

Southern Association  
of Student Financial  
Aid Administrators  
October Board  
Meeting

Agenda and  
Board Report

February 2017

Prepared by Secretary Wayne Kruger

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**AGENDA**  
**Third Board Meeting of the 2016-2017 SASFAA Board**  
**Beau Rivage, Biloxi, Mississippi**  
**February 10-12, 2018**

**Mission Statement as per 2016-2021 Long Range Plan**

The Southern Association of Student Financial Aid Administrators was founded in order to establish a community of members, who through the sharing of ideas and professional competencies and experiences would serve more ethically and effectively the diverse needs of students, parents, and institutions. The present and future existence of the association continues to be based on this founding principle.

To facilitate this mission, the association pledges to support professional communications in all areas concerned with the administration of student educational financing programs. The association is committed to developing future leaders by actively involving its membership. To accomplish the goals set forth by the association in a dynamic environment, the Southern Association of Student Financial Aid Administrators offers personal and professional development opportunities and embraces sound principles and practices of aid administration.

**Friday, February 10: Travel Day**

3:00 – 6:00 PM	Conference Suite Open	Oaks Boardroom
6:00 PM	Meet in the Lobby for Dinner	Sal & Mookies

**Saturday, February 11 – Picture Day**

**Camelia B**

8:00 AM (voucher)	<b>Breakfast</b>	<b>Buffet Breakfast</b>
8:30 AM	Call to Order, Welcome & Introduction of Guests Establish a Quorum	Marian Dill

***Announcement of Substitute Voting:***

***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 Mississippi	Leigh Ann Hussey
Conference Review	Carolyn Sparks

***Action Item: Consent of written board reports.***

Review of report format  
Round of Successes (2-3 minute updates)

***Action Item: Approval of prior minutes***

10:00 – 10:15 AM	<b>BREAK</b>
10:15- 11:30 AM	Review of Reported Action Items/ P&P Suggested Changes

11:30 AM	<b>LUNCH</b>	<b>Camelia A</b>
12:30- 1:00 PM	Thought Force Update	Ron Day
1:00 – 1:30 PM	SASFAA Hill Visits – White Paper	Christen Neher
1:30 – 2:15 PM	Executive Board Cost Containment	Sharon Oliver
2:15 – 2:30 PM	<b>BREAK</b>	
2:30 – 3:00 PM	End of Year Budget Considerations	Lester McKenzie
3:00 – 3:15	GAP Report Format/Review	Marian Dill
3:45 PM	Old Business	
	New Business	
4:00	Adjourn	
6:00	Appreciation Dinner	<b>Bacchus</b>

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

**Sunday, February 12**

**Magnolia H**

8:00 AM	Breakfast	Azalea B, C and D
9:00 AM	Old Business	
	New Business	
	Unfinished Business	
	Adjourn	

**See you in Fort Lauderdale, FL at B Ocean – June 4-7, 2017**



Southern Association of Student Financial Aid Administrators

Marian Dill/President

Executive Board Report/January 29, 2017

**Committee Members – Legacy Think Tank**

The following individuals are assisting by providing a historical perspective and to vet ideas. This committee will not have any budgetary impact as all interaction will be conducted by email. Their continued support and leadership to SASFAA is valuable and appreciated.

- Bill Cox
- Brad Barnett
- Brent Tener
- Carol Mowbray
- Clark Aldridge
- Dave Cecil
- David Gelinas
- Guy Gibbs
- Heather Boutell
- Janet Nowicki
- Karen Fooks
- Keith Reeves
- Lisanne Masterson
- Nathan Basford
- Ron Day
- Sandy Neel
- Susan Little
- Zita Barree

### **Committee Goals for 2016-2017:**

My personal goals are:

- to lead and serve with integrity and excellence
- to facilitate efficient and effective board meetings ensuring that the collective voice of the board is heard
- to facilitate training opportunities for membership consistent with our mission
- to provide advocacy opportunities for the advancement of financial aid programs
- to provide effective financial stewardship to ensure the sustainability of the organization
- to provide leadership development for the perpetuation of the financial aid profession

During the August board meeting, the board develop and approved the following goals for the 2016-2017 year. These goals will be used by the GAP committee in reviewing the productivity of the year.

### **2016-2017 SASFAA Board Goals**

#### **Organizational Structure**

- Update the Mission Statement
- Develop a Vision Statement
- Consider a Diversity Statement
- Bylaws review
- Develop Conference Handbook
- Update / Finalize the State President's Guide
- Create Secured Webpage for Board Communication
- Secure and archive previous versions of the SASFAA Bylaws
- Develop Parliamentary Guide

#### **Communication / Collaboration**

- Create State Initiatives Spotlight
- Maintain SASFAA website
- Highlight a Different Committee and their Work each Month
- Send Thank You Notes to All Volunteers
- Begin Tracking Volunteers and the Committee Service
- Develop Marketing to Promote Joining the Association

#### **Professional Development**

- Leadership Symposium
- State President's Exchange
- SASFAA President-Elect Interregional Exchange
- Web Trainings
- Annual Conference
- NAOW
- Pre-Conference Workshops

#### **Finances**

- Executive Board Cost Containment Planning
- 5 Year Financial Plan
- Develop Investment Policy
- Develop P&P Budget Development Suggestions

- Develop a Balanced Budget
- Update Guide to Financial Management to include Treasurer-Elect and Duties
- Secure sponsorship to support activities

#### **Policy Advocacy**

- SASFAA Hill Visits
- Advocacy updates(monthly) to the membership
- Develop a Legislative Guide
- Advocacy Training

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

##### **NASFAA Thought Force—**

By the time the SASFAA board meets, the NASFAA Thought Force meeting will have occurred. It is scheduled for February 6<sup>th</sup> in Washington, DC. This group has been formed and will last up to three-years for the purpose of discussing and exploring opportunities for collaboration to maximize efforts, minimize cost and possibly restructuring of our organizations to have divisions and chapters. The following individuals will represent SASFAA during this discussion.

- Ron Day (GA) - has served at all levels state, regional and national
- Dave Gelinas (NC) - has also served at all levels state, regional and national
- Amy Berrier (NC) - Has served at the state, regional and currently is serving as SASFAA's voting member on the NASFAA board
- Marian Dill (TN) - I have served at both the state and regional level and am currently serving as an observer on the NASFAA board and will be the SASFAA voting member on the NASFAA board next year.

##### **Phishing Scam or Copyright Infringement—**

In early January an email from Destination360 was sent to an undetermined recipient and CCed [sasfaaweb@gmail.com](mailto:sasfaaweb@gmail.com). A snippet of the second email is below. This email contained an attached bill in the amount of \$3,575 claiming the unauthorized use of a copyrighted photo of the Beau Rivage.

**From:** Michael Cain [<mailto:copyrightagent@destination360.com>]  
**Sent:** Tuesday, January 17, 2017 10:19 AM  
**To:** [6q2m0a7616@filteredemailaddress.com](mailto:6q2m0a7616@filteredemailaddress.com)  
**Cc:** [legal@destination360.com](mailto:legal@destination360.com); [sasfaaweb@gmail.com](mailto:sasfaaweb@gmail.com)  
**Subject:** Re: Usage of Copyright Image

Upon receipt of the email, the Electronic Services Chair immediately removed all photos of the Beau from the website until the validity of this email could be determined. The email was reviewed by 3 independent sources (2 school IT staff and one other professional colleague). Two indicated that this was a scam and provided links to articles warning of this group and their association with such claims of copyrights associated with pictures. Another indicated that Destination360 appears to be a legitimate travel site with copyrights to various photos.

During the conference call meeting held on January 17, 2017, the group discussed the emails and decided to allow an attorney (intellectual property attorney) representing the TBR institutions to reach out to this group for the purpose of determining the legitimacy of the claim. At the time this report was written, the attorney had not received sufficient proof from Destination 360 to determine that an actual copyright infringement had occurred. Further it should be noted the picture (or one very similar) in question, can be found on other websites. At this time, this remains an open issue.

##### **FSA – SASFAA Meet and Greet—**

Thank you to Wendy Hutchins for coordinating the SASFAA Meet and Greet held during the FSA conference in Atlanta. There was a good turnout to this event and the feedback suggested the organized time to meetup with SASFAA colleagues was appreciated.

#### **Conference Update –**

SASFAA is going back to MS for the first time in 17 years. So, it has been a long time since we have held a conference in MS. We expected registration numbers to be down due to the location being on the perimeter of the SASFA region. PLUS, this year has been unusual with things like PPY, civil unrest, natural disasters, FSA being held in the region and NASFAA being held twice in one fiscal year (July and June). With that being said registrations are lower than what we originally budgeted. Some folks have reported that they can't attend due to things such as personal commitments, timing due to change in processing and conflicts with other conference cost. To minimize the impact on the budget and to limit negative impact on future conferences the following things were done:

- Weekly advertisements/ reminders are being sent to various media venues
- Site Selection – Tarik has contacted the hotel to extend the January 11<sup>th</sup> deadline for guaranteed room rates. He is has remained flexible on the menu to minimize cost while still meeting the minimum F&B requirement.
- I contacted the Budget and Finance Chair about the potential shortfall and have alerted him that we may need to bring some recommendations to the board about cutting remaining cost where possible and if approved by the board.
- I requested that the plans for the GAP committee be delay until the end of the month.
- I reached out to the SWASFAA and LASFAA presidents and ask them to send a conference invitation from me to their respective list serves. I also sent personal emails to the directors located in New Orleans.
- The Conference Chair working in conjunction with Site Selection Chair worked to minimize cost associated with the conference in order to mitigate to some degree the overall impact on the budget.

At the time this report was written there were over 320 registered for the conference and we meet the minimum room block. Here is projected budgetary impact.

Unrealized registration income (75 x \$275)		\$20,625
Reduced conference expense expenses	minus	\$15,000
Room charges for “uncomped” rooms	plus	\$ 3,100
<b>Projected Impact on Overall Budget</b>		<b>\$8,725</b>

#### **Budget & Finance–**

Jenelle Handcox Treasurer and Lester McKenzie Budget & Finance Chair continue to provide superior leadership and guidance on all things associated with the fiscal management of this organization. I appreciate their support and commitment to SASFAA. Due to the conference registration shortfall, I have asked Budget and Finance Chair McKenzie to bring suggestions for the board for consideration.

SASFAA does have reserves built for a rainy day. The board may choose to define this as a rainy day and authorize the use of some reserves. If so, we will need to acknowledge that as a group decision to make an exception to the P&P requirement of maintaining an on-going balanced budget. The board, on the other hand, may choose to make cuts to the remaining year-end expenses. If so, those difficult decisions will be made as deemed appropriate.

Sharon Oliver has chaired a task force to provide recommendations for executive board cost containment. One suggestion provided by that group is for the outgoing board to not stay during the entire transition meeting. Rather the outgoing board would stay 2 nights rather than 3. It is my plan to work with the Site Selection Chair Tarik to see if the 2017 transition contract will allow for this reduction of room nights. If so, then it is my plan to minimize the budget shortfall by implementing this recommendation in 2017.



**NASFAA Past Presidents and Chairs Scholarship—**

In honor of NASFAA's 50th Anniversary, NASFAA's Past Presidents and National Chairs made individual donations to the Dallas Martin Endowment with the following criteria:

- Six scholarships, one per region, will be given to a deserving student, based on need;
- Preference will be given to someone currently working in the financial aid profession;
- Each scholarship will be \$2,750;
- Each region will select its recipient in a manner appropriate to its membership; and
- The six recipients will be highlighted on the NASFAA website, conference program and/or in NASFAA's Annual Report.

Keith Reeves SASFAA Past President, upon the request of current President Dill, has formed a group consisting of SASFAA past presidents and current board members to review the applications and make a selection of the scholarship recipient which will be announced during the annual conference.

Solicitation emails were sent to the membership seeking SUCCESS stories from within the financial aid offices in our region! Specifically, asking for aid administrators who are currently pursuing higher education degrees. A deadline of **January 27** was set for submitting an "application". Each applicant submitted a short essay detailing their story/journey of pursuing a degree. There were approximately 40 applications submitted and multiple worthy candidates for this award. Thank you to everyone who worked to make this opportunity possible.

**State Conferences & Pending Travel—**

2017 DATES	EVENT	LOCATION	SASFAA Rep
February 27 – March 1	NASFAA Leadership Symposium	Washington DC	Sharon & Jody
March 28 – 29, 2017	Hill Visits		Amy, Marian & Sharon
April 2-5, 2017	SCASFAA Annual Conference	Myrtle Beach, SC	Sharon
April 9-12, 2017	NCASFAA Spring Conference	Wrightsville Beach, NC	Amy/Sharon (no cost)
April 9-13, 2017	AASFAA Annual Conference	The Shoals-Marriott Conference Center Hotel and Spa, AL	Marian
April 19-21, 2017	KASFAA Spring Conference	Bowling Green, KY	Brian Erslan (no cost)
April 23-26, 2017	TASFAA Annual Conference	Murfreesboro, TN	Marian (no cost)
April 23-26, 2017	VASFAA Annual Conference	VA Beach, VA	Sharon
May 30-June 2, 2017	GASFAA Annual Conference	Pine Mountain, GA	Jody Darby (no cost)
May 30-June 2, 2017	FASFAA Annual Conference	Orlando, FL	Marian
June 4-7, 2017	SASFAA Transition Meeting	Fort Lauderdale, FL	
June 14-16, 2017	MASFAA Annual Conference	Starkville, MS	Amy
June 26-29, 2017	NASFAA Annual Conference	San Diego, CA	Amy, Marian
TBA	Inter-Regional Exchange		Sharon
TBA	GAP		Amy/ Sharon / elect-elect

**NASFAA Board Meeting –**

I attended my first NASFAA board meeting as an official observer on November 17 – 18, 2016 in New Orleans. The second NASFAA board meeting is scheduled immediately following the NASFAA Leadership and Legislative Conference March 1 & 2 in Washington, DC.

**NASFAA Leadership and Legislative Conference –**

Rachelle Feldman from UNC recently moved to the SASFAA region from California. She will be attending this event and reported that her former region organizes a group hill visit in conjunction with the NASFAA Leadership and Legislative Conference. Since I will be attending this event for my institution, we are working together to setup meetings with various congress people. Once the appointments are set then we will invite other SASFAA folks to join us if they so desire. Sharon Oliver has also been a part of this discussion and will be able to discuss this as an option to the incoming state presidents during their workshop at the SASFAA conference.

**Motion/ Action Item(s):**

**Item for Consideration/ Discussion –** During the final board meeting of the 2015-16 year, the Board voted to allow/ add the past-president's expense for attending the NASFAA conference. The additional expense included conference registration, hotel and meals during that time. However, the P&P does not currently allow for covering the expenses of the president-elect to attend the NASFAA conference. It was my experience that a substantial amount of SASFAA business was conducted during the NASFAA conference. My school was able to cover my expenses to attend NASFAA. However, that is not the case for every SASFAA president. The NASFAA conference provides a leadership development opportunity for the SASFAA incoming-president as well as time to meet with various SASFAA groups to conduct planning meetings for the upcoming year.

It is for these reasons that I believe the board should consider the feasibility and sustainability of covering the expense of the president-elect to attend the NASFAA conference.

**Item 2 for Consideration/Discussion –** Is membership a requirement for attending events such as the annual conference or NAOW? The current practice is that everyone must first be a member and then they can register to attend an event. If they are from a state outside the SASFAA region, then they are coded as an associate member and do not have voting rights. For example, this year the conference is very close to New Orleans, LA. In order to increase conference attendance, we sent invitations to aid offices in LA. Should these individuals be required to register as an associate member OR is it reasonable to have a non-member registration rates for events such as NAOW and Conference. This rate should not be less than the combined rate of membership plus the event registration fee. Individuals using this registration option would not be an active member and would not have voting or other membership rights. What is the best approach moving forward?

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

There appears to be conflicting direction on the authority to sign contracts associated with drayage used for the exhibit areas at the annual conference. The following is provided for board review and discussion.

P& P section 6.13 h states:

(Sponsorship Chair) contract with a drayage company and design a booth floor plan layout for the designated area;

Section 11.13.1. bullet 1

The Sponsorship Chair will need to handle all of the coordination for this event, including any room reservations, contracts, and other planning.

Guide to FM

5.2 Other Contracts Other types of contracts under which the Association might be financially responsible include contracts for: a. Exhibit/Drayage b. Private Transportation [e.g. buses] c. Entertainment [Band and DJ] d. Cellular Phone Rental Any agreement of \$5,000 or above requiring official signature for review purposes shall be treated the same as a contract.

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

I am thankful for the opportunity to serve and appreciate all the efforts and ideas that have generated for consideration during the 2016-2017 year. At this time, I feel like the little engine that could. "I think I can; I think I can and I know WE can. I know WE will conquer. It is like Nathan Basford said in his transition meetings. "We are a team and we will not let anyone fail. We will work together to make it happen." Together we are Building a Legacy...One Student at a Time.



Southern Association of Student Financial Aid Administrators

Sharon Oliver/President-Elect

Executive Board Report/February 11, 2017

### **Cost Containment Committee Members**

Chris Tolson Mapps, Jennifer Priest, Sonya McMullen, Terri Parchment, Bill Spires, Tracy Misner, Marie Mons, Nancy Ferguson, Susan Smith, Brent Tener, Clark Aldridge, Carol Mowbray, David Gelinis, Zita Barree, Nicole Patrick, Elizabeth Miolen, Dick Smelser, Sarah Baumhoff, and Tariq Boyd.

### **Committee Goals for 2016-2017:**

Goal 1: To examine SASFAA's activities and prepare a final report for the Cost Containment Task Force of ways to streamline the budget to control costs.

Goal 2: To conduct an orientation session for President-Elects at the annual conference.

Goal 3: To encourage members to volunteer and be involved with the association.

Goal 4: To promote the 2018 Annual Conference during the current year's annual conference.

### **Cost Containment Task Force Results:**

The task force provided eight reasonable possibilities to control costs. The areas examined were board structure, hotel selection, meals and rooms, board meetings (attendees), transitional board meeting, flights, transportation to and from meeting sites, and the Summer New Aid Officers Workshop. A copy of the final report is attached for the board members to review.

### **President-Elects Workshop:**

The President-Elects Workshop will be held on Sunday, February 12, 2016, from 9 a.m. to 3 p.m. The majority of the President-Elects will be in attendance. Presenters for this session are former and current SASFAA officers. Additionally, the state presidents will provide words of wisdom during this session. We would like to express our gratitude to all presenters for their support and paving the path for future SASFAA board members to be prepared for leading and supporting our association.

### **Volunteer Form in Wild Apricot**

SASFAA members will be able to volunteer for 2018 online as a separate link. The volunteer form will not be embedded in the membership link. A volunteer registration event has been established. Members will not be able to rank their selections due to system limitations, however, it will be easier to extract the volunteer list.

We will encourage members to volunteer using the link on the homepage during and after the annual conference. Special thanks to Cellena Tulloss for presenting this innovative option.

### **Promotional Events for the 2018 Annual Conference:**

There will be a booth to promote the 2018 annual conference, which will be held at the Hilton Alexandria Mark Center in Alexandria, VA on February 11–14, 2018. A weekend getaway will be given away as an incentive to encourage members to register before December 1, 2017. Additionally, a drawing for a free conference registration for 2018 will be held to increase visibility in the vendor/sponsor area.

**LRP and GAP Goal Activity to date:** N/A

**Motion/ Action Item(s):** N/A

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:** N/A

**Southern Association of Student Financial Aid Administrators (SASFAA)  
Executive Board Cost Containment Planning Taskforce  
December 22, 2016**

**Committee Members**

Chris Tolson Mapps, Jennifer Priest, Sonja McMullen, Terri Parchment, Bill Spires, Tracy Misner, Marie Mons, Nancy Ferguson, Susan Smith, Brent Tener, Clark Aldridge, Carol Mowbray, David Gelinas, Zita Barree, Nicole Patrick, Elizabeth Milam, Dick Smelser, Sarah Baumhoff, and Tariq Boyd.

The task force committee members are SASFAA former Presidents, Treasurers, Site Selection Chairpersons, and Budget and Finance Chairpersons. The task force is charged with examining SASFAA's budget and making recommendations to control cost. The task force committee completed the attached survey and discussed the survey results. Based on the results of the survey, the suggestions listed below were identified as reasonable possibilities to control costs.

**Taskforce Suggestions**

*1) Board Structure*

- The board size and structure are adequate for Officers, State Presidents, and Committee Chairpersons.
- When combining roles, it is important to remember that SASFAA members are volunteers and their additional workload must be considered. For additional support, coordinator roles may be added.
- Treasurer can perform the duties of the Budget and Finance Chairperson and the Past President could lead the Long Range Planning Committee.

*2) Hotel Selection*

- Select hotels that include breakfast in the room rate, such as Embassy Suites, Fairfield Inn, and others.
- Hotels should be selected based on ease of access for the majority of the attendees and opportunities to offset some routine travel expenses, i.e. hotel located at or near an airport that offers free shuttle services.
- Consider Homewood Suites hotels that include breakfast with separate bedrooms

### 3) *Meals and Rooms*

- Host dinner in the Executive suite on the travel day, if feasible.
- Eliminate breaks sponsored by the hotel and substitute a snack bag if this does not increase the room rate.
- Provide gift cards with a set value for executive board dinner meals and adhere to SASFAA's per diem rate.
- Sharing of rooms should be optional, members may have medical conditions or work requirements that are not conducive to sharing a room.

## **Executive Board Cost Containment Planning Taskforce (cont.)**

**Page 2**

**December 22, 2016**

### 4) *Board Meetings/Attendees*

- Board meetings should be held at a central location within the region for easy access and should begin at 3:00 pm and conclude by 3:00 pm on the next day.
- Voting members should attend all board meetings.
- The October meeting should be scaled down with selected committee chairpersons attending the meeting.
- Committee chairpersons should be invited to attend specific meetings based on the items on the agenda for which their attendance would be necessary or beneficial to the discussion.
- A webinar may be set up for committee chairpersons who are not attending the meeting.
- In-person meetings are beneficial for full discussion of issues and to expose other attendees to SASFAA leadership opportunities. The number of in-person meetings should not change.

### 5) *Transitional Board Meeting*

- SASFAA should not pay for out-going board members to participate in the meeting on the second day; no one expects a paid vacation at SASFAA's expense.
- Explore meeting at an easily accessible location (hotel) and place less emphasis on rewarding individuals with a beach trip.
- Time should be used effectively and only schedule the meeting for as long as it takes to conduct the business of the association.
- Out-going board members should limit the amount of time used during the transition meeting; remaining business may be conducted through a webinar or e-meeting, thus this will allow the transition meeting to be dedicated solely to transitioning and may eliminate one night for everyone.
- Out-going board members should attend the transition meeting for one day and stay one night using the 3 pm to 3 pm schedule.
- State Presidents should transition issues relating to SASFAA at their state meeting.

- All committee chairs do not need to attend each Board meeting. The Executive Board should assess the need for each committee chairperson to be present at the meeting in terms of cost-benefit to the Association.
- Consider conducting some transitional activities through conference calls.
- Members serving in the same capacity who have no counterpart with whom to transition do not need to attend the entire meeting.

## **Executive Board Cost Containment Planning Taskforce (cont.)**

**Page 3**

**December 22, 2016**

### *6) Flights*

- Board members should seek lower airfare costs by searching for best prices within 30 days of the meeting or annual conference; a written explanation should be provided if the flight is booked after 30 days and the airfare is deemed excessive based on the departure and arrival locations.
- Tickets over \$500 should require prior approval of the President, Treasurer, and Budget and Finance Chairperson.
- Board members who wish to drive should demonstrate that it is more cost-effective than flying by comparing the costs of rental cars and flights. This documentation should be attached to the travel reimbursement form.
- Members should select the least costly flight option that allows them to attend and depart the meeting on time so that they are in attendance for the full meeting as scheduled.
- Consider a designated travel service for booking flights.

### *7) Transportation to and from meeting site*

- Transportation should be pre-arranged by the Site Selection Chairperson or Secretary based on flight schedules.
- Designate a specific shuttle service for each meeting, ground transportation should be arranged by SASFAA if it is available.

### *8) Summer New Aid Officers Workshop*

- Class size should increase to a maximum of 30 participants, except the classes for financial aid professionals with two years or experience or less.
- Retain the workshop on a college campus to promote collegiality and negotiate for lower overall costs as hotel locations are likely to increase the overall cost and limit the opportunities for participants to network and engage with one another.
- SASFAA's hallmark event continues to be the New Aid Officer's Workshop. We are known for this event and the high quality of services and professional development it provides to participants. We do not wish to affect the quality of the training.



Southern Association of Student Financial Aid Administrators

Amy Berrier/Past President

Executive Board Report/February 2017

### **Committee Members**

#### **Nominations and Elections:**

Chair – Amy Berrier  
Alabama – Lissa Powell  
Florida – Ryan McNamara  
Georgia – Sarah Baumhoff  
Kentucky – Laura Keown  
Mississippi – Nicole Patrick  
North Carolina – Joey Trogdon  
South Carolina – Elizabeth Milam  
Tennessee – Richard Smelser  
Virginia – Tarik Boyd

#### **GAP:**

Chair – Amy Berrier  
Returning – Nathan Basford  
Returning – Joan Bailey  
New – Janet Nowicki  
New – Sandy Neel  
Observer – Sharon Oliver, President-Elect  
Observer – incoming President-Elect (February 2017)



## **Webinar Task Force:**

Chair – Amy Berrier

Michael Morgan – Rhodes College (4 year private, male, African-American)

Sarah Baumhoff – Kennesaw State University (4 year public, female, Caucasian)

Celena Tulloss – University of TN (4 year public, female, Caucasian)

Robert Muhammed – Winston-Salem Stat University (4 year, HBCU, male, African-American)

Elizabeth Milam – Clemson University (4 year public, female, Caucasian)

Bill Spiers – Tallahassee Community College (2 year public, male, Caucasian)

## **Committee Goals for 2016-2017:**

Nominations and Elections Goals Completed:

- Utilize conference calls, electronic meetings via GoToMeeting, and email to create a slate of candidates for the 2016-2017 election for the office of President-Elect, and Vice-President
- Make sure potential candidates aware of the responsibilities of a board member and the duties of the position
- Present slate of candidates at the October board meeting in Orlando
- Officially solicit candidates for positions since 2016-2017 year has begun

GAP Goals:

- Meet in April or early May – still waiting on final hotel arrangements per Marian and Tarik
- Work with past LRP Chair, Sandy Neel, to create and effective process of assessing the work of the Executive Board against the new LRP

Webinar Task Force Goals:

- Work with VP (in charge of training) and task force members on topics of interest
- Hold 3-4 webinars during the year for SASFAA members

## **LRP and GAP Goal Activity to date:**

2016-2017 SASFAA Board Goal: Professional Development – Web Training

### **Activity:**

Webinar – November 16, 2016

2:30 – 3:45 pm EST

Getting Ready for a New Congress and President – A Look at 2017 and Beyond

Presenters: Ron Gambill and Brett Lief

Join us for a webinar presented by Ron Gambill and Brett Lief – two leading experts in legislative matters. This webinar will address trends in federal student aid policy, the outcomes of the November election (Presidential Administration and Congress), and what it means for students, institutions, and student aid professionals over the next several years. The webinar will also include an update on reauthorization and other important issues.

### **Activity:**

Webinar – December 14, 2016

11:00 am – 12:00 noon

#### Ethics and Leadership

Presenter: Ron Day

There's more to "politics" than just going to the polls and voting for your candidate. In the relational world you'll often hear people talk about "politics" in learning how to relate to people from various levels within, and without, of your organization. That can often be tricky to navigate. Along with that is to ensure ethics are at the top of your list of traits you want to have when relating to others. These two webinars scheduled on December 14<sup>th</sup> and December 15<sup>th</sup> are designed to discuss these very two important aspects of leadership.

#### **Activity:**

Webinar – December 15, 2016

11:00 am – 12:00 noon

#### Politics and Leadership

Presenter: Brent Tener

There's more to "politics" than just going to the polls and voting for your candidate. In the relational world you'll often hear people talk about "politics" in learning how to relate to people from various levels within, and without, of your organization. That can often be tricky to navigate. Along with that is to ensure ethics are at the top of your list of traits you want to have when relating to others. These two webinars are designed to discuss these very two important aspects of leadership. These two webinars scheduled on December 14<sup>th</sup> and December 15<sup>th</sup> are designed to discuss these very two important aspects of leadership.

#### **Activity:**

Working on SAP webinar – communicating with NASFAA and Webinar Committee

NASFAA will provide materials

More to be announced

#### **GAP Committee Update:**

Dates being considered for hotel contracts:

Saturday, April 22 through Monday, April 24

Friday, April 26 through Sunday, April 28

Notes:

- 1) Hotel contract needs to be finalized so I can communicate with committee members to arrange travel
- 2) Board members MUST make sure that board reports are up to date and contain all activity necessary for the GAP Committee to assess the 1617 year later this spring. These board reports must be uploaded via the whiteboard for easy access.
- 3) Year end report should be finalized by April 10, 2017 and uploaded to the whiteboard to give GAP committee members time for review and assessment
- 4) All documents needed for assessment should be provided to the GAP Chair no later than April 10, 2017:
  - a. Updated financials
  - b. Any surveys issued and results
  - c. Reports should be uploaded to whiteboard
  - d. Any updated guides should be provided

### **Nominations and Elections Committee Activity to date:**

#### Email Activity:

- Sent unofficial solicitation to SASFAA listserv regarding Nominations and Elections for 2016-2017 on February 12, 2016
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on March 22, 2016
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on April 22, 2016
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on May 31, 2016
- Sent official solicitation to SASFAA listserv regarding Nominations and Elections for 2016-2017 on July 27, 2016. Due date for nominations is October 1, 2016.
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on August 2, 2016
- Sent official solicitation to SASFAA listserv regarding Nominations and Elections for 2016-2017 on September, 12 2016. Due date for nominations is October 1, 2016.
- Sent email to the membership on November 1, 2016 informing them of the official slate of candidates for the February 2017 election
- Sent email to membership on January 20, 2017 notifying them of the process of nominations from the floor. Email also notified members that the election polls will open on Thursday, February 2, 2017 at 3 PM EST and close on Tuesday, February 14, 2017 at 3 PM EST. Election results will be announced during the business meeting on Wednesday morning, February 15, 2017.

#### Misc. Activity:

- Nomination and Elections Committee members shared nominations information and deadlines within their own states. I also requested that this item be on the agenda of the first board meeting of each state as required by the P and P Manual.

#### Committee Official Activity:

- Forwarded nominee information for President-Elect and Vice-President to committee on October 4, 2016
- Sent P and P Manual information regarding positions and executive board duties to committee on October 4, 2016
- Committee GoToMeeting was held on October 17, 2017 at 3 PM EST. Official minutes were recorded by Chair Amy Berrier. These minutes were shared with President Marian Dill on October 18, 2016. Several items that came up during the call as general points of concern were shared with the President. I will share the minutes of the meeting with the Board at the request of the President.
- The Committee voted to approve a dual slate of candidates for the Office of President-Elect and for the Office of Vice-President. This slate will be presented to the Board, as now required, for approval.

### **Awards Committee:**

#### Activity:

- Call for Award Nominations sent to the SASFAA listserv on September 15, 2016

- Requested state presidents to send this information to their states

Honorary Membership – Automatically Granted (certificates will be presented during the awards luncheon on 2/14/17):

- Automatically granted to Dave Cecil – retirement 10/28 and SASFAA Past President
- Automatically granted to Carol Mowbray – FA no longer primary job and SASFAA Past President
- Automatically granted to Dan Miller – retired and SASFAA Past President

Distinguished Service Award:

- Two nominations approved for award to be presented during awards luncheon on 2/14/17

**Motion/ Action Item(s):**

According to Section 9.2.4 Special Awards, a board member may nominate an individual to receive a certificate of appreciation for one-time service to the financial aid community.

**Action Item:** I move that the SASFAA Board recognize Jan Lassiter, Edsouth, for her upcoming retirement and her 30 plus years of service to students, our associations, and specifically to SASFAA. Jan will be retiring on July 31, 2017.

Certificate Language:

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.  
PROUDLY PRESENTS THIS APPRECIATION CERTIFICATE  
TO  
JAN LASSITER  
FOR OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE FINANCIAL AID PROFESSION  
AWARDED THIS 14<sup>TH</sup> DAY OF FEBRUARY, 2017

**Action Item:**

I move that the SASFAA Board recognize Jeff Baker, U.S Department of Education, for his upcoming retirement and his 30 plus years of service to students, our associations, and specifically to SASFAA. Jeff will be retiring this year.

Certificate Language:

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.  
PROUDLY PRESENTS THIS APPRECIATION CERTIFICATE  
TO  
JEFF BAKER  
FOR OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE FINANCIAL AID PROFESSION  
AWARDED THIS 14<sup>TH</sup> DAY OF FEBRUARY, 2017

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

- 1) Section 6.13 – now reads – The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary,

treasurer, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership.

- 2) Recommended Section 6.13 – The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary, ~~treasurer~~, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership. The nominations and elections committee members shall be the 9 past state presidents.
- 3) Section 6.13.1 – now reads – The slate must be presented and approved by the Board before presented to the membership.
- 4) Recommended Section 6.13.1 - The slate must be presented ~~and approved by~~ to the Board before being presented to the membership.
- 5) Section 7.1 Board now reads (last paragraph before e-meeting policies) – Annually, the Board shall approve the slate of nominees for elective office...
- 6) Recommended Section 7.1 – strike the sentence “Annually, the Board shall approve the slate of nominees for elective office.”
- 7) Section 6.7.b now reads – monitor progress toward the committee’s objectives at the mid-year and the end-of-year and report, as appropriate to the Board of Directors;
- 8) Recommended Section 6.7b – recommend that we strike section 6.7.b and re-letter the remaining items
- 9) Recommended Section 6.7c – correct “amyensure” to “ensure”

#### **Additional P and P Changes:**

Please see separate document attached.

#### **Prior Discussion (pertaining to slate approval issues – for reference):**

In August, the Board voted to approve a change to the P and P Manual requiring Board approval of the slate of candidates presented by the Nominations and Elections Committee. While seeking out additional opinions and researching, please review the following information contained in Robert’s Rules, 10<sup>th</sup> edition:

#### **Robert’s Rules of Order Information:**

RR, Newly Revised, 10th edition, page 508

The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee’s report. **No vote on the nominating committee’s report should be taken**; however, the procedure is as described in **46**.

RR, Newly Revised, 10th edition, Section **46**, pages 419-421

Although it allows for the report to be delivered by rule or established custom of the organization, it is provided either at the time the election is pending and should be made known to the membership earlier (if larger organization). It should always be formally presented at a regular meeting of the Association. When called upon,

the Chair of the N&E Committee presents the report, which is then when the President (Chair of the Association) calls for additional nominations from the floor.

RR also says you should not limit the slate, but rather list all potential candidates.

Recommendations for consideration:

- 1) If the current board wishes the Association to adopt special rules allowing the Board final approval of a slate of officers, then they need to proceed with approving a bylaws change (special rule adopted by Association as defined in Article XVI) to present to the membership , with at least 30 days notice of a scheduled vote by the active members of the Association (Article XVII).
- 2) **If it is the desire of the board to approve the slate (as was presented and voted on in August), I feel that the Board, at the direction of the President, should determine the next course of action for the Nominations and Elections Committee. This should not be the responsibility of the Nominations and Elections chair, nor the Nominations and Elections Committee.**
  - a. If the Board does not approve the slate of candidates, additional nominations will be sought for a period of \_\_\_\_ days keeping in mind that the slate of candidates must be presented to the membership 30 days prior to the election.
  - b. What happens if the deficiency on the slate is not resolved? Then what? For example, if the concern is no diversity and the board requests the committee to go back and try again and they still can't get any diversity on the slate, such as they have all men and no women, or vice versa, then what?
  - c. The P and P should be amended to put the onus on the Board should they not approve the slate presented by the Nominations and Elections Committee. Should the Board not accept the slate, the Board should be required to provide specific instructions to the N&E Committee regarding the deficiency of the slate and how to resolve the issue (or at least provide recommendations) including providing a timeframe for resolution. If the Board has the authority to not approve a slate presented by N & E, they have a responsibility to provide N&E guidance on what to do before submitting a new slate (which could be the same slate if N&E is unable to satisfy the Board's edict). Then the Board would have a new decision to make.
- 3) P and P info on August vote:
  - a. 6.13.1 now reads – The slate must be presented and approved by the board before being presented to the membership.
  - b. 7.1 now reads – Annually, the Board shall approve the slate of nominees for elective office.
  - c. RR, Newly Revised, 10th edition, page 508: The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee's report. **No vote on the nominating committee's report should be taken**; however, the procedure is as described in **46**.
  - d. All other regional associations do not require board approval of the slate. It is only presented for informational purposes only as required.

### 6.13.3 Elections

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

According to 4.4.1 Membership Eligibility, only paid active members may vote in the annual election of officers.

Qualified, active members have the opportunity to submit any final nominations for candidates for office. This process is called “nominations from the floor” which is required by Robert’s Rules of Order. The chair of the Nominations and Elections Committee shall notify the membership via email regarding the process of nominations from the floor. The chair’s email shall provide a deadline (no later than 7 days prior to the opening of the election) for the submission of nominations from the floor. The deadline allows time for any new candidates to submit the required candidacy information to the Nominations and Elections Committee for ballot consideration.

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

SASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid active member will have access to an electronic ballot containing names of the candidates running for office.

The nominations and elections committee shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If that occurs, the president shall designate a substitute.

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

#### 6.13.4 Absentee Ballot Process

Only paid active members may vote.

An election ballot shall be made available on the website ten (10) calendar days prior to the business session of the annual conference.

#### 6.13.5 Special Elections

6. All voters must be paid active members.



## **Southern Association of Student Financial Aid Administrators**

Michael D. Morgan/ Vice President

Executive Board Report/Feb 11, 2017

### **Committee Members**

We have several dedicated instructors returning to teach this year.

- Celena Tulloss, University of Tennessee
- Derek Ball, Kentucky Community and Tech. College System
- Ronnette Hamilton, North Carolina A &T State
- Stephanie Lawrence, Albany State University
- Kenneth Cole, University of South Carolina at Lancaster
- Sarah Baumhoff, Kennesaw State University

New instructor for 2017

- Bill Spiers, Tallahassee Community College

Attending with us a local coordinator will be Stephanie Miller, Financial Aid Services

### **Committee Goals for 2016-2017:**

#### **Conference PreCons**

##### **Professional Judgement**

Amand Sharp of NASFAA has put together a fantastic 3 hour presentation on Professional Judgment designed to provide the attendee with a comprehensive review of the concept of professional judgment. The class will explore its impact on student eligibility and financial assistance and provide illustration through case studies and examples, including examples of how implementation of prior-prior year (PPY) may impact school's use of PJ.

##### **NCAA**

Kris Richardson and Alex Smith of the National Collegiate Athletic Association (NCAA) has put together a presentation to Division I schools they serve. Participants will be given the opportunity to collaborate on scenarios involving the application of NCAA final aid rules, including classification of financial aid awards, individual and team financial aid limits, calculation of equivalencies, single –year and multiyear financial aid agreements and summer mini-term athletics aid. The workshop was also designed to update the group on the legislative cycle.

#### **New Aid Officer Workshop (NAOW)**

This year's theme Myths and Legends. The NAOW team will focus on debunking myths surrounding the profession of financial aid while planting the seeds to developing the legends of tomorrow. The workshop is one week in length this year for instructors it will be Monday through Saturday. June 19<sup>th</sup> -24<sup>th</sup> at Jacksonville State University in



Alabama. We will also have group meeting and several phone or email correspondence as we prepare for the week of training. The training uses NASFAA training materials and guidebooks to prepare our participants for their life of a financial aid administrator. The workshop is geared for participants with less than 3 years' experience, but each year we have participants who range from zero days to five years in financial aid or related fields.

You have been identified 9 potential instructors through their proficiency with several NASFAA credentials in the states of Mississippi, Virginia and Alabama. These states represent three under represented states in our associations NAOW. The NAOW is a great way to plug less active members in to the inner workings of our organization.

Based on last year's survey from attendees and discussions with last year's instructors. This year we will continue to use the NASFAA Credential Materials. We will peer behind the veil to explore 10 subjects, 10 class groupings that will allow more time to discuss each topic. The top rated subjects are:

1. Overview of Financial Aid Programs
2. Student Eligibility
3. Cost of Attendance
4. Need Analysis: Federal and Institutional Methodology
5. Verification
6. Federal Pell Grants and Afghanistan Service Grants
7. Direct Loans: Eligibility & Frequency
8. Return of Title IV
9. Satisfactory Academic Progress
10. Professional Judgement

Over the next few months the committee and I will be working on the details of NAOW building off the success of last year. <https://www.facebook.com/search/top/?q=sasfaa%20naow2016>

**Motion/ Action Item(s):**

none

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

none

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators  
Wayne Kruger, Secretary  
Executive Board Report/August 8, 2016

**By-Laws Committee:** The By-Laws committee, chaired by the secretary, annually reviews By-Laws governing the Association. The By-Laws committee recommends necessary changes to the Board.

Current Member: Ron Day, Sandra Neel, Amy Berrier, Wayne Kruger

**Committee Goals for 2016-2017:** The committee hopes to review other regional association as well as NASFAA By-Laws to determine if there are any holes to our current By-Laws as well as do a review to ensure that we are on good legal grounds with our By-Laws. Our goal continues to be to bring to the board preliminary suggestions for By-Law changes.

**LRP and GAP Goal Activity:**

**LRP:**

I. **ORGANIZATIONAL STRUCTURE**

a. BY-LAWS Committee:

- i. Finished creating working document for review of by-laws of SASFAA and other associations, we meet in person during the conference with committee members to review how we will go about reviewing and making any relevant suggestions.

II. **COMMUNICATION/COLLABORATION COMMUNICATION**

a. Disseminate information to the membership and appropriate constituencies.

- i. Update P&P and related documents posted to the SASFAA website.
- ii. Updated and organized the whiteboard and made sure that all board documents have been placed out in appropriate folders.
- iii. Presented annual meeting minutes to the membership and sent out October meeting and E-meeting minutes to board for review.

**GAP:**

- I. Archive prior versions of the Bylaws on the SASFAA website (at least going forward) so that a historical perspective can be maintained.

- a. I am continuing to organize and label data on jump drive to ensure the proper order and history is posted on the website. I am attempting to put in the name of files the date it was created/last revised and making sure to keep all older version.

**Other activity:**

Continued to send out condolence cards to those SASFAA and state members that lost loved ones.

**Motion/ Action Item(s):**

None at this time

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

None at this time

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

None at this time



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report/February 11, 2017

**LRP and GAP Goal Activity to date:**

2015 Federal Tax Return filed by CPA prior to deadline  
Annual incorporation with Georgia Secretary of State filed and paid  
Annual music subscriptions (BMI, ASCAP) renewed and paid  
Expense claims, travel claims and other reimbursements paid upon receipt  
All bills paid upon receipt  
Deposits posted bi-weekly  
Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot  
Payments for registrations, membership dues and sponsorships posted and receipted weekly  
Refunds for registrations processed weekly  
Financial reports submitted to each Board member  
Bank accounts reconciled monthly  
Credit card reconciled and outstanding balance paid monthly  
PayPal reconciled and deposited monthly

**Motion/ Action Item(s):**

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators

Lester McKenzie/Budget & Finance Chair

Executive Board Report/October 24, 2016

**Committee Goals for 2016-2017:**

- The future financial stability of the Association is provided through careful and regular planning and evaluation.
- Fiscal integrity will be ensured.
- Develop an Investment Policy Statement
- Update Section 9 of Policy & Procedure Manual for Approval
- Create 5-year financial plan task force
- Budget for a legal review of Bylaws

**LRP and GAP Goal Activity to date:**

GOAL	Monitor, review and revise, as necessary, the Association's investment strategy for positioning the Association's finances.
Update:	Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board. Received guidance from President to begin creation of Task Force. Attended NASFAA sponsored telephone call regarding investment strategies. This will be an ongoing phone call.
GOAL	Policy and Procedures shall be reflective of current practices and shall be compliant with the By-law.
OBJECTIVES	<ul style="list-style-type: none"> <li>• The elected board and committee chairs shall continuously review P&amp;P.</li> <li>• Board and Committees chairs shall document their review of the P&amp;P.</li> <li>• When updated, a new P&amp;P shall be created as to keep historical information intact.</li> </ul>
UPDATE	Review of Policy and Procedural Manual has begun with some changes to be submitted at a later Board Meeting.
GOAL	The SASFAA Board of Directors (elected and appointed) should be reflective of the diversity of the organization, be knowledgeable financial aid practitioners, Involved, engaged and committed to the success of the organization.
OBJECTIVES	<p>Ensure the Board of Directors understand the responsibilities and time commitment of their positions.</p> <ul style="list-style-type: none"> <li>• Use transition meeting to develop committee goals and objectives and publish the goals on the website.</li> </ul>

- UPDATE Discussed opportunity to accept the role of Budget & Finance Chair with President in June  
Met with finance group at transition board meeting to discuss role of Budget & Finance Chair  
Held a transitional meeting with President and outgoing Budget & Finance Chair in July. Held  
phone call with President and Treasurer to go over budget for 15/16 and 16/17 in September.
- GOAL Committees should represent the mosaic abilities of the membership.
- OBJECTIVES
- All efforts should be made to fully vet members who are considered for committees.
  - The volunteer form should be redesigned to include detailed qualifications, state affiliation and interests of the volunteers.
  - Committee chairs shall provide a summary of the committee's composition to be included in the president's annual report.
- UPDATE Each volunteer member was contacted via email prior to August Board Meeting detailing the responsibilities of Budget & Finance Committee. Task force members from 2 states have already been received by State Presidents, will send out a request for other states to begin work in January.
- GOAL Be fiscally prudent.
- OBJECTIVES:
- To ensure adequate organization reserves are available, a zero base budget should be developed and maintained.
  - Review and update the Guide to Financial Management annually to ensure sound financial practices.
- UPDATE Zero-based cash budget has been created and updated and will be released during August 2016 Board Meeting. Established baseline budget to review internally and show difference between what we started with and what we end up with at end of year.
- GOAL Develop a 5-year financial plan
- OBJECTIVES:
- Provide for the establishment, maintenance, investment and monitoring of an Associational reserve fund which is sufficient to cover at least one year's operating expenses and outstanding contractual obligations.
  - Explore investment opportunities to grow the reserves
- UPDATE No action taken.

**Motion/ Action Item(s):**

None

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

None at this point.

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

We are a quilt, sewn together by our love and devotion to financial aid, our colors may not always match but we complement each other when tethered together with commitment and differing abilities. A quilt is made over time to design and mesh the fabric of our different lives and a border is made by this board under the leadership of our quilt master and president. We are the outside border that brings all members together as we protect against wear and tear of our souls. Our sponsors are the backing material that

supports us and gives us a soft cushion to fall back on when we need to be protected ourselves. Please see the mosaic we are and the strength by which we are brought together to provide comfort and support to all we serve.

### **Hotel/Contract Liabilities**

#### **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 January 29, 2017: Liability charges based on individual contracts and timing \$227,689**

#### **Convention Display Service – Drayage Contract for Annual Conference 2017**

Expo Date:	February 11-14, 2017	
Location:	Beau Rivage, Biloxi, MS	
CDS Install Booths:	Saturday	February 11, 2017
Exhibitor Move In:	Sunday	February 12, 2017
Exhibits Open:	Sunday	February 12, 2017
		time to be determined
		8 am to 2 pm
		2 pm

Exhibits Close:	Tuesday	February 14, 2017	4 pm
CDS Dismantle Booths:	Tuesday	February 14, 2017	4 pm

**Booth Equipment and Furnishings**

10 ft wide x 8 ft deep Booth  
7" x 44" exhibiting company name only booth ID  
6 ft skirted table  
Chairs  
Cost per booth: \$60/ per booth or a minimum booth install/dismantle fee of \$3000 whichever is greater

**Labor after Hours**

\$52.50 per man, per hour, minimum of 4 hours charged per occurrence, \$840 per call

**Lodging per Diem Surcharge**

\$125 per day lodging/per diem surcharge added to final invoice

**Additional Masking and Crowd Control**

8 ft drapes at \$3.00 per linear foot plus tax and \$1.75 per linear foot for 3 ft drapes

**Hall Cleaning**

\$50 per man, per hour, straight time or a minimum charge of \$200, whichever is greater  
\$75 per man, per hour, overtime, or a minimum charge of \$300, whichever is greater

Payment: Within 30 days upon completion of show.

**B Ocean in Fort Lauderdale Florida – June 4 - 7, 2017 – Transition Meeting**

Have to meet 80% of guest room commitment

Room cut-off date in May 5, 2017

Room Rate is \$160 per night

Tax is 11%

Other Considerations:

- Complimentary meeting space based on \$3000 Food & Beverage minimum
- B in Touch with free B Wi-Fi: complimentary high speed internet access in guestrooms and meeting space (Valued \$20 per guestroom and \$300 per meeting room)
- B Active with complimentary 24-hour fitness center access (valued \$15 daily)
- Group rate available up to three days pre- and post-event, based on availability
- Waived daily resort fee (valued \$20 daily)
- One (1) B Enhanced Corner King at group rate over event dates
- Specially reduced \$20 daily self-parking (valued \$30)

Cancellation provisions:

Full Group Cancellation:

Signing date to December 6, 2016: 25% of Total Anticipated Revenue Contracted (Currently \$4395.00)

From December 7, 2016 to February 4, 2017: 50% of Total Room Revenue Contracted (Currently \$8,790.00)

From February 5, 2017 to March 6, 2017: 75% of Total Room Revenue Contracted (Currently \$13,185.00)

From March 7, 2017 to May 4, 2017: 90% of Total Room Revenue Contracted (Currently \$15,822.00)

From May 5, 2017 to June 4, 2017: 100% of Total Room Revenue Contracted (Currently \$17580.00)

**Total liability as of January 29, 2017: Liability charges based on individual contracts and timing    \$8,790.00**

**Hilton Alexandria Mark Center – Alexandria – February 9-14, 2018 – Conference**

Room Rate is \$145 per night



Early Departure Fee of \$75 for hotel guest who checks out prior to end of the guest's reserved check out rate  
Minimum Food and Beverage revenue of \$40,000 (does not include admin charge, labor fees, federal, state or local taxes, or any other fees outside of food and beverage product sales).

Hotel does not permit food, non-alcoholic beverages and alcoholic beverages of any kind to be brought into hotel.

Banner hanging fees: \$50 for 10 feet or less and \$125 for over 10 feet.

Tax is 14.5% +\$1

80% of 1270 guest room commitment = 1016

SASFAA will pay \$145 for each room night not utilized below 1016 room nights.

Hotel will offer complimentary exhibit space provided the Group forwards a copy of their signed agreement with their preferred Exhibit Vendor to the Convention Service Manager no later than eight (8) months prior to the conference dates.

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

- One complimentary room-night for every 45 utilized
- Complimentary Presidential Suite during dates of Conference (noted in sleeping room block)
- One complimentary Executive Suite to be used for Hospitality during the dates of conference (Noted in sleeping room block on first page. Dates outside conference at group rate)
- Hotel to sponsor one hour reception on Sunday evening for up to 600 attendees. Reception to include one hour of beer, wine, sodas, one hot, and one cold hors d'oeuvres based on Chef's selection. (Noted in meeting schedule).
- Complimentary in-room internet for staff rooms.
- Four rooms at prevailing per diem rate.
- 10% rebate back to the master account
- Pre-planning Board/Conference Committee meeting to be held in July or August 2017. Hotel to offer complimentary meeting space for up to 30 people for Board Meeting and additional room for conference committee meeting. Sleeping rooms will be offered at 2018 conference rate. Meeting dates to be mutually determined by Hotel and SASFAA and subject to hotel's availability.
- Up to 8 upgrades to suites at group rate.
- 20% attrition rate
- Two complimentary VIP airport Transfer (from Washington National Airport Only)
- Complimentary Daily or Overnight Self-Parking
- 10% off audio – please note PSAV will gladly offer reduced pricing for internet in meeting space providing additional audio visual equipment purchased solely through them
- Hotel to award 75000 Meeting planner points for conference upon conclusion of event. Please provide names and Hilton Honors number.

Cancellation provisions

Signing date until September 5, 2017 = \$46,037.50 (25% room's revenue)

From September 4, 2017 to October 14, 2017 = \$92,075.00 (50% room's revenue)

From October 13, 2017 to November 14, 2017 = \$138,112.50 (75% room's revenue)

From November 13, 2017 to first arrival date = \$165,735.00 (90 % of room's revenue) + \$30,000 (fd/bev revenue)

**Total liability as of January 29, 2017: Liability charges based on individual contracts and timing \$46,037.50**

**Total liability of outstanding contracts is \$282,516.50 as of January 29, 2017**

#### **SASFAA, Inc. Investments as of January 29, 2017**

BB&T Checking	\$103,863.93
BB&T Savings	\$47,859.43
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$396,396.05

Charles Schwab (NASFAA)	<u>\$324,610.22</u>
<b>Total Assets</b>	<b>\$875,453.54</b>

**SASFAA, Inc. Inventory as of October 24, 2016**

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

Carolyn Sparks/2017 Conference Chair

Executive Board Report/February, 2017

### **Committee Members**

Tarik Boyd	Norfolk State University	Sight Selection
Joe Buchholz	Kennesaw State University	GA rep
Brian Casey	Florida Gulf Coast University	FL rep
Marian Dill	Lee University	President
Bryan Earlsan	Eastern Kentucky University	Sponsorship
Katie Harrison	SC Tuition Grants Commission	SC rep
Wendy Hutchins	Postlethwaite and Netterville	MS rep
Debra Johnson	Jefferson College of Health Sciences	VA rep
Mary Kosin	Campbell University	NC rep
Nicole Patrick	Mississippi University for Women	Local Arrangements
Runan Pendergrast	Bluegrass Community & Technical College	2018 Chair
Lissa Powell	University of Alabama-Birmingham	AL rep
Melissa Smith	Vanderbilt University	TN rep
Carolyn Sparks	Wofford College	2017 Chair
April Tretter	Bellarmino University	KY rep
Celena Tullock	University of Tennessee	Electronic Services
Stacy Walker	University of Mississippi Medical Center	Global Issues

### **Recent activities:**

The conference committee met via conference call three times since the October Board Meeting. As listed on the prior report, each committee member worked on their respective tasks to ensure all details are covered. As of today, there are 329 people registered to attend the conference. Our room block has been met and final touches are being made as we approach the conference dates. Many thanks to each conference committee and local arrangements committee member for the dedication and precision given in organizing the conference. During our actual board meeting, I plan to discuss the conference budget to date as well as the most recent registration numbers.

### **Committee Goals for 2016-2017:**

- To provide the premier training and networking opportunity for the Association by planning the annual conference to be held at The Beau Rivage Resort in Biloxi, MS, February 12-15, 2017. In doing so, measures will be used to plan and execute as cost effectively as possible.

### **LRP and GAP Goal Activity to date:**

Recently, I read the goals and objectives of both the LRP and GPA recommendations. I have no reason to think the conference committee and I will be unable to meet and possibly exceed those given to us.

**LRP:**

III. PROFESSIONAL DEVELOPMENT PROFESSIONAL DEVELOPMENT

GOAL: Foster collaborative training opportunities among member states, sister regional organizations and NASFAA.

OBJECTIVES:

- Continue to use evaluation feedback, membership surveys and national trends to develop training topics and programs.
- Periodically offer venues to upper level aid administrators to train, discuss and engage with peers and other high level administrators.
- Provide annual training opportunities to aid officers with less than 3 to 5 years of experience that increases knowledge and passion for the profession.

**GAP:**

**2015-16 Professional Development GAP Recommendations**

1. Continue to provide multiple types of training opportunities for different experience levels.  
*Evaluation:*
2. Continue to explore ways to involve the vendors/sponsors in the conference program, tying them to sponsorship levels. These would be opportunities for product placement. Vendors/sponsors should be allowed to do non-product sessions if they co-present with a school member.  
*Evaluation:*
3. Continue collaboration between states, SASFAA and NASFAA.  
*Evaluation:*

**Motion/ Action Item(s):**

“Your presence is requested!” As customary, Executive Board Members are requested to attend certain events during the conference. Please see the handout to be distributed during the Board Meeting for a list of those events.

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

At the time of this report, we are just two weeks away from the conference. The role as the conference chair is one I was honored to accept. I have learned many things about the power of collaboration and cooperation. During the conference, I plan to continue to take notes and make sure the conference goes off without any major issues.

If anything does arise, please let me know. I hope you enjoy the conference!



Southern Association of Student Financial Aid Administrators

Bryan Erslan, Sponsorship Chair

Executive Board Report/February 1

**LRP and GAP Goal Activity to date:**

The Sponsorship Chair and President Dill have reached out to vendors a number of times this past fall. As of Friday, January 27, 2017, we have 32 vendors that are exhibiting and two sponsors that are not exhibiting, but are providing general conference support. Total amount of anticipated sponsorship dollars is \$95,500, \$4,500 shy of the proposed sponsorship goal of \$100,000. You will find a list of vendors by level on the conference website and conference program when available and at the end of this report.

Of the number of vendors contributing this year, we have four vendors that should receive a half page ad in the NAOW Program. These four companies should also be recognized as contributing to the Pre-Conference Sessions and should be given that recognition throughout the Pre-Conference:

EdFinancial, MOHELA, Global Financial Aid Services, & Campuslogic

We have five Vendors who should have Banner Ads on the SASFAA Home page, beginning March 1 running up until the association starts to promote exhibitors for the 2018 conference:

EdFinancial, MOHELA, Global Financial Aid Services, Campuslogic, & Inceptia

These same five companies also are eligible to provide Nine News Postings throughout the year. Here is a breakdown for each company:

EdFinancial, MOHELA, and Global Financial Aid Services – Four SASFAA Nine News Postings throughout the year (up until the conference in 2018).

Campuslogic – Three SASFAA Nine News Postings throughout the year

Inceptia – Two SASFAA Nine News Postings throughout the year

We have contracted with Convention Display Service, Inc out of Jackson, MS for Drayage throughout the entire conference. CDS will set up on Saturday afternoon, beginning at 4 pm in the Camillia Ballrooms A & B. Breakdown will occur Tuesday afternoon, beginning at 3:45 pm.

Thanks to Madame President Elect Sharon Oliver for the grand prize, we are going to have a contest for conference attendees to visit a minimum of eight vendors, have their game piece signed appropriately and turned in by noon on Tuesday to be in a drawing for a number of small prizes, with one grand prize given (2018 Conference Registration)! Hopefully that will draw good numbers to the exhibit area throughout the conference. Also, MASFAA Hospitality and the Charity Booths will be in the exhibit area to hopefully draw maximum number of people into the exhibit area.

Respectfully Submitted

Bryan Erslan

January 29, 2017

A Drayage Company that was recommended by the hotel has been contacted and are awaiting an estimate of how much that contract will be. If you are aware of any new vendors that may be exhibiting or reaching out in your respective states, please provide their contact information to me.

Respectfully Submitted,

Bryan Erslan, 2016-17 SASFAA Sponsorship Chair

2017 List of SASFAA Vendors and Exhibitors

Acad. Works

ASA/SALT

CampusLogics, Inc

Citizens Bank

CMD Outsourcing

College Ave

Credible

cuLearn with Thrivent

Dean Dorton

Discover

ECMC

Ed Financial

ELM Resources

FATV

Fed Loan Servicing

Financial Aid Services (FAS)

Global Financial Aid Services

Goal Structured Solution

Great Lakes Education Loan Services

Regent Education

lhelp

Inceptia

KHEAA

MOHELA

Navient

Nelnet Business Solutions

PNC Bank

Postlewaite & Netterville

Sallie Mae

SunTrust

Student Connections, a USA Funds affiliate

Windham Professionals

General Conference Support

EdSouth

Guidebook



Southern Association of Student Financial Aid Administrators

Jenny Hammett/ Communications and Outreach Chair

Executive Board Report/February 11, 2017

**Committee Members**

Jan Belton – Edward Via College of Osteopathic Medicine Carolinas Campus

Carla Brewer – Tri-County Technical College

Nichole Crowley – Keiser University

TerryAnn Hamilton – Hillsborough Community College

Blake Hopson – East Tennessee State University

Vanessa Jernigan – Wayne Community College

Samantha Kite – Coastal Carolina University

Kimberly Morris – Southern Crescent Technical College

Shovondia Sainvil – Florida SouthWestern State College

**Committee Goals for 2016-2017:**

- Create a state initiatives spotlight
- Send emails to membership with short descriptions of new blog posts
- Use social media to encourage involvement
- Forward important information to membership

**LRP and GAP Goal Activity to date:**

The committee has sent out job postings, blog updates, and other important information to SASFAA members regularly. Committee members have made Facebook posts about news related to the financial aid community. The committee also worked together to create a word collage about SASFAA to be used at the conference. The survey that was sent to members in the fall provided results that the committee plans to use in an upcoming newsletter. The newsletter will also highlight accomplishments of SASFAA committees and individual members.

**Motion/ Action Item(s):**

N/A

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

Section 8.1.1 (add bullet under “Operational management of the *SASFAA Nine News*”)

- SASFAA supports the furthering of education of active members and may assist members in gaining access to data needed to pursue educational goals on a case by case basis via the listserv or other means of communication. However, SASFAA is not affiliated with or responsible for the research survey, gathered data, or study results

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations**





Southern Association of Student Financial Aid Administrators

Celena Tulloss/Electronic Services

Executive Board Report/February 11, 2017

**Committee Members** Wes Armstrong, Matthew Burt, Angie Black, Ken Cole, Celena Tulloss

**Committee Goals for 2016-2017:**

GAP 8, Recommendation 1- Work with the appropriate parties to identify and archive previous versions of the SASFAA Bylaws on the SASFAA website.

Update and maintain the SASFAA website as appropriate

Ensure proper backups of all website materials

Promote and facilitate the registration for SASFAA events

**LRP and GAP Goal Activity to date:** The Electronic Services Committee has completed the following tasks since the October board meeting:

Created the 2017 conference webpages, including registration for the conference, the pre-conference trainings, the sponsorship opportunities and the charity t-shirt sale. Continually updated the exhibitor page as sponsors are added. Updated the agenda to a PDF version suitable for printing and updated the agenda as needed.

Provided attendee reports as requested to the President, Site Selection Chair, Sponsorship Chair and Local Arrangements Committee.

Facilitated various "Go to Meeting" calls

Continued to update the website with updated information (calendar, sponsors, conference updates, etc.)

Completed three SASFAA webinars and posted the recordings

Created the 2017 SASFAA election page and candidate bio pages. Election Buddy duties were assigned to committee member Angie Black and the password was changed.

Created the Volunteer Form for 2017-2018 as an "event" in Wild Apricot so that member contact information is automatically pulled in to the form and can be saved for future reporting

**Motion/ Action Item(s):** None

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:** The Electronic Services Committee, after testing and research, would like to amend their previous suggestion to move the volunteer information to the membership application. It will work mostly closely to the previous Volunteer Form being set up as an “event” in Wild Apricot rather than part of membership. This will still allow easier access and historical tracking, but will also enable us to easily distinguish between volunteer years and allow the ability to “open” and “close” the volunteer process as needed.



Southern Association of Student Financial Aid Administrators

Christen Neher/Chair, Legislative Relations

Executive Board Report/February 11, 2017

### **Committee Members**

<b>Name</b>	<b>Contact information</b>	<b>State</b>
Vanessa Fulton	<a href="mailto:vanessa.fulton@finaid.gatech.edu">vanessa.fulton@finaid.gatech.edu</a>	GA
Erin Klarer	<a href="mailto:eklarer@kheslc.com">eklarer@kheslc.com</a>	KY
Jennifer Epperson	<a href="mailto:jmmarcus@samford.edu">jmmarcus@samford.edu</a>	AL
Mary Kosin	<a href="mailto:kosin@campbell.edu">kosin@campbell.edu</a>	NC
Ron Gambill	<a href="mailto:rgambill@edsouth.org">rgambill@edsouth.org</a>	TN
Francisco Valines	<a href="mailto:valinesf@fiu.edu">valinesf@fiu.edu</a>	FL
Della Bays	<a href="mailto:dbays@mecc.edu">dbays@mecc.edu</a>	VA
Amanda Holliday	<a href="mailto:ahollidaygray@belhaven.edu">ahollidaygray@belhaven.edu</a>	MS
Joey Derrick	<a href="mailto:jcderric@mailbox.sc.edu">jcderric@mailbox.sc.edu</a>	SC
Amy Barrier	<a href="mailto:alberrie@uncg.edu">alberrie@uncg.edu</a>	
Mike O'Grady	<a href="mailto:mogradyva@hotmail.com">mogradyva@hotmail.com</a>	

### **Committee Goals for 2016-2017:**

- Provide weekly updates for Congress when in session and other DC related activities impacting higher education, this will be shared with the SASFAA membership and sent to my committee so they can share with their state associations.
- Provide a monthly state legislative update to the SASFAA membership. Have committee members supply me with a state legislative update or higher education legislative related activity that is happening within their state. These will be compiled and shared with the SASFAA membership through a "State Legislative Update".
- Conduct a DC Capitol Hill visit with appropriate proposals for Reauthorization in the spring of 2017.

### **LRP and GAP Goal Activity to date:**

#### **LRP V. Policy Advocacy**

**Goal:** Educate membership on legislative advocacy

**Objective:** Update and republish the SASFAA Legislative Guide.

**Activity:** Received the SASFAA Legislative Guide latest version from August 2007. Working on updating the guide and will be sending to President Dill once completed to be shared with the membership after her approval and edits.

**Goal:** Ensure the Legislative Relations Committee keeps the membership apprised of impending legislation and regulation.

**Activity:**

- Provided the “Weekly Rundown” legislative update that is shared with the membership. Since our last board meeting this has been done on 10/27/16, 10/31/16, 11/7/16, 11/14/16, 11/28/16, 12/5/16, 12/12/16, 1/3/17, 1/9/17, 1/17/17, 1/23/17, 1/30/17, and 2/6/17.
- Provided monthly “State Legislative Update” that is compiled by my committee and shared with the membership via Nine News. Since our Aug board meeting this has been done for Oct 2016, Nov 2016, Dec. 2016, and Feb 2017

#### **Committee Goal Activity:**

- Surveyed committee and state presidents on who they will be sending to the annual hill visit and discussed possible dates. Made clear that SASFAA will pay for one person, and their state associations can choose to pay to send along a 2<sup>nd</sup> person. It was concluded that April would not work for the hill visits this year because of all the state conferences.
- Conference call organized and conducted on Dec 8, 2016. Hot topics were provided ahead of time to everyone and were discussed. We concluded what should and should not be included in our “2017 Briefing Document”. Notes were then typed up and shared with the committee and state presidents. Attached to this report is the Hot Topic document provided prior to the call and used during as an outline of possible topics. Also attached is the summary of the call that I sent out afterwards. It confirmed the hill visit date of March 29<sup>th</sup> as discussed during the call. No one shared any conflicts with that date.
- Email sent to committee and state presidents on 1/6/17. Gave hill visit date and travel dates of 3/28/17 and 3/30/17. I asked for confirmation of attendance, if rooms are needed and if anyone was willing to share a room. Received confirmation that a total of 20 rooms are needed with a possibility of 1 more. Two agreed to share a room. Information sent to President Dill and site selection chair.
- Currently working on the briefing document. Shared with my committee and the rest of the hill visit participants on 1/26/17. Ask for edits/suggestions from committee and state presidents to be sent to me by Feb 3<sup>rd</sup>. Compiled edits and sent out final version on 2/6/17 that will be presented to the board on 2/10/17. Also attached.
- Meeting in SASFAA suite 2/13/17 at 5:15pm – sent invite and call in number to all the hill visit participants.

**Action Item(s):** Present briefing document.

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:** N/A

#### **Legislative Relation Committee – Conference call notes from 12/8/16**

Welcome Amanda Holliday to our committee, she has replaced Mr. Michael Moseley as Mississippi’s Legislative Chair.

Topic discussion

White papers should be presented as “Reauthorization Recommendations”

Then the topics under that will be:

1. FAFSA Simplification
2. Program Specific Recommendations for Pell and Direct Loans
3. Student Loan Repayment Simplification
4. Reduce Burdensome Regulations that Create Barriers

Items that were scratched from the hot topic document:

- Now that prior-prior year is the baseline, require use of the IRS DRT if the applicant is a tax filer.
- Year-Round Pell
- **Make Pell a True Entitlement:** The Federal Pell Grant should be a true entitlement with 100% mandatory funding.
- **Separate Grad PLUS from Parent PLUS:** The PLUS program encompasses both parents and graduate students, applying the same credit standard to both groups despite different borrower profiles. The programs should be separated, and underwriting standards for new parent borrowers tightened to include an assessment of ability to repay, such as a debt-to-income ratio.

Tasks at hand:

Christen – updating document

Erin – CDR verbiage

Chad – Pell Grant verbiage (Flex pell and yearly increase)

Frank/Mike – Working on a collective response if questioned about income share agreements, how will we protect the students?

Ron – PLUS/GPLUS interest rates and the cost to the parent/students verbiage

Possible hill visit dates – Thank you Ron for sending me the House calendar. We are still waiting for the Senate one to be released, so nothing is definite yet...but right now I'm considering March 28<sup>th</sup> arrival day and March 29<sup>th</sup> Hill visit day. This will avoid April because everyone except GA and FL have state conferences that month. **Just received the senate calendar from Ron and the above mention dates work. Please email me asap if you have a conflict.**

I would like us to all meet in Biloxi during SASFAA. We can meet in the SASFAA hospitality suite to go over the final white papers with everyone that will be attending the hill visits. We can make any final plans needed at that time, so I'll be sure to reach out to everyone and the state presidents and set up a day/time that will work for the majority. Vanessa from GA will not be at SASFAA.

## **Hot topics for the 2017 SASFAA Capitol Hill visits**

### **1. FAFSA Simplification**

Student and family financial information is obtained from the Free Application for Federal Student Aid (FAFSA®), and the needs analysis formula is the starting point for determining eligibility for financial aid.

- FAFSA: Institute a three-level application process where, after answering demographic and dependency status questions, applicants would be steered down one of three paths based on responses to screening questions. \*\*\*\*\*Read more in [NASFAA's FAFSA Simplification report](#) from NASFAA's FAFSA Working Group – we could expand this section if desired after reading the report.\*\*\*\*\*
- IRS DRT: Expand and refine the IRS Data Retrieval Tool to include more information. Example: Asset information should not be asked on the FAFSA, as self-reported data it is more often inaccurate than accurate. It should be included in the IRS DRT imported information if the applicant used the IRS DRT and has filled an "Asset" schedule such as schedules D or E.

- Now that prior-prior year is the baseline require use of the IRS DRT if the applicant is a tax filer.
- Simplify Eligibility Requirements: Certain eligibility questions on the FAFSA cause students additional hardships to prove or explain. These include questions pertaining to Selective Service enrollment for males and to past drug-related convictions. These questions are particularly burdensome to adult students wishing to return to college or enrolling for the first-time. For an adult male student, failure to sign up for Selective Service may have occurred years before making it very difficult for the student to document his circumstances thus creating a hurdle to FAFSA completion and college access. The drug conviction related eligibility requirement also creates an additional hurdle for those wishing to better their lives by requiring the completion and submission of an additional worksheet.

## **2. Pell Grant**

The federal Pell Grant Program is the largest grant program administered by the Department of Education. The Pell Grant is a need-based grant, and a student does not repay a Pell Grant award.

- Flex-Pell or Year-Round Pell: Reinstate student access to two scheduled awards in an award year without the acceleration clause that caused implementation challenges in the past.
- Make Pell a True Entitlement: The Federal Pell Grant should be a true entitlement with 100% mandatory funding.

## **3. Direct Loans:**

Under the Direct Loan program, the primary source of federal student loans, the federal government lends directly to students using federal capital. Loan origination and servicing is performed by federal contractors.

- Grant Institutional Authority to Limit Loans: Allow institutions to set lower loan limits for specific populations, academic programs, credential levels, credit load/enrollment status, or other categories established by the school. ED holds institutions responsible for loan default rates but does not give financial aid administrators the tools on the front end to limit student borrowing. Allowing institutions the ability to limit loan amounts is a proactive means of affecting student loan default.
- Eliminate Loan Fees: Loan fees essentially are a tax on students. Students should not be taxed on loans they ultimately have to repay. Loan fees also confuse students as they result in fluctuating loan amounts. This confusion adds to the myriad issues that make applying for and receiving financial aid an already cumbersome process for many students and families. Moreover, as loan fees change, institutions must update systems possibly causing a delay for a student's receipt of his or her loan funds. Delays negatively affect a student's ability to meet other educationally related obligations or everyday expenses.
- Separate Grad PLUS from Parent PLUS: The PLUS program encompasses both parents and graduate students, applying the same credit standard to both groups despite different borrower profiles. The programs should be separated, and underwriting standards for new parent borrowers tightened to include an assessment of ability to repay, such as a debt-to-income ratio.

## **4. Return of Title IV Funds**

The Return of Title IV Funds, or R2T4, process explains how to handle a student's federal aid funds when he or she withdraws from school before completing the payment period or period of enrollment.

- Simplify the Return of Title IV Funds (R2T4) Process: Restrict law and regulation to undergraduates, leaving treatment of graduate students to institutional policy. Allow schools that are not required to take attendance to set institutional policy regarding treatment of students who leave without officially withdrawing; continue to require that schools have an accessible, publicized withdrawal procedure.
- Direct ED to renegotiate treatment of modules for purposes of R2T4.
- Removed loans from the return of title IV calculations and requirements. Allow student borrowers to repay their debt according to the terms of their promissory note.

#### **5. Student Loan Repayment Simplification**

- Retain the standard 10-year repayment plan as the preferred choice for borrowers who can afford to repay their loans quickly to minimize the amount of interest paid over the life of their loans, but give borrowers the option to use graduated or extended repayment on a case-by-case basis after reviewing their unique financial circumstances.
- Create a single income-based repayment plan by collapsing all of the existing income-driven repayment plans into a single income-based repayment plan for all Stafford and GRAD PLUS program borrowers, where payments are equal to 15 percent of discretionary income and includes a 25-year forgiveness term. To further simplify the income-based repayment plan option for student borrowers, we recommend alleviating the burden for borrowers to annually re-apply for the plan by capturing their initial consent on their plan application to allow loan servicers to reset the payment amount for all subsequent years.

#### **6. Abundance of and Ever-changing Regulatory Requirements**

Limit significant policy changes to Reauthorization rather than the federal budget process: The past seven financial aid years have seen extensive regulatory change. Verification continues to evolve in the guise of simplified and individualized verification. Gainful employment reporting requirements come, go, and return in another iteration. Loan origination fees change and policies to limit subsidized loans are introduced. Institutions have a difficult time keeping up with the constant changes. Ever-changing regulatory requirements amount to extensive administrative burdens on financial aid offices around the nation. They keep financial aid administrators from the business of advising and working with students, which is one of the aspects of our profession we cherish and enjoy. Therefore, significant regulatory and policy changes to the federal student aid programs should take place with Reauthorization and should be avoided as part of the annual federal budget process.

#### **7. General Reauthorization recommendations**

- Remove preferred lender list restrictions. Under the Higher Education Opportunity Act (HEOA) enacted in 2008, colleges and universities choosing to maintain a list of preferred lenders for private education loans must comply with a set of complicated disclosures and reporting requirements. Currently, many schools have ceased having preferred lender lists and ended counseling students and parents on various sources of financial aid, including private loans. Given other HEOA reforms (such as gifting prohibitions), the preferred lender list restrictions are

causing unintended and unnecessary costly outcomes for many borrowers and should be repealed during the upcoming reauthorization of the Higher Education Act (HEA). At a minimum, SASFAA proposes an exemption for private education loan programs that offer rates and fees that are comparable to or better than those offered in the PLUS program. In these instances in particular, current law could well result in students and parents not learning about loan programs that might be better for them financially.

- Allow an over-award tolerance of \$500 in cases where the student receives additional resources after packaging, applicable to campus-based and Direct Loan Programs.
- Eliminate provision requiring institutions to monitor and enforce selective service registration.
- Eliminate the tie between student eligibility and drug convictions.



## 2017 Briefing Document

### **Southern Association of Student Financial Aid Administrators**

The Southern Association of Student Financial Aid Administrators is a regional organization of individuals from nine member states that provide an avenue for a support and resource network; offers professional training opportunities that enable and enhance the ethical and effective delivery of educational resources to students; seeks to cultivate personal and professional leadership development; advocates for public policies that support financial aid programs; and, commits to the recognition of the diverse needs of all of the constituents we serve.

We have prepared this document in an effort to provide valuable information for your work related to the Title IV federal financial aid programs and reauthorization of the Higher Education Act. We thank you for the opportunity to visit with congressional staff for our annual Hill visit.

## Reauthorization Recommendations

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*SASFAA urges Congress to consider and support the following initiatives.*

### **1. FAFSA Simplification**

Student and family financial information is obtained from the Free Application for Federal Student Aid (FAFSA®), and the needs analysis formula is the starting point for determining eligibility for financial aid.

- Institute a three-level application process where, after answering demographic and dependency status questions, applicants would be steered down one of three paths based on responses to screening questions. Examples:



**Path 1** - Individuals not required to file a tax return would only report income earned from work and child support received; all asset, tax related and untaxed income questions would be eliminated.

**Path 2** – Tax filers without schedules will be directed to use the IRS DRT and will be asked limited asset questions and no untaxed income questions.

**Path 3** – Tax filer with schedules will need to answer all tax related questions, untaxed income questions and report asset information. (Expand IRS DRT capability)

- Simplify Eligibility Requirements: Certain eligibility questions on the FAFSA cause students additional hardships to prove or explain. These include questions pertaining to Selective Service enrollment for males and to past drug-related convictions. These questions are particularly burdensome to adult students wishing to return to college or enrolling for the first-time. For an adult male student, failure to sign up for Selective Service may have occurred years before making it very difficult for the student to document his circumstances thus creating a hurdle to FAFSA completion and college access. The drug conviction related eligibility requirement also creates an additional hurdle for those wishing to better their lives by requiring the completion and submission of an additional worksheet.
- IRS DRT: Expand and refine the IRS Data Retrieval Tool to include more information. Example: Asset information should not be asked on the FAFSA. Currently it is self-reported data that is more often inaccurate than accurate. It should be included in the IRS DRT imported information if the applicant used the IRS DRT and has filed an “Asset” schedule such as schedules D or E.

## 2. Pell Grant Program

The Federal Pell Grant Program is the largest grant program administered by the Department of Education. The Pell Grant is a need-based grant, and the student does not repay a Pell Grant.

- Year round Pell: Allow student access to two scheduled Pell awards in an aid year without the past acceleration clause which caused implementation challenges in the past. Also, grant institutional authority to assign the cross-over period.
- Inflation: After FY 2017, the inflation adjustment for Pell expires leaving Pell with a flat award amount in succeeding aid years. SASFAA recommends continuing the Pell Grant inflation adjustment.
- Surplus: Continue certainty in the Federal Pell Grant Program’s financial health by avoiding drawing down dollars from the current Pell Grant surplus to fund other federal programs. Use the Pell surplus to expand the program through the above recommendations.

## 3. Direct Loan Program

The Federal Direct Loan Program is the primary source of federal student loans. The federal government lends directly to students using federal capital. Loan origination and servicing is performed by federal contractors.

- Grant Institutional Authority to Limit Loans: Allow institutions to set lower loan limits for specific populations, academic programs, credential levels, credit load/enrollment status, or other categories established by the school. ED holds institutions responsible for loan default rates, but it does not give financial aid administrators the tools on the front end to limit

student borrowing. Allowing institutions the ability to limit loan amounts is a proactive means of affecting student loan default.

- **Eliminate Loan Fees:** Loan fees are essentially a tax on students. Students should not be taxed on loans that they ultimately have to repay. Moreover, as loan fees change on October 1<sup>st</sup>, institutions must update systems possibly causing a delay for a student's receipt of his or her loan funds. Delays negatively affect a student's ability to meet other educationally related obligations or everyday expenses.
- **Reduce GradPLUS and Parent PLUS costs to borrowers:** The federal government cost of borrowing is extremely low, yet graduate students and parents are charged much higher interest rates and pay very high loan origination fees. The interest rates for the PLUS programs should be reduced to a reasonable market rate and the origination fees eliminated. The loans already require a basic credit evaluation.

#### 4. Reduce Burdensome Regulations

Ever-changing regulatory requirements amount to extensive administrative burdens and keep financial aid administrators from the business of advising students.

- **Remove preferred lender list restrictions:** Under the Higher Education Opportunity Act (HEOA) enacted in 2008, colleges and universities choosing to maintain a list of preferred lenders for private education loans must comply with a set of complicated disclosures and reporting requirements. Currently, many schools have ceased having preferred lender lists and have ceased counseling students and parents on various sources of financial aid, including private loans. Given other HEOA reforms (such as gifting prohibitions), the preferred lender list restrictions are causing unintended and unnecessary costly outcomes for many borrowers. This should be repealed during the upcoming reauthorization of the Higher Education Act (HEA). At a minimum, SASFAA proposes an exemption for private education loan programs that offer rates and fees that are comparable to or better than those offered in the PLUS program. In these particular instances, current law could result in students and parents borrowing loans from programs that offer higher interest rates, higher loan fees, no cancellations and deferments because of lack of awareness.
- **Simplify the Return of Title IV Funds (R2T4) Process:** The Return of Title IV Funds, or R2T4, process explains how to handle a student's federal aid funds when he or she withdraws from school before completing the payment period or period of enrollment.
  - a) Restrict law and regulation to undergraduates, leaving treatment of graduate students to institutional policy. Allow schools that are not required to take attendance to set institutional policy regarding treatment of students who leave without officially withdrawing; continue to require that schools have an accessible, publicized withdrawal procedure.
  - b) Direct ED to renegotiate treatment of modules for purposes of R2T4.
  - c) Remove loans from the return of title IV calculations and requirements. Allow student borrowers to repay their debt according to the terms of their promissory note.
- **De-regulate Gainful Employment:** The current Gainful Employment regulations should be repealed and replaced in favor of the use of already-existing measures of academic program success. The current regulations disproportionately target proprietary schools, and are written in a manner that leads to near continuous clarification, restatement and re-

interpretation. The performance metrics generated by the Gainful Employment regulations are based upon the activities of borrowers in an academic program, rather than the success of a program in totality. The required disclosures are confusing to students, and do not provide value to prospective students or institutions.

- Allow an over-award tolerance of \$500 in cases where the student receives additional resources after packaging, applicable to campus-based and Direct Loan Programs.

## 5. Student Loan Repayment Simplification

The federal student loan program provides numerous options for borrowers to repay their student loans, too many options in fact. It becomes confusing to the borrowers and often attributes to them choosing the wrong repayment option for them and/or falling into default status.

- Retain the standard 10-year repayment plan as the preferred choice for borrowers who can afford to repay their loans quickly to minimize the amount of interest paid over the life of their loans, but give borrowers the option to use a single income-based or a single extended repayment plan.
- Create a single income-based repayment plan by collapsing all of the existing income-driven repayment plans into a single income-based plan for all Stafford and GRAD PLUS program borrowers. We recommend payments that are equal to 12.5 percent of discretionary income and includes a 20-year forgiveness term. We also recommend alleviating the burden requiring borrowers to annually re-apply for the plan by capturing their initial consent on their plan application allowing loan servicers to reset the payment amount for all subsequent years.



**Southern Association of Student Financial Aid Administrators**

**Jody Darby, Treasurer-Elect and Membership Chairperson**

**Executive Board Report / February, 2017**

Committee Members

- Membership chairpersons from each of our 9 SASFAA states

Committee Goals for 2016-2017:

- Increase membership numbers
- Engage membership
- Create/learn position responsibilities of Treasurer-Elect
- Assist Treasurer as needed

LRP and GAP Goal Activity to date:

- January 4, 2017 – Sent “SASFAA Misses You” e-mails to all who hadn’t renewed for 2016-2017.
  - o Pointed recipients to the membership renewal page and
  - o Gave conference page link so people could more easily review agenda, hotel, etc.
- Merged several duplicate accounts discovered once payment was made.
- Spoke with Angie (Membership 15-16) to get information related to what I needed to do to ensure database is clean in preparation for ballots/voting.
- Communicated with Carolyn (Conference Committee) to be certain what she and her committee were doing for conference vs. what Membership was needed to do.
- I will be with Jenelle at the Registration Desk most of the time in order to:
  - o Print on-site nametags.
  - o Begin to review Treasurer procedures for 7/1/2017.
- Registered for NASFAA Leadership & Legislative Conference, booked hotel and airfare.

Motion/ Action Item(s): None at this time.

Policy & Procedure: Changes/ Recommendations: None at this time.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

n/a



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Site Selection

Executive Board Report/February 11, 2017

**Committee Members:**

Ailster, Felicia

Misner, Tracy

Tulloss, Celena

**Committee Goals for 2016-2017:**

The committee has been in search of locations for the Legislative Meeting, GAP, and 2019 annual conference. We have made strides in all, still working to secure 2019 conference site. We had originally had our sights set on SC but after careful review and results of MS registration numbers we think it's more beneficial for SASFAA to remain in central locations or popular destinations. We are now looking at ATL and Nashville.

**LRP and GAP Goal Activity to date:**

N/A

**Motion/ Action Item(s):**

July Board Meeting Contract with Hilton Alexandria

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

10. 6 and 10.7 Travel Policy change:

To move we accept this change and add last paragraph in each of above mentioned sections.

The President or Treasurer in the absence of the President have the ability to make exceptions on a case by case basis during travel, if circumstances occur beyond the travelers control and additional hotel accommodations and meals are necessary.

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

N/A



Southern Association of Student Financial Aid Administrators

Brad Barnett/Leadership Symposium Chair

Executive Board Report/February 11, 2017

**Committee Members**

- Brad Barnett, James Madison University (Chair)
- Heather Boutell, Bellarmine University
- Ron Day, Kennesaw State University
- Lianne Masterson, Blue Ridge Community College
- Brent Tener, Vanderbilt University
- Tracy Misner, Cape Coral Tech (Site Selection)

**Committee Goals for 2016-2017:**

To hold a Leadership Symposium during the 2016-17 year.

**LRP and GAP Goal Activity to date:**

LRP and GAP Goal ? : I haven't seen any official goals for this year, so not sure what to put here.

Activity: The Leadership Symposium was held on October 26-28, 2016 at the [Embassy Suites Orlando - Lake Buena Vista Resort](#), in Orlando, Florida.

The symposium was geared towards people who are currently in leadership positions, as well as those striving to be in a position of leadership. Whether individuals desired to improve their skills to be an effective leader within a financial aid office, financial aid association, or other office, this interactive symposium provided attendees with the tools necessary to take their skills to the next level.

Due to the interactive nature of this event, registration was capped at 50 attendees, with 32 paying to attend and 18 being sponsored by SASFAA for attendance. Registration was full, with a waiting list of people who desired to attend. In addition to the attendees, we had three representatives from two vendors (Edfinancial and MOHELA), five committee members, two SASFAA officers, and the SASFAA President in attendance.

The agenda was built around the book, "The Five Dysfunctions of a Team." Participants were asked to read this book prior to attending the symposium. Sessions included:

- Leadership Challenges
- Trust
- Conflict
- Commitment
- Accountability
- Results
- "Politics," Ethics, and Leadership
- Leadership Panel

The sessions included a brief presentation by the committee to set the stage for the topical discussions and activities. Participants were seated at round tables to facilitate interaction among attendees. The presentations were followed with small group work at the participant tables, which led into large group discussions and activities with all attendees. The participants were intentionally moved to different tables throughout the event to encourage networking and interaction with other symposium attendees.

**Budget:**

The budget of the symposium was based on 32 paid attendees and a subsidy from SASFAA to account for the sponsored attendees who were not required to pay. As a result of the “sponsored” individuals, it was not possible for this symposium to break even based on the paid registration or 32 attendees. This was known, and accounted for, in the event planning.

We ended up with 31 paid attendees. One of the original 32 ended up being a SASFAA officer who had previously been on the “paid” list. It was determined that those costs would be covered by that officer’s SASFAA budget, so he was removed from the paid list, which brought that number down to 31.

SASFAA paid for the registration and hotel expenses for the sponsored individuals in attendance.

The hotel provided some significant cost savings to SASFAA and the attendees. Included as part of our stay was a free hot breakfast each morning and a free “manager’s reception” at the conclusion of our day. This means SASFAA only provided lunch on the one full day, as participants were responsible for dinner on their own.

Revenue generated from paid registrants was \$6,200. Total expenses for the event were \$13,981.58. This means the SASFAA subsidy needed to cover the remaining symposium expenses was \$7,781.58.

**Evaluation:**

An evaluation was sent to the attendees following the symposium. The overwhelming majority of the responses were very positive:

- 88% of respondents gave the event a rating of 5 (highest) and another 9% a 4.
- 97% of respondents said the registration fee was reasonable.
- 100% of respondents said the event met their professional needs.
- 97% of respondents said the event met their expectations.

The evaluation is being included as an addendum to this report.

**Motion/ Action Item(s):**

No action is needed by the Board at this time.

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

None needed.

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

No applicable as there are no recommendations.

It was a pleasure working with the committee on developing this symposium. The committee would like to extend our gratitude to President Dill and the SASFAA Board for approving the budget request for this event, and providing subsidy dollars for the sponsored individuals to attend. This shows a commitment on the part of SASFAA to use its resources for leadership development in our association, and the industry as a whole.

Legacy and Long Range Plan Committee Chair Board Report:





Southern Association of Student Financial Aid Administrators

Nathan R. Basford, Jr/ Task force chair /liaison for State Presidents

Executive Board Report/February 11, 2017

**Committee Members:**

- State Presidents

**Goals for 2016-2017:**

- Update/Finalize State President's Guide
- Update/Finalize the PowerPoint presentation used for state exchange program
- Completed and being presented at board meeting!

**LRP and GAP Goal Activity to date:** N/A

**Motion/ Action Item(s):** None

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

**Book Reflections:** I recommend that future leaders of SASFAA and all members of the board read this book: Board Member Orientation by Michael E. Batts. I believe we need to continue to use this book as a reference to all coming aboard the executive board. It provides valuable information that it takes time and effort to plan and conduct board meetings and that every time new members come aboard it's time to do all over again. This book offers simple and practical information to support our future leaders and board members to better serve the association.

**Thoughts & Recommendations:**

It has been a fast year, and again I have enjoyed serving SASFAA and our members. It has been a pleasure to work with each one serving on the board, President Dill, and especially the current state presidents. We were given a task and each member of the committee supplied their thoughts and recommendations and in doing that the task has been completed. **Thank you TEAM!!!!**

**Things to be accomplished by next board meeting:**

- N/A



Southern Association of Student Financial Aid Administrators

Kelly D'Eath/AASFAA President

Executive Board Report/February 2017

**Committee Members:** Not applicable

**Committee Goals for 2016-2017:** Not applicable

**LRP and GAP Goal Activity to date:** Not applicable

**Motion/ Action Item(s):** Not applicable

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

**Summary of State Activities:**

This summer, AASFAA assisted with the NACAA annual fair, which reaches close to 2,000 students. AASFAA members manned numerous booths and provided financial aid information to these aspiring college students and their families.

AASFAA held its fall training October 6 and 7, with the Board meeting being held prior to the workshop. Two credentialing sessions, Administrative Capability and Cash Management, were offered on October 6. Our favorite FED David Bartnicki led the workshop Friday. In addition to a federal update, David covered 17-18 verification, PPY, and career pathways. The training concluded with Representative Craig Ford, a member of the Ways and Means Education Committee, addressing the membership on educational funding. The training was well received and *attendance increased by approximately 5% from last year.*

As noted in the fall Board report, AASFAA is working to form partnerships with other organizations within the State to expand our Association's outreach. Through the partnership with the Alabama Community College System (ACCS), training in addition to the fall workshop was provided in September by David Bartnicki. Two ACCS employees have joined the Association and attended both the credentialing and workshop in October. In addition, ACCS has reached out to the Association and requested Board member representation at System training as well as seeking input from AASFAA leaders on possible policy changes.

AASFAA was represented by our National Legislative and Program Committee Chair Jennifer Epperson and our Electronic Services Chair Breshawn Skinner at SASFAA Leadership Symposium. AASFAA President Elect Lissa Powell will participate in the leadership exchange, visiting Mississippi for their annual conference. President Elect Powell will also attend the NASFAA Leadership Symposium.

Our 2017 conference committee is finalizing plans for the upcoming spring conference, which will be held at the Marriott Shoals Hotel & Spa April 11 through 13. AASFAA is fortunate to have numerous guests on the agenda to present including SASFAA President Dill, NASFAA Director of Policy Analysis Karen McCarthy, NASFAA Online Instruction Manager Amanda Sharpe, TASFAA President Elect Charles Harper, and David Bartnicki.

The long range planning committee has thoroughly reviewed AASFAA documents and is working with the P&P and Bylaws committees to ensure compliance and consistency.

Plans are also being finalized with a contract to be signed within days for AASFAA's 50<sup>th</sup> anniversary year in 2018. This milestone conference will be held the last week in March 2018 at Perdido Beach Resort in beautiful Orange Beach, Alabama.



Southern Association of Student Financial Aid Administrators

Joan Bailey/FASFAA President

Executive Board Report/February 11, 2017

**Committee Members:** Not Applicable

**Committee Goals for 2016-2017:** Not applicable

**LRP and GAP Goal Activity to date:** Not applicable

**Motion/ Action Item(s):** Not applicable

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

None

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

The Spring FASFAA Board Meeting will be held from 3/23 to 3/24 in Tampa Florida. At that board meeting we will vote on our slate of candidates for elected offices, we will also approve nominees for 2017 FASFAA Awards.

The conference committee continues to meet via conference call on a monthly basis. Conference registration is scheduled to be opened on 2/8/17. Program planning is at an advance stage as most speakers have been confirmed.

FASFAA President Elect Thomas Vo will be attending the NASFAA Leadership Symposium.

As previously reported, we have selected our conference charity organization and will be making fund raising an activity carried out during the entire year. The chosen charity organization is “**Bridges of Light Foundation**”. We will be supporting their closet of care by collecting and donating to school supplies to them. We are collecting school supplies throughout the year and is making the collection process a competition among regions. We will also be raising funds to make a monetary donation to their Victims Education Fund. FASFAA will be making donations to this fund as it aims to support the children of the victims of the Pulse night club shooting. FASFAA donation will be made in the memory of a financial aid staff (from Keiser University) that lost his life in this tragic event. I am pleased to announce that we have collected many boxes

of school supplies already. We are also working with the foundation to have the FASFAA Conference committee visit with the foster children and talk with them about college preparedness while treating them to an Ice Cream Social.

The regional training events during the fall was well attended. Our annual clock hour workshop was held October 25<sup>th</sup> to 27<sup>th</sup>, with over 100 participants. Planning is currently in advance stages for our spring regional workshops.

David Alexander current sponsorship chair and Denise Asselta current Region 3 rep, were selected as the two participants to attend the SASFAA Leadership Symposium sponsored by SASFAA. They had great feedback and indicated that they learned a lot and benefitted from this experience. They coordinated and wrote an article regarding their experiences at the training for our fall newsletter.

The FASFAA executive board continues to work diligently to provide services and training to the members and the students we serve.

**Joan Bailey**  
**1/27/17**



Southern Association of Student Financial Aid Administrators

**Georgia State President, Felicia Ailster**

Executive Board Report/January 2017

**Committee Members**

**Georgia State President, Felicia Ailster**

**Committee Goals for 2016-2017:**

**Update SASFAA regarding the events occurring within GASFAA.**

**Summary of State Activities**

We are actively planning our Winter Workshop, which is scheduled Friday, February 24th. This training is held on a smaller scale than our Fall Training and Annual Conference. We anticipated 50 registrants, but received 82 registrants within 48 business hours of open registration. With this training, four NASFSAA CORE topics will be offered and we anticipate strengthening our national lead in held credentials. We are also offering two technology sessions (2017-2018 Verification Processing/ Comment Code 399 & Creating and Sending Mass Emails Through BANNER) and a State Programs session.

I am still working closely with our Legislative Affairs Chair, Vanessa Fulton, as she plans a visit to the State Capitol, where she will have pre-selected state scholarship and grant recipients discuss with the Higher Education Committee how the state funds assisted them with their education. She has already connected with the state Higher Education Committee and is only awaiting a Chair to be named in order to finalize the plans.

GASFAA sent Lakisha Sanders and Vanessa Fulton to the Leadership Symposium in October. Both members returned with great feedback and indicated that the trip was very beneficial.

We are also actively planning our Annual Conference, which will be held May 31<sup>st</sup>- June 2<sup>nd</sup> at the beautiful Calloway Gardens. Chad Sartini will be in attendance for the President's Exchange and Jody Darby will be act as our SAFSAA representative. We are excited to have snagged our favorite fed, David Bartnicki for our 50<sup>th</sup> Anniversary celebration.

We are continuing to experience solid membership renewals this year, as we only have a hand full of non-renewals to date. We anticipate those renewals before our annual conference.

**Motion/ Action Item(s):**

NA

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

**NA**

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:** NA



Southern Association of Student Financial Aid Administrators

Angela Black/KASFAA President

Executive Board Report/February 11, 2017

**Committee Members**

Not applicable

**Committee Goals for 2016-2017:**

Not applicable

**LRP and GAP Goal Activity to date:**

None

**Motion/Action Item(s):**

None

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

None

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Summary of State Activities Since Last Report:

KASFAA hosted the NASFAA Annual training for KASFAA members on the topic of Satisfactory Academic Progress: From Policy to Application on November 18, 2016 at the KHEAA building in Frankfort, Kentucky. A total of 16 KASFAA members were in attendance from 11 different colleges and universities around the state. The surveys were positive, expressing gratitude for the opportunity to discuss the topic as a group.

A total of seventy-eight counselors participated in the high school workshops that were coordinated by KASFAA and hosted at six sites throughout the state of Kentucky. The Chair is currently reviewing all evaluations and recommendations to be used in preparation for the next cycle of workshops.

KASFAA's Budget and Finance committee completed the annual audit of the financial records on December 6, 2016. The committee found that KASFAA's financial records have been managed well. An official report will be provided to membership at the next business meeting of membership to be held in conjunction with the spring 2017 conference.

Preparations are underway for the spring 2017 conference. The KASFAA spring program committee held a conference planning meeting on Thursday December 15, 2016 at the spring conference site, the Holiday Inn University Plaza, in Bowling Green, Kentucky. The committee members have planned a strong conference and are enthusiastic about hosting special events and the incorporation of a "Celebrating 50 Years" theme throughout the conference to commemorate KASFAA's 50th anniversary. NASFAA Vice president, Megan McClean Coval, will be in attendance along with Florida State President, Joan Bailey, and Department of Education Trainer, David Bartnicki.

The KASFAA board met in Bowling Green on Friday, December 16, 2016. Executive board members and committee chairs reported on activities that taken have place since the last meeting as well as upcoming events and activities. In executive session, the board approved the 2017 recipient of the Herb Vescio Distinguished Service Award, to be awarded at the spring 2017 KASFAA conference. The board also approved the slate of candidates for the following five offices: President-Elect, Vice President for Training, Treasurer, Private Schools At Large Director, and Non-School At Large Director. Additionally, the board approved several updates to the policy and procedure manual upon the recommendation of the Articles and Bylaws committee.

In early January, the contract for the KASFAA fall 2017 board meeting and conference site was finalized with The Campbell House in Lexington, Kentucky. The conference will be held October 11-13, 2017. KASFAA elections will

open February 2 and run through February 11, 2017. The KASFAA Government Relations Chair has coordinated a KASFAA Day at the Capitol in Frankfort, Kentucky, on February 28, 2017. KASFAA's annual support staff workshop has been tentatively scheduled for April 7, 2017. KASFAA's spring conference will be held April 19-21, 2017.

The KASFAA board is committed to staying focused on KASFAA's mission, vision, and the goals of the long range plan in compliance with the bylaws and policies and procedures. Policies, procedures and committee structures continue to be evaluated and updated accordingly to effectively serve membership, to conduct standard association business and to implement the new long-range plan.

Angela Black  
1-25-17





Southern Association of Student Financial Aid Administrators

Leigh Ann Hussey/MASFAA President

Executive Board Report/February 12, 2017

**Committee Members**

N/A

**Committee Goals for 2016-2017:**

N/A

**LRP and GAP Goal Activity to date:**

N/A

**Motion/ Action Item(s):**

N/A

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

N/A

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Summary of State Activities:

In January, we held NASFAA Credential Training Day and offered 3 credentials. We have another credential training session scheduled for April, and we will offer credentials as a pre-conference to our annual conference in June.

We are excited about SASFAA being hosted in MS!!



Southern Association of Student Financial Aid Administrators

Andrea Simpson, State President- North Carolina

Executive Board Report/February 10, 2016

**Goals for 2016-2017:**

- \*Serve NCASFSA to the best of my ability.
- \*Represent NCASFSA and its interests while serving SASFAA.
- \*Seek to revamp NCASFSA to reestablish relevance among member institutions and increase association offerings.
- \*Increase training/ volunteer opportunities to better serve the association.
- \*Continuously review and update associational documentation and communication to ensure that we are accurately following policies.
- \*Maintain/ follow Operational Calendar making updates as necessary.
- \*Celebrate NCASFSA's 50<sup>th</sup> Anniversary.
- \*Increase association membership and participation.
- \*Select task force to review/ update Long Range Plan that expires in 2017.

**State President Activities:**

- \*10/29- Hosted FAFSA Day at two locations.
- \*11/13- Held board meeting prior to start of Fall Conference.

**NCASFSA Sponsored Events:**

- \*Training Webinars:
  - 01/26- C Flags Including 399 presented by David Bartnicki, Federal Trainer
- \*Support Staff Training
  - 10/31- College Foundation, Inc. - Raleigh, NC
  - 11/2- Wayne Community College – Goldsboro, NC
  - 11/4- Asheville-Buncombe Technical Community College – Asheville, NC
- \*Fall Training Conference
  - 11/13- 11/16 Great Wolf Lodge – Concord, NC
  - 11/13- New Aid Officer Training

**LRP and GAP Goal Activity to date:**

None to report.

**Motion/ Action Item(s):**

None to report.

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

None to report.

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

None to report



Southern Association of Student Financial Aid Administrators

Kevin Perry/ South Carolina President

Executive Board Report/February 11, 2017

**Goals for 2016-2017:** Increase membership, especially in schools that have not been represented recently; Have a closer working relationship with high schools and college admissions counselors; Increase resources available for effective financial awareness

**LRP and GAP Goal Activity to date:** None

**Motion/ Action Item(s):** None to propose

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:** None

**What is happening in South Carolina:**

- With the departure of President-elect Donna Quick the board voted to name Vice President Jennifer Williams President-elect to fill the vacancy. Of course this left us with a vacancy in Vice President and the board voted to have Long Range Planning Chair, Kisha Dawkins fill that seat.
- I chose to combine our Counselor Relations and Consumer Relations committees this year to take a slightly new direction. Kelly Savoie and her committee have focused on financial awareness and rebuilding relationships with CACROA and high school counselors. Kelly was up and running before the transitional meeting even occurred last June. She and her committee have been very active, attending CACROA events for counselors, getting financial awareness information to disseminate, preparing to present at the annual conference, and more.
- Beginning in 2018 SCASFAA will be moving our annual conference from spring to fall. This will mean holding 2 conferences in the calendar year 2018.
- We will be holding our annual conference in Myrtle Beach April 2 – April 5 and Andrea Simpson will be attending for the Presidents' exchange. I will be attending the TASFAA conference April 23 – 26.
- Joey Derrick and I will be attending the SASFAA Hill Visits on March 29.
- In November the Professional Development Committee offered a PPY update webinar with David Bartnicki. They will also be offering a Directors' exchange symposium as a pre-conference option at our annual conference.
- We will be holding our winter board meeting on February 7, 2017 at South Carolina Student Loan Corp.



*Southern Association of Student Financial Aid Administrators*

Karen Hauser/ TASFAA President

Executive Board Report/February 11, 2017

**Committee Goals for 2016-2017:**

Goals for Tennessee Association of Student Aid Administrators

- Ensure that TASFAA is represented at all SASFAA Board meetings
- Encourage TASFAA participation in SASFAA events
- TASFAA President-Elect will participate in the SASFAA Presidents' exchange
- Review and update the Financial Awareness committee goals
- Offer Fall training across the state's three regions
- Offer pre-conference events at the TASFAA annual conference
- Create and implement our association's first State Hill visit.
- Improve TASFAA website and communications

**LRP and GAP Goal Activity to date:**

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 14/15 state presidents for use at each state conference in conjunction with the state presidents exchange program.

Activity: Completed. Sent to Nathan Basford for presentation to the SASFAA board.

GAP/ALB#15: Review/revise the state president's handbook rough draft created by the 13/14 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: Completed. Sent to Nathan Basford for presentation to the SASFAA board.

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

Activity: None to date. The TASFAA President-Elect will communicate with the AASFAA President to meet their conference session goals. Kevin Perry, SCASFAA President will be attending TASFAA. We are in communication with him and in the planning phase of concurrent sessions for the TASFAA April 2017 conference.

**Summary of State Activities and Events**

TASFAA Conference Committee and Executive Board met January 26 – 27, 2017 at the Embassy Suites in Murfreesboro, TN. The conference committee is under the leadership of Charles Harper, TASFAA President-Elect. Our theme is *Education is Key* and the annual conference will be held April 2017 in Murfreesboro, TN. We will host a pre-conference New Aid Officers Workshop on Sunday and then kick off the conference that afternoon with several NASFAA credentialing options and a general session. We are planning five general sessions and 30 concurrent sessions for our members.

The Board had a productive meeting with discussions supporting our goals as outlined in my August SASFAA report. We have added a profile question for members to volunteer to assist with high school nights and FAFSA

completions. Currently we have 46 members volunteering through this avenue. This will allow our association and in support of our state agency to pull our members when help is needed for FASFA Frenzy, FAFSA completion events, or requests for high school aid presentations.

Portia Cook, Diversity Chair and Tiffany Summers, Training Chair attended the SASFAA leadership symposium. They both agreed it was an exceptional workshop, personally and professionally benefited from the speakers and content, and would encourage SASFAA to continue with the event in the future. One of the trainers is a TASFAA member and will be presenting a session from the workshop at our conference.

TASFAA will be sending Dick Smelser, Past-President, to the SASFAA Hill visits in March. Thank you SASFAA for your continued advocacy efforts in Washington. TASFAA will be holding our first State Hill visit in March. We will visit state legislature with the intent to thank them for their efforts in our state. The Tennessee Student Assistance Award program is on track to disburse just over \$90M for the current year. This would be the largest amount ever disbursed in the history of the program and would exceed last year's expenditures by approximately \$10M.

#### **Activities & Events:**

February 12 – 15, 2017	SASFAA Conference
March 13 – 14, 2017	TASFAA State Hill Visit
March 28 – 30, 2017	SASFAA Hill Visit – Past-President attending
April 9 – 12, 2017	AASFAA Conference: President-Elect participating in the President's exchange
April 24 – 26, 2017	TASFAA annual Conference
June 4 – 7, 2017	SASFAA Transition meeting
June 2017 TBD	TASFAA Executive Board meeting and TASFAA Transition meeting
June 26 – 29, 2017	NASFAA Conference



Southern Association of Student Financial Aid Administrators

Chad Sartini/Virginia President

Executive Board Report/February 2, 2017

**Goals for 2016-2017:** Increase director involvement in VASFAA and increase association membership by 5%. Be an active and engaged member of the SASFAA board and work with the other state presidents to make 2016/17 a successful year for SASFAA.

**LRP and GAP Goal Activity to date:** None

**Motion/ Action Item(s):** None to propose

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

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

We are busy planning our 2017 conference in Virginia Beach. Our next board meeting is at the end of February, so I have little to report.

Prior to the beginning of the legislative session in Richmond, the State Council of Higher Education for Virginia reached out to VASFAA for input on a proposed bill regarding student loan disclosures. Members of VASFAA, along with SCHEV staff, met via phone with the state delegate and his staffer who planned to propose the bill. After the phone meeting, a VASFAA member from the delegate's district met with him to discuss the proposal further. Through these conversations we were able to educate the delegate about current federal requirements like the shopping sheet and other actions public colleges in Virginia take to educate students about student loans, debt, and repayment. The delegate decided not to propose the bill after hearing all of the step Virginia colleges take to educate our students about loans.

**Appendices:**

**A. Motion/ Action Item(s)**

**a. President:**

**Item for Consideration/ Discussion** – During the final board meeting of the 2015-16 year, the Board voted to allow/ add the past-president's expense for attending the NASFAA conference. The additional expense included conference registration, hotel and meals during that time. However, the P&P does not currently allow for covering the expenses of the president-elect to attend the NASFAA conference. It was my experience that a substantial amount of SASFAA business was conducted during the NASFAA conference. My school was able to cover my expenses to attend NASFAA. However, that is not the case for every SASFAA president. The NASFAA conference provides a leadership development opportunity for the SASFAA incoming-president as well as time to meet with various SASFAA groups to conduct planning meetings for the upcoming year.

It is for these reasons that I believe the board should consider the feasibility and sustainability of covering the expense of the president-elect to attend the NASFAA conference.

**Item 2 for Consideration/Discussion** – Is membership a requirement for attending events such as the annual conference or NAOW? The current practice is that everyone must first be a member and then they can register to attend an event. If they are from a state outside the SASFAA region, then they are coded as an associate member and do not have voting rights. For example, this year the conference is very close to New Orleans, LA. In order to increase conference attendance, we sent invitations to aid offices in LA. Should these individuals be required to register as an associate member OR is it reasonable to have a non-member registration rates for events such as NAOW and Conference. This rate should not be less than the combined rate of membership plus the event registration fee. Individuals using this registration option would not be an active member and would not have voting or other membership rights. What is the best approach moving forward?

**b. Past President:**

According to Section 9.2.4 Special Awards, a board member may nominate an individual to receive a certificate of appreciation for one-time service to the financial aid community.

**Action Item:** I move that the SASFAA Board recognize Jan Lassiter, Edsouth, for her upcoming retirement and her 30 plus years of service to students, our associations, and specifically to SASFAA. Jan will be retiring on July 31, 2017.

Certificate Language:

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

PROUDLY PRESENTS THIS APPRECIATION CERTIFICATE

TO

JAN LASSITER

FOR OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE FINANCIAL AID PROFESSION

AWARDED THIS 14<sup>TH</sup> DAY OF FEBRUARY, 2017

**Action Item:**

I move that the SASFAA Board recognize Jeff Baker, U.S Department of Education, for his upcoming retirement and his 30 plus years of service to students, our associations, and specifically to SASFAA. Jeff will be retiring this year.

Certificate Language:

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

PROUDLY PRESENTS THIS APPRECIATION CERTIFICATE

TO

JEFF BAKER

FOR OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE FINANCIAL AID PROFESSION

AWARDED THIS 14<sup>TH</sup> DAY OF FEBRUARY, 2017

c. *Conference Chair:*

“Your presence is requested!” As customary, Executive Board Members are requested to attend certain events during the conference. Please see the handout to be distributed during the Board Meeting for a list of those events.

d. Site Selection Chair:

July Board Meeting Contract with Hilton Alexandria

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

a. President:

There appears to be conflicting direction on the authority to sign contracts associated with drayage used for the exhibit areas at the annual conference. The following is provided for board review and discussion.

P& P section 6.13 h states:

(Sponsorship Chair) contract with a drayage company and design a booth floor plan layout for the designated area;

Section 11.13.1. bullet 1

The Sponsorship Chair will need to handle all of the coordination for this event, including any room reservations, contracts, and other planning.

Guide to FM

5.2 Other Contracts Other types of contracts under which the Association might be financially responsible include contracts for: a. Exhibit/Drayage b. Private Transportation [e.g. buses] c. Entertainment [Band and DJ] d. Cellular Phone Rental Any agreement of \$5,000 or above requiring official signature for review purposes shall be treated the same as a contract.

b. Past President:

- 1) Section 6.13 – now reads – The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary, treasurer, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership.



- 2) Recommended Section 6.13 – The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership. The nominations and elections committee members shall be the 9 past state presidents.
- 3) Section 6.13.1 – now reads – The slate must be presented and approved by the Board before presented to the membership.
- 4) Recommended Section 6.13.1 - The slate must be presented by the Board before presented to the membership.
- 5) Section 7.1 Board now reads (last paragraph before e-meeting policies) – Annually, the Board shall approve the slate of nominees for elective office...
- 6) Recommended Section 7.1 – strike the sentence “Annually, the Board shall approve the slate of nominees for elective office.”
- 7) Section 6.7.b now reads – monitor progress toward the committee’s objectives at the mid-year and the end-of-year and report, as appropriate to the Board of Directors;
- 8) Recommended Section 6.7b – recommend that we strike section 6.7.b and re-letter the remaining items
- 9) Recommended Section 6.7c – correct “amyensure” to “ensure”

**Prior Discussion (pertaining to slate approval issues – for reference):**

In August, the Board voted to approve a change to the P and P Manual requiring Board approval of the slate of candidates presented by the Nominations and Elections Committee. While seeking out additional opinions and researching, please review the following information contained in Robert’s Rules, 10<sup>th</sup> edition:

**Robert’s Rules of Order Information:**

RR, Newly Revised, 10th edition, page 508

The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee's report. **No vote on the nominating committee's report should be taken;** however, the procedure is as described in **46**.

RR, Newly Revised, 10th edition, Section **46**, pages 419-421

Although it allows for the report to be delivered by rule or established custom of the organization, it is provided either at the time the election is pending and should be made known to the membership earlier (if larger organization). It should always be formally presented at a regular meeting of the Association. When called upon, the Chair of the N&E Committee presents the report, which is then when the President (Chair of the Association) calls for additional nominations from the floor.

RR also says you should not limit the slate, but rather list all potential candidates.

### 6.13.3 Elections

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

According to 4.4.1 Membership Eligibility, only paid active members may vote in the annual election of officers.

Qualified, active members have the opportunity to submit any final nominations for candidates for office. This process is called “nominations from the floor” which is required by Robert’s Rules of Order. The chair of the Nominations and Elections Committee shall notify the membership via email regarding the process of nominations from the floor. The chair’s email shall provide a deadline (no later than 7 days prior to the opening of the election) for the submission of nominations from the floor. The deadline allows time for any new candidates to submit the required candidacy information to the Nominations and Elections Committee for ballot consideration.

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

SASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid active member will have access to an electronic ballot containing names of the candidates running for office.

The nominations and elections committee shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If that occurs, the president shall designate a substitute.

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

### 6.13.4 Absentee Ballot Process

Only paid active members may vote.

An election ballot shall be made available on the website ten (10) calendar days prior to the business session of the annual conference.

### 6.13.5 Special Elections

1. All voters must be paid active members.

c. **Communications and Outreach Chair:**

Section 8.1.1 (add bullet under “Operational management of the SASFAA Nine News”)

SASFAA supports the furthering of education of active members and may assist members in pursuit of their research goals on a case by case basis via the listserv or other means of communication. In the event that SASFAA forwards any communication to the membership the following disclaimer shall be included: “SASFAA is not affiliated with or responsible for the research survey, gathered data, or study results”.

d. **Site Selection Chair:**

10. 6 and 10.6.7 Travel Policy change:

To move we accept this change and add last paragraph in each of above mentioned sections.

The President, or Treasurer in the absence of the President, has the ability to make exceptions on a case by case basis when additional travel costs are necessary due to circumstances that may occur beyond the traveler’s control.

**Book Reflections/ New Ideas/Suggestions/ Recommendations**

**PAST PRESIDENT**

Recommendations for consideration:

- 1) If the current board wishes the Association to adopt special rules allowing the Board final approval of a slate of officers, then they need to proceed with approving a bylaws change (special rule adopted by Association as defined in Article XVI) to present to the membership , with at least 30 days notice of a scheduled vote by the active members of the Association (Article XVII).
- 2) **If it is the desire of the board to approve the slate (as was presented and voted on in August), I feel that the Board, at the direction of the President, should determine the next course of action for the Nominations and Elections Committee. This should not be the responsibility of the Nominations and Elections chair, nor the Nominations and Elections Committee.**
  - a. If the Board does not approve the slate of candidates, additional nominations will be sought for a period of \_\_\_\_ days keeping in mind that the slate of candidates must be presented to the membership 30 days prior to the election.
  - b. What happens if the deficiency on the slate is not resolved? Then what? For example, if the concern is no diversity and the board requests the committee to go back and try again and they still can’t get any diversity on the slate, such as they have all men and no women, or vice versa, then what?
  - c. The P and P should be amended to put the onus on the Board should they not approve the slate presented by the Nominations and Elections Committee. Should the Board not accept the slate, the Board should be required to provide specific instructions to the N&E Committee regarding the deficiency of the slate and how to resolve the issue (or at least provide recommendations) including providing a timeframe for resolution. If the Board has the authority to not approve a slate presented by N & E, they have a responsibility to provide N&E guidance on what to do before submitting a new slate (which could be the same slate if N&E is unable to satisfy the Board’s edict). Then the Board would have a new decision to make.
- 3) P and P info on August vote:

- a. 6.13.1 now reads – The slate must be presented and approved by the board before being presented to the membership.
- b. 7.1 now reads – Annually, the Board shall approve the slate of nominees for elective office.
- c. RR, Newly Revised, 10th edition, page 508: The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee's report. **No vote on the nominating committee's report should be taken**; however, the procedure is as described in **46**.
- d. All other regional associations do not require board approval of the slate. It is only presented for informational purposes only as required.

**The Electronic Services Committee**, after testing and research, would like to amend their previous suggestion to move the volunteer information to the membership application. It will work mostly closely to the previous Volunteer Form being set up as an “event” in Wild Apricot rather than part of membership. This will still allow easier access and historical tracking, but will also enable us to easily distinguish between volunteer years and allow the ability to “open” and “close” the volunteer process as needed.