

Southern Association  
of Student Financial  
Aid Administrators  
October Board  
Meeting

Agenda and  
Board Report



Prepared by Secretary Wayne Kruger

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**AGENDA**  
**SASFAA Board Meeting**  
**Embassy Suites Orlando Airport – Orlando, FL**  
**October 20-22, 2017**  
**Meeting Room - Earhart**

*“There is no room for ignoring issues that require board attention no matter how difficult, uncomfortable, or contentious they may be.”*

*Michael E. Batts*

***Friday, October 20, 2017***

4:00 PM	State Presidents Meeting	Earhart
	Mentorship Meeting	Suite 504
4:00 PM	Hospitality Suite	Suite 204
6:00 PM	Meet in lobby for Dinner at Bar Louis	All
9:00 PM	Hospitality	Suite 204

***Saturday, October 21, 2017***

8:00 AM	Breakfast Buffet	Hotel Atrium
9:00 AM	Call to Order, Welcome and Introduction of Guests	Sharon Oliver
	Announcement of Substitute Voting	
	<ul style="list-style-type: none"> <li>• Tarik Boyd for Wayne Kruger</li> </ul>	
	Establish a Quorum	
	Welcome to Florida	Thomas Vo
	Hurricane Harvey and Irma Updates	
	Approval of Prior Minutes	Tarik Boyd
	<ul style="list-style-type: none"> <li>• July Board Meeting</li> <li>• July E-Meeting (Site Selection)</li> <li>• August E-Meeting (Sponsorship Levels)</li> </ul>	

*Action Item: Consent of written board reports.*

Review of report format

Round of Successes (2-3 minute updates)

10:30 AM	BREAK	
10:45 AM	Review of Reported Action Items/P & P Suggested Changes	
	<ul style="list-style-type: none"> <li>• Membership Dues Date Change</li> <li>• Guide to Financial Management Revisions</li> <li>• NAOW Site for 2018</li> <li>• Site Selection Contracts <ul style="list-style-type: none"> <li>○ NAOW Retreat</li> <li>○ GAP Committee Meeting</li> </ul> </li> <li>• Guidebook for Annual Conference</li> <li>• SASFAA Website</li> </ul>	<p>Marian Dill Marian Dill Celena Tulloss Tarik Boyd  Tarik Boyd Chad Sartini</p>
12:00 PM	LUNCH	
1:00 PM	Presentation of Slate of Officers	Marian Dill
	Presentation of SASFAA Nominee's for Awards	Marian Dill
	Old Business	
	<ul style="list-style-type: none"> <li>• National-Regional-State Realignment</li> <li>• Volunteers for 2017-18 <ul style="list-style-type: none"> <li>○ Officers</li> <li>○ Instructors</li> <li>○ Committee Members</li> <li>○ Presenters</li> <li>○ Moderators</li> </ul> </li> </ul>	<p>Marian Dill Sharon Oliver</p>
3:00 PM	BREAK	
	New Business	
	<ul style="list-style-type: none"> <li>• Inter-Regional Exchange Program</li> <li>• SASFAA Goals (July-Oct.)</li> <li>• SASFAA Goals (Nov.- Feb.)</li> </ul>	<p>Bryan Erslan Sharon Oliver Sharon Oliver</p>
5:00 PM	Adjourn	
6:00 PM	Meet in lobby for Dinner at Bonefish Grill	All
9:00 PM	Hospitality	President's Suite
<b><i>Sunday, October 22, 2017</i></b>		
8:00 AM	Breakfast Buffet	Hotel Atrium

9:00 AM

Unfinished Business

***If the business meeting does not conclude on Saturday, the board meeting will resume on Sunday at 9:00 am.***

**See you in Alexandria, VA — Annual Conference - February 9-11, 2018**



Southern Association of Student Financial Aid Administrators

Sharon Oliver/President

Executive Board Report – October 20-22, 2017

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

GAP 10.1: The Committee also agrees that the Board commit necessary financial resources to purchase additional spots for member participation.

Activity: A budget increase was allocated for Go To Webinar to expand the number of participants for webinars. This will provide additional members with free training sessions. The first webinar will be held in October on a topic selected by the members based on the results of the training survey released on October 10, 2017. An additional webinar has been planned by the Legislative Relations Committee that will support all professionals and sectors.

GAP 14.2: The GAP Committee considers other special projects for consideration such as Enrollment Management, Mid-Level, and other training opportunities.

Activity: Exploration of other training opportunities for members will be considered to meet today's market demands and training needs. An Enrollment Management Forum will be held on October 23-24, 2017 that addresses today's market demands and provides training opportunities for mid-level financial aid professionals from all sectors.

**NASFAA Activities**

On September 28, 2017, a board report for SASFAA was submitted to NASFAA. The first official NASFAA board meeting will be held on November 13-14, 2017. The board meeting will be held in Washington, DC. The key topics included in the report were the President's Goals, board orientation, acknowledgement of an active, engaged Executive Board, recognition of the support of Past-President Marian Dill, highlights of the annual conference, hosting an inaugural Enrollment Management forum, and special emphasis on mentorship.

A final decision was reached by NASFAA's Regional Thought Force on Alignment (RTF) to disband the regional task force and sub task force effective September 15, 2017. We would like to thank Marian Dill, SASFAA task force members, and executive board members who advocated on behalf of SASFAA members. NASFAA will continue to explore opportunities to support regional associations. To address the challenges that regional associations have expressed regarding electronic services such as managing memberships, websites, events, and

other activities such as elections, NASFAA has introduced a product to support associations who are seeking assistance.

There was a conference call held on October 5, 2017 arranged by NASFAA to offer an alternative to Wild Apricot. The product is called PTBoard. It was initially designed to support Parent Teacher Associations (PTAs). The Electronic Services Committee will provide additional details regarding the advantages and disadvantages of both products for the board members to assess.

### **Fall State Meetings**

It is my desire and goal to visit all states in the SASFAA region. There were stated that I visited as President-Elect (NC, FL, SC, VA) and other states will be visited while serving in the capacity as President. I am currently attending the KASFAA Fall Conference in Lexington, KY with an exciting theme of "Pure Imagination". Special thanks to President Michael Birchett for the warm welcome to Kentucky and awesome conference. The next conference that I will attend will be in my home state. The NCASFAA Conference will be held in Pinehurst, NC on November 5-8, 2017.

### **Supportive Executive Board Members**

It is with sincere appreciation that I express my gratitude for the support of the Executive Board throughout this year. By performing the day-to-day duties of the President, I am learning and growing in this role by interacting with board members, reading NASFAA's weekly reports, participating in WebEx sessions, responding to inquiries, addressing issues, and hosting e-meetings. Thank you for this great opportunity to broaden my horizons.

I look forward to seeing everyone at our next meeting and the annual conference in Alexandria, VA. Please encourage your members to join SASFAA and attend the regional conference. As always, thank you for your support.



Southern Association of Student Financial Aid Administrators

Bryan Erslan/President Elect Report

Executive Board Report/October 21, 2017

There are a number of activities that the President Elect will participate in throughout the year. Listed below are updates on goals that have been worked on so far through the 2018-19 year.

#### **Inter-Regional Exchange Program**

The President Elect has had much communication with Ken Kocer, RMASFAA incoming President the past few weeks. The RMASFAA Board Meeting and Conference begin Saturday, October 14 and conclude Wednesday, October 18, 2017. More information will be shared with the board at the October board meeting.

#### **President Elect Workshop -**

The President Elect is currently contacting a number of presenters to assist with this workshop. This will be held tentatively on Sunday, February 10, 2018 from 9:00 am – 3:00 pm prior to the beginning of the annual SASFAA Conference. The President Elect sent an email to all of the nine state President Elects providing them with dates for the President Elect Workshop, NASFAA Leadership Conference & Expo, SASFAA Transition Meeting in June as well as a tentative first SASFAA Board Meeting in July 2018.

#### **Modifications to SASFAA Volunteer Form - SASFAA Goal #7**

No work has begun on this goal yet. The SASFAA Volunteer form will be reviewed and updated with questions and information as needed. This will be completed prior to the Volunteer Form being sent out to the membership in the spring of 2018.

#### **NAOW Review Taskforce – SASFAA Goal #13**

This taskforce held a conference call on September 26, 2017 to review a survey instrument that will be used to ask attendees, instructors, as well as supervisors that sent staff members to NAOW the past five years about their NAOW experience. The information collected will then be provided to Celena Tulloss as she plans for the NAOW in 2018 and 2019.

#### **Sponsorship Guide Taskforce – SASFAA Goal # 17**

No work has commenced yet with this taskforce. The goal is to have a guide tentatively put together by the February 2018 board meeting, finalized by the June transition board meeting to be used by the 2018-19 Sponsorship Chair

#### **2019 Conference Site Visit to Atlanta- October 6, 2017**

President Elect Erslan, Site Selection Chair – Tarik Boyd, 2019 Conference Chair – Katie Harrison, 2019 Sponsorship Chair Chester Priest, and 2019 Local Arrangements Chair Sarah Baumhoff visited the site of the 2019 SASFAA Conference, the Grand Hyatt Atlanta in Buckhead. The group took a tour of the property to understand how to best use the space available there and allowed everyone to see physically what rooms might work best for the variety of events that will be held during the conference. The group expressed great excitement about the property



and surrounding area and should be an outstanding venue for the conference. The group also met with hotel staff after the tour to discuss a variety of questions. Special thanks to Tarik Boyd for arranging this visit.

Respectfully Submitted – October 11, 2017

Bryan P. Erslan, SASFAA President Elect



Southern Association of Student Financial Aid Administrators

Marian Dill/Past President

Executive Board Report – October 2017

### **Committee Members**

Nominations & Elections and Award Committee Members:

- Kelly D'Eath AL
- Felicia Ailster GA
- Nicole Patrick MS
- Kevin Perry SC
- Joan Baily FL
- Angie Black KY
- Karen Hauser TN
- Andrea Simpson NC
- Chad Sartini VA

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

#### **Nominations and Elections –**

Call for nominations were sent on 9/5/17 and 9/18/17 with a deadline submission date of September 25<sup>th</sup>. The current state presidents, immediate past state presidents, Global Issues Committee as well as the past SASFAA presidents were all encouraged to submit nominations.

The Nominations & Election Committee met via conference call on September 26. A dual slate will be presented to the board at the October board meeting. One member of the committee recused himself from the committee work due to his name being submitted as a nominee. In his place, the respective current state president represented that state during the committee's discussion. The committee is thankful for all the individuals that were willing to put their names forward for consideration and believe this ballot reflects the composition of SASFAA's membership.

#### **Awards –**

Call for nominations were sent on 9/27/17 and 10/9/17 with a deadline submission date of October 13. Immediate past state presidents as well as the past SASFAA presidents were all encouraged to submit nominations. The Awards Committee met via conference call on October 17. Nominations for Distinguished Service and Milestone awards will be presented for consideration during the October Board meeting.

#### **NASFAA Thought Force –**

The SASFAA representatives (Ron Day, David Gelinas and Marian Dill) met via conference call on 9/8/17 to discuss the upcoming meeting which was held in DC. During the September 13-14 a sub-taskforce consisting of one representative from each region, the NASFAA Chairs and some NASFAA staff. This meeting was to discuss the possibility of developing a common mission/ vision statement, which could be used by all FA organizations. The information below is the emailed summary and represents the conclusion of the Regional Thought Force work.

**From:** Beth Maglione <[maglioneb@nasfaa.org](mailto:maglioneb@nasfaa.org)>

**Date:** Friday, September 15, 2017 at 1:42 PM

**Subject:** Conclusion of Regional Thought Force

**\*\*The following is being send on behalf of RTF Chair Dan Mann. Please let Dan or Billie Jo Hamilton know if you have any questions.\*\***

Dear Regional Thought Force on Alignment (RTF):

As you know, our sub-task force on Mission/Vision met this week in DC. The impetus behind this meeting was to bring regional representatives together to discuss possible points of partnership, collaboration, and alignment between our associations at the highest level--the mission and vision. Our rationale was that if we could come to a general consensus on the natural strengths and competencies of the regions, vs. the states, vs. NASFAA, we could then try to discern the best areas of focus and concentration for each level in topics including (but not limited to) training, leadership development, and public policy/advocacy.

After eight hours of productive, candid, and open conversation, it became clear to the group that not all regions and states are in the same place. While states and regions all face some difficulties dealing with volunteerism, budgets, economies of scale, and/or membership engagement, not all are experiencing the same degree of challenges. This affirms similar feedback we received in June at the National Conference Forum on Alignment. The subgroup agreed that without a commonality, any potential solutions will not be applicable to and/or embraced by all entities.

NASFAA leadership is satisfied that we have followed this process through to its conclusion, and have reached a point where it makes sense to end the work of both the regional task force and sub task force.

It may be tempting to feel dispirited at this conclusion, but the subgroup and the National Chairs--who have worked on this for several years--would caution against that. Together, we have pursued a transparent and important line of questioning, have identified many areas where collaboration and partnership still make sense, and plan on using many of the ideas generated by the regional task force to explore solutions on a smaller scale.

All of this is to say that NASFAA's leadership will continue to pursue solutions and collaborations between states/regions who are experiencing difficulties and would like to partner, in an "opt in" format. We are optimistic this can be pursued independently through the regional presidents and individual regions and states just as we have done successfully in the past via partnerships like state and regional investments and NASFAA U Authorized Events.

NASFAA leadership still firmly believes that strong states and regions will result in a strong profession and a strong NASFAA. Despite disbanding this thought force, we pledge to keep the lines of communication open and work with the Regional Presidents to find solutions when problems are detected. These conversations have at times been difficult, complex, and passionate. And that is a good thing! We all care deeply about making our associations the best they can be, and we need to have the hard conversations.

Thank you for your service. Your candor, honesty, thoughtful feedback and dedication to your members were key to all parts of this endeavor.

Best regards, Dan

**GAP Committee Meeting –**

In collaboration with Site Selection Chair, Vice President and President Oliver, the GAP committee meeting will be held at the location of the Enrollment Management Institute. The purpose is to minimize any penalties SASFAA would pay due to not meeting the prior contractual commitment. My attention will now shift to GAP Committee responsibilities as the bulk of the other immediate past president duties have been fulfilled. More information from this Committee will be presented during the February board meeting.

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

As requested in the July board meeting, the following changes to the P&P are requested. This is for the purpose of alleviating the stress of getting institutions to pay membership dues after July 1 and prior to the first board meeting. Previously, some board members were writing personal checks due to the timing of the first board meeting.

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**4.1 Executive Board**

The Board shall function as the Board of Directors of the Association and is responsible for the management of the business, property and assets of the Association. The Board shall be vested with all powers possessed by the Association itself. This shall include the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the State of Georgia, any other laws, the Articles of Incorporation of the Association and the bylaws. The Board shall consist of the following:

- SASFAA elected officers: president, president-elect, vice president, immediate past president, secretary, treasurer, and treasurer-elect.
- State presidents: the president, or the designated representatives, of the following state financial aid associations – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

**SASFAA elected officers and state presidents must be active members of the Association.**

**Proposed Addition –**

**SASFAA elected officers and state presidents must be active members of the Association.**

**Elected officers and state presidents will be granted a grace period until September 1 to pay their annual membership dues.**

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**6.1 Committees**

Committees, comprised of active members of the Association, are established to perform specific functions for the organization. These committees also may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as “standing” committees of the Association while other “discretionary” committees may be established to accomplish special functions that may not continue from one administration to the next.

**Proposed Addition –**

**6.1 Committees**

Committees, comprised of active members of the Association, are established to perform specific functions for the organization. **Committee chairs and committee members will be granted a grace period until September 1 or until engaging in association work whichever is later to pay their annual membership dues.** These committees also may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as “standing” committees of the Association while other “discretionary” committees may be established to accomplish special functions that may not continue from one administration to the next.

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

As requested in the July board meeting, the following changes to the GFM are being presented for board consideration. This is a complete re-write of GFM Section 2. The purpose of this proposed change is to assist future incoming leadership with the budget development process.

**Existing GFM**

**Section 2: Budget Planning and Preparation**

**2.1 Budget Preparation** a. An operating budget for an upcoming fiscal year should be drafted by the Budget and Finance Committee Chairperson and discussed with the incoming President and Treasurer prior to the June Transition Meeting. b. Incoming committee chairpersons and officers, in cooperation with the outgoing chairpersons

and officers, should recommend a budget for the upcoming year for their respective committee or office. c. The Budget and Finance Committee Chairperson must prepare a draft budget to present to the Board at their first post-transition meeting. At this time, the Board approves an operating budget for the upcoming year [July 1 - June 30]. d. In no instance shall the budgeted or actual expenses exceed the projected income for the budget year.

**2.2 Initial Operating Budget** The prior year budget is the official budget for the Association until the incoming Board approves a new budget. It is not intended, nor recommended, that the prior year budget be used any longer than the date of the first Board Meeting for that fiscal year, when a new budget can be presented for approval. The current Board

SASFAA UPDATED 03/16/2016 has the responsibility for making budget adjustments prior to the end of the fiscal year (June 30) so no expense line item exceeds budgeted amounts for that expense.

The proposal is to replace the existing language with the following rewrite of this section.

## Section 2: Budget Planning and Preparation

An operating budget is a fundamental process for a non-profit association. It is vital to SASFAA's strategic planning and management. The Incoming Budget & Finance Chairperson and the Incoming President should draft an operating budget for an upcoming fiscal year. This process should occur with the collaboration of the outgoing Budget & Finance Chairperson, out-going President, and incoming Treasurer. An operating budget is a dollar value assignment to the goals and objectives established by the Board. In planning for the upcoming budget there are many considerations that drive the direction of the budget. Budget planning is the first step in creating a story about SASFAA's plans, priorities and aspirations.

A budget-planning meeting should be held in May for the purpose of reviewing the current financial position of the organization, reviewing all financial accounts and discussing budget development. The attendees for the budget-planning meeting should be the incoming-President, incoming Budget & Finance Chair, out-going President, out-going Budget & Finance Chair and Treasurer. The development of the annual budget should occur once the incoming Board's annual goals have been established, it should be discussed with the incoming Board during the transition meeting and voted on no later than the initial board meeting typically held in July or August.

### 2.1 General Preparation

Traditional budgeting uses an approach that is incremental in nature. It begins with the prior year's budget and adjusts up or down from that budget to reflect changing assumptions for a new year. However, SASFAA has a long-standing history of using zero-based budgeting, which requires all expenses be justified for the new budget period, and expenses cannot exceed expected income. In other words, expected income minus expected expenses should equal zero.

The Budget & Finance Chair should maintain the historical budget data from prior years. This data must be considered to plan for anticipated expenses in the coming year. A comprehensive historical budget review that shows each year's starting budget, final budget (if different from original budget) and June 30 actuals will give a sense of the prior cash flow.

Zero-based budgeting may start from the previous year's budget level, but should include the real value of the goals and objectives of the Board. Answering what you want to accomplish and setting budgetary goals provides new leadership the opportunity to justify the budget at each level. To obtain a full description of objectives a comprehensive review of the P&P and GFM is strongly suggested prior to beginning the budget development.

### 2.2 Considerations

Fiscal responsibility is a critical function of the Board and measures should be in place to ensure the effective management and stewardship of SASFAA resources.

1. Officers and committee chairs need a voice in their respective budget line items. The budget should support the established goals and objectives.
2. The current President should confer with the President-Elect to determine their plans for the incoming board size and mix (board members returning for another year) the next year. This must be considered when budgeting for the Transition Meeting, as this expense comes out of the current year Executive Board line item.
3. Budget Income first. Create a realistic projection of reliable income and make sure budgeted expenses are less.
4. Budgeting is a form of risk management. A healthy mix of diverse revenue sources will keep the Association stable should a revenue source disappear.
5. Be aware of the fiscal liability in Association contracts. Most contracts include periodic deposits that must be taken into consideration.
6. SASFAA collects donations for a specific charity during each conference. Members donate throughout the conference. At the end of the conference, the money is deposited into the SASFAA checking account and one check is written to the charity on behalf of all SASFAA members. The Accountant has approved this flowing through SASFAA as long as the income is deposited into an expense line item and the expense is written out of the same line item as a wash.
7. Understand the budget's connection to the Association's goals. The budget should be consistent with stated goals and mission.
8. During the budget planning and creation period, notes should be taken for how calculations are made. If the number calculations behind the budget figures are provided, Board members can understand where the value of the budget comes from.
9. The leadership of the Association may need to review and revise the budget due to unforeseen circumstances. The budget should be seen as a living document.
10. Only realized income or expenses should be considered during the development of the budget. Any income or fees within an investment are not deposited to or paid from the operating account and should not be reflected in the operating budget.
11. Any anticipated expenditure from assets (transfer from reserves) should be board approved. Rational for the expenditure should be provided.
12. Budget expenditures should be developed with leadership development, investment into membership and sustainability of the organization all being considerations.
13. When budgeting for events to be held in the states of Florida, North Carolina, and Tennessee consideration should be made of the fact that SASFAA is tax exempt in those states. In North Carolina, the taxes are paid by SASFAA and then a tax form is filed every 6 months to get the taxes back. This must be considered when crossing over a fiscal year, such as the New Aid Officer Workshop held in June.
14. If SASFAA plans to donate to a charity on behalf of a speaker, this expense must be considered either in the Conference Budget or some other expense line item.
15. Any time that a vendor plans to sponsor a speaker and the funds come through SASFAA, the income will be placed in Sponsorship and the expense will be charged to Conference. This must be considered in the budget planning process.
16. When considering Prior Administration Bills, remember to verify whether or not the Presidents' (past, current and elect) travel to NASFAA crosses fiscal years and consider those cross year expenses when budgeting.

17. Consider comps that are expected and do not count them in planning for anticipated Registration Fee Income.
18. During events held by SASFAA there are some meal functions that spouses or family are invited to attend. In some cases, SASFAA pays the bill and the member is responsible for paying SASFAA back for this expense. In these cases, the expense comes out of the Executive Board and the reimbursement is credited back to the expense line item.

### **2.3 Initial Operating Budget**

The prior year budget is the official budget for the Association until the incoming Board approves a new budget. It is not intended or recommended, that the prior year budget be used any longer than the date of the first Board Meeting for that fiscal year, when a new budget can be presented for approval.

### **2.4 Budget Adjustments**

The current Board has the responsibility for making budget adjustments throughout the year to ensure the overall expenses do not exceed the annual income. All board members should contact the Budget and Finance Chair and seek board approval prior to making any expenditure that will exceed their respective line item.

### **New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

I continue to be thankful for the opportunity to serve this wonderful organization. The 2016-2017 Think Tank, which consisted of numerous SASFAA past-presidents, continue to be a wonderful resource of knowledge, support and encouragement. I am thankful that we have such a deep heritage of quality leadership.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Vice President

Executive Board Report – 10-21-17

**Committee Members**

Celena Tulloss, University of Tennessee, TN  
Lane Smith, Samford, AL  
Beth Armstrong, Virginia Tech, VA  
Sarah Baumhoff, Kennesaw State, GA  
Brenda McCafferty, ECMC, VA  
Jeff Daniels, PNC, FL  
Dr. Forrest Stuart, Furman, SC  
Dr. Anthony Jones, App State, NC  
Kevin Lamb, Centre, KY  
Brenda Pittman, William Carey, MS

**Committee Goals for 2017-2018:**

1. Conduct 3-4 Webinars
2. Host a SASFAA Enrollment Management Forum
3. Provide 2 Pre-Conference Workshops, including a Mid-Level Workshop
4. Host the 2018 New Aid Officer Workshop, increasing attendance if possible

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

- Received and evaluated 2018 NAOW site proposals along with the Site Selection Committee.
- A survey was sent to the membership to determine webinar and pre-conference sessions
- Opened registration and finalized presenters for the Enrollment Management Forum
- Selected Sarah Baumhoff, Kennesaw State University (GA), as Curriculum Coordinator for NAOW

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

1. Approve the 2018 NAOW location
2. Approve the NAOW retreat proposal

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

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





Southern Association of Student Financial Aid Administrators

Wayne Kruger, Secretary

Executive Board Report / October, 2017

**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: Wayne Kruger

Given the extensive review last year and two suggested changes at this time I am not convening a committee but will do so ad hoc if the need arises.

**LRP and GAP Goal Activity:**

LRP:

- I. ORGANIZATIONAL STRUCTURE
  - a. BY-LAWS Committee: Will ensure that two changes that were passed at transition meeting are placed on the ballot for this year's election.

As a review the below two changes were approved by the board and should be listed on the next election ballot.

Two By-Laws Changes presented to the board based on By-Law committee recommendations June 2017.

Change 1: Motion Secretary Kruger, second by Florida President Bailey, Unanimous approval

Change 2: Motion Secretary Kruger, second by Georgia President Allister, Unanimous Approval

**Change 1 final wording:**

**ARTICLE III – PURPOSE**

The purposes, for which the corporation is organized, subject to the limitation of Article XV, hereof, are to:

(a) promote the professional preparation, effectiveness, and association of student financial aid administrators in postsecondary educational institutions, government agencies, foundations, and other administrators of student financial aid programs.:

(b) assist educational institutions, foundations, government agencies, lending institutions, and private and community organizations in promoting and developing effective programs pertinent to student financial aid;

(c) facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information and experiences; and

(d) promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the above stated purposes.

**Change 2 final wording:**

**ARTICLE X – EXECUTIVE BOARD**

**Section 2.** The Board shall consist of the following:

(a) the president, vice president, president-elect, immediate past president, secretary, treasurer, and treasurer-elect.

(b) The state president/chief executive officer of each state association within the SASFAA region or in their absence a designated representative.

II. **COMMUNICATION/COLLABORATION COMMUNICATION**

- a. Disseminate information to the membership and appropriate constituencies.
  - i. Updated website with links to approved minutes and reports.
  - ii. Updated Whiteboard for 2017-2018 and its associated folders

**GAP:**

- I. Track and keep P&P changes compiled all year long
  - a. After the July meeting I started to meet with and work with a professional technical writer and copy editor (Norb Cartagena) who is helping me to organize our P&P cleaning up issues with formatting which would be technical corrections. He is also going to assist me in drafting a one-page guide to keeping your P&P organized and consistent which should help future boards keep the P&P in order. However he and his entire family are from Puerto Rico so we have not been able to finish this part of the project at this time due to issues with the hurricane and damage to Puerto Rico. We will have an update P&P format and the one page for the next board meeting or earlier.
  - b. I am keeping a running list of changes this year and will document the technical corrections for the GAP committee and will submit that in my final end of year report.
- II. 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.

**Action items:** Approval past meeting minutes and e-meeting minutes X2.

Treasurer Board Report: Not Submitted



**Southern Association of Student Financial Aid Administrators**

**Nancy C. Tate/Budget & Finance Chair**

**Executive Board Report – October 20-22, 2017**

**Committee Members**

Brad Barnett, Virginia (Public, 4 Year)  
Paul Coscia, North Carolina (Private, 4 Year)  
Jeff Dennis, South Carolina (Public, 2 Year)  
Donna Kolb, Florida (Public, 4 Year)  
Terri Parchment, (TN Student Assistance Corporation)  
Kristie Teasley, Georgia (Public, 2 Year)  
Jody Darby, Georgia, Treasurer, ex-officio

**Committee Goals for 2017-2018:**

- Publish final budget to the membership no later than August 1, 2017.
- Develop and maintain a zero base budget – August 1, 2017
- Review and update the Guide to Financial Management, including refinement of the Treasurer-Elect duties and incorporation of recommendations from the Cost Containment Task Force – January 31, 2018
- Develop a 5-year financial plan – March 31, 2018
- Develop an investment policy and explore investment opportunities to grow the reserves – March 31, 2018
- Conduct 2016-2017 financial review and a 2017-2018 quarterly review – October 31, 2017.

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

**GAP GOAL 15:** 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 budget approved at July 2017 board meeting. Financial review of 2016-2017 and quarterly review of July-September 2017 will be conducted at Anderson University, Anderson, S.C. October 27-29, 2017.

**GAP GOAL 16 and LRP GOAL 15:** Develop a 5-year financial plan and investment policy.

**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:** None

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

None at this time.

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

**Hotel/Contract Liabilities**

**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

SASF AA 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 SASF AA 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 (90.5% of room's revenue) + \$30,000 (F&B revenue)

**Total liability as of August 8, 2016: Liability charges based on individual contracts and timing \$46,037.50**

### **Grand Hyatt Atlanta – Atlanta, GA – February 15–20, 2019 – Conference**

Room rate is \$169 single or double occupancy; \$194 triple occupancy; \$219 quadruple occupancy

Cut-Off Date is Friday, January 25, 2019

Total Contracted Guest Room Block: 1275

Total Guest Room Revenue Commitment: \$214,425; Total Guest Room Revenue Minimum: \$171,330

A rebate in the amount of \$10 per fully paid occupied room night, at the contracted guest room rate within the Guest Room Block will be credited to SASFAA following Group's payment in full of the Master Account. Group shall disclose the existence of this rebate to its members and attendees prior to the Event in all pre-Event collateral and program materials.

No food and beverage may be brought into the Hotel: public spaces or guest rooms. All food and beverage consumed in the Hotel must be purchased in the Hotel.

With less than 24 hours notice, a fee of one night's room and tax will be assessed for all guest who depart Hotel earlier than the departure date confirmed at time of booking and/or listed on the registration card presented at check-in.

Hotel will provide one complimentary room for every forty revenue-producing guest rooms occupied by Group on a cumulative basis over the official event dates.

Meeting and event space rental is waived based on achieving the F&B Revenue Commitment=\$60,000

In the event that Group actualizes a minimum of eighty percent of its contracted guest room revenue commitment, Hotel, as a special consideration to Group, will provide:

- Complimentary meeting space based on a \$60,000 F&B minimum
- Complimentary high-speed wireless guest room internet
- Complimentary meeting room internet for all attendees
- Ten (10) rooms at the prevailing per diem rate over the program dates
- One complimentary one-bedroom Presidential Suite over the program dates
- One complimentary Governors Suite over the program dates
- Eight upgrade to a one-bedroom grand suite at the group rate over the program dates
- Discounted overnight self-parking at \$20 per vehicle, per day over the program dates
- Twenty-five complimentary boxes received and stored for the SASFAA office
- Three VIP roundtrip airport transfers from Hartsfield-Jackson Atlanta International Airport (ATL)
- 15% off AV equipment with exclusive use of PSAV
- 10% off F&B menus in place at the time of the program, does not apply to package or custom pricing

- Complimentary beer/wine reception hosted by hotel for one hour
- Hotel will offer complimentary meeting space for pre-planning meeting (up to 30 people) and guestrooms at the 2019 conference rate (subject to hotel availability)
- Hotel will offer a signing bonus of 50,000 Hyatt Gold Passport Points in addition to the points at program conclusion (up to an additional 50,000)

**Total liability through 2/15/18: \$94,770**

### **The Westin Fort Lauderdale Beach Resort – June 10-13, 2018 – Transition Board Meeting**

- Total guest room night commitment is 96.
- Standard room rate is \$129. Suite rate is \$258. Currently 11% taxes. Resort fee waived.
- Overnight parking discounted from \$39 to \$25.
- Cut-off date to reserve room is May 11, 2018.
- Function space rental fee is \$0.
- All food and beverage served at Hotel must be supplied and prepared by Hotel. Group will spend a minimum of \$3,000.
- Must advise Hotel of expected method of payment by June 10, 2018.

**Total liability \$14,494.**

### **The Westin Fort Lauderdale Beach Resort – June 9-12, 2019 – Transition Board Meeting**

- Total guest room night commitment is 96.
- Standard room rate is \$139. Suite rate is \$278. Currently 11% taxes. Resort fee waived.
- Overnight parking discounted from \$39 to \$25.
- Cut-off date to reserve room is May 10, 2019.
- Function space rental fee is \$0.
- All food and beverage served at Hotel must be supplied and prepared by Hotel. Group will spend a minimum of \$5,000.
- Must advise Hotel of expected method of payment by June 9, 2019.

**Total liability \$17,385.**

### **Hilton Norfolk the Main – Norfolk, VA – February 7-12, 2020 – Conference**

- Room rate is \$159 single or double occupancy. For triple and quadruple occupancy there is a \$20 additional charge per adult per room per night with maximum occupancy of four persons per room
- Attrition @ 85% of the total room nights. Attrition amounts will be offset by revenue received for no-shows and individual cancellation fees. All rooms booked outside of the block will be credited to the group block and applied to any attrition performance.
- Cut-off date is January 8, 2020.
- Guestroom cancellation – no penalty will result if notice is received at least 72 hours prior to arrival and a cancellation number is obtained. If the reservation is not cancelled by this time, one night room and tax deposit is forfeited.
- Check-in time is 4 pm. Check-out time is 11 am. Rooms vacated prior to reservation will result in early departure fee of one night's room and tax.
- A minimum of \$50,000 in food and beverage revenue from group-sponsored functions at Hotel is required in connection with the event.
- Must notify Hotel of the exact number of attendees for each outlined function by noon three business days prior to the event.
- Hotel requires that only food and beverage purchased from Hotel be served on Hotel property. In addition, no food or beverage, including alcoholic beverages, can leave the property if it has been prepared

specifically for on-property, private functions. Under no circumstances may liquor be brought in from outside Hotel or served by anyone other than a designated Hotel representative.

- Hotel will provide, at no charge, a reasonable amount of meeting equipment (chairs, tables, cloths, podiums, etc.)
- A Master Account will be created for billing purposes.
- If direct bill not approved, Hotel required 50% of the entire estimated amount of guestroom and catering charges 30 days prior to arrival. Remaining balance will be due 3 business days prior to arrival.
- There is a parking deck attached to the Hotel. Self-parking for overnight guests is \$16 per car per night. Valet parking for overnight guests is available at the rate of \$26 per car.
- Banners, posters, props and similar decorations may not be adhered to walls, ceilings, windows, doors or floors, without the express written consent of Hotel and supervision of Hotel's staff. There is a \$50 labor charge for hanging each banner or sign.
- A non-refundable deposit of \$500 is due within 60 days of execution of this agreement.

Will be provided with the following concessions:

- 1-40 comp on a cumulative basis
- 3 suite upgrades at the group rate
- 1 comp Presidential Suite
- 1 comp hospitality suite
- \$10 rebate that can be credited toward the master account
- 10 rooms at prevailing per diem
- 10% off AV pricing
- 8 deluxe kings at the group rate
- Complimentary meeting space
- Complimentary six foot exhibit tables up to 30
- There is a one-time fee of \$25 for power per table if needed
- Complimentary wireless internet in the guestrooms and meeting space
- Discounted self-parking for in and out privileges – was \$20 charging \$16
- Complimentary room rental for pre-planning board meeting. Sleeping rooms to be offered at the conference rate.
- Hilton Honors Meeting Planning Points will be awarded at the conclusion of the event for room revenue and Food and Beverage
- 75,000 Point Signing Bonus
- 3 round trip VIP airport transfers
- One hour complimentary beer and wine reception hosted by the Hotel
- 5% off banquet menus

**Total liability as of October 20, 2017 \$49,665**

### **Norfolk Waterside Marriott – Norfolk, VA – February 9-12, 2020 – Conference Overflow**

- 330 room nights
- Rate is \$159 and includes a \$10 rebate to the master account for each paid room night.
- Cut-off date is January 19, 2010.
- Attrition is 75%.

**Total liability as of October 20, 2017 \$13,118.**

**Total liability through October 20, 2017: \$235,469.50**





Southern Association of Student Financial Aid Administrators

**Runan Pendergrast / 2018 Conference Chair**

Executive Board Report – **October 21, 2017**

**Committee Members**

Joan	Bailey	Global Issues	University of South Florida
Tarik	Boyd	Site Selections	Norfolk State University
Mandy	Branch	Georgia Representative	University of GA
Carrie	Cooper	Mississippi Representative	University of MS Med Center
Biz	Daniel	SASFAA Vendor/Sponsor	Great Lakes Higher Education, Inc
Jody	Darby	Treasurer	Chattahoochee Technical College
Bill Ray	Davis	Virginia Representative	North Virginia Community College
Bryan	Erslan	SASFAA President-Elect	Eastern Kentucky University
Jenelle	Handcox	Membership	UNC - Pembroke
Katie	Harrison	2019 Conference Chair	SC Tuition Grants Commission
Kamesia	House	North Carolina Representative	Fayetteville State University
James	Kellam	South Carolina Representative	Converse College
Jennifer	Marcus	Alabama Representative	Samford
Irma	Molinares	Florida Representative	ECMC
Sharon	Oliver	SASFAA President	North Carolina Central University
Victoria	Owens	Kentucky Representative	Simmons College of Kentucky
Runan	Pendergrast	2018 Conference Chair	Bluegrass Community & Technical College
Chad	Sartini	Electronic Services	Virginia Western Community College
Bill	Spiers	Legislative Relations	Tallahassee Community College
Celena	Tulloss	Tennessee Representative and Vice-President	University of Tennessee
Joan	Zander	Local Arrangements	North Virginia Community College

**Committee Goals for 2017-2018:**

- To plan a conference that provides a premier training and networking opportunity for members of the Association. The conference to be held February 11-14, 2018 at the Hilton Mark Center, in Alexandria, VA.
- To have conference registration open in October 2017.
- Drawing for a getaway stay, donated by Hilton Mark Center, to SASFAA member who registers for the conference by December 1, 2017.

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

**GOAL 7:** Committees should represent the mosaic abilities of the membership.  
Worked with SASFAA President and State Presidents to create a diverse committee.

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

No motions or action items at this time

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

No Policy & Procedures changes or recommendations at this time.

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

A conference logo has been created and posted to the conference webpage. The Conference Committee met September 20, 2017 via conference call. Conference registration will open October 20, 2017.



Southern Association of Student Financial Aid Administrators

Biz Daniel / Sponsorship Chair

Executive Board Report/October 2017

**Committee Members**

Julie Finn, Virginia  
Melanie Gillespie, South Carolina  
Janee Knippenberg, North Carolina  
Trevor Addison, Georgia  
Shannon Cross, Alabama  
Sandy Neal, Kentucky  
Danette Seale, Tennessee  
Carrie Cooper, Mississippi  
Jeff Daniels, Florida  
Bryan Erslan (past committee chair)  
Runan Pendergrass (as conference chair)

**Committee Goals for 2017-2018:**

Goal 1 – Raise \$95,000 in sponsorship in support of SASFAA. As the climate continues to change in the financial aid industry and the push to a single servicer continues, the outcome raises the possibility of a slight reduction on sponsors for 2017-18.

Goal 2 – Form a committee made up of vendor/sponsor chairs in the nine SASFAA states to collaborate on meeting the needs of our vendors and to promote involvement to groom others for the position of Sponsorship Chair for SASFAA.

Goal 3 – In collaboration with the sponsorship chairs from the other states within SASFAA, promote and increase interaction with our vendors at the SASFAA conference. The goal for our sponsors to attend such events is to have actual interaction with current and potential clients. Increasing this activity brings value to attendance at the annual conference.

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

Goal 1 – An invitation was sent out to sixty two possible supporters of SASFAA on September 28, 2017. The goal is to raise **\$95,000** in sponsorship dollars to support SASFAA. To date I have received five confirmations of sponsorship totaling **\$20,250** and one notification for a previous sponsor that they will not be attending/sponsoring this year (Nelnet).

<u>Congressional Level</u>	\$5000
Ed Financial	
Sallie Mae	
<u>Legislative Level</u>	\$3500
Great Lakes	

Campus Logic	
<u>Judicial Level</u>	\$2500
Cogfin/SunTrust	
<u>A-La-Carte Options</u>	\$750 (Lunch/Learn)
Great Lakes	

Goal 2 – The Sponsorship Committee is made up of the nine state association sponsorship chairs. The first meeting was held in early August to discuss restructuring of the sponsorship levels for SASFAA. Julie Finn, Melanie Gillespie, and Shannon Cross were able to make this meeting. The focus of the meeting was to bring “value” to the levels of sponsorship offered. We evaluated the structure of last year’s packages taking into consideration the packages that were chosen and what items were not purchased in addition to the standard package offering. There were four packages offered and several a-la-carte items offered. Of these offering the following indicates what was selected:

Impact Package (\$5000)	Three vendors selected this package
Advocacy Package (\$4000)	One vendor selected this package
Action Package (\$3500)	One vendor selected this package
Exhibit Space (\$2500)	Twenty nine vendors selected this package
A-La-Carte Options (\$500)	Two were selected

With the above information, the committee restructured the packages offered in to three standard offerings that we believed offered value that vendors would be able to justify expenses. We did keep two a-la-cart items of the larger booth space and premium placement (\$500 each) and combined the advertisement package in to one option at \$600 and added sponsorship of a lunch and learn session at the conference and sponsorship of the Enrollment Management Forum. Currently we have the following vendor commitments:

Congressional Level (\$5000)	Two vendors have selected this package
Legislative Level (\$3500)	Two vendors have selected this package
Judicial Level (\$2500)	One vendor has selected this package
Supporters of SASFAA (\$1000)	None at this time
A-La-Carte Options – from (\$750-\$500)	One vendor has selected one of these options

The second invitation to prospective supporters of SASFAA will go out on October 12, 2017.

Goal 3 – During our first committee meeting and in conversations with other vendors, the task of creating valuable interaction with vendors is a must. In order for our vendors to continue to support us they need to show value in their attendance. Not only is this a task of the individual vendor to get out from behind the booth and interact with the attendees but we also need to encourage attendees to interact with our vendors. Several ideas were presented to increase communication:

- Create a puzzle where attendees have to visit each booth to find out information about that vendor’s products, then receiving a puzzle piece to complete their puzzle. Completed puzzles will be handed in and those names will be put in the hat for six cash prize drawings.
- Similar to this year’s NASFAA idea – add QR Codes to the conference name badges and when an attendee interacts with a vendor they swipe the QR code and the top five who have the most contacts win a cash prize. Vendors will also be eligible as the top five that make the most attendee contacts are also eligible for cash prizes.
- Golden Ticket Idea – Those folks who attend any one of the lunch and learn sessions will be handed a ‘golden ticket’ at the end of the session. These will be raffle tickets, the corresponding ticket will be placed in a drawing for a cash prize.
- Short skit or Video presentation on how to (and not to) interact with vendors – all in FUN!

These ideas will be presented to the conference committee at the next meeting to determine which one(s) we will use this year to increase interaction for our vendors.

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

N/A

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

N/A



Southern Association of Student Financial Aid Administrators

Sarah Dowd / Communications and Outreach

Executive Board Report/October 2017

**Committee Members**

Joan D. Bailey, LaTanja I. Banks, Nancy Chalker, Billy Ray Davis, Jr., Jenny B. Hammett, Amber Singletary, Jill Towns, Celena Tullos

**Committee Goals for 2017-2018:**

Develop a plan and policy for the use of social media

Continue the work of the 1617 committee in reestablishing a newsletter

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

**GOAL 7** – The Chair invited all volunteers for the committee, and worked with the Virginia State President to ensure each state was invited to participate.

**GOAL 8** – The “benefits of membership” information piece was posted to Nine News and emailed.

**GOAL 10** – The Listserve continues to post updates, information, and jobs as submitted; the blog has been posted in September and October with information submitted by members of the board.

**GOAL 11** – The schedule published on page 50 of the P&P has been followed, with two substitutions to date

**GOAL 20** – Published Legislative Updates as submitted by the Legislative Relations chair as emails

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

None at this time

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

None at this time



Southern Association of Student Financial Aid Administrators

Chad Sartini/Electronic Services

Executive Board Report – October 2017

**Committee Members:** Robert Smith, Ken Cole, Celena Tulloss, Angie Black, Derek Ball, Jeremiah McMahon, Antionette Crawford, Arminta Johnson, Jonah Miller

**Committee Goals for 2017-2018:** Accurately, effectively, and efficiently maintain and update SASFAA's electronic applications.

**LRP and GAP Goal Activity to date:** Website updated with board photos and 17-18 logo. Opened registration for the Enrollment Management Symposium. Added link to 2017-18 SASFAA Goals to the homepage.

Reviewed ptboard.com at the request of President Oliver. NASFAA sent an email gauging interest in ptboard.com as a website servicer for state/regional associations that may be dissatisfied with their current website servicer. The ES committee reviewed ptboard.com, and members of the committee participated in a conference call/demonstration. The Electronic Services committee feels that ptboard.com does not offer any greater functionality than Wild Apricot and lacks customization and, thus, does not meet the current needs of the Association.

**Motion/ Action Item(s):** P&P addition underlined – 6.5.a. Provide guidance for the development, maintenance, and enhancement of the SASFAA website and ensure continuity of website security through yearly renewal of the website security certificate with the webpage provider.

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

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



Southern Association of Student Financial Aid Administrators

Bill Spiers

Legislative Affairs

Executive Board Report/October 2017

### **Committee Members**

Alabama:	Jennifer Marcus, Samford University
Georgia:	Trevor Addison, Georgia Military College Ron Day, Kennesaw State University
Florida:	Cherly Philippeaux, Broward College
Kentucky:	Erin Klarer, Kentucky Higher Ed.
North Carolina:	Joey Trogdon, Randolph Community College Rachelle Feldman, University of North Carolina Chapel Hill
Mississippi:	Jennifer Rogers, Mississippi Institutions of Higher Learning
South Carolina:	Joey Derrick, University of South Carolina
Tennessee:	Ron Gambill, EdSouth Phyllis Faulkner, University of Tennessee Health Science Center
Virginia:	Beth Armstrong, Virginia Tech Sherika Charity, Rappahannock Community College Barry Simmons, Retired, VT
At Large:	Mike O'Grady

### **Committee Goals for 2017-2018:**

- Review, update and repost the SASFAA Legislative Guide.
- Create a SASFAA Alert for legislative issues.
- Present a webinar on legislative advocacy.
- Provide a session on legislative advocacy at the annual conference along with an opportunity for hill visits.
- As is appropriate, participate in hill visits with the NASFAA effort.
- Provide written communication from the Board to legislators when consensus exists on issues.
- Have monthly phone calls with the committee.

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

The Legislative Guide is almost ready for publication. It was a far more extensive task than thought as it was in a text box format and needed to be converted to word. All links are being reviewed and should be ready for publication within the next week.



We have posted several items of interest to the membership through the email system, and more are planned.

Because of the hurricane we are one call behind on conference calls, but I have planned another for this month.

The Legislative Advocacy Webinar is moving to final stages. We will be working the VP Tulloss, Ron Gambill, and Bret Lief for the final version. Go live is the first part of November.

We are working with NASAA on Hill visits during our conference and the NASFAA Advocacy event.

A session on legislative advocacy is planned for the conference.

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

None

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

None



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox

Executive Board Report – 10/10/2017

**Committee Members – Membership Chairperson from each state**

AL	Taylor Hilyer	<a href="mailto:taylor.hilyer@accs.edu">taylor.hilyer@accs.edu</a>
FL	Rabecca Hall	<a href="mailto:rabecca.hall@sfcollge.edu">rabecca.hall@sfcollge.edu</a>
GA	Sarah Baumhoff	<a href="mailto:sbaumhof@kennesaw.edu">sbaumhof@kennesaw.edu</a>
KY	Jennifer Priest	<a href="mailto:jpriest@transy.edu">jpriest@transy.edu</a>
MS	Allison Coker	<a href="mailto:acoker@umc.edu">acoker@umc.edu</a>
NC	JD Gibbs	<a href="mailto:Jdgibbs27@lenoircc.edu">Jdgibbs27@lenoircc.edu</a>
SC	Samantha Hicks	<a href="mailto:shicks@coastal.edu">shicks@coastal.edu</a>
TN		
VA		

**Committee Goals for 2017-2018:**

- Launch the 2017-2018 membership application.
- Generate/setup communications to encourage the timely submission of membership applications.
- Monitor and update SASFAA’s membership database/records.
- Increase engagement with membership.
- Enhance the mentorship program, including the incorporation of activities during the annual conference.
- Review the P&P periodically and submit recommendations for updates to the board as needed.
- Complete reporting for board meetings, the GAP assessment, and the President’s annual report.

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

LRP 8.1: Encourage each state president to establish increased membership goals for SASFAA

Activity: An email outlining the benefits of SASFAA membership will be sent to state presidents for distribution on state email lists to market SASFAA at the state level.

Completed. Email was sent to state presidents on 10/3/2017.

LRP 8.3: Establish a membership drive

Activity: A communication plan will be implemented in conjunction with the 17-18 membership launch to encourage new and renewal applications. System settings and automated emails will be utilized for renewal reminders. An email outlining the benefits of SASFAA membership will be sent to state presidents for distribution on state lists in an effort to reach out to potential new members. Membership application information will be placed on the home page of the website. The membership services page will be updated in consultation with the president emphasizing the benefits of membership and the updated membership categories.

Continual process. Further emails will be sent to folks with a lapsed membership date of July 2017.

LRP 9.2: Provide mentor training and resources

Activity: 17-18 membership application provides the opportunity for new members to indicate interest in mentoring opportunities.

Completed. To date, 52 active members have requested a mentor and 50 active members have volunteered to serve as a mentor.

LRP 11: Begin tracking volunteers and their committee service

Activity: The membership chair and the electronic services chair will work to ensure that appropriate volunteer information is entered in Wild Apricot.

Completed. In Wild Apricot, 82 people completed the 2017-2018 Volunteer Registration form. Of these 82 volunteers, 43 are currently active members.

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

State Membership Data

AL	FL	GA	KY	MS	NC	SC	TN	VA	Other
37	77	69	51	22	85	108	63	55	23

Active: 575    Associate: 15    Honorary: 40    Retired: 1    Total: 631

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

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



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Site Selecton

Executive Board Report/October 2017

**Committee Members:** Felicia Ailster, LaTanja Banks, Katie Conrad, Theresa Lowder, Denise Mial, Chester Priest, Celena Tulloss, Terria Williams

**Committee Goals for 2017-2018:** The Site Selection Committee is charged with searching for sites to accommodate SASFAA while considering the efforts of the Cost Containment Taskforce. The remainder of this year we will need to select 2018 NAOW, GAP, and the 2018 October Workshop.

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

n/a

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

NAOW 2018 selection

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

n/a



Southern Association of Student Financial Aid Administrators

**Nathan Basford/Legacy-Long Range Planning**

Executive Board Report –October, 2017

### **Committee Members**

Marian Dill, Immediate Past President/Tennessee

Amy Berrier, SASFAA Past-President/North Carolina

Heather Boutell, SASFAA Past President/Kentucky

### **Objectives/Goals/Tasks for 2017-2018:**

#### **Objectives:**

- **Policy Section 1.3: Updating the Policy & Procedure manual:** As we all know it is the responsibility of all officers and committee chairs to identify areas in need of new or revised policy guidance or procedure change. These changes must be approved by the executive board, and upon approval, the secretary incorporates the changes.
- **Policy Section 2.4: Association Goals & Objectives:** The goals and objectives are reviewed annually by the Long-Range Planning Committee:

#### **Task:**

- In order to achieve the objectives assigned to our committee this year, I along with the committee members will work closely with each officer and committee chairs and the current secretary to ensure all changes submitted and approved by the board are updated into the Policy & Procedure manual by the end of the year, and posted to the SASFAA website to be available to all members.

### **Legacy-LRP and Activity to date:**

- Conference call held on 10/05/2017, to go over objectives of committee and to begin to review task that will be taken to achieve our objectives.
- President Oliver sent an email to Secretary Wayne Kruger after our call to see if a running list of Policy & Procedure changes is being done for 2017-18 Gap Committee to review at end of year. Secretary Kruger responded that this will be done and that he is

also working with a professional technical writer to format our Policy & Procedure correctly and to come up with a one page guide so that in the future we can keep the format correct.

- Sent out an email to all current state presidents asking them to review the State President's Guide book and provide any updates/recommendations, and to also review the power point presentation that had been provided by Joan Bailey to all. As of this date I have not received any updates or recommendations. I hope to hear responses during the up-coming board meeting. (I will provide additional information on the process of moving forward to submit as a possible award for NASFAA Gold Star.)

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

N/A

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

N/A

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

Communication is the key to success!



Southern Association of Student Financial Aid Administrators

Joan Bailey – Chair Global Issues Committee

Executive Board Report – October 2017

**Committee Members**

There is representation from all states except North Carolina, was unable to get a volunteer from that state after many attempts. There is a variety in institution type, gender, ethnicity and years of service.

State	Name	Institution	Institution Type	Email
FL	Joan Bailey	University of South FL	4 yr public	joanbailey@health.usf.edu
FL	Sean Johnson	Hillsborough Community College	2 yr public	sjohnson192@hccfl.edu
GA	Donna Quick	Emmanuel College	4 yr Independent	dquick@ec.edu
KY	Christina Jones	University of Kentucky	4 yr Public	cnjone2@uky.edu
TN	Regina Gilbert	Watkins College of Arts and Design	4 yr Private	rgilbert@watkins.edu
SC	Vanessa Childs	University of South Carolina	4 yr public	CHILDSV@mailbox.sc.edu
MS	Lloyd Dixon	Mississippi Valley State University	HBCU	ldixon@mvsu.edu
VA	Christina Russell	Christopher Newport University	4 yr public	christina.russell@cnu.edu
AL	Laticia Dubose	Enterprise State	2 yr public	ldubose@escs.edu

**Committee Goals for 2017-2018:**

1. Seek representation and inclusion of each state on the Global Issues Committee.
2. Promote diversity and inclusiveness in the association.
3. Provide training and information for all sectors
4. Providing articles for the SASFAA Nine news – intention is to provide at least one article per month starting August 2017 addressing timely in the news matters.
5. Work with the membership committee to explore possible utilization of experience members as a means to support upcoming young professionals providing helpful resources and a support system.
6. Continue to bring attention to the available resources for DACA students.
7. Propose or seek members to propose at least 3 diversity related sessions for the conference.

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

**LRP – Goal I:** Committees should represent the mosaic abilities of the membership.

- Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.
- Ensure that the Committee chair, with approval of the Board of Directors/President, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

**Update:** Members will be submitted for approval at the board meeting in July.

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

**Update:** Meetings will be done by conference calls, email has been our primary source of communication.

**Other activities to date:**

- Conference call held on 10/4/17 (much later than planned but was rescheduled due to hurricane Irma)
- Working to find Presenters for 2 Global issues related session at annual conference
- Each month a member of the committee will do an article for SASFAA Nine News. Months and time line has been established
- September – submitted for dissemination NASFAA article on DACA students.
- Will be submitting October's SASFAA Nine News Article on 10/18
- There will be at least 5 global issue related sessions at the annual conference

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

None

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

None

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

None at this time.





Southern Association of Student Financial Aid Administrators

Theresa Mays/AASFAA

Executive Board Report/October 2017

**Committee Members:** Not applicable

**Committee Goals for 2017-2018:** 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**

The first semester of the 1718 academic year are in full swing and AASFAA has been keeping active. The following updates are listed below:

- All committee appointments have been finalized for the 2017-2018 year
- In September, AASFAA participated at the NACAC college fair which provides college readiness information to nearly 2,000+ students. AASFAA members assisted with the financial aid booth and hosted workshops providing information to student and their families.
- AASFAA held annual Fall Trainings on Thursday, October 5<sup>th</sup> and Friday, October 6<sup>th</sup>, with the board meeting immediately following. The all-day NASFAA credentialing sessions, focused on Return to Title IV and Consumer Information were held on October 5<sup>th</sup> at Trenholm State Community College in Montgomery, Alabama. The Fall Workshop was held on Friday, October 6<sup>th</sup> also in Montgomery, Alabama at Auburn University at Montgomery. David Bartniki led the first half of the day sessions via WebEx, due to travel restrictions with the Department of Education, and provided information on Federal Updates, Year-Round Pell, NSLDS Reporting and Perkins. The training concluded with updates from the Alabama Department of Veteran Affairs on adjustments with their scholarship program and changes which include the financial aid department and a work etiquette session provide by Shannon Cross of Inceptia and Clark Aldridge of KHEAA.
- AASFAA is turning 50!! The association is in the planning stages of its program for the conference scheduled for March 27<sup>th</sup>-30<sup>th</sup>, 2018. David Bartiniki is currently scheduled to present as well as members and presidents past and present.



Southern Association of Student Financial Aid Administrators

Thomas Vo/ Florida President

Executive Board Report/October 2017

**Committee Members-** N/A

**Committee Goals for 2017-2018:** N/A

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

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

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

*Recent Activities*

- July 15- Membership renewal drive email sent
- July 15- Formed FASFAA Advocacy Committee. Sent email to Florida Legislature.
- Aug 11- Formed FASFAA Training Committee. Planning Clock Hour and New Aid Officer Workshop. (Weekly calls- 30 min)
- Sept 6- Membership Email. Pre-hurricane Irma
- Sept 11- Membership Email. Day After Post Hurricane Irma support
- Sept 21- Membership email- Registration Open for New Aid Officer Workshop and Clock Hour. Dear Colleague GEN 17-08. Hurricane Irma Guidance  
Promotion of SASFAA Enrollment Management Symposium
- Sept 26- Membership Email- Summary of Hurricane Irma Support activities, promotion of NAOW and Clock Hour Workshop Agendas, OSFA Form Your Future Launch, Reschedule of Fall Board Meeting. (See below)

Good Afternoon,

I am writing to provide all members with relevant news/updates. To be sensitive to your time, I will keep this email brief/outline form.

**HURRICANE IRMA RELIEF/UPDATE**

- I. On September 15, FASFAA Region 1 Representative Kris Hatcher and I represented FASFAA on a stakeholder call with Department of ED and Federal Student Aid personnel to discuss USDOE and FSA outreach and support during Hurricane Irma. Summary as follows:
  - A. Estimated 2 million students may have been affected by Hurricane Irma
  - B. FSA sent over 2,400 emails to institutions that may have been affected by Hurricane Irma.
    - 267 schools in Puerto Rico and US Virgin Islands
    - 850 schools in Florida

- 1,281 schools in Georgia, North Carolina and South Carolina
- C. Post Disaster email sent to all schools also which offered assistance and providing Dear Colleague GEN 17-08 with relevant guidelines.
- II. Department of Education have also sent letters to student loan borrowers offering flexibility in repayment of student loans in affected disaster areas
  - III. Institutions needing assistance can contacted Department directly via email: [IRMARELIEF@ED.GOV](mailto:IRMARELIEF@ED.GOV)
  - IV. Several institutions have contacted me and asked if there was any flexibility in FISAP and Gainful Employment submission deadline. I did ask this on the stakeholder call and was advised that if any affected schools need some flexibility in the deadline, they are to contact Atlanta Based School Participation team representative- 404-974-9303
  - V. FASFAA Support- The following is summary of communications sent by FASFAA.
    - A. On September 7, I sent an email on behalf of FASFAA and the board offering the full support of FASFAA, NASFAA, and Department of Education.
    - B. On September 11, I sent an email (Post Hurricane Irma) on behalf of FASFAA offering continued support and providing names and contact of Region Reps
    - C. On September 15, I called institutions in the Florida Keys, Miami, Fort Lauderdale, Naples, and Jacksonville area to check on operational status and to offer support. Most institutions were closed still and I left voicemails.
    - D. I also posted messages on FASFAA HOME Facebook page for all members.

#### TRAINING OPPORTUNITIES

- I. Registration is now OPEN for FASFAA New Aid Officer Training Workshop incl. NASFAA Credentials held October 24-26<sup>th</sup> at the Safety Harbor Resort and Spa. Registration form is available [here](#) and resort reservation link is available [here](#)  
Under Special Codes enter 39G75S for New Aid Workshop
- II. Registration is now OPEN for FASFAA Clock Hour Training Workshop with David Bartnicki. held October 25-27<sup>th</sup> at the Safety Harbor Resort and Spa. Registration form is available [here](#) and resort reservation link is available [here](#)  
Under Special Codes enter: 39G75W for Clock Hour Workshop
- III. SASFAA is offering Enrollment Management Forum October 23-24 at the Embassy Suites, Lake Buena Vista Resort in Orlando, Fl. Additional information and Registration link is available [here](#)

#### UPDATES/ANNOUCEMENTS/MISC.

- I. The Office of Student Financial Assistance (OSFA) in partnership with the Florida Association of Student Financial Aid Administrators (FASFAA) is pleased to announce the launch of 2017 Form Your Future Florida campaign. This FAFSA completion initiative is sponsored by the National College Access Network (NCAN). Form Your Future Florida events will be held October 1 through November 30, 2017. Register as a host site by September 29 [HERE](#).
- II. FASFAA Fall Executive Board meeting has been postponed due to Hurricane Irma. The host location/annual conference site suffered some damage and was unable to accommodate our scheduled meeting date last week (September 20-22). Resort Renovations are underway and we are looking to reschedule for some time within next 1-2 months.

**As always, the executive board and I serve as an honor and pleasure to our membership. If there is anything you require or any feedback you wish to provide, please do not hesitate to contact any of us.**

**Thanks for all your support!**

- **Oct. 2- Discussion with Justin Draeger and released membership email re: Statute changes for FSEOG AND FWS**
- **Oct 2- Membership email- SASFAA Enrollment Symposium**
- **October 4- Membership email NAOW and Clock Hour promotion**
- **October 9- Membership email- OSFA- FSAG Otherwise eligible award guidance**
- **October 10- Board email- Meeting with OSFA, soliciting discussion items**



Southern Association of Student Financial Aid Administrators

Stephen Andersen/Georgia President

Executive Board Report – October 21, 2017

**Committee Members**

None

**Committee Goals for 2017-2018:**

Continue to update SASFAA on the training events occurring in Georgia and within GASFAA.

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

None

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

None

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

None

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

GASFAA held a 1.5-day fall workshop at Mercer University where 4 tracks were offered; New Aid Academy, Technical Track, State Update Track, NASFAA Core.

We unveiled a new logo to our members. After 50 years, the current 17/18 Board decided to update our logo. We collaborated with a student from one of our technical colleges to create the new logo.

Our Diversity/Community Action Committee created a Giving Campaign for our Memorial Scholarship. We included a thermometer goal on our Home Page, goal of \$2000 was established. We are currently at \$700. Many members got involved and began tagging each other on the ListServ.





Southern Association of Student Financial Aid Administrators

Michael Birchett/KASFAA President

Executive Board Report/October 21, 2017

**Committee Members**

Not applicable

**Committee Goals for 2017-2018:**

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:

An email was sent to all state presidents on August 30<sup>th</sup>, 2017 to request suggestions for updating the SASFAA “Getting Involved” presentation. To date, I have received 1 response. A reminder was sent out on October 9<sup>th</sup>, 2017.

The 2017 KASFAA Fall Conference was held October 11-13, 2017 at The Campbell House Lexington in Lexington, KY. The conference was preceded by our fall business meeting on October 10<sup>th</sup>, 2017. This was the first conference where KASFAA completely supplied and operated its own audio and video equipment in an effort to cut costs. KASFAA is currently restructuring itself both fiscally and organizationally in an effort to ensure the association is most operationally suited to address current and future needs.

Michael Birchett

10-21-17



Southern Association of Student Financial Aid Administrators

Stacy Walker/MS President

Executive Board Report – October 21, 2017

**Committee Members:** N/A

**Committee Goals for 2017-2018:** N/A

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

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

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

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

### **Summary of State Activities**

Will have had MASFAA Fall Training after I write this report on October 17, at Holmes Community College in Ridgeland, MS. Hot topics for Fall training: Year-Round Pell and FAFSA updates/DRT and Verification with Dave Bartnicki and the Federal Update. Our Director from the State Aid Office will offer a State Update and Q & A session to allow members to inquire about some of the many changes to our State Aid programs this year. Our local Get2College center will discuss the importance of members volunteering and getting involved with FAFSA completion days.

We are very excited about the opportunities upcoming the training opportunities that we plan to offer our membership throughout the year with FA 101 in the spring. Our Board voted and approved the ballot for the lifetime membership award.

Our Annual Conference Theme was chosen the theme for the 2018 MASFAA Conference would be Uplifting Others with the charity known as the MS MACE (Metro Area Community Empowerment). This organization was created to assist individuals with Spinal cord injuries (SCI) and provide youth character building through mentorship, community involvement, and goal formation. They help people with (SCI) reach their maximum level of physical, mental, emotional, and spiritual function through fitness and sports. Antonio Wright, the CEO and Founder of MACE, will be a speaker at opening session at our Annual Conference in June at the beautiful Pearl River Resort, in Philadelphia, MS.



Southern Association of Student Financial Aid Administrators

Jason J Johnson/NCASFAA State President

Executive Board Report – 10/16/17

**Committee Members**

N/A

**Goals for 2017-2018:**

- \*Serve NCASFAA in all areas needed as President
- \*Develop new methods of outreach with the help of NCASFAA Committee Chairs
- \*Increase involvement from all sectors
- \*Increase membership and volunteerism through consistent communications and begging

**State President Activities**

- \*7/26 – Conducted Email Vote to pass 17-18 Budget
- \*7/10 – Designed NCASFAA T-shirt for NCASFAA Scholarship fund raiser
- \*10/4 – Board Meeting in Raleigh at CFI
- \*10/4 – Met with UNC-TV to discuss production of Financial Aid Awareness Week Call In show
- \* Daily communication with fall conference chair prior to our November Conference.

**NCASFAA Sponsored Events**

- \*9/6 Training Webinar – FAFSA Completion: Best Practices to Help Students Navigate the FA Puzzle – Andrea Simpson of Surry Community College – presenter
- \*10/5 - Support Staff Training at CFI in Raleigh, NC
- \* 10/11 - Support Staff Training at GTCC in Jamestown, NC
- \*10/17 - Support Staff Training at Appalachian State University on Boone, NC

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

None

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

None

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

None

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





Southern Association of Student Financial Aid Administrators

Jennifer Williams/South Carolina State President

October 20-22, 2017

**Goals for 2017-2018:**

- Ensure that SCASFAA is represented at all SASFAA Board meetings
- Encourage SCASFAA participation in SASFAA events
- Participate in the SASFAA Presidents’ exchange
- Plan an outstanding annual conference and highlight the volunteer session
- Offer New Aid Officers’ Workshop, leadership training, and NASFAA U credentialing
- Participate in advocacy and outreach activities
- Improve website and communications
- Increase membership, embrace diversity, and enhance sponsor relations
- Maintain sound practices regarding by-laws, long-range plan, budget, election, financial planning, site selection, record retention, etc.

**State President Activities:**

The SCASFAA Transitional Board Meeting was held on June 15-16 in Columbia, SC, at the Riverbanks Zoo. The Fall Board Meeting was held on October 16 in Columbia at the South Carolina Student Loan Corporation.

2017-18 SCASFAA Board

President	Jennifer Williams	Clemson University
President-Elect/Special Projects/Long-Range Plan	Nikisha Dawkins	York Technical College
Past-President/Nominations & Elections	Kevin Perry	Coastal Carolina University
Vice President/Professional Development	Missy Perry	Piedmont Technical College
Treasurer/Budget	Traci Singleton	The Citadel
Treasurer-Elect	Angela Fowler	Anderson University
Secretary/By-Laws	DJ Wetzel	Greenville Technical College
Member-at-Large/Membership	Samantha Hicks	Coastal Carolina University
Commission on Higher Education Advisory	Cindy Peachey	USC-Columbia
Communications	Carla Brewer	Anderson University
Conference	Elizabeth Milam	Clemson University
Consumer/Counselor Relations	Kelly Savoie	Sallie Mae
Electronic Services	Zach Christian	SC Tuition Grants Commission
Financial Planning	Earl Mayo	SC Tuition Grants Commission
Global Issues	Gerrick Hampton	SC Commission in Higher Ed
Legislative Issues	Joey Derrick	USC-Columbia
Lending Liaison	Chuck Sanders	SC Student Loan Corporation
Site Selection	Aria Simmons	Midlands Technical College
Sponsorship	Melanie Gillespie	Southern Wesleyan College

Long Range Plan  
Association Involvement Task Force

Kyle Phillips  
Katie Harrison

Clemson University  
SC Tuition Grants Commission

As part of the SASFAA Presidents' Exchange, I will attend the VASFAA conference in late April. I look forward to sharing in the 50<sup>th</sup> Anniversary with my friends in Virginia.

Upcoming events:

- |                                      |                   |
|--------------------------------------|-------------------|
| • Federal Update with Dave Bartnicki | November 9, 2017  |
| • New Aid Officers' Workshop         | TBD               |
| • Leadership Symposium               | TBD               |
| • Annual Conference                  | March 26-28, 2018 |

Submitted by:

**Jennifer A. Williams**

**2017-18 SCASFAA President**



**South Carolina Association of  
Student Financial Aid Administrators**

#SCASFAA52JOY



Southern Association of Student Financial Aid Administrators

Charles Harper / TASFAA President

Executive Board Report – October 20-22, 2017

**Committee Members**

N/A

**Committee Goals for 2017-2018:**

Goals for Tennessee Association of Student Aid Administrators

- Ensure that TASFAA is represented at all SASFAA Board meetings
- Encourage TASFAA members to join SASFAA, if not already a member
- Encourage TASFAA participation in SASFAA events
- TASFAA President-Elect will participate in the SASFAA Presidents' exchange
- Offer Fall training across the state's three regions
- Transition new board as TASFAA celebrates 50<sup>th</sup> anniversary
- Offer pre-conference events at the TASFAA annual conference
- Continue Professional Development/Credentialing for TASFAA members
- Work with TASFAA Governmental Relations on State Hill visits.
- Continue to strengthen relationship with THEC/TSAC for student advocacy

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

N/A

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

N/A

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

N/A

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

**Summary of State Activities and Events**

TASFAA Executive Board met on October 6th at the Embassy Suites in Murfreesboro, TN. The Board had a productive meeting with discussions supporting our goals as outlined in the July SASFAA report. The conference committee met on October 5<sup>th</sup> as we began preparing for our 50<sup>th</sup> anniversary celebration. Tennessee will hold the annual FAFSA Frenzy on October 26<sup>th</sup> to help high school and college students with filing the FAFSA. Currently we have 150 members willing to volunteer for this event as well as college nights.

TASFAA Regional Fall Training will held on October 31 and November 1-2, 2017. The one-day training will be held on the October 31st at Union University in Jackson, November 1st at Trevecca University in Nashville, and November 2nd at Johnson University in Knoxville. Our agenda includes a federal update, state update and NASFAA credentialing for Campus Based Programs.

**Activities & Events:**

October 5-6, 2017 TASFAA Conference Committee meeting and TASFAA Board Meeting

October 20-22, 2017 SASFAA Board Meeting

October/November 2017 TASFAA Fall Training Series

January 11-12, 2018 TASFAA Conference Committee Meeting and TASFAA Board Meeting

February 9-11, 2018 SASFAA Executive Board Meeting

February 11-14, 2018 SASFAA Conference

April 22 – 25, 2018 TASFAA annual Conference

May 29-June 1, 2018 FASFAA Conference: President's Exchange

June 2018 TBD TASFAA Executive Board Meeting and TASFAA Transition Meeting

June 24 – 27, 2018 NASFAA Conference



Southern Association of Student Financial Aid Administrators

Biz Daniel/Virginia President

Executive Board Report – October 2017

**Committee Goals for 2017-2018:**

Goal 1 – Increase member ship and participation within VASFAA.

Goal 2 – Develop improved communication within the association to promote transparency to the membership.

Goal 3 – Promote professional growth through workshops, webinars, and the annual conference.

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

VASFAA Board

Biz Daniel, President	Great Lakes
Chad Sartini, Past President	Virginia Western Community College
Joan Zanders, President-Elect	Northern Virginia Community College
Ashley Reich, Secretary	Liberty University
Debra Johnson, Treasurer	Jefferson College of Health Sciences
Robin Gregory, Treasurer-Elect	Longwood University
Beth Armstrong, Representative-At-Large	Virginia Tech
Billy Ray Davis, Representative-At-Large	Northern Virginia Community College
Sherika Charit y, Representative-At-Large	Rappahannock Community College
Brad Scaggs, Representative-At-Large	Virginia Community College System

VASFAA Committee Chairs:

Holly Rison, Archives	Randolph Macon College
Chad Sartini, Awards/Nominations/Elections	Virginia Western Community College
Joe Doborta, Budget & Finance	The College of William & Mary
Tarik Boyd, Co-Conference Chair	Norfolk State University
Brenda McCafferty, Co-Conference Chair	ECMC
Joan Zanders, Fall Training Chair	Northern Virginia Community College
Jacinta McLeod, F.O.C.U.S	Fortis College
Beth Armstrong, Government Relations	Virginia Tech
Daniel McClanahan, Membership	Liberty University
Nanette White, Newsletter	Sallie Mae
Heidi-Hunter Goldsworthy, Secondary School Relations	University of Mary Washington
Anne Michie, Secondary School Relations	G.R.A.S.P.
Casey Wallen, Site Selection	ASA

Special Appointees:

Vern Fairchilds, Jr., Funds Manager	Retired
Nanette White, Lender Liaison	Sallie Mae

**Activities To Date:**

VASFAA held its 2nd Annual Director's Summit at Lynchburg College September 19, 2017 where 31 Financial Aid Director's from across the state were in attendance. This event allows for Directors from across the state from all sectors to get together to discuss hot topic issues, federal mandates effecting their campuses, state legislative issues and any other topic of concern. Issues discussed were that of the common award letter proposal by SCHEV, early FAFSA/PPY – what worked what did not, 399's as a result of PPY in the 4yr. public sector, Course and Program of Study Issues, and a discussion on the value of VASFAA with solid training, cost effective, targeted meetings, and the Association providing federal trainers for workshop events throughout the year. A special thank you goes out to Tim Saulnier, Director of Financial Aid at Lynchburg and his staff for coordinating such a successful event in a fabulous setting.

The annual Non-Conference workshop is scheduled to be held October 17, 2017, at the University of Virginia Campus. Joan Zanders and her team have constructed an informative workshop that will cover the topics of: NASFAA U Credential Preparation: Packaging and Notification of Awards, SCHEV Update on Standardized Award Letters, Identifying Fraudulent Documents-Detective Doug Comfort, 2018-19 Processing & Verification...The Latest News, and Review of Final VGAP Changes.

Planning for the 50th Anniversary celebration for VASFAA is well under way. I met with Brenda McCafferty and a few of her committee members early this month at The Main Hilton Hotel where we will have our conference. This is a brand new facility and we were able see where our group would be, the layout of sessions, and options for outside meals and entertainment. This venue is fantastic with many attributes allowing for VASFAA to celebrate its 50th Anniversary in style.

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

None at this time

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

None at this time

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

None at this time



Southern Association of Student Financial Aid Administrators

Chad Sartini/ Ad Hoc Robert's Rule of Order Policy and Procedures Review

Executive Board Report – October 17, 2017

**Committee Members:** Lianne Masterson, Ron Day, Bill Spiers, Chad Sartini

**Committee Goals for 2017-2018:** Review the Policy and Procedures Manual for adherence to Robert's Rules of Order. Note – As we reviewed the P&P we also compiled suggestions for changes as opportunities for clarification became apparent. The committee also determined that it would be prudent to review the Guide for Financial Management. Suggestions regarding the Guide will be forwarded to the Treasurer.

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

7095102

The chair is working with the Secretary to update the numbering of the P&P. Once we update numbering, we will reassess changes proposed at the July 2017 board meeting and resubmit suggested changes at the February 2018 board meeting.

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

Comment: Three legal duties bind association boards and their members. These are the duties of care, loyalty, and obedience. Board members need to be aware of these duties. Each year at the transition meeting, the board should review the duties so that new members are aware of them. Inclusion in the Policy and Procedures Manual ensures this.

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

- 5.1 – Add Legal Duties of the Board as 5.1.1

#### **5.1.1 - Legal Duties of Board Members**

Southern Association of Student Financial Aid Administrators (SASFAA, the Association) officers and board members must meet certain standards of conduct and attention in carrying out their responsibilities to the association. These standards are the duties of care, loyalty, and obedience. These collective duties apply to the entire board and require the active participation of all of its members. The board reviews these duties annually at the transition meeting.

#### **The Duty of Care**

The Duty of Care requires that SASFAA board members and officers be fully informed about the Association's activities, participate in decisions, and do so in good faith. Board members and officers must act in a manner they reasonably believe to be in the best interest of the Association and must use the care and judgment of an ordinarily prudent person when making decisions as a steward of the organization. SASFAA board members and officers carry out the Duty of Care through:

- Being aware of SASFAA's mission, plans and policies, and being sure they indeed serve the needs of the community that the board members represent.
- Fully participating in board meetings, deliberations, and decisions by attending board meetings and arriving fully prepared.
- Reading, evaluating, and ensuring accuracy of all reports, including minutes, financial, and committee reports.
- Ensuring the Association has sufficient resources to fulfill its mission.
- Using independent and best judgment when making decisions.

### **The Duty of Loyalty**

The Duty of Loyalty is a standard for faithfulness and requires all SASFAA board members and officers to give undivided allegiance when making decisions affecting the association. This means that board members must act in the interest of the association and not in their own interest or the interest of another entity, particularly one in which they have a formal relationship. SASFAA board members and officers carry out the Duty of Loyalty through:

- Recognizing and notifying the president and other board members of any conflict of interest, either formal or informal that may affect independent thought.
- Disclosing by a board member to the rest of the board any information about him/herself that could have an impact on his/her decision-making and oversight function.
- Never using information obtained as a board member for personal gain and always acting in the best interests of the organization.
- Completing a Conflict of Interest Form annually.
- Always thinking about and focusing on the priorities of the association and not that of yourself or another organization.

### **The Duty of Obedience**

The Duty of Obedience requires SASFAA board members and officers to comply with all applicable federal, state, and local laws and to adhere to the Association's By-Laws. Board members exercise their own reasonable judgment concerning how the Association should best meet its mission, and they may not act or speak publicly in a way that is inconsistent with the mission and goals of the association. SASFAA board members and officers carry out the Duty of Obedience through:

- Thorough knowledge of the Association's regulatory and reporting requirements and documents governing the association and its operations (such as By-Laws and Board Policies and Procedures Manual).



- Representing the association in a favorable light.
- Speaking “with one voice” after a decision has been made, even if the individual board member is in disagreement with the decision.

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

**Appendices:**

- A. Motion/ Action Item(s)
  - a. President:
    - i. Review of report format
  - b. Past President:
    - i. Presentation of slate of candidate and awards nominees.
  - c. Vice President:
    - i. Approve the 2018 NAOW location
    - ii. Approve the NAOW retreat proposal
  - d. Secretary:
    - i. Approve past meeting minutes and e-meeting minutes x2
  - e. Sponsorship chair
    - i. Guidebook for annual conference
- B. Policy & Procedure: Changes/ Recommendations
  - a. Past President: pages 12-15
  - b. Electronic Services Chair: pages 55-57
- C. New Ideas/Suggestions/ Recommendations