

**LRP 5.5:** Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association.

Activity:

**LRP 7.2:** Require that officers and committee chairs review and update policies and procedures under their purview.

Activity: I will continue to review the section on Conference and recommend any potential changes to the board.

**Brenda Burke cont.**

**LRP 12.2:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

Activity: Solicited ideas for conference sessions from the membership to make sure their concerns are heard and addressed throughout conference planning.

**LRP 12.3:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

Activity:

**LRP 12.4:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

Activity:

**GAP 15:** Implement a leadership workshop track during the SASFAA conference. Have seasoned professionals conduct sessions on professional development and leadership (how to move to the next level in your career). Accommodate two or three progressive leadership sessions with the same audience in all sessions (over 2 or 3 days).

Activity

**GAP 31:** Consider seeking volunteers skilled in marketing and/or publications to help develop pieces SASFAA can use on the website, on Facebook or to send to institutions.

Activity Utilized SASFAA member from GA to seek ideas for Conference Logo for Annual Conference. Will continue to seek volunteers to assist committee goals.

**GAP 35:** Provide clarification on what is meant by an annual conference being self-supporting. Does this include conference registration fees and expenses charged to the conference line item of the budget only? Or, does it include a portion of sponsor support? Or, are there some other items included.

Activity: Will discuss at board meeting when directed.

**GAP 37:** Now that the annual conference is being held at more SASFAA states than when the charity rotation schedule was created, it would be beneficial for Board to revisit the schedule and determine if it is time to make changes. Whatever is decided should be included in the SASFAA Policy and Procedure Manual and Conference Handbook.

**Activity:** Will discuss at board meeting when directed.

**ALB 20:** Update and revise the Conference Manual and post to the web.

Activity: Will review and offer recommendations to Board for consideration.

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

**Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators

Terri Parchment/Budget & Finance Chair

Executive Board Report/July 25, 2015

**Committee Goals for 2015-16:**

- To insure the financial stability of the Association is provided through careful and regular planning and evaluation.
- To protect the Fiscal integrity of SASFAA financial records.

**Budget for 2015-16**

Attached

**Committee Members:**

Sonja McMullen – Sallie Mae - TN

Jennifer Priest – Transylvania University - KY

**Hotel Contracts/Liabilities**

**Grandover Resort & Conference Center – July 24 – 27, 2015 – July Board Meeting**

Room and Banquet Guarantee – From date of signature of contract to thirty days prior to arrival, we may reduce room block and/or banquet count at a maximum of 20%. If a reduction exceeds this % the group will be responsible for the payment of shortfalls.

Room Rate is \$149 per night for King/Double Queen

Tax is 12.75%

Complementary Policy: One Complimentary upgrade to a One Bedroom Suite at King Rate

Reservations must be made by June 24, 2015, and modifications to room block must be presented in writing prior to this date

Any rooms not cancelled 72 hours prior to arrival date and left unoccupied will be billed to the guarantee

No charge for parking. Tip if valet.

Room Rental Fee complementary based on overall food and beverage program in contract.

A deposit of 25% is required

Total rooms contracted - 68

Cancellation provisions

Signing date – 182 days – 25% payment on all contracted room nights

121 – 180 days – 50% payment on all rooms, 25% of anticipated Food and Beverage Revenue

61 – 120 days - 65% payment on all rooms, 50% of anticipated Food and Beverage Revenue

0 – 60 days - 80% payment on all rooms, Food and Beverage Revenue

**Total liability as of July 2015: Liability charges based on individual contracts and timing \$12,885**

**Sheraton Greensboro Hotel at Four Seasons – February 5-10, 2016 - Conference**

Have to meet 70% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$137 per night

**Terri Parchment cont.**

Tax is 12.75%

70% of 1018 guest room commitment = 712 room nights (\$97,544)

Room Rental Fee is \$25,635. This will be offered complimentary if 70% of attrition clause is met.

Exhibit Space Rental: \$225.00 per day for labor charges.

If 70% of the Room Attrition is met the following will be provided

- One complimentary room-night for every fifty occupied, revenue-producing guest room nights
- One complimentary Executive Parlor with both connecting rooms
- 10 upgraded rooms if available
- Complimentary Internet Services throughout the hotel to all hotel guest
- Complimentary Parking

Cancellation provisions

Signing date – 1096 days – one sum of \$5,000.00

1095-730 days – 25% of anticipated revenue

729-366 days – 50% of anticipated revenue

365 – 181 – 65% of anticipated revenue = \$63,404 + 25,635

180 days - 91 days - 75% of anticipated revenue = \$73,158 + \$25,635

90 days - 0 days - 100% of anticipated revenue = \$97,544 + 25,635

**Total liability as of July 2015: Liability charges based on individual contracts and timing \$89,039**

**Trade Winds Island Resorts on St. Pete Beach – June 12 - 15, 2016 – Transition Meeting**

Have to meet 80% of guest room commitment

Room Rate is \$170 per night

Tax is 12%

Other Considerations:

- Function room rental charges will be waived based on current Food & Beverage Minimum of \$1,600 contracted. Additional meeting space will be subject to meeting room charges plus 22% service charge tax (taxes are currently 7%).
- Hospitality Events – Housekeeping charge of \$150 per day in addition to the guestroom rate.
- Food and Beverage prices applicable to the functions will be confirmed approximately 3 months prior to the event. Service charges for Food and Beverages is 22% and taxes are 7%. Menu selections must be submitted 21 days prior to the function. Final attendance should be submitted 72 hours prior to the event. Hotel will provide 5% over the guarantee for groups below 100, should last minute additions arise.
- Guestroom Attrition – The resort will allow the Group to reduce the guestroom block of provided in writing. If reductions are taken, group will be responsible for contracted block minus the allowed reductions below. The Attrition Damages will be charged to the Group master based on the number of unused rooms in the block times the room rate. The Group is only responsible for the unused rooms that the Resort is unable to resell.
  - From signing to April 12, 2016 – 10% of total Guestroom block
  - From April 13, 2016 to May 13, 2016 – 10% of the remaining total Guestroom Block
- Food and Beverage Minimum is \$1,600, excluding service charge and sales tax, is required for the space listed above. Any remaining difference from the minimum revenue will be assessed as a room rental charge.
- Self-parking for one car per bedroom. Valet \$8.00 per night additional. Drive-in guest parking is \$20.00 per day.
- One upgrade to a Gulf Front One Bedroom Suite with Balcony at the group rate From June 12 – 15, 2016.

Cancellation provisions:

Food and Beverage

Signing date to May 13, 2016: 30% of each function cancelled

May 13, 2015 to June 4, 2016: 50% of each function cancelled

June 5, 2016 to June 15, 2016: 100% of each function cancelled



**Terri Parchment cont.**

## Full Group Cancellation:

Signing date to December 12, 2015: 50% of Total Room Revenue Contracted (Currently \$7,650)

From December 13, 2015 to March 12, 2016: 75% of Total Room Revenue Contracted (Currently \$11,475.00)

From March 13, 2016 to June 12, 2016: 100% of Total Room Revenue Contracted (Currently \$15,300)

**Total liability as of July 2015: Liability charges based on individual contracts and timing \$7,650****Beau Rivage Resort and Resort and Casino - Biloxi – February 10 - 14, 2017 – Conference**

Have to meet 70% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$139 per night

Daily Resort fee of \$9 is included in the guestroom rates. Fee includes: daily newspaper, access to fitness facility, 2 bottles of water, access to notary, unlimited 800 calls, printing of boarding pass, wireless internet, complimentary parking and pool access.

Tax is 12.00%

80% of 1220 guest room commitment = 976

No charge for convention space provided that Meeting Group's program meets or exceeds \$50,000 in total catering revenue (excluding tax and gratuity).

Exhibit Space Rental: \$35.00 per booth. We are confirmed with 50 booths.

Deposit of \$5,000 by February 10, 2016

If 80% of the Room Attrition is met the following will be provided

- One complimentary room-night for every forty occupied, revenue-producing guest room nights
- One bedroom Cypress Suite for the dates of Friday, February 10, 2017 – Wednesday, February 15, 2017. This comp is predicated on a minimum guestroom pickup of 80%, 976, of the cumulative room nights.
- 12 upgraded rooms to upper floor/ocean view at group rate.
- \$10 per authorized room night rebate to February 2017 master account
- 2 VIP round trip airport transfers complimentary
- 4 room nights and one meeting room which will accommodate up to 15 attendees will be provided complimentary based on availability to group for pre-planning meeting. (Excludes Friday/Saturday nights).
- Hotel will extend 2017 Regional Conference group rates to Association for a Board Meeting in July or August 2016 with one suite upgrade at group rate based on availability. (Excludes Friday/Saturday nights)
- Hotel will extend government per-diem rate to four rooms per night February 10-15, 2017 to accommodate Federal Government attendees.
- Hotel will extend rate of \$99 plus tax for up to 6 staff rooms February 10-15, 2017.

## Cancellation provisions

Signing date until February 10, 2016 = \$56,922.25

From February 11, 2016 to May 10, 2016 = \$113,844.50

From May 11, 2016 to August 10, 2016 = \$170,766.75

From August 11, 2016 to the first arrival date = \$227,689.00

**Total liability as of July 2015: Liability charges based on individual contracts and timing \$56,922****Total liability of outstanding contracts is \$166,496 as of July, 2015****SASFAA, Inc. Investments as of June 3, 2015**

BB&T Checking	\$36,998.48
BB&T Savings	\$47,825.09
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$399,529.40
Charles Schwab (NASFAA)	\$302,374.58
<b>Total Assets</b>	<b>\$789,451.46</b>

**Terri Parchment cont.**

**SASFAA, Inc. Inventory as of June 30, 2013**

The following items are held by the treasurer.

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

The following items are held by the membership chair.

Laptop, Printer, and misc. software/hardware.

MS Office XP Version 2002 – WO524342-0530-L10

MS Office 2000 – WO509336-0506

2 Port Data Transfer Switch – FIB-024-E

HP Pavilion zt1175 Laptop



Southern Association of Student Financial Aid Administrators

Phillip Nelson/Alabama State President

Executive Board Report/July 2015

**Summary of Activity:**

On June 23, 2015, AASFAA held our Transition Meeting at Samford University. We began the meeting Tuesday morning with the final 2014-2015 Executive Board Meeting. We took a break for lunch and then transitioned to the new board and committee chairs. The day ended with us setting some goals and our theme for the new board. Our theme for the year is finish the race. Some of the goals we set are; Do not let anyone on the board fail, asked all committees to review the P&P and set goals for the committee, and we are going to start a Mentor-Mentee program. Also we are going to follow AASFAA's Mission for our board, "AASFAA's mission is to provide an association which promotes the professional growth and collaboration of its members, and address the needs of students, families, and institutions in matters related to financial and information resources." The meeting was very successful with a wealth of knowledge gained by everyone.

**Action Items:**

To discuss the State President or President-Elect swap.

Discuss the date for our support staff training and new aid officer workshop (October 15<sup>th</sup>, 2015).

Also discuss making some changes to our annual spring conference.

**Policy & Procedure: Changes/ Recommendations:** N/A

**Final comments:**

I am going to miss everyone at the July Board Meeting. I am doing well after my surgery and am adjusting to being on crutches at work. Thanks for everyone who has checked on me and I hope you have a great time at the meeting.



Southern Association of Student Financial Aid Administrators

Amy Berrier - President

July 25, 2015 Board Report

**Committee Goals for 2015-2016:**

See GAP Spreadsheet for additional personal goals added as President for the Board and myself.

**LRP and GAP Goal Activity Since Last Board Meeting:**

LRP 2.1: Review the terms and composition of the office of elected officials at least once every five years.

Activity: The issue has been discussed with the SASFAA officers and former Vice-Presidents. This issue will be brought forth to the Board for discussion at the July board meeting.

LRP 3.1: Assess the purpose and need for each committee when making committee chair/liaison appointments.

Activity: The purpose of each committee was assessed when finalizing my committee chair/liaison appointments. I kept in mind the personal goals I had in addition to the information provided by prior GAP reports.

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) report.

Activity: I have provided the 2015-2016 GAP Spreadsheet to each officer, committee chair, liaison, task force chair, and state president. I have provided an example board report and explanation regarding goals and objectives. Committee goals were also discussed at the June 2015 transition meeting.

LRP 3.3: Consider whether all committee chairs should be in attendance at all Board of Directors meetings, keeping in mind the need to develop future leadership for the Association yet maintaining the ability to conduct business at a reasonable cost.

Activity: There will not be a face-to-face November board meeting. Any business that needs to be brought before the board this fall will be conducted via email, conference call, and webinar/WebEx. The Management Institute Committee Chair, the Veterans Task Force Chair, and the Minority Serving Institutions Task Force Chair will not attend any board meeting. Their work will be done electronically and via conference call.

LRP 3.4: Select an appropriate mix of returning and new committee chairs to ensure the continuity of Association business and the development of new leadership.

Activity: This information was kept in mind when committee chairs were selected for 2015-2016. The Budget and Finance Chair from 2014-2015 was kept since a new Treasurer took office on July 1<sup>st</sup>. The previous appointee had to decline the invitation due to work obligations and Terri Parchment was gracious to continue to provide continuity for budget and finance issues.

**Amy Berrier cont.**

LRP 3.5: Ensure that the committee chair appointments, to the extent possible, reflect inclusiveness.

Activity: This information was kept in mind when committee chair appointments were made for 2015-2016. The board will discuss creating a standard definition of inclusiveness for the GAP review and for future officers and committee chairs.

LRP 4.5: 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: The November board meeting will not be face-to-face. Any necessary business will in the fall will be conducted by electronic means. Each committee chair will have the option of using email, conference calls, and WebEx to conduct committee business.

LRP 4.6: 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: I mentioned this information at the June transition and will remind everyone of the due date again in spring 2016.

LRP 5.1: Identify and finance, when financially feasible, one individual annually, other than the President-Elect or Treasurer, to attend the NASFAA Leadership Conference if never attended previously.

Activity: Will keep this in mind throughout the year.

LRP 5.5: Provide recognition of state and regional leaders.

Activity: This will be done throughout the year. The entire executive board has been listed on the SASFAA webpage. I sent a notice to the membership on July 15, 2015 with this information and also requesting any feedback/concerns for the upcoming board meeting.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity: Provided the officers and chairs their appropriate sections from the P and P manual at the transition meeting. I have also worked directly with the Secretary and other committee chairs regarding updating and clarifying certain information in the P and P manual.

LRP 9.1: Work with all sectors of the regions' financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Solicited volunteers from the entire membership. Working with all committee chairs to make sure that all sectors are represented in committee member appointments. Will keep this in mind when planning all association activities throughout the year.

LRP 9.2: Serve as a link with and between various sectors of the Association, and as a link between the state associations and the National Association of Student Financial Aid Administrators.

Activity: Will continue to solicit and communicate with all members of the association regarding activities and meetings. Will serve as a board observer to NASFAA.

LRP 10.2: Address a full range of issues, ranging from policies to daily operations.

Activity: Will continue to address any issues and concerns as they arise from the membership and from the board/committees.

LRP 10.3: Provide the SASFAA President's annual report to the membership in accordance with Section 1, Article 7 of the Bylaws.

Activity: Past President Basford's report was provided by the deadline. I will submit my annual report no later than June 30, 2016.

**Amy Berrier cont.**

LRP 10.6: Develop a volunteer process and communicate it clearly.

Activity: Started to solicit volunteers during spring 2015. Worked with the Electronic Services Chair in 1415 to develop/revise the volunteer form. I have continued to forward updated volunteer lists to the board. I have also emailed every volunteer to thank them for their service to SASFAA.

LRP 12.6: Invite and plan interactions and discussions with higher education associations such as SACUBO, SACRAO, and COHEO.

Activity: Will contact all chairs of these organizations after the July board meeting.

GAP 2: Consider making the Vice-President's position a two year term position. This would require a change to Article VI Section 3 of the Bylaws.

Activity: Have discussed this issue with the SASFAA officers and former Vice-Presidents. Will bring before the board under new business. Have asked Marian Dill to bring forth language for this change.

GAP 3: Update the SASFAA Policy and Procedure Manual to indicate that the President must take the Long Range Plan 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 no later than two weeks prior to the first Board meeting following the Transition meeting.

Activity: Zita Barree, the most Immediate Past President, assisted in creating the initial spreadsheet for 2015-2016 based on the GAP committee report and the 2011-2016 Long Range Plan. I added my personal goals to the end of the spreadsheet. Will introduce language for this change to the P and P.

GAP 6: Evaluate the 2014-2015 Board positions to determine if all positions are necessary to continue. It appears the Board grew by three positions, which adds costs to SASFAA, and it is recommended that these positions, and others, be reviewed to determine if those positions and costs are necessary. It is important to note that Section 6.1.2 of the SASFAA Policy and Procedure Manual states that all Board liaisons not identified in this section must be approved by the Board.

Activity: I did not add these 3 positions to the board. I will ask for approval of my committee chairs/liasons/task force chairs at the July meeting.

GAP 9: There is no consistent definition of how "new" and "returning" is defined in the context of the appointment of committee chairs. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: This information has been discussed via email and will be introduced in new business at the July meeting.

GAP 10: There is no consistent definition on what configuration would be considered inclusive from the perspective of the appointment of committee chairs. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: This information is on the agenda for the July board meeting under new business.

GAP 11: Add language to the SASFAA Policy and Procedure Manual to specify that the President's Annual Report referenced in Section 5.2(f) be written and posted to the SASFAA website by June 30<sup>th</sup>.

GAP 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. The list should be given to the GAP Committee at least 30 calendar days before the GAP Committee meets. It is the responsibilities of the committee chairs to have each of the committee members to complete this document.

**Amy Berrier cont.**

Activity: I have started the committee member spreadsheet for approval at the July board meeting. I will work with Ken Cole to create form for committee members to complete for the missing information on the spreadsheet.

GAP 13: There is no consistent definition on what configuration would be considered inclusive from the perspective of the appointment of committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: This information is on the agenda for the July board meeting under new business.

GAP 14: There is no consistent definition of how “new” and “returning” is defined in the context of appointing committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: This information is on the agenda for the July board meeting under new business.

GAP 16: If financially feasible SASFAA should have a Management Institute in 2015-2016, as the last one was held in fall of 2008.

Activity: The 2014-2015 Board approved the Management Institute Committee with myself as the Chair. Brad Barnett led the planning during the 1415 year. He is the new chair for 2015-2016 and I will request he be approved by the board. The Management Institute contract has been signed for an Embassy Suites in Orlando for October 7-9, 2015. Registration for the event should be open by August 1, 2015.

GAP 22: The GAP Committee recommends that any surveys, and/or forms referenced by Board members and/or committee chairs in their report be included in the information disseminated to the GAP Committee.

Activity: Will reiterate to the board that all copies of surveys and results should be retained and provided to the GAP Committee upon request by the Past President, who is the Chair of the GAP Committee.

GAP 26: It is recommended to provide a list of all policy and procedure changes made throughout the year listed in the Goals and Objectives Spreadsheet.

Activity: Will reiterate this to the board and keep a list of all changes made. The Secretary should keep a master list of all changes approved and made.

GAP 37: Now that the annual conference is being held at more SASFAA states than when the charity rotation schedule was created, it would be beneficial for the Board to revisit the schedule and determine if it is time to make changes. Whatever is decided should be included in the SASFAA Policy and Procedure Manual and Conference Handbook.

Activity: This recommendation is included on the agenda for the July board meeting.

ALB #3: Create budget planning document/guide to be included in the Guide to Financial Management.

Activity: I have worked with the Budget and Finance Chair this June and July to create the 2015-2016 tentative budget using zero-based budgeting. We used budget exercise sheets for officers and committee chairs to create the budget. This document will help clarify how things have been done historically to help future leadership develop an appropriate association budget.

ALB #19: Publish operational calendar.

Activity: Zita Barree, the most recent Immediate Past President, emailed the updated operational calendar to Past President Basford and myself on July 15, 2015. We will review for approval by the board.

**Action Items:**

See Section on Policy & Procedure Changes/Recommendations

**Amy Berrier cont.**

**Policy & Procedure: Changes/ Recommendations:**

**Change #1:**

Current P & P 5.2(b) under President – prior to the NASFAA 2013-2014 year, represents SASFAA as a voting member in the Board meetings, including Executive Committee of the Board of Directors, of the National Association of Student Financial Aid Administrators, Inc. (NASFAA). Beginning with the NASFAA 2013- 2014 year, represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;

(strike the following from section b - prior to the NASFAA 2013-2014 year, represents SASFAA as a voting member in the Board meetings, including Executive Committee of the Board of Directors, of the National Association of Student Financial Aid Administrators, Inc. (NASFAA). Beginning with the NASFAA 2013-2014 year,)

Recommended P & P 5.2(b) under President - represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;

**Change #2:**

Add 5.2(h) under President: use the Long Range Plan 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 no later than two weeks prior to the first Board meeting following the Transition meeting.

**Change #3:**

Current P & P 5.2(f) - submits a written annual report on the year’s activities to Association members; and

Recommended P & P 5.2(f) – (add by June 30<sup>th</sup>) submits a written annual report on the year’s activities to Association members **by June 30<sup>th</sup>**; and

**Change #4**

Current 6.1.3 (Special Ad Hoc Committees) of the P and P Manual – At the discretion of the president and/or the Board, certain ad hoc committees may be established to address special, short-term projects.

Update Section 6.1.3 of the P & P Manual to include a sentence at the end of the paragraph stating, “Any special ad hoc committee the president desires to establish must be approved by the Board.”

**Personal Thoughts and Recommendations:**

Thanks to everyone for all of their hard work on preparing for the start of the 2015-2016 year for SASFAA. A special thanks to Nathan Basford and Zita Barree for their help in preparation for my year as President. Thanks to Nathan for continuing to be a resource for me in my role as President. I will continue to work with Marian Dill throughout the year (a continual transition process) to help her prepare for her year as President in 2016-2017.



**Amy Berrier cont.****Completed/In-Progress Items:**

- 1) Worked with Terri Parchment to complete the proposed 2015-2016 budget
- 2) Worked with SASFAA Executive Committee regarding the tenure of the SASFAA Vice-President
- 3) Worked with Amy Moser, former Treasurer, on changing signature authority on investment accounts – will sign paperwork in addition to Jenelle Handcox and FedEx back to DC. Also worked on other financial matters involving SASFAA
- 4) Working with Tracy Misner, Brenda Burke, Brenda McCafferty, and Janet Nowicki (Local Arrangements Chair) regarding issues for the July board meeting and the Sheraton Four Seasons
- 5) Worked with Michael Morgan regarding the summer New Aid Officers Workshop and the upcoming 2016 workshop
- 6) Assigned state conferences to myself, Nathan Basford, and Marian Dill – thanks to each of these individuals for helping to make sure there is SASFAA Representation at each state event
- 7) Assisted several individuals with their first board report and helped several to understand the GAP/reporting process
- 8) Worked with Vickie Adams on updating certain sections of the P and P Manual
- 9) Other duties as they arise daily



Southern Association of Student Financial Aid Administrators

Marian Dill/President-Elect

Executive Board Report/July 15, 2015

**Committee Goals for 2015-2016:**

My goal is to observe, begin planning for 2016-2017 and attend state conferences as requested by President Berrier.

**LRP and GPA Goal Activity Since Last Board Meeting:**

**2015 SASFAA NAOW Summary**

**Personal Comments:** It was a pleasure working with this amazing group of professionals. Consistent with the workshop theme “Financial Aid IS magical”, the staff and instructors made it an enchanted week of learning and fun. I appreciate the opportunity to serve SASFAA and its membership. The NAOW is and should remain a core component of SASFAA’s training.

Location: Thomas More College – Hebron KY

The campus is located minutes from the airport and across the street from a shopping mall.

Dates: June 14 – 19, 2015

Participants – 77

State: FL – 23  
 VA - 15  
 TN - 10  
 NC - 8  
 SC - 7  
 GA – 7  
 KY - 5  
 AL – 2  
 MS – 0

Gender: Female – 51

Male – 17

Unknown – 9

Years of Experience:

Less than one year – 28  
 1 to 2 years – 13  
 2 to 3 years – 16  
 More than 3 years – 20

**Marian Dill cont.**

## School Type:

Public 2 year – 28

Public 4 year – 24

Private 4 year- 18

Proprietary – 1

Other – 6

Average number of participants per class: 15

NASFAA Credentialing – In collaboration with NASFAA the application processing session was taught by NASFAA certified instructors. This gave participants the opportunity to take the NASFAA credential test in that subject matter and to have the test fee waived.

The Summer NAOW Guide was updated and sent to the SASFAA secretary, president, past-president and incoming Vice President and electronic services chair.

**Budget -****Actual**

Income – 80,000 (125 x \$640)

\$51,975 (77 participants x \$675)\*

\*Board voted during the year to charge membership fee in addition to registration fee. The next year's membership will be comped.

## Expense

Retreat \$14,000

\$12,292.37

NAOW \$69,000 \*\*

\$57,255.77

\*\* After all Professional Advancement expenses were incurred prior to the NAOW, there was \$79,000 remaining in the expense budget which could have been used for the NAOW without creating an overage in the line item.

Note: If 125 participants would have registered the event would have cost approximately \$77,000. This is using one of the lowest campus bids and minimizing cost where possible. I strongly encourage the board to consider additional subsidy for the NAOW. In order to meet the current budget demands only the lowest bid contracts can be considered.

**Suggestions moving forward –**

These suggestions were discussed by various staff members during the workshop.

- For budget purposes plan for 75 participants both in terms of income and expenses. This will allow flexibility to increase attendance up to 100 without negatively impacting the annual budget because the additional expenses associated with participants 76 – 100 will be offset by the additional income.
- Create a generic NAOW t-shirt that can be used for multiple years. This will prevent waste in the event registration numbers are down. Or another plan could be to use the year specific t-shirts as advertisement and giveaways at the following year's conference.
- Have an absolute registration deadline that allows the ordering of t-shirts and various supplies after the deadline.
- Keep generic NAOW links on the initial SASFAA webpage year round
- SASFAA should consider offering a couple of scholarships to this event for new members
- Consider offering more NASFAA Credentialing associated with the workshop. Notice no one from Mississippi attended. They had numerous credentialing training this year. Also, almost ¼ of the participants attended the credentialing Q&A concurrent session
- Advertise the event as a boot camp for new folks with less than 5 years of experience.

**Marian Dill cont.**

- Continue to explore the possibility of having NASFAA certified instructors and to provide at least some sessions for participants to have the opportunity to test for the credential.

## Evaluation Summary:

<b>Instructors:</b>	<b>Key</b>	<b>Overall</b>	<b>Ability</b>	<b>Effectiveness</b>	<b>Materials</b>	<b>Compatibility</b>	<b>Average</b>
Class 1	1	5.00	5.00	5.00	5.00	5.00	5.00
Class 2	2	5.00	5.00	4.75	4.63	5.00	4.88
Class 3	3	4.47	4.07	4.47	4.67	4.33	4.40
Class 4	4	4.69	4.69	4.69	4.77	4.77	4.72
Class 5	5	4.50	4.36	4.14	4.29	4.57	4.37

<b>Lowest Ranked Sessions</b>	<b>Average</b>
Dorms	2.86
Top Ten Compliance Issues	3.88
Building your Financial Aid Toolbox	4.00
Outside of classroom activities	4.14
Classrooms	4.14

<b>Highest Ranked Sessions</b>	<b>Average</b>
Resolving C Codes	5.00
Financial Literacy	4.94
Social Media	4.88
Customer Service	4.84
Studying Tips for Credential Testing	4.83
Hospitality of Thomas More Staff	4.82
Professional Judgment	4.76
Overall Rating of Instructors	4.74
Compatibility of Instructors	4.74
Ethics	4.71

**Action Items:**

I submit the following proposal for board consideration --change the vice president position to a two-year term in order to provide continuity and ensure quality training.

Existing Bylaws -- ARTICLE VI – OFFICERS

Section 2. The officers of the Association shall be elected annually, except as provided for in Article VI, Section 6. Individuals serving in the offices of vice president, president-elect, president, and immediate past president shall be an active member who is affiliated with a postsecondary institution.

Section 3. The vice president shall serve for one year.

**Proposed Language Change**

Section 3. The vice president shall serve for a period of two years. The vice president will be elected in odd years.

**Marian Dill Cont.**

**Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Personal Thoughts and Recommendations:**

I'm looking forward to a great year under the leadership of President Berrier and working with the 2015-2016 board. I am thankful for the opportunity to serve.

**Marian Dill cont.**

## **SASFAA Summer Workshop Guide**

**Last Updated: June 2015**

### **Summer Workshop**

The vice president is responsible for planning and conducting the summer workshop.

### **Workshop Staff**

Workshop staff generally includes:

- Vice president
- Curriculum coordinator
- Instructor
- Site coordinator
- Business Partner(s)

The vice president is responsible for the selection of the curriculum coordinator and instructors. The vice president shall make every effort to select instructors and other workshop staff representative of the entire SASFAA region in terms of school type and state, sector and diversity. All workshop staff must be

- SASFAA members and members of appropriate state associate.
- Board approved

### **Workshop Site Selection**

The current vice president shall recommend a workshop site to be used by his/her successor. The executive board shall review the recommendation. In this way, the association is able to secure the most attractive sites that meet site specifications or criteria.

If a workshop site is satisfactory and meets the association's needs, serious consideration shall be given to using that site for more than one year.

The vice president should consider sites in all of the nine SASFAA states.

The vice president should research potential sites and coordinate onsite visit. During the visit, the vice president or designee should meet with the site coordinator and view the facilities that will be used.

If the vice president is recommending a site for his/her successor, site recommendations should be made no later than the third board meeting of the year (generally held in conjunction with the annual meeting.) It is preferable that the recommendation be made at the second meeting of the year.

### **Workshop Site Specifications**

At a minimum, a workshop site shall meet these criteria:

1. Accessible location. It is preferable that the workshop site be accessible via an airport that has jet service. "Regional" jet service would be considered acceptable.
2. On campus housing to accommodate 125-175 people – including workshop staff and participants. Suite- style accommodations with semi-private bathrooms are preferable, but other accommodations should be considered if the site meets other criteria.
3. On campus dining should be available to accommodate workshop participants and staff.
4. Classroom facilities in adequate number and size. Generally:

**Marian Dill cont.**

- a. Individual classrooms that accommodate up to 20-25 students – number of classrooms determined by the total size of the workshop.
- b. Auditorium or large lecture room that accommodates up to 125-175 students.
- c. Computer lab
- d. Conference room or classroom that can serve as conference headquarters.

The classrooms should be equipped with up-to-date technology. At a minimum the classes should have projector, computer and internet access.

5. Adequate facilities to support social activities outside the classroom.
6. Adequate facilities for registration, check-in, and check-out activities.
7. Facilities should meet ADA requirements so all people can participate.

**Recommended Workshop Schedule:**

- Friday - Workshop staff arrive
- Saturday - Workshop staff prepare for week; registration for early arrivals
- Sunday – Registration; workshop begins in late afternoon; ice breaker activities
- Monday through Thursday – class activities and social activities
- Thursday - banquet celebration
- Friday – Workshop ends by lunch; workshop staff has final wrap-up meeting

**Job Descriptions for Workshop Staff****Curriculum Coordinator Job Description**

The curriculum coordinator is key to a successful summer new aid officers' workshop. In addition to providing the curriculum for the workshop, he/she guides the instructors in classroom instruction, giving them tips and training as required. The curriculum coordinator also provides the curriculum and selects the instructors for the one-day workshop held in conjunction with the annual conference – the February prior to the summer workshop for which he/she is responsible.

The curriculum coordinator is expected to arrive at the summer workshop site two days prior to the beginning of the workshop and remain through the close of the workshop.

He/she is specifically responsible for the following activities:

- Developing agenda for workshop and classroom activities, in conjunction with vice president.
- Developing curriculum for workshop – including slides for presentations, handouts, scripts for instructors, as needed, case studies, etc., ensuring that information is accurate and up to date.
- Preparing instructor and participant notebooks for printing.
- In conjunction with vice president, pairing instructors into teaching teams.
- Guiding faculty in classroom instruction, providing tips and training in presentation skills as necessary.
- Correcting any instructional errors, presentation problems, etc. as they arise.
- Maintaining database of participants as they register – to include name, institution, address, voice, fax, email, title, length of time in position, length of time in the field, self-assessment score, and classroom assignment.
- Placing participants in appropriate classrooms, based on years of experience as provided on the registration application.
- Conducting, in conjunction with vice president, meetings with instructors and business partners during the annual conference, planning retreat, during the workshop.
- Serving as a resource for instructors and participants.
- Encouraging participants in classroom and social activities, helping them to feel welcome and comfortable.
- Other activities as requested by the vice president.

**Marian Dill cont.**

### **Instructor Job Description**

The workshop instructor is a vital element in a successful summer new aid officers' workshop. He/she provides classroom instruction and becomes a mentor to the participants. This position also serves as the instructors for one-day workshop held in conjunction with the annual conference.

The instructor is expected to attend a planning retreat in the spring prior to the workshop. The instructor is expected to arrive at the summer workshop site two days prior to the beginning of the workshop and remain through the close of the workshop. The instructor is also expected to be a current member of SASFAA and their respective state association.

The instructor is specifically responsible for the following activities:

- Reviewing curriculum materials provided. This should be done prior to arrival at the workshop.
- Reviewing case studies as requested by the curriculum coordinator.
- Working closely with teaching partner to make the classroom experience of the highest quality possible.
- Participating in training provided by the vice president, curriculum director, or other, designed to enhance presentation skills.
- Providing supplemental materials, suggestions, etc. to the curriculum director and vice president to ensure the highest quality workshop possible.
- Encouraging participants in classroom and social activities, helping them to feel welcome and comfortable.
- Other activities as requested by the vice president and/or curriculum director.
- **Promote the new aid workshop within their respective state in conjunction with the vice president.**

### **Business Partners Job Description**

Business partners help set the tone of the social activities for the workshop. They also run errands as required, freeing the vice president, curriculum director, and instructors to take care of other aspects of the workshop.

The business partner is expected to arrive at the workshop site two days prior to the beginning of the workshop and remain through the close of the workshop.

The business partner is specifically responsible for the following activities:

- Meeting and greeting participants.
- Assisting instructors with move-in.
- Assisting participants with registration and move-in.
- Distributing "goody bags" and/or others items for instructors and/or participants (contents to be determined by vice president)
- Encouraging participants in classroom and social activities, helping them to feel welcome and comfortable.
- Transporting faculty, vice president, curriculum coordinator, and other guests to/from airport.
- Transporting faculty, vice president, curriculum coordinator, other guests, and participants to/from appropriate facilities in emergency situations or other "approved" activities. (For example, transporting someone to the pharmacy for a prescription.)
- Stocking social area with food and drink as required.
- Photographing classes, workshop participants, instructors, etc. and having pictures developed for distribution by the end of the workshop.
- Conducting team building activities.
- Printing materials on site – taking originals, picking up copies, assisting with distribution, etc.
- Writing and printing daily newsletter during workshop.
- If necessary, assisting the vice president in making sure that vendors registered for the workshop do not market their products during the workshop.
- Other activities as requested by the vice president and/or curriculum coordinator.



## **Marian Dill cont.**

### **Site Coordinator Job Description**

A strong site coordinator is critical to the success of the workshop.

He/she attends the planning retreat prior to the workshop and is available two days prior to the workshop until the workshop end.

He/she is specifically responsible for:

- Providing local arrangements assistance for the summer workshop.
- Working closely with the vice president and the curriculum coordinator in the planning and execution of the summer workshop.
- Acting as the liaison between the host site and the vice president.
- Assisting in making arrangements for workshop accommodations and services.
- Organizing transportation to/from the airport and the workshop site.
- Securing on-site volunteers or paid staff (not paid by the association) to assist with the workshop.
- Other activities as requested by the vice president and/or curriculum coordinator.
- Videotaping PJ skit and putting together video for showing at banquet.

### **Expenses**

The association covers travel and other workshop-related expenses for the site coordinator, curriculum coordinator, instructors, vice president and vice president-elect, and other non-business partner staff. The business partners provide their own transportation to and from the workshop. Room and board is provided for all workshop staff – during the planning retreat and the workshop itself.

### **Suggested Budgets and Cost Containments**

- Class decorations - \$30
- Coordinate with conference chair to order participant bags and name badges/holders.
- Develop a NAOW generic t-shirt that can be used multiple years.
- Business partners prepare staff meals prior to the beginning of the workshop
- Monitor and control printing cost (participants manual)

### **Promotional Piece and Registration**

The vice president shall prepare promotional pieces for publication on paper or the Internet about the workshops, the one-day workshop and the summer workshop. The vice president shall coordinate the online registration forms, in conjunction with the electronic services chair. The vice president shall ensure the general NAOW information is available on the web year round. There should be a dedicated link from the initial web page.

Materials about the workshop shall include (but are not necessarily limited to): (sample enclosed)

1. Site
2. Dates and times
3. Cost
4. Accommodations – lodging, meals – what is provided and what the participant needs to bring with him/her
5. Activities related to the workshop
6. Deadlines for registration and fee payment
7. Tentative agenda and topics
8. Travel Information – airport, campus map, etc.

**Marian Dill cont.**

### **Directory of Participants**

Preferably before the end of the workshop, the vice president provides a directory to participants and staff. Information should include: name, address, voice telephone number, fax number, e-mail address, and class designation. If the vice president is unable to provide this directory before the end of the workshop, it is to be provided to participants.

### **Certificate of Achievement/Recognition**

The vice president shall provide a certificate of achievement/recognition to each participant. The vice president should sign certificates. The president and/or curriculum director can also sign the certificate.

### **Contract**

Contracts will be signed by instructors, site coordinator, and curriculum coordinator. See appendix X.

## Sample - Promotional Piece

### Purpose

The SASFAA Summer Workshop is an intense professional development activity designed to provide a working knowledge of the federal financial aid programs, as well as an understanding of the laws and regulations that govern these programs. The curriculum will take the student from A - Z through the basics of financial aid.

### Intended Audience

The workshop is intended for new financial aid administrators with less than five years of experience in the field of financial aid. Other individuals whose professional responsibilities include significant contact with the financial aid process are welcome to attend the workshop on a space-available basis. Registration will be available in February.

### Format of Workshop

A carefully selected faculty of experienced aid officers, selected from the SASFAA states and representing diverse institutions, will conduct the class sessions. The instructors will teach in teams of two and work with the same class of participants throughout the week. Lectures, interactive instruction and case studies will be used throughout the week. The faculty will be on site for the entire week, providing opportunities for ample interaction outside the classroom.

### Curriculum

*Topics to be covered include:*

Application Process	SAR/ISIR	Student Eligibility
Federal Methodology	Federal Title IV Programs	IRS Forms
Verification	Record Keeping	Cost of Attendance
Packaging	Professional Judgment	Cash Management
Satisfactory Academic Progress	Loan Certification Issues	Legislative Process
Debt Management	Customer Service	FERPA
Consumer Information	High School Nights	Annual Reports
Program Reviews	Financial reviews	

### Location and Dates

The workshop will be held on the beautiful campus of University of North Carolina - Asheville in Asheville, North Carolina. All workshop participants will stay in Mills Hall Dorm on campus. Information about UNC - Asheville can be found at [www.unca.edu](http://www.unca.edu) - pictures of the campus can be found at [www.unca.edu/welcome/pictures.html](http://www.unca.edu/welcome/pictures.html).

Participants should plan to arrive no later than 1:00 pm on Sunday, June 18, 2006 to check-in and take care of on-site registration activities. Check-in and on-site registration will be from 9:00 am until 4:00 pm on Sunday, June 18, 2006.

The first class begins at 3:00 pm on Sunday, June 18, 2006. The workshop concludes at 11 am on Friday, June 23, 2006.

Participants may arrive on Saturday, June 17, 2006. Check-in and on-site registration will be available from 12:00 pm until 4:00 pm on Saturday. There is an additional charge if you arrive on Saturday.

Please make your travel arrangements to allow you to arrive before the workshop begins on Sunday afternoon and for you to attend all of Friday morning's activities.

### **Cost**

The registration fee for the workshop is \$650, if registration completed by May 24, 2006 and \$700 if completed after May 24, 2006. The registration fee includes all instructional materials, most meals, housing and your 2005-06 SASFAA membership (\$25). A minimum non-refundable (but transferable) deposit of \$100 must accompany the registration form. Early arrivals - those participants arriving on Saturday, June 18, 2006 will be charged an additional \$30 fee to cover the additional night's lodging.

### **Housing**

Housing is provided in residence halls located on UNC - Asheville's campus. Each apartment has two bedrooms (single occupancy in each bedroom), 1 bathroom, and a living room area. Amenities include one microwave- refrigerator. Basic furniture includes a couch, chair and side table in the living room area and a bed, study desk (with built-in study lamp), chair and wardrobe in the bedroom. Linens are provided (one pillowcase, two sheets, one pillow, one blanket, 2 facecloths, and two towels per person). The suites do not have televisions. Participants will be housed in West and South Ridge Residence Halls. For additional information on the residence halls you can go to: <http://www.unca.edu/housing/files/residence-halls/general-information/>.

All rooms are air-conditioned. Each room has an Internet connection for each person. Each participant will receive a key to their suite/room - there is a \$25 key replacement charge if a key is lost.

**Marian Dill cont.**

Contract examples are included below for summer workshop staff.



**2012 SASFAA New Aid Officers Workshop**

**Instructor**

**Contract and Code of Conduct Agreement**

I \_\_\_\_\_ agree to serve SASFAA in the capacity of Instructor and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:

1. Attend the NAOW staff retreat in \_\_\_\_\_ on \_\_\_\_\_. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.
2. Commit to the period of June 17 – 24, 2012 for the actual workshop, by arriving at \_\_\_\_\_ by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.
3. Receive an honorarium of \$500 in my capacity as NAOW Instructor. I understand that it is my responsibility to report this honorarium payment on my personal income tax return.
4. Immediately notify the Vice President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.
5. I understand that the commitment of being a NAOW Instructor is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

*As a NAOW Instructor I agree to adhere to the following code of conduct:*

1. Possess the presentation skills and financial aid knowledge required to educate participants.
2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.
3. Demonstrate respect for colleagues, participants, and host institution.
4. Maintain ethical business practices.
5. Personify professionalism befitting a financial aid representative.
6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

\_\_\_\_\_  
Instructor's Signature  
\_\_\_\_\_  
NAOW Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
SASFAA VP Signature  
Runan Pendergrast, SASFAA Vice President

\_\_\_\_\_  
Date



**2012 SASFAA New Aid Officers Workshop**  
**Curriculum Coordinator**  
**Contract and Code of Conduct Agreement**

I \_\_\_\_\_ agree to serve SASFAA in the capacity of Curriculum Coordinator and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:

1. Attend the NAOW staff retreat in \_\_\_\_\_ on \_\_\_\_\_. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.
2. Commit to the period of June 17 – 24, 2012 for the actual workshop, by arriving at \_\_\_\_\_ by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.
3. Receive an honorarium of \$599 in my capacity as NAOW Curriculum Coordinator. I understand that it is my responsibility to report this honorarium payment on my personal income tax return.
4. Immediately notify the Vice President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.
5. I understand that the commitment of being a NAOW Curriculum Coordinator is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

*As a NAOW Curriculum Coordinator I agree to adhere to the following code of conduct:*

1. Possess the presentation skills and financial aid knowledge required to educate participants.
2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.
3. Demonstrate respect for colleagues, participants, and host institution.
4. Maintain ethical business practices.
5. Personify professionalism befitting a financial aid representative.
6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry-out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

\_\_\_\_\_  
*Curriculum Coordinator's Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*SASFAA VP Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*NAOW Curriculum Coordinator*

\_\_\_\_\_  
*Runan Pendergrast, SASFAA Vice President*



**2012 SASFAA New Aid Officers Workshop  
Development Partner  
Contract and Code of Conduct Agreement**

*I \_\_\_\_\_ agree to serve SASFAA in the capacity of Development Partner and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:*

1. Attend the NAOW staff retreat in \_\_\_\_\_ on \_\_\_\_\_ . I agree to stay on site for the



entire workshop. I agree to participate in all workshop-sponsored events.

2. Commit to the period of June 17 – 24, 2012 for the actual workshop, by arriving at \_\_\_\_\_ by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

3. Immediately notify the Vice-President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.

4. I understand that the commitment of being a NAOW Development partner is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

*As a NAOW Development Partner I agree to adhere to the following code of conduct:*

1. Possess the skills and knowledge required as a development partner.
2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.
3. Demonstrate respect for colleagues, participants, and host institution.
4. Maintain ethical business practices.
5. Personify professionalism befitting a financial aid representative.
6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that a violation of this contract and/or code of conduct may be reported to the SASFAA Executive Board and/or my employer.*

\_\_\_\_\_  
*Development partner's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*SASFAA VP Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*NAOW Development Partner  
Vice President*

*Runan Pendergrast, SASFAA*



Southern Association of Student Financial Aid Administrators

Nathan Basford/Immediate Past-President

Executive Board Report/July 25, 2015

Greensboro, NC

**Committee Goals for 2015-16:**

- To continue to lead the association to ensure fiscal integrity, to address all issues presented to the executive board, and to ensure that transparency is seen by all.
- To continue to support the current president and complete any task assigned for the year.
- To provide a slate of candidates to the board for the upcoming election in February 2016.

**LRP and GAP Objectives/GAP Recommendations:**

**LRP 3.2:** Organizational Structure: 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.

*Update:* Based on goals set at the transition meeting I will work with the current leadership to continue to move forward to ensure future leadership is developed, and those activities of board remains fiscally responsible.

**LRP 3.6:** Organizational Structure: Review the Long-Range Plan annually to monitor progress toward goal attainment.

*Update:* Will continue to review the Long-Range plan annual to monitor progress toward goal attainment. However we understand that all goals and recommendations may not be able to be attained each year, but within the long-range plan of 5 years should be accomplished.

**LRP 4.5:** 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.

*Update:* As requested/recommended all meetings of the nominations & election committee, Awards committee, will be conducted via conference call and emails. The GAP committee will have one on site meeting in May 2016.

**LRP 4.6:** Require that each committee provides a written annual summary of its activities so this information may be included in the President's annual report.

*Update:* This will be accomplished by the end of the year so that the information is available to the GAP committee, and also to the current President so that they may complete their end-of-the-year-report by June 30<sup>th</sup>.

**Nathan Basford cont.**

**LRP 7.2:** Require that officers and committee chairs review and update policies and procedures under their purview.

Update: *Will continue to submit policy & procedure updates when necessary to ensure that policy & procedures are accurate and complete in order to provide consistent Associational direction.*

**LRP 9.2:** Serve as a link with and between various sectors of the Association, and as a link between the state associations and the National Association of Student Financial Aid Administrators.

Update: *As past-president I will serve as a voting member to NASFAA, and also visit other state conferences during the year as assigned by the current president.*

**GAP 4:** Update the SASFAA Policy and Procedures Manual to include the President-Elect as an ex-officio member of the GAP Committee 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.

Update: *I have submitted language in order to update the Policy & Procedure manual to include the President-elect as an ex-officio member of the GAP committee prior to taking the office of President.*

**GAP 5:** Update the SASFAA Policy and Procedure Manual to include the incoming President-Elect (elected at the most recent Annual Business Meeting) as an ex-officio member of the GAP Committee prior to taking the office of President-Elect. This will help in developing the goals and objectives for the year and in assessing the Board's attainment of the Long Range Plan.

Update: *I have submitted language in order to update the Policy & Procedure manual to include the incoming President-elect (elected at the recent Annual Business Meeting) as an ex-officio member of the GAP committee prior to taking office. (Discussion on the cost will be addressed based on concerns from GAP committee this past year)*

**GAP 8:** To accompany the next Long Range Plan, the GAP Committee recommends the entire process for assigning LRP goals and objectives be evaluated, as well as the annual evaluation process conducted by the GAP Committee. The current process is rather cumbersome, difficult to follow, and the GAP Committee feels it may not be necessary or appropriate for SASFAA to work on each objective every year.

Update: *I feel that with the updated GAP spreadsheet we are able (all committee chairs) to address goals and objectives from GAP committee and LRP. As stated earlier from the GAP committee it may not be necessary or appropriate for SASFAA to work on each objective every year.*

**GAP 9:** No consistent definition of how "new" and "returning" is defined in the context of the appointment of committee chairs. It is advisable to create a standard definition and some metrics by which to measure this objective.

Update: *This will be discussed under new business.*

**GAP 13:** There is no consistent definition on what configuration would be considered inclusive from the perspective of the appointment of committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Update: *Will work with the current president to address this concern from GAP committee.*

**Nathan Basford cont.**

**GAP 14:** No consistent definition of how “new” and “returning” is defined in the context of appointing committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Update: *This concern will be addressed under new business.*

**GAP 25:** The Vice President stated, “The Summer NAOW guide is rather outdated. The goal is to update this prior to the end of the year and submit to the 15-16 VP,” and GAP suggests this be completed

Update: *I will work with Marian Dill and Michael Morgan this year to ensure that this document is updated.*

**GAP 36:** The GAP Committee recommends reviewing Objective 12.8, as the research/publication piece is not realistic based on the configuration of our membership.

Update: *Will work with the current president to address this issue, and request clarification from the GAP committee!*

**ALB #8:** 1415 GAP Committee recommends entire process for assigning LRP Goals and Objectives are re-evaluated, as well as the annual evaluation process.

Update: *Will work with current president to see what her recommendations are and present at the end of year to GAP committee.*

**ALB #18:** Update the P and P Manual to include the incoming President-Elect (elected at the most recent Annual Business Meeting) as an ex-officio member of the GAP Committee prior to taking the office of President-Elect.

Update: *This will be at 1<sup>st</sup> board meeting.*

**ALB #19:** *Publish Operational Calendar*

Update: *This has been accomplished by our immediate-past-president last year. Final draft will be provided to me and I will have posted to our website.*

**Action Item:** *Clarify language in Policy & Procedure section 6.1.2 and 6.1.3 regarding approval of non-approval of additional discretionary committees and liaisons*

**Personal Thoughts & Recommendations:**

This year is going to be very exciting; I look forward to providing a slate of candidates for the upcoming election, and also working with the state presidents in moving forward with the NASFAA star award submission: “State Presidents Exchange Program”



Southern Association of Student Financial Aid Administrators

Michael D. Morgan/Vice President

Executive Board Report/July 25, 2015

**Summary of Activities**

- I had the opportunity to attend the 2015 NAOW at Thomas More College located in Northern Kentucky. Thomas More, lead by Mary Gihvan and the financial aid staff were incredible hosts. They created high expectations for host institutions in the future. However, we need to consider looking at institutions that can provide adequate housing for the size workshop we wish to hold.
- We are in the process of reviewing possible locations for the 2016 NOAW by first starting the bids submitted within the past year. If we are able to name a site sooner we can then spend more effort on the planning and promotion of the event and hopefully increasing the numbers to past levels. Last year we received bids from:

Institution	Estimated Cost
Thomas More College	\$ 47,787.00
Wesleyan College	\$ 40,286.00
Davidson College	\$ 70,095.00
University of North Georgia	\$ 53,640.00
Jacksonville State University	\$ 53,921.00

- Over the past three years we have seen a decline in our attendance for the New Aid Officer Workshop.

2013	Auburn, Alabama	2014	Spartanburg, SC	2015	Crestview Hills, KY	Average Attendance	Difference
State	Total	State	Total	State	Total		
AL	26	AL	5	AL	1	10.67	25
FL	16	FL	9	FL	23	16.00	-7
Ga	28	GA	20	GA	7	18.33	21
IL	1	IL	0	IL	0	0.33	1
KY	14	KY	3	KY	5	7.33	9
MS	5	MS	0	MS	0	1.67	5
NC	4	NC	16	NC	8	9.33	-4
SC	6	SC	15	SC	7	9.33	-1
TN	12	TN	11	TN	10	11.00	2
VA	18	VA	13	VA	15	15.33	3
DC	0	DC	2	DC	0	1.00	0
Grand Total	130		94		76	100.00	

**Michael Morgan cont.**

- In addition to the recommendations provided by last year’s Professional Advancement Committee. We hope to try a few different things this year in an effort to increase the numbers and generate renewed interest the training
- Next year’s theme will be “Heroes: Save a student, save the world.”
- We anticipate the following instructors and participants from the 2015 NOAW to return in 2016.

<b>First</b>	<b>Name</b>	<b>Institution</b>	<b>Type</b>	<b>State</b>	<b>Status</b>
Dotti	Davidson	Regent University	4 Year Private	VA	Returning
Leigh Ann	Hussey	Mississippi Gulf Community College	2 Year Public	MS	Returning
Aria	Simmons	Midlands Technical College	Technical College	SC	Curriculum Coordinator
April	Tretter	Bellarmine University	4 Year Private	KY	Returning
Alex	Washington	University of Mississippi Medical Center	Medical	MS	Returning
Sean	Johnson	Hillsborough Community College	2 Year Public	FL	Returning
Nathan	Basford	Florida State University	4 Year Public	FL	Returning
				<b>TN</b>	New
				<b>GA</b>	New
				<b>AL</b>	New
				<b>NC</b>	New

I welcome recommendations from the State Presidents of Alabama, Georgia, North Carolina and Tennessee for potential new instructors for next year.



Southern Association of Student Financial Aid Administrators

Vickie Adams/Secretary

July 25, 2015

**Committee Goals for 2015-16:**

Take and transcribe minutes from each board meeting and submit to the Electronics Chair in a timely manner for posting to the SASFAA web.

To review the By-Laws and make recommendations as needed.

Compile spreadsheets for board meeting travel and room reservations and submit in a timely manner to the Site Selection Chair.

**LRP and GPA Goal Activity Since Last Board Meeting:**

LRP 1.1: Review annually to ensure the By-Laws continue to further the mission of the Association.

*Activity:* This activity is on going

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long-Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) report

LRP 4.1: Appoint committee members, to the extent possible, to reflect the practice of inclusiveness.

*Activity:* Because there were no volunteers from the spreadsheet President Berrier sent, I have ask Kelly D'Eath from Gadsden State Community College and Sharon Oliver from North Carolina Central University.

LRP 4.3: 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.

LRP 4.4: Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

LRP 4.5: 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:* Committee meetings will be via electronic mail and/or conference calls.

**Vickie Adams cont.**

LRP 4.6: Required that each committee provides a written annual summary of its activities so this information may be included in the President's annual report.

*Activity:* An email was sent on June 24, 2015 to all 2014-2015 Board members and committee chairs requesting annual summary of activity.

LRP 7.1: Establish a procedure to ensure that the policies and procedures are accurate and complete and that the Association complies with them. The review should include an analysis of the minutes of each Board Meeting to be sure policy/procedures approvals have been incorporated.

LRP 7.2: Require that officers and committee chairs update policies and procedures under their purview.

LRP 7.3: Recommendations for policies and procedures changes shall be approved by the SASFAA Board of Directors.

*Activity:* Recommendations for P&P changes were approved by the Board and those changes have been incorporated into the P&P.

LRP 7.4: The Secretary shall incorporate policies and procedures as they are approved into the Policy and Procedure Manual.

*Activity:* Changes to the P&P were submitted to the Electronics Chair on June 24, 2015, June 29, 2015 and July 15, 2015.

LRP 8.1: Establish procedures to maintain and archive the records of the Association as the close of each fiscal year.

*Activity:* A procedure will be established by year end.

LRP 8.2: Review periodically the methods for maintaining accessibility, retrieval, security and the location of archival of records.

*Activity:* Records are periodically accessed and reviewed. A back-up jump drive houses all records of SASFAA

LRP 8.3: Ensure the accessibility and continuity of the Association's records.

*Activity:* SASFAA records are housed and identified in designated year format on the jump drive for easy accessibility.

LRP 9.1: Work with all sectors of the regions' financial aid community to ensure representation and participation in all Association programs and activities.

GAP 6: The President's annual report should be posted to the SASFAA website by June 30<sup>th</sup>. This language needs to be added to the SASFAA Policy and Procedure Manual Section 5.2(f).

*Activity:* 2014-2015 President's annual report was sent to Electronics Chair on June 30, 2015 for posting to the SASFAA website.

GAP 8: SASFAA should submit projects for NASFAA award consideration at least every two years. The last project submitted was in 11-12 so a project should be submitted in 2014-2015.



**Vickie Adams cont.**

*Activity:* The nine 2014-2015 State Presidents will work on the project and submit to Past-President Basford for submission to NASFAA for consideration of the award.

GAP 17: At June final Board meeting, set aside time for the Board members to review their section of the P&P and make recommendations for any updates or changes to the new Board to be voted upon if necessary.

*Activity:* The Secretary position on SASFAA is a two year commitment. At the end of the Secretary's term, reviews and recommendations will be discussed with the incoming Secretary.

GAP 18: Follow procedures for maintaining and archiving the records of the association and place them in the P&P manual. This includes updating objective 8.1 when the next Long Range Plan is developed.

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

**Personal Thoughts and Recommendations:**

I am looking forward to working with the new Board this year.



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report 07/23/2015

**Committee Goals for 2015-16:**

**LRP and GAP Goal Activity Since Last Board Meeting:**

- LRP 13.1 Final 2014-15 expenses were paid and June 30, 2015 bank accounts have been reconciled.
- LRP 13.1 Credit cards have been ordered and received for new Board members and accounts for previous Board members have been closed.
- LRP 13.1 Contact and credit card information have been updated for the following SASFAA accounts: Quickbooks, Treasurer Gmail, PayPal, and VRoman
- LRP 13.1 Provided updated forms to Electronic Services Chair for web site
- LRP 13.1 2015-16 membership registrations and payments are arriving daily and being processed weekly.

**Action Items:**

- LRP 13.2 2015-2016 Budget preparation
- LRP 13.1 Continue to process membership payments and reconcile monthly
- LRP 13.1 Issue monthly budget reports to Board members

**Policy & Procedure: Changes/ Recommendations:**

- Change to Travel Expense Guidelines regarding reimbursement “at the current IRS business rate...”

**Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators

Jody Darby / Chair, Communications and Outreach

Executive Board Report / July 24-26, 2015

**Committee Goals for 2015-2016:**

- Provide Timely and Relevant Information
- Be Engaging to Membership
- Support States' Efforts
- Consider Bringing Back an Electronic Newsletter in a Newsletter Format

**LRP and GPA Goal Activity Since Last Board Meeting:**

**LRP 10.1, 10.4, 10.5 - Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.**

- Sent information to listserv and Nine News about Management Institute and solicitation for annual conference sessions
- Sent membership renewal information to Nine News and Facebook.
- Reminded Board members of timeline for submissions for Communications/Outreach Committee.

**LRP 12.7 - The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.**

- Continue to post job opportunities to the SASFAA listserv.
- Sent information to listserv and Nine News about Management Institute and solicitation for annual conference sessions

**ALB 4 - Solicit a person from each state to serve on the committee to help provide material to be shared on the listserv and SASFAA Nine News.**

- Secured one committee member to date. Will continue to work on this endeavor.
- Committee member: Alexander Washington (Mississippi)

**Action Items:**

None at this time.

**Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Jody Darby cont.**

**Personal Thoughts and Recommendations:**

I will continue to seek volunteers to assist my committee as time got away from me this month (no excuses). If you have anyone from your state that you recommend, please let me know. Creativity is needed and appreciated. If I can help you or your role/committee, please let me know. I'm glad to serve.



Southern Association of Student Financial Aid Administrators

Kenneth T. Cole/ Electronic Services Committee Chair

Board Report - 07/25/2015

**Recommended Committee Members**

LAST NAME	FIRST NAME	STATE	NEW TO COMMITTEE OR RETURN? (NEW/RET)	ETHNICITY	GENDE R	SECTOR (PUBLIC/PRIVATE/ BUSINESS/SERVICE R/GUARANTOR)
Cole	Kenneth	SC	RET	W-Non Hispanic	M	Public (2 Year)
Black	Angela	KY	RET	W-Non Hispanic	F	Public 4 Yr.
Burke	Paul	FL	NEW	<blank>	M	Business
Allison	Reed	SC	NEW	W-Non Hispanic	M	Public (4 Year)
Windham	Greg	MS	NEW	<blank>	M	Public (2 Year)
Smith	Dexter	VA	NEW	<blank>	M	Public (2 Year)
Maybe:						
Rademaker	Charlie	KY	RET	W-Non Hispanic	M	Public 4 Yr.

**Kenneth Cole cont.**

**Committee Goals for 2015-2016:**

Goal #1	GAP 1 Update the SASFAA Policy and Procedure Manual to include language that continues to grant the Secretary Access to posting updates to the website.
Goal #2	GAP32/ALB #5 Information is being communicated to SASFAA members in many ways, but with the popularity of other social sites (e.g., Facebook, etc.), it would be beneficial for SASFAA to discuss the most effective ways to use all of these outlets (e.g., SASFAA listserv, SASFAA Nine News, Facebook, etc.).
Goal #4	ALB #6 Assist in monitoring and providing assistance with WebEx for board/committee use.
Goal #5	ALB #7 Sign up with Survey Monkey for a year to allow the board to use it for different surveys.
LRP 4.1	GOAL: 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 06-11	Goal: Add/Create a “Best Practices” area on the SASFAA Web site

**LRP and GAP Goal Activity Since Last Board Meeting:**

Goal #1	GAP 1 Update the SASFAA Policy and Procedure Manual to include language that continues to grant the Secretary Access to posting updates to the website.
	Presently Appendixes A, B & C direct the Secretary to forward documents to the Electronic Services Chair to update on the website. At this point I recommend we maintain this policy to allow consistency of file structure and link formats. However, I will work to develop language that grants the Secretary more direct access and include a procedure for uploading documents and creating links to them on the website.
Goal #5	ALB #7 Sign up with Survey Monkey for a year to allow the board to use it for different surveys.
	President Berrier has setup the Survey Monkey account. I have experience using Survey Monkey and am available to make use of the tool as different committees need to produce surveys.
LRP 4.1	GOAL: 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
	I have reached out to all volunteers both for the current and prior year. This did not reflect a diversity of race or gender, but does represent a diversity of states and sectors. Only two are required to maintain the duties of the Electronic Services chair, but a committee of at least 7 will be able to provide a variety of opinions, insight and suggestions for website layouts and software recommendations. Committee is comprised of mostly new members, but includes the past committee chair and I had invited at least one prior member. Meetings will be conducted almost exclusively by electronic means.

**Proposed Budget: \$8,000**

Wild Apricot	\$4320	(\$2160 x2 years)	Survey Monkey	\$300 (for 1 year)
Election Buddy	\$200		WebEx	\$1000
Formserv	\$20	(July '15, June '16)	Board Meetings	\$2020
Misc. Expenses	\$140			

**Kenneth Cole cont.**

**Policies and Procedures**

**P&P 6.5 Electronic Services**

The following actions have been taken to meet the specific items in P&P 6.5:

c. Provide Administrator access for website update to the rising chair, Conference Chair, and others, with approval of the President, as deemed appropriate to accomplish tasks associated with SASFAA business or goals and expected outcomes.

**ACTIVITIES:** Administrators have been changed to reflect the new board and committee chairs. These have been reviewed and approved by the President.

Member	Position	Account Administrator (Full Access)	Account Administrator (Read-Only Access)	Membership manager	Event Manager	Donations Manager	Website Editor	Website Editor Pages
Adams, Vickie	Secretary						Y	Executive Board Meeting Minutes, Governing Documents
Bartnicki, David	S.E. DOE Trainer			Y				
Berrier, Amy	President			Y	Y		Y	Photo Album, Member Directory Access, Private Member Directory, Annual Conference (multiple)
Black, Angela	Member-at-Large	Y						
Burke, Brenda	Conference Chair			Y	Y		Y	Annual Conference (All)
Cole, Kenneth	Electronic Services Chair	Y						
Darby, Jody	Communications Chair			Y			Y	Photo Album, Job Postings, List serve, Membership Directory Access, Newsletter Archives
Morgan, Michael	Vice-President				Y		Y	Training
Moser, Amy	Past-Treasurer	Y						
Nowicki, Janet					Y			
Parchment, Terri					Y			
Hancock, Jenelle	Treasurer				Y	Y	Y	Finances, Forms, Reports and Assessments, SASFAA Financial Records, Member Directory Access, Member Application, Payment Services, Annual Conference, Training, Sponsorship

d. Evaluate, on a periodic basis, software options and make recommendations to the Board about the purchase of software that will enhance and facilitate the business of the association, and communication and transmission of data with the Executive Board and committees. Such software applications may include, but are not limited to word processing, database, spreadsheet, presentation and e-mail software.

**ACTIVITIES:**

Software options were recommended by the prior e-Services chair and approved by the President. The following software is recommended for the 2015-2016 year:

Website: Wild Apricot

Surveys: Survey Monkey

Elections: Election Buddy

Video-Conferencing: WebEx

The expense for these tools have been included in the budget

e. Assist in the implementation of any long-range plan recommendations concerning technology deemed appropriate by the Board and the President.

**ACTIVITIES:**

The LRP recommendation from the 2006-2011 LRP that was not fulfilled was to “Add/Create a “Best Practices” area on the SASFAA Web site”. I will work with the President to determine if this is a goal still worth pursuing.

There are no specific recommendations from the 2012-2017 LRP.

g. Develop and monitor contingency plans to recover data and/or transfer list serve and Web site management to other locations.

**ACTIVITIES:**

Catastrophic Website backups are completed by Wild Apricot.

Regular backups are completed monthly by the E-Services Chair, or after major website changes.

**P&P 8.1 Communications**

1. Operational Management of the SASFAA Nine News: The Communication and Outreach Chair, the Electronic Services Chair and the current SASFAA President should be authorized to post articles, reports and announcements to the SASFAA Nine News.

**ACTIVITIES:**

SASFAA Nine News updates have been forwarded to the Communications and Outreach Committee chair for posting to NASFAA Nine News.

**P&P 8.3.1 Electronic Communications, List Serve**

1. List serve: The chair of the electronic services committee maintains the list serve. The List serve within Wild Apricot continues to function as expected.

**ACTIVITIES:**

Membership/Contact Searches have been reviewed and updated:

New Saved Searches: All Active Members (1119), All Members Pending Renewal (209), All Lapsed Members (2359), All Active/Pend/Lapsed Members (3710)



**Kenneth Cole cont.**

2. Web Site: SASFAA shall maintain a Web site to provide informational materials pertaining to the Association such as its programs, activities, services, meetings, workshops, and conferences. Content should reflect the Association's mission and goals. The useful life span of the content should be a maximum of two years and older materials should be archived with the ability to retrieve them as needed.

**ACTIVITIES:**

Prior Year information has been hidden (Executive Board, Committees, and Events).

New Year Information has been updated:

Home Page and President's Message

Executive Board and Committee Chairs

Management Institute (Registration will open August 1<sup>st</sup>)

SASFAA Calendar

SASFAA P&P as of 2015/07/15

Treasurer Forms

In-Progress:

State Pages

Organizational Chart

**Appendix C**

The following documents are maintained by the SASFAA Secretary and can be referenced on the SASFAA website ... The Board must approve all new policies, procedures, and changes. Upon approval, the Secretary is responsible for incorporating the changes and working with the SASFAA Electronic Services Chair to update the documents on the web. ...

- SASFAA Operational Calendar

**ACTIVITIES:**

Updated on Website as of 2015/07/15

**Kenneth Cole cont.**

**Action Items:**

Vote on budget will determine if Wild Apricot will be renewed for 2 years to be locked in at current prices.

**Policy & Procedure: Changes/ Recommendations:**

None

**Personal Thoughts and Recommendations:**

None



Southern Association of Student Financial Aid Administrators

Stacy Walker/Global Issues Committee Chair

July 25, 2015 Board Report

**Committee Goals for 2015-2016:**

Would like to create a Minority Serving Institutions Task Force along with the VA Task Force. We hope that there can be 3 webinars provided throughout the year on important topics related to these task forces initiatives. Our goal is to focus on issues that institutions are struggling with such as debt management, default rates, and other issues. Would like to provide a couple of sessions for the Annual Conference held in early February in Greensboro, NC. We would like to get webinar trainings to those who need it. Another goal I would like the committee to focus on is providing 3-4 articles on the SASFAA blog throughout the year for publication on the SASFAA Nine News

**LRP and GPA Goal Activity Since Last Board Meeting:**

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) Report.

Activity: I have reached out to colleagues to inquire about participation on a task force and becoming committee members. This information has been submitted for approval of the board.

LRP 4.1: Committees should be 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: Contacted the Board including the State Presidents to identify the state Global Issues/Diversity chair that should be included on the SASFAA Committee.

LRP 4.5: 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: I have utilized email so far to communicate with my committee members. We will continue to communicate via phone, email, and webinars to conduct committee business.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity: I will continue to review the section on Global Issues and recommend any potential changes to the board.

**Stacy Walker cont.**

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Selected committee members appointed by state presidents to represent each state and different sectors on the SASFAA Committee. Will solicit ideas and concerns from the membership that represent the different diverse sectors to make sure their concerns and needs are heard and addressed throughout the year through our webinars and various training efforts.

**Action Items:**

None at this time.

**Policy & Procedure: Changes/ Recommendations:**

None at this time

**Personal Thoughts and Recommendations:**

I would like to recommend that the board strongly considers approving purchasing the Web-ex component because this committee and the tasks forces, aforementioned will utilize these services multiple times during the course of this year.



Southern Association of Student Financial Aid Administrators

Ron Gambill/Legislative Relations

July 25, 2015 Board Report

**Committee Goals for 2015-2016:**

- Provide weekly updates for Congress when in session and other DC related activities impacting higher education.
- Review relevant NPRMs and Congressional legislation as appropriate for comment.
- Conduct a DC Hill visit with appropriate proposals for Reauthorization in the Spring of 2016.
- Provide legislative updates to the SASFAA membership.
- Develop a committee list serve and establish conference calls for communication.

**LRP and GAP Goal Activity Completed to Date:**

LRP 4.2: 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.

Activity: The committee appointments from each state which were recommended by the SASFAA state presidents have been submitted to the Board except with Florida where we are waiting for the recommendation.

**Legislative Update:**

**Education-Related Regulations Effective 7-1-2015**

Several higher education-related regulations went into effect on 7-1-2015: The USDE's rules on gainful employment which are designed to distinguish programs that provide affordable training that lead to well-paying jobs from programs that leave students with poor earnings prospects and high amounts of debt. Additionally, USDE's state authorization regulations which impose requirements on states and colleges to set minimum standards for the state approval process and colleges to obtain legal authorization from every state in which it physically operates a postsecondary program.

The Pell Grant maximum award increased to \$5,775.

Changes regarding Campus Sexual Violence Act require new reporting, policy, and training provisions for colleges and universities that include what rights students have when they report a sexual assault, domestic violence, dating violence, and stalking. Schools must offer awareness and prevention training programs for new students and employees.

**Ron Gambill cont.**

Reauthorization of HEA

House Education Priorities:

- Simplify the FAFSA including prior, prior year.
- Simplify to one loan program, one grant program, and one work program.
- Provide two loan repayment plans (regular and a common IBR).
- Federal loan programs should be unsubsidized.
- Provide more flexibility in programs recognizing non-traditional students.
- Improve the accountability of FSA.
- Simplify regulations governing Title IV.

Senate HELP Committee Priorities:

- Simplify the FAFSA.
- Start over with HEA and not just keep adding layers.
- Reduce regulatory burdens in Title IV.
- Provide for one federal loan, one federal grant, and one federal work program.
- Eliminate loan subsidies due to costs.
- Reduce school reporting requirements, especially in consumer information.
- School risk-sharing as it relates to the federal loan programs and default rates.
- Flexible Pell Grant to accelerate the degree.
- Short-term extension for the Perkins Loan Program.

The USDE has had the authority to implement prior, prior year for FAFSA filing since the 2008 Reauthorization.

The ESEA should be completed the week of July 17, allowing the education committees to focus on HEA.



Southern Association of Student Financial Aid Administrators

Angela Black/Membership Committee Chair

Executive Board Report/July 25, 2015

**Committee Goals for 2015-2016:**

- Launch the 2015-2016 membership application.
- Update 2015-2016 membership status for 2015 NAOW participants.
- Generate/setup communications to encourage the submission of membership new and renewal applications.
- Monitor and update SASFAA's membership database/records.
- Implement a method for management of new membership categories.
- Increase engagement with membership.
- Enhance the mentorship program, including the incorporation of activities during the annual conference.
- Create and conduct a member survey.
- Explore options and committee workflow for electronic issuance of a membership certificate to members.
- Review the P&P periodically and submit recommendations for updates to the board as needed.
- Complete reporting for board meetings, the GAP assessment, and the President's annual report.

**LRP and GAP Goal Activity Since Last Board Meeting:**

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long-Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) report.

Activity: The goals and objectives of the Membership Committee as referenced above (Committee Goals for 2015-2016) were made with consideration given to the Long-Range Plan and the recommendations from the most recent GAP report.

LRP 4.5: 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: Electronic communication methods have been used for the work of the committee.

LRP 9.1: Work with all sectors of the regions' financial aid community to ensure representation and participation in all Association programs and activities.

Activity: The recommendation for committee members includes representation from all sectors to ensure representation and participation issues are addressed.

**Angela Black cont.**

LRP 6.1: Seek to increase membership.

Activity: A communication plan was implemented in conjunction with the 15-16 membership launch to encourage new and renewal applications. System settings and automated emails were utilized for renewal reminders. An email outlining the benefits of SASFAA membership was sent to state presidents for distribution on state lists in an effort to reach out to potential new members. Membership application information was placed on the home page of the website. The membership services page was updated in consultation with the president emphasizing the benefits of membership and the updated membership categories.

LRP 6.7: Provide mentoring opportunities for new members.

Activity: 15-16 membership application provides the opportunity for new members to indicate interest in mentoring opportunities.

LRP 6.8: Provide membership services so the needs and interests of all sectors are addressed fairly and equitably.

Activity: The recommendation for committee members includes representation from all sectors to ensure all needs and interests are addressed fairly and equitably.

LRP 10.4: Use technologies to improve communications with membership.

Activity: System settings (automated emails) were utilized for membership renewal reminders. The membership application link is visible and accessible from SASFAA's home page. The membership services page was updated to emphasize the benefits of membership and to provide more detailed information about current membership options.

LRP 10.5: Employ marketing/communications strategies to focus information to various segments of the membership and develop outreach materials to market SASFAA effectively to various constituencies.

Activity: A communication outlining the benefits of SASFAA membership was sent to state presidents for distribution on state email lists to market SASFAA at the state level.

ALB 12: Find ways to better promote the benefits of becoming/continuing as a SASFAA member. Provide information to the membership/potential members on Return on Investment (ROI).

Activity: A communication outlining the benefits of SASFAA membership was sent to state presidents for distribution on state email lists.

**Action Items:**

The Membership Committee Chair seeks approval to utilize the following volunteers on the 2015-2016 Membership Committee:

Carmen Afghani  
Clark Aldridge  
Sherika Charity  
Shannon Cross  
Em McNair

**Angela Black cont.**

Kristie Hughes  
Debra Johnson  
Angela Lewis  
Timothy Mention  
Brenda Mercer  
Irma Molinares  
Brenda Pittman  
Samantha Sullivan

**Policy & Procedure: Changes/ Recommendations:**

Not applicable at this time.

**Membership Update:**

As of 7-20-15, there are 200 current paid members (including 73 qualified NAOW participants), 37 honorary members, and 226 preliminary/initiated members (pending payment).

**Personal Thoughts and Recommendations:**

Not applicable at this time.



Tracy Misner



Southern Association of Student Financial Aid Administrators

Brenda McCafferty/Resource Partners Liaison and Sponsorship

July 25, 2015 Board Report

**Committee Goals for 2015-2016:**

Goal 1: Raise a minimum of \$106,000 in sponsorship.

Goal 2: Form a committee made up of vendor/sponsor chairs in the nine SASFAA states.

Seven of the nine states have agreed to serve on the committee. The committee consists of: Brenda McCafferty-Chair, Biz Daniels—NC, Jennifer Williams—SC, Cindy May—MS, Kacee Hardy—Tennessee, Russ Romandini—GA, Sandy Neel, KY and I also represent VA.

Goal 3: Survey all resource partners at the end of the annual conference to provide feedback for improvements and increase sponsorship to the board.

**LRP and GAP Goal Activity since Last Board Meeting:**

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) Report.

Activity: Goals for the Resource Partners Liaison and Sponsorship committee have been set to include; 1) raise a minimum of \$ in sponsorship, form a committee from the SASFAA states vendor/sponsorship committee chairs, and survey all exhibitors at the end of the annual conference for feedback for improvements.

LRP 4.5: 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:

The first electronic meeting of the committee was held July 2 to form the committee and identify goals. All future meetings will either be by conference call or electronic means except for meeting the day SASFAA annual conference begins.

LRP 4.6: Require that each committee provides a written annual summary of its activities so that information may be included in the President's annual report

**Brenda McCafferty cont.**

Activity:

A written summary of all activities will be provided to the President prior to yearend to be included in the annual report. All board reports will be combined and given to the President prior to the end of the year to be included in the SASFAA annual report.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity:

The p & p will be reviewed and necessary changes presented to the board for review prior to October, 2016 meeting.

July 15, 2016 the p & p was reviewed with requested changes sent to the committee for feedback. The requested changes will be presented to the board July 25, 2016 for approval.

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity:

The Resource Partners Liaison/Sponsorship Committee includes a divers committee representing schools, 2-year and 4-year institutions and resource partners.

GAP 22: The GAP Committee recommends that any surveys and/or forms referenced by Board members and/or committee chairs in their report be included in the information disseminated to the GAP Committee.

Activity: I will make sure that any survey conducted on behalf of the Resource Partner Liaison/Sponsorship Committee of all sponsors/vendors is provided to the GAP Committee prior to their annual review in the spring. The committee will work together to identify survey questions necessary for beneficial feedback from the resource partners.

GAP 26: It is recommended to provide a list of all policy and procedure changes made throughout the year listed in the Goals and Objectives Spreadsheet.

Activity: Will keep a list of any recommended changes.

GAP 37: Now that the annual conference is being held at more SASFAA states than when the charity rotation schedule was created, it would be beneficial for the Board to revisit the schedule and determine if it is time to make changes. Whatever is decided should be included in the SASFAA Policy and Procedure Manual and Conference Handbook.

Activity: Will discuss at board meeting when directed and include question on resource partner survey ways they would support the charity in order to increase collections.

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

1-Requested changes are highlighted in RED on attached document showing website and p & p pages that need to be updated in order to being solicitation of sponsors.

**Brenda McCafferty cont.**

2-Vote to approve sponsorship

**Personal Thoughts and Recommendations:**

Please find attached changes requested to the current sponsorship opportunities found on SASFAA.org. I would like to make the changes as soon as possible so I can begin to solicit sponsorship for 2015-2016.

**Sponsorship Update:**

The goal set by the board during the transitional board meeting for budget purposes is \$106,000. I have worked with the state presidents to work with each state's vendor/sponsorship chair in their states. I have seven that has agreed to be a part of my committee. I'm excited about the possibilities as we move forward. We also believe this will give us an opportunity to capture sponsorships that may have only been in the states in the past or vis-versa with SASFAA.

**Resource Partners Update:**

There seems to be a trend of names changes and partnerships happening in the industry. For example SAS-Student Aid Services will now be known as Cegment.

**Brenda McCafferty cont.**

**SASFAA Sponsorship Options**

**SASFAA Training Activities and Advertising Opportunities**

Sponsorship inquiries may be directed to **Brenda McCafferty**, Sponsorship Chair, at **601.214.7224** or **[brendam@inceptia.org](mailto:brendam@inceptia.org)**.

*Note: First-time exhibitors at the Annual Conference shall receive a discount of **16%** off the below Training Packages. Contact the Sponsorship Chair for more information.*

**Training Packages - Priority Savings Package Choices**

Impact Package	<p><b>\$5,000</b></p> <ul style="list-style-type: none"><li>• Two Conference Exhibit Booths (includes 4 complimentary conference registrations)</li><li>• Priority Booth Location (by date)</li><li>• Organization Logo on Conference Information Page</li><li>• On-line Conference Support Recognition</li><li>• Web Banner Ad on Web site</li><li>• 4 SASFAA Nine News Postings for a Year</li><li>• Full Page Ad in Leadership Symposium Program</li><li>• 1/2 Page Ad in New Aid Officers Workshop Program</li><li>• New Aid Officers Workshop Recognition</li><li>• Mid-Level Pre-Conference Workshop Recognition</li><li>• Other Scheduled Professional Development Activities</li></ul> <p>By purchasing this package, you will save <b>\$3,500</b> on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Advocacy Package	<p><b>\$4,000</b></p> <ul style="list-style-type: none"><li>• Conference Exhibit Booth (includes 2 complimentary conference registrations)</li><li>• Priority Booth Location (by date)</li><li>• On-line Conference Support Recognition</li><li>• Web Banner Ad on Web site</li><li>• 3 SASFAA Nine News Postings for a Year</li><li>• 1/2 Ad in New Aid Officers Workshop Program</li><li>• New Aid Officers Recognition</li><li>• Mid-Level Pre-Conference Workshop Recognition</li></ul> <p>By purchasing this package, you will save <b>\$3,000</b> on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Action Package	<p><b>\$3,500</b></p> <ul style="list-style-type: none"><li>• Conference Exhibit Booth (includes 2 complimentary conference registrations)</li><li>• On-line Conference Support Recognition</li><li>• Banner Ad on Web site</li><li>• 2 SASFAA Nine News Postings for the Year</li></ul> <p>By purchasing this package, you will save <b>\$1,500</b> on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
<p><b>Payment and registration information is available on the <a href="#">Sponsorship Registration</a> page. Select the "Sponsorship: Priority Savings Package Choices" option.</b></p>	

**Brenda McCafferty cont.**

**Training Packages - Standard Package Choices**

Conference Exhibit Booth	<p>\$2,500</p> <ul style="list-style-type: none"> <li>• Booth location determined by Sponsorship Chair, with notable exception outlined below in high visibility booth location policy.</li> <li>• Each exhibitor will receive 2 complimentary conference registrations. All other representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities.</li> <li>• Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors will be given the opportunity to opt out of this at their own discretion.</li> </ul>
Priority Location	<p>\$500</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor.</li> <li>• Entitles exhibitor to pre-select a booth location based on drayage company blue line layout.</li> <li>• High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.</li> </ul>
Extra Exhibit Booth	<p>\$500</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor.</li> <li>• Entitles exhibitor to a second booth contiguous to original booth.</li> <li>• Additional booths may be purchased at the same rate as the second booth.</li> <li>• Double booths may be limited due to space availability.</li> <li>• Double booths will be honored in order of date that web-based sponsor form is completed.</li> <li>• <b>Extra booths will be available on first come first serve basis and depending upon space available.</b></li> </ul>
External Marketers Booth	<p>\$500</p> <ul style="list-style-type: none"> <li>• Exhibitors that do not have financial aid, post-secondary education, or higher education at the core of their mission.</li> <li>• All External Marketers must be approved by the Sponsorship Chair, who has the authority to determine if the organization meets the criteria for this category.</li> <li>• The SASFAA Board reserves the right to refuse an External Marketer’s request to exhibit at the conference.</li> <li>• External Marketers are not permitted to be SASFAA members.</li> <li>• External Marketers may not attend conference functions without paying an additional fee, which will be determined by the board.</li> <li>• Booth location will be at the discretion of the Sponsorship Chair, with priority consideration being given to exhibitors with financial aid, post- secondary education, or higher education at the core of their mission.</li> <li>• External Marketers are responsible for any costs associated with vending.</li> <li>• Exceptions to this policy must be approved by the Vendor/Sponsor Chair and President.</li> </ul>

Non-Exhibit Conference Support	\$2,500 <ul style="list-style-type: none"> <li>• Each non-exhibiting supporter will receive 2 complimentary conference registrations. All other representatives of conference supporters who wish to attend the conference must register for and pay conference registration fees in order to attend conference activities. <ul style="list-style-type: none"> <li>• <ul style="list-style-type: none"> <li>○ Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.</li> </ul> </li> </ul> </li> </ul>
	<b>Payment and registration information is available on the <a href="#">Sponsorship Registration</a> page. Select the "Sponsorship: Standard Package Choices" option.</b>

#### Non-Conference Training Activities

New Aid Officers Workshop	\$1,000 <ul style="list-style-type: none"> <li>• Recognition of conference supporters will be listed in the training program, alphabetical by company name. Supporters will be given the opportunity to opt out of this at their own discretion.</li> </ul>
Other Scheduled Professional Development Activities	\$1,000 <ul style="list-style-type: none"> <li>• Recognition of conference supporters will be listed in the training program, alphabetical by company name. Supporters will be given the opportunity to opt out of this at their own discretion.</li> </ul>
	<b>Payment and registration information is available on the <a href="#">Sponsorship Registration</a> page. Select the "Sponsorship: Non-Conference Training Activities" option.</b>

#### Advertising Opportunities

New Aid Officers Workshop Ad	\$500 Half Page <ul style="list-style-type: none"> <li>• Ads will be black and white and content is provided by the advertiser.</li> <li>• Placement of ads will be at the discretion of the Vice President.</li> <li>• Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.</li> </ul>
Banner Ad for Web Site and SASFAA Nine News	\$2,000 for Year (March of one year to February of the next year) <ul style="list-style-type: none"> <li>• Ads will be in color and content is provided by advertiser.</li> <li>• Placement of ads will be at the discretion of the Electronic Services Chair.</li> <li>• SASFAA Nine News Posts can include professional, education-based content on products, services, or trainings offered by a contributor. Posts may not be longer than 500 words and may include appropriate graphics, such as logos and links. Content and editorial discretion to approve SASFAA Nine News submissions shall be vested in the SASFAA Communications and Outreach Chair. Additional SASFAA Nine News Postings within the March to February year are available for \$200 per posting.</li> </ul>
	<b>Payment and registration information is available on the <a href="#">Sponsorship Registration</a> page. Select the "Sponsorship: Advertising Opportunities" option.</b>



Southern Association of Student Financial Aid Administrators

Sandra Neel/Long Range Plan, Chair

Executive Board Report July 25, 2015

Greensboro, NC

**Committee Goals for 2015-2016:**

- Write a strong but easy to follow long range plan to get us to where we want to be in the next 5 years
- Hold Conference calls when necessary with Committee
- Hold in person meeting this fall to write the new Long Range Plan
- Present a rough draft of the new Long Range Plan at November Board Meeting
- Present the final draft of the Long Range Plan to the Board for Approval at annual Conference Board Meeting

**LRP and GPA Goal Activity:**

The LRP Committee was set last year and the work carries forward to this year so no new vote should be necessary. The GAP Spreadsheet Goals were shared with the Committee.

The Long Range Plan Committee has been assigned the following Goals from GAP and LRP:

- LRP 3.7- Evaluate and update comprehensively the plan every five years.
- GAP 17 – Relates to the NASFAA award. The LRP Committee will address this
- GAP 23- P&P Change has been submitted for vote
- GAP 30- Review Objective 8.1. of current LRP
- GAP 42 – Objective 14.5 of current LRP
- President's Goal #8- Work with Past President to re-evaluate the process for assigning LRP goal and the annual evaluation process.

**Action Items:**

None

**Policy & Procedure: Changes/ Recommendations:**

*6.10 objective b. review annual year-end reports to assess committee and Board effectiveness in meeting goals and objectives and to ensure consistency with the mission of the Association. Recommendation: **SASFAA does not have a LRP Committee every year so this needs to be struck from this section as it should be under the Past-President for GAP reporting.***

**Personal Thoughts and Recommendations:**

Nothing at this time





Southern Association of Student Financial Aid Administrators

Joey Trogdon State President – North Carolina

Executive Board Report – 7/25/15

**Goals for 2015-2016:**

- Become an active participant in the SASFAA Board and work to effectively lead NCASFAA during 2015-16.
- Work to reach goals set by SASFAA board and by President Amy Berrier; specifically, the ones tasked to the State Presidents. They were:
  - Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.
  - Review/revise the State President’s Handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.
  - Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

**Summary of State Activity/Events**

- Held 2015-16 transition meeting on June 15-16 at the Embassy Suites in Winston Salem, NC with new NCASFAA Board.
  - Established goals for the year.
    - Decided to host “Support Staff Drive-In” sessions in addition to our Fall and Spring Conferences
  - Discussed theme for the year, which will be “Serve with Purpose”.
  - Toured facility of our fall conference.
  - Established dates and locations for the next three Board meetings in July, September, and November.
  - Establish time frame to have all budget requests submitted for review and will have vote on July 31<sup>st</sup>.
- Sent communications out to the membership on July 1<sup>st</sup> reminding them to renew their membership and discussed the new theme for the year.
- Actively solicited the membership for volunteers and directed them to the appropriate committee chairs.
- Attended the NASFAA conference in New Orleans, LA.

**LRP and GPA Goal Activity Since Last Board Meeting:**

None to report.

**Joey Trogdon cont.**

**Action Items:**

None.

**Policy & Procedure: Changes/ Recommendations:**

None.

**Personal Thoughts and Recommendations:**

None at this time.

Ryan McNamara



Southern Association of Student Financial Aid Administrators

Sarah Baumhoff/Georgia State President

Executive Board Report/July 20, 2015

**Goals for 2015-2016:**

**LRP and GAP Goal Activity Since Last Board Meeting:**

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.

Activity: None to report

GAP/ALB \$15: Review/revise the state president's handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: None to report

GAP/ALB#16: Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Activity: None to report

**Summary of State Activities/Events:**

GASFAA's Transitional Board Meeting was held June 23-24, 2015 in Duluth, Georgia.

Activities at the Transitional Board Meeting:

Passed a zero-based balanced budget for 15/16

Committee member selection for all committees

All Board members established goals for 15/16

Working through the transition to institutional membership for 15/16 with ATAC (website vendor)

In my role as state president:

Met with the President of Georgia Student Finance Commission

Attended NASFAA and attended the state president's breakfast

**Sarah Baumhoff cont.**

Upcoming Events in Georgia:

Fall Training Workshop will be held October 27-28, 2015 in Duluth, Georgia at Sonesta Gwinnett Place. David Bartnicki will be there on Tuesday, October 27<sup>th</sup>. We will have NASFAA Credentialing, technical training and leadership sessions.

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

**Personal Thoughts and Recommendations:**

It has been a very fast 3 weeks of my presidency. I am looking forward to a great year working with all of you.



Southern Association of Student Financial Aid Administrators

Laura Keown/Kentucky State President

Executive Board Report/July 14, 2015

**Goals for 2015-2016:**

**LRP and GAP Goal Activity Since Last Board Meeting:**

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.

Activity: None to report

GAP/ALB \$15: Review/revise the state president's handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: None to report

GAP/ALB#16: Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Activity: None to report

**Summary of State Activities/Events:**

The KASFAA Transition Meeting was held June 25-26, 2015 at General Butler State Park, Carrollton, KY. The Transition Meeting began on June 25<sup>th</sup>, 2015 immediately following the final 2014-2015 KASFAA Board Meeting. That evening after dinner, an s'mores campfire provided opportunity for all to bond as KASFAA board members in an informal manner. The Transition Meeting continued Friday morning, June 26<sup>th</sup>, 2015. All in attendance participated in two different get-to-know-you/team building activities, reviewed and discussed the KASFAA Mission Statement, Vision Statement, and Code of Ethics, learned about KASFAA Board Meeting procedures and expenses details, and had time to transition information, etc. with appropriate counterparts. The group also took time to learn about two main, new initiatives KASFAA will be supporting during the 2015-2016 year. Kristie Hughes, 2015-2016 Past President, led a discussion of KASFAA LEAD – a new mentorship program for emerging leaders that she will spearhead this year. Michael Burchett, 2015-2016 Vice President for Training, led a dynamic discussion of the use of the NASFAA Core, which KASFAA has purchased, during the 2015-2016 KASFAA year.

Since her term started on July 1<sup>st</sup>, the President has been filling committees with volunteers and preparing for the Fall Program Planning Meeting, to be held on July 30, 2015, and the first KASFAA Board Meeting, to be held on July 31, 2015.

The President also attended the NASFAA Conference in New Orleans, LA and attended the State Presidents' Breakfast.

**Laura Keown cont.**

The fall 2015 KASFAA Conference will be held October 14-16, 2015 in Erlanger, KY. KASFAA looks forward to SASFAA President-Elect Marian Dill representing SASFAA at the conference, and to her contributing to the program by presenting a session.

**Action Items:** None

**Policy & Procedure Changes/Recommendations:** None

**Personal Thoughts and Recommendations:** The 2015-2016 KASFAA President looks forward to working with all the great members of the 2015-2016 SASFAA Board this year.



Southern Association of Student Financial Aid Administrators

Nicole Patrick/Mississippi State President

Executive Board Report/July 20, 2015

**Goals for 2015-2016:**

Goals for Mississippi:

- Establish a treasurer-elect position.
- Increase membership by visiting each school's financial aid office.
- Update the Policies and Procedures.
- Continue work on the 5 year plan.

**LRP and GAP Goal Activity Since Last Board Meeting:**

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.

Activity: None to report

GAP/ALB \$15: Review/revise the state president's handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: None to report

GAP/ALB#16: Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Activity: None to report

**Summary of State Activities/Events:**

The MASFAA Executive Board and committee chairs held the annual transition meeting on June 30-July 1 in Columbus, Mississippi. The 2015-2016 MASFAA Board:

President:	Nicole Patrick	MUW
President Elect:	Alex Washington	University of MS Medical Center
Past President:	Carrie Cooper	University of MS Medical Center MS Gulf Coast Community College
Vice President:	Leigh Ann Hussey	University of Southern MS
Treasurer:	Steve Taranto	University of Mississippi



Member-at-Large:	Gina Bray	Northeast MS Community College
Director:	Laura Diven Brown	University of MS
Director:	Marilyn James	Mississippi State University-Meridian
Director:	Leslie Smith	Copiah-Lincoln Community College
Conference:	Megan Smith and Wendy Hutchins	MUW and P&N
Diversity:	Shunice Bennett	University of MS Medical Center
Electronic Services:	Alex Washington	University of MS Medical Center
Finance and Audit:	Terry Bland	Itawamba Community College
High School Relations:	Stacy Walker	University of MS Medical Center
Legislative:	Marea Herrington	P&N
Membership:	Gina Bray	Northeast MS Community College
Nominations and Planning:	Carrie Cooper	University of MS Medical Center
Site Selection:	Brenda McCafferty	Inceptia
State Aid:	Michael Moseley	University of MS
Training:	Leigh Ann Hussey	MS Gulf Coast Community College
Vendor/Sponsor:	Brenda McCafferty	Inceptia
State Aid Liaison:	Apryll Washington	IHL

The MASFAA Board accomplished a number of items at our meeting. First, we voted to add a treasurer-elect position to the board. We also confirmed conference dates for 2016 and location for 2017. Most importantly, we left the meeting with a balanced and approved 2015-2016 budget.

One of my main goals for MASFAA is to increase our membership and volunteers. We are going to strive to visit every financial aid office in the state of Mississippi. I've asked each board member and committee chair to pick schools based on their location. We are hoping to start this initiative in September and will be meeting staff, taking a hand-written note, and giving some type of goodie!

MASFAA has a number of upcoming training events. We are planning to hold our annual Fall training on October 22, 2015 at the Riley Center in Meridian, MS. Also, MASFAA purchased the NASFAA Credential training again for 2015-2016. Our goal is to have three trainings, each being held in the north, central, and south part of Mississippi. Our Annual conference is going to be held June 8-10, 2016 at the newly renovated Silver Star Resort in Philadelphia, MS.

The next MASFAA board meeting will be held after the fall training in Meridian, MS on October 22, 2015.

**Action Items:**

None to report

**Policy & Procedure: Changes/ Recommendations:**

None to report

**Personal Thoughts and Recommendations:**

None to report.



Southern Association of Student Financial Aid Administrators

Elizabeth Milam/South Carolina State President

Executive Board Report/July 20, 2015

**Goals for 2015-2016:**

- Ensure that SCASFAA is represented at all SASFAA Board meetings
- Encourage SCASFAA participation in SASFAA conference, training and events
- Participate in Presidents' exchange (President or President-Elect)
- Take advantage of the networking opportunities involving the state presidents and the SASFAA Board
- Assist President Amy Berrier as needed

**LRP and GAP Goal Activity Since Last Board Meeting:**

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.

Activity: None to report

GAP/ALB #15: Review/revise the state president's handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: None to report

GAP/ALB#16: Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Activity: None to report

**Summary of State Activities/Events:**

The SCASFAA Transitional Board meeting was held on July 6-7 in Newberry, SC, at the Newberry Firehouse Conference Center and the Newberry Opera House Hampton Inn. Ken Cole presided on the morning of July 6th for the final 2014-15 board meeting. Out-going and in-coming officers and committee chairs held one-on-one transitioning meetings in the afternoon. Later, in celebration of our 50<sup>th</sup> anniversary, we had a rousing revival of the SCASFAA Olympics, an infamous team-building experience from the 1990's. In the evening, we enjoyed a wonderful meal at The Flying Pie. On July 7<sup>th</sup>, Elizabeth Milam presided over the first meeting of the 2015-16 Board.

**Elizabeth Milam cont.**

2015-16 SCASFAA Board

President	Elizabeth Milam	Clemson University
President-Elect/Special Projects/Long-Range Plan	Kevin Perry	Coastal Carolina University
Past-President/Nominations & Elections	Ken Cole	USC-Lancaster
Vice President/Professional Development	Melanie Gillespie	Southern Wesleyan University
Treasurer/Budget	Earl Mayo	SC Tuition Grants Commission
Treasurer-Elect	Cindy Peachey	USC-Columbia
Secretary/By-Laws	Kevin Delp	Bob Jones University
Member-at-Large/Membership	Nikisha Dawkins	York Technical College
CHE Advisory	Bonnie Carson Durham	USC-Upstate
Communications	Deborah Williams	Piedmont Technical College
Conference	Katie Harrison	SC Tuition Grants Commission
Consumer Relations	Traci Singleton	The Citadel
Counselor Relations	Leah Suttles	Anderson University
Electronic Services	DJ Wetzel	Greenville Technical College
Financial Planning	Nancy Garmroth	Converse College
Global Issues	Jan Price	Edward Via College-Carolinas
Legislative Issues	Joey Derrick	USC-Columbia
Lending Liaison	Chuck Sanders	SC Student Loan Corporation
Site Selection	Donna Quick	Columbia College
Sponsorship	Jennifer Williams	Clemson University

Financial literacy is our special project for 2015-16.

The budget committee meet at Newberry College after the Board meeting to work up a proposed budget for 2015-16.

SCASFAA volunteers for SASFAA include Ken Cole, Joey Derrick, Jan Price, Jennifer Williams, Jeff Dennis, Nancy Garmroth, Reed Allison, Allison Sullivan and Katie Harrison.

**Action Items:**

None.

**Policy & Procedure: Changes/ Recommendations:**

None.

**Personal Thoughts and Recommendations:**

I am sorry to miss this meeting, and I thank Ken Cole for representing South Carolina. I enjoyed seeing Laura, Sarah, Joey, Michael, and Dick at NASFAA. I look forward to working with Amy and the SASFAA Board.



Southern Association of Student Financial Aid Administrators

Dick Smelser/Tennessee State President

Executive Board Report/July 24, 2015

**Theme for 2015-16:**

“A Legacy of Leadership” – The intent of this theme is to encourage and inspire each committee member of the TASFAA Executive Board to develop activities that encourages a progression of leadership not only in their respective financial aid office, but more importantly within TASFAA through training, communication and conference activities and opportunities.

**Summary of State Activities/Events:**

The TASFAA Transition Meeting and first Executive Board meeting was held July 16 & 17 at the Embassy Suites, Murfreesboro TN.

Members of the 2014-15 Executive Board were given time to meet with their 2015-16 counterparts and discuss the past year, new ideas and goals for 2015-16. Our next Executive Board meeting will be in October. No specific dates have been set. At that meeting the Committee reports will include goals for each committee.

Since July 1, 2015 Mr. Smelser conducted the TASFAA Transition meeting and the first Executive Board meeting for the 2015-16 year. Mr. Smelser also attended the 2015 NASFAA Conference July 19-22, 2015.

A recommendation by our Site Selection Committee was submitted to the Board recommending the approval of a contract with the Embassy Suites, Murfreesboro TN for our 2017 and 2018 conference. The Board accepted, voted and approved the recommendation. Our annual conference will be held at the Embassy Suites, Murfreesboro TN for 2016, 2017, and 2018. Specific dates will be forthcoming.

No specific activities have been set to date.

**Personal Thoughts:**

As I developed the members of my Board, I wanted to allow a few positions to remain for the consistency of the Board. I also saw an opportunity to move some of the 2014-15 Board members to other committees on the Board. This provided consistency and gave a leadership opportunity that fits their skills more effectively for the theme. I also added a few brand new people to the Board. These individuals have skills desired for the Board and only needed encouragement to step forward and serve the organization. My Board consists of an excellent mix of strong leaders.



Southern Association of Student Financial Aid Administrators

Michael Farris: Virginia State President

Executive Board Report/July 21, 2015

**Goals for 2015-2016:**

**LRP and GAP Goal Activity Since Last Board Meeting:**

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.

Activity: None to report

GAP/ALB \$15: Review/revise the state president's handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: None to report

GAP/ALB#16: Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Activity: None to report

**Summary of State Activities/Events:**

Transition meeting occurred June 29-30<sup>th</sup> in Wintergreen, VA. 15-16 Budget approved, Gavel formally passed. 15-16 Committee chairs met and assembled for first time as a group. Spirited discussion about direction of organization. Outlined goals for organization in a summary statement to all VASFAA members:

This year, our theme is entitled "Opening Doors, Changing Lives". I chose this because I believe this is precisely what we, as financial aid counselors, administrators, development partners, and leaders do each and every day.

Why do we do this thing called financial aid? With the diversity of talent and experience each of our volunteer leaders brings, I'm certain this answer varies depending on who is asked. For me, it's simple- I want to make a positive difference in the lives of all students. As VASFAA members, the work that we do is transformative; what we do provides access to higher education for millions of students across the country.

With at in mind, this year represents a significant transitional year for our organization, and I'm humbled to be your president during this period. As higher education has changed significantly, so shall our organization. With that in

**Michael Farris cont.**

mind, I'd like to focus on four specific initiatives that, in my opinion, will help or organization meet the needs of the 21<sup>st</sup> century financial aid recipient and associate during this year. They are:

- *Sustain a level of growth needed to further advance the mission of VASFAA in order to better serve the needs of our members.*
- *Enhancing the website and increasing the social media presence of the organization.*
- *Increasing conference attendance, conference training, and development partner engagement.*
- *Offering more face-to-face training for both new and intermediate-level aid associates.*

Over the next year, your executive board, and association committees will work tirelessly to focus our efforts on further advancing the mission of VASFAA, brainstorming ways of addressing the four goals mentioned above, and seeking input from VASFAA's most valued resource - our amazing members! From the input received at the 2015 VASFAA Conference in Norfolk, to the intense two-day planning meeting we just concluded, we are focused and ready to serve our members and the needs you all have expressed. In short- you've spoken, and we've listened- now it's time for us to roll up our sleeves and demonstrate the significance and value of our amazing organization!

Called emergency board meeting to finalize FY16 Investment Strategy (7/10).

Upcoming events: Committee chair (one-day) planning workshop- August.

Fall Non-Conference Workshop and Executive Board Meeting: 1<sup>st</sup> Week in October.

Winter Executive Board Meeting: 1<sup>st</sup> Week of March.

Spring Non-Conference Workshop: Mid-March 2016

Spring Conference: KingsMill Plantation- May 21<sup>st</sup>-26<sup>th</sup> 2016- Wintergreen, VA

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

Spirited discussion about Alcohol policy in P&P- recommend discussing and clarifying policy intent.

**Personal Thoughts and Recommendations:**

I look forward to representing my state association to SASFAA this year.



Southern Association of Student Financial Aid Administrators

Brad Barnett/Management Institute Chair

July 16, 2015 Board Report

**Committee Goals for 2015-2016:**

To hold a Management Institute during the 2015-16 year.

**LRP and GAP Goal Activity Since Last Board Meeting:**

GAP 16: If financially feasible SASFAA should have a Management Institute in 15-16, as the last one was held in the fall of 2008.

Activity: A Management Institute has been scheduled for October 7-9, 2015. The committee is working hard finalizing the schedule and the logistics of the event. We would like to express our thanks to Tracy Misner for her work on Site Selection and with the hotel in helping us find a wonderful location for this.

The event is geared towards senior-level financial aid administrators, generally defined as someone at a director, associate director, coordinator, or other senior leadership level in the financial aid office. Individuals must be SASFAA members to attend.

This workshop is not your traditional “conference.” The days are designed to provide facilitated group work following each of the presentations. This is an opportunity for each attendee to work in a group, discuss the presented materials, and develop a list of takeaways and/or action items that can be used at your institution. In other words, the sessions are designed to be “hands on” and interactive. You will learn from your peers as well as the presenters, which makes this a wonderful opportunity to find out what works at other institutions and brainstorm new strategies. Due to this structure, we are limiting the event to 50 attendees (subject to change).

The location is the [Embassy Suites Orlando - Lake Buena Vista Resort](#) with a room rate of \$139/night. The rates will also be offered 2 days pre/post the event based on availability. Hotel registration is scheduled to open August 1st.

Registration for the event will open on August 1<sup>st</sup> and the cost will be \$300.

Information has been posted to the SASFAA at <http://www.sasfaa.org/managementinstitute2015>, as well as SASFAA Nine News. Thank you to Ken Cole, Angie Black, and Jody Darby for helping us to make this happen.

**Action Items:**

No action is needed by the Board at this time, but the committee would like to extend our gratitude for approving the budget request for this event.

**Policy & Procedure: Changes/ Recommendations:**

None needed.

**Brad Barnett cont.**

**Personal Thoughts and Recommendations:**

No applicable as there are no recommendations





Southern Association of Student Financial Aid Administrators

Rachel Cavanaugh/Chair of Veterans Task Force

July 15, 2015

**Committee Goals for 2015-2016:**

GreenZone at Conference  
Recognize SASFAA's veterans  
How FA administrators should counsel vets  
Services on campus/community for vet population  
Waiting for committee approval

**LRP and GPA Goal Activity Since Last Board Meeting:**

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

**Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators

Jacqueline Morris/Minority Serving Institutions Task Force

July 25, 2015 Board Report

**Committee Goals for 2015-2016:**

Identify pertinent issues of interest to Minority Serving Institutions and provide training in the form of webinars during the year. Topics will be selected from a poll of institutional Financial Aid Staff and compiled for Committee review and selection.

Those topics will be unique to the information currently available and should provide Best Practices for Financial Aid Professionals.

**LRP and GPA Goal Activity Since Last Board Meeting:**

**Action Items:**

**Policy & Procedure: Changes/ Recommendations:**

**Personal Thoughts and Recommendations:**