

**SASFAA Board Meeting
November 21, 2015
Web Meeting**

CALL TO ORDER

President Berrier called the meeting to order at 1:52 pm

Announcement of Substitute Voting: No substitute voting

Voting Members Present: Amy Berrier, Michael Morgan, Nathan Basford, Marian Dill, Jenelle Handcox, Vickie Adams, Sarah Baumhoff, Laura Keown, Nicole Patrick, Phillip Nelson, Ryan McNamara, Joey Trogdon, Elizabeth Milam, and Richard Smelser

Voting Members Absent: Michael Farris

Non-Voting Members Present: Terri Parchment, Jody Darby, Angie Black, Tracy Misner, Sandy Neel, Stacy Walker, Brenda McCafferty, Ken Cole, Janet Nowicki, and Sandy Neel

Non-Voting Members Absent: Ron Gambill

Establish a Quorum

The Chair declared a quorum.

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

Committee Reports

Treasurer, Jenelle Handcox

Jenelle reviewed her written report (See Attachment A)

The accountant has filed an extension for the 2014 SASFAA Federal Tax Returns. A reminder that copies of Map Quest or Google Maps are needed for re-imbusement of mileage expenses.

Budget and Finance, Terri Parchment

Terri reviewed her written report (See Attachment A)

SASFAA Budget is in line and no one is over-budget to date. The Balance Sheet will be updated with funds received from conference registration. Long Range Planning has submitted all expenses and outstanding contracts are updated.

Membership, Angela Black

Angela reviewed her written report (See Attachment A)

Membership numbers as of report 917 members.

Action Items: Approval of Recommended Bylaws change to put forth to the membership in February

The Membership Committee recommends changes to information pertaining to Membership in the Bylaws.

A summary of the proposed changes are as follows:

1. Allow members of all classifications to be considered, when applicable, for service on SASFAA committees.

2. Change “mailings and materials” to “communications.”

Below is the rationale:

1. Currently, Associate, Retired, and Honorary SASFAA Members are not qualified to serve on SASFAA committees, per stipulations in Article IV-Membership, Section 5. As a result, the leadership of SASFAA may be forced to restrict otherwise qualified individuals from service that could contribute positively to the work of SASFAA. Many of our members currently classified as Associate, Honorary, and Retired are former financial aid professionals with vast experience in financial aid and service to SASFAA. Since committee volunteers are reviewed by the president, committee chairs and/or the executive board, the Membership Committee considers it reasonable to allow members of all classifications to minimally be qualified for consideration and provided the opportunity to be vetted for service through the established committee assignment process.
2. The reference to “mailings and materials” is outdated. “Communications” more accurately represents any method of communication that may be used by SASFAA at any given time.

Current Bylaws – Article IV – Membership, Section 5

Section 5. The following items detail the rights of membership in the Association:

- A. All Active, Associate, Honorary and Retired members are listed annually on the membership roster and are provided with all SASFAA mailings and materials.
- B. Active members only:
 1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and
 2. May serve on Association committees, and
 3. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

Proposed Bylaws changes– Article IV – Membership, Section 5

Section 5. The following items detail the rights of membership in the Association:

- A. All Active, Associate, Honorary and Retired members:
 1. Are listed annually on the membership roster, and
 2. Are provided with SASFAA communications, and
 3. May serve on Association committees.
- B. Active members only:
 1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and

2. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

Motion to present to the members the changes in Bylaws- Article IV-Membership, Section 5 was made by Laura Keown and was seconded by Phillip Nelson. The motion passed unanimously.

Conference Chair, Janet Nowicki

Janet reviewed her written report (See Attachment A)

Honored to be asked to serve as Conference Chair to replace Brenda Burke.

The final agenda for the conference is on the SASFAA web site. On Sunday we will host a pre-conference workshop for Mid-Level officers along with two NASFAA University courses on Cost of Attendance and Professional Judgment. The Conference Committee is trying to rearrange the schedule to accommodate the Birds of a Feather sessions for Sunday due to additional expenses of \$3000 for meeting space. Board members can attend the pre-conference NASFAA U courses if they have no other conference commitments. National Anthem singer has been secured for the opening session at the conference. We are encouraging sponsors to get involved with the "Tailgate". Tuesday will be jam packed with sessions. Ron Gambill has secured a general session speaker. Prices for meals have gone up and will cost an additional \$10,000 to \$15,000. Concerned about the budget for conference. There were 71 registrations comp'ed in 2014 and 74 comp'ed for 2015. Reminded the board not to book their rooms (Janet will take care of that). There is a master spreadsheet and rooms will be booked by the conference chair.

Vice President, Michael Morgan

Michael reviewed his written report (See Attachment A)

Officially thanked Brad Barnett for the Management Institute workshop and Tracy Misner for the accommodations.

New Aid Officers Workshop: Heroes: Save a Student; Save the World

Jacksonville State University will be the host institution for the New Aid Officers Workshop June, 2016

Information will be forthcoming to the membership in the next few weeks. Hope to have all instructor positions will be filled before Christmas.

Long Range Plan, Sandra Neel

Sandra reviewed her written report (See Attachment A)

GAP outline will be issued to board in January for review

Sponsorship Chair, Brenda McCafferty

15 sponsors – Standard Training packages, 4 sponsors - Priority package with NASFAA a first time sponsor and a private gift from College Foundation from North Carolina. We have a little over \$52000 in income to date. The sponsorship committee have reached out to sponsors and have ask the board to find out who contracts out Perkins collections and provide contact information back to the committee.

Past President, Nathan Basford

Nathan reviewed his written report (See Attachment A)

A presentation with a slate of nominees to the board for the following open Executive Board positions:

Treasurer-elect
Secretary
Vice President

A presentation for candidates for the SASFAA Awards

A presentation for the NASFAA Regional Award

Site Selection, Tracy Misner

No report submitted

Report of Officers

President, Amy Berrier

Report submitted (See Attachment A)

Vickie Adams, Secretary

Report submitted (See Attachment A)

Communications and Outreach, Jody Darby

Report submitted (See Attachment A)

Electronic Services, Kenneth Cole

Report submitted (See Attachment A)

Global Issues, Stacy Walker

Report submitted (See Attachment A)

Legislative Relations, Ron Gambill

Report submitted(See Attachment A)

Site Selection, Tracy Misner

No report submitted

STATE REPORTS

North Carolina, Joey Trodgon

Report submitted (See Attachment A)

Florida, Ryan McNamara

No report submitted

Georgia, Sarah Baumhoff

Report submitted (See Attachment A)

Kentucky, Laura Keown

Report submitted (See Attachment A)

Mississippi, Nicole Partick

Report submitted (See Attachment A)

North Carolina, Elizabeth Milam

Report submitted (See Attachment A)

Tennessee, Richard Smelser

Report submitted (See Attachment A)

Virginia, Michael Farris

No report submitted

New Business:

None

Adjourn 3:35 pm

**November 19, 2015
Online Meeting**

Call to Order
Announcement of Substitute Voting
Establish a Quorum

Amy Berrier

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

Reports

Legislative Relations/Update

Ron Gambill

Treasurer

Jenelle Handcox

Budget and Finance

Terri Parchment

Update on current financial status and final Management Institute numbers

Membership

Angela Black

Action Item: Approval of Recommended Bylaws change to put forth to the membership in February 2016

Conference

Janet Nowicki

Vice-President

Michael Morgan

Update on Summer NAOW and Conference Pre-Conference Workshops

LRP

Sandy Neel

Sponsorship

Brenda McCafferty

Nominations

Nathan Basford

Presentation of Slate of Officers 2016-2017

Unfinished Business

New Business

Executive Session (Voting Members Only):

NASF AA Regional Leadership Award Nominations

Nathan Basford

SASF AA Award Nominations

Nathan Basford

ATTACHMENT A



Southern Association of Student Financial Aid Administrators

Amy Berrier - President

November 19, 2015 Board Report

Committee Goals for 2015-2016:

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

LRP and GAP Goal Activity Since Last Board Meeting:

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

Activity: At the July meeting, the Executive Board voted to recommend a bylaws change to the membership in February 2016 to change the VP term to two years.

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

Activity: I have provided the 2015-2016 GAP Spreadsheet to each officer, committee chair, liaison, task force chair, and state president. I have provided an example board report and explanation regarding goals and objectives. Committee goals were also discussed at the June 2015 transition meeting and the July 2015 board meeting. I will continue to work with Past President Basford to revise the GAP spreadsheet to make it simpler in anticipation of a new LRP to be approved prior to July 1, 2016.

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

Activity: The November 19th board meeting will be via GoToWebinar instead of a face-to-face meeting. Any business that needs to be brought before the board this fall will be conducted via email, conference call, and webinar/WebEx. The Management Institute Committee Chair, the Veterans Task Force Chair, and the Minority Serving Institutions Task Force Chair will not attend any board meeting. Their work will be done electronically and via conference call. Other committees will continue to use the GoToMeeting software to meet.

LRP 4.5: Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Activity: The November 19th board meeting will be held via GoToMeeting and not face-to-face. Any necessary business will in the fall will be conducted by electronic means. Each committee chair will continue to have the

option of using email, conference calls, and WebEx to conduct committee business. Several committees have utilized this technology so far this year.

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

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

Amy Berrier cont.

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

Activity: Will keep this in mind throughout the year. The President-Elect has traditionally attended the NASFAA Leadership Conference during his/her year as President-Elect so he/she can be with the state presidents-elect that attend the workshop. These expenses are not in the current 2015-2016 budget to send an additional person other than the President-Elect. I would recommend to President-Elect Dill and the 2016-2017 to consider funding to send the Treasurer-Elect to the 2017 NASFAA Leadership Conference. The first Treasurer-Elect will be elected at the February 2016 conference.

LRP 5.5: Provide recognition of state and regional leaders.

Activity: This will continue to be done throughout the year. The entire executive board has been listed on the SASFAA webpage. I sent a notice to the membership on July 15, 2015 with this information. I also sent a notice to the SASFAA membership on Tuesday, November 11th requesting feedback on SASFAA for the upcoming meeting. To save time, I will summarize the responses/concerns and email them out to the board for consideration.

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

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

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

Activity: Solicited volunteers from the entire membership. Working with all committee chairs to make sure that all sectors are represented in committee member appointments. Will keep this in mind when planning all association activities throughout the year. Conference Chair Nowicki will utilize remaining volunteers not serving on a committee at the upcoming annual conference (assuming the members will be attending).

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

Activity: Will continue to solicit and communicate with all members of the association regarding activities and meetings. Will serve as a board observer to NASFAA. Attended the NASFAA Board meeting November 9-10, 2015 in Scottsdale, Arizona.

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

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

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

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

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

Activity: I have continued to forward updated volunteer lists to the board. I have also emailed every volunteer to thank them for their service to SASFAA.

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

Activity: This recommended change to the bylaws was approved by the board at the July board meeting. This recommended bylaws change will be put on the ballot for consideration by the membership in February 2016.

GAP 3: Update the SASFAA Policy and Procedure Manual to indicate that the President must take the Long Range Plan and the Governance and Planning Committee's recommendations in establishing the goals and objectives for the year, while adding personal

Amy Berrier cont.

goals that are approved by the Board of Directors. The goals should be given to each Board member no later than two weeks prior to the first Board meeting following the Transition meeting.

Activity: Zita Barree, the most Immediate Past President, assisted in creating the initial spreadsheet for 2015-2016 based on the GAP committee report and the 2011-2016 Long Range Plan. I added my personal goals to the end of the spreadsheet. I will continue to work with Past President Nathan Basford to revise the GAP spreadsheet in anticipation of the new LRP to be approved no later than June 30, 2016.

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

Activity: This was brought up at the July board meeting. The board did not feel that it was their responsibility to define new and returning or establish metrics.

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

Activity: The board did not feel it was their responsibility to create a standard definition and/or metrics.

GAP 12: The President needs to provide the GAP Committee with a comprehensive listing of all SASFAA Board and committee members with demographic information that includes sector type, ethnicity, gender, and years of experience. The list should be given to the GAP Committee at least 30 calendar days before the GAP Committee meets. It is the responsibilities of the committee chairs to have each of the committee members to complete this document.

Activity: I continued to revise the committee member spreadsheet. I will work with Ken Cole to create form for committee members to complete for the missing information on the spreadsheet. Thanks to Angela Black, Membership Chair, for assisting me with this spreadsheet and collection of data.

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

Activity: The board did not feel it was their responsibility to create a standard definition and/or metrics.

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

Activity: The board did not feel it was their responsibility to create a standard definition and/or metrics.

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

Activity: The SASFAA Management Institute, chaired by Brad Barnett, was held in Orlando, FL on October 7-9, 2015. Budget and Finance Chair Terri Parchment will provide an update on the income/expenses of the event.

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

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

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

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

Amy Berrier cont.

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

Activity: This recommendation was discussed at the July board meeting. The board did not vote to make any changes to the charity rotation schedule.

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

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

ALB #19: Publish operational calendar.

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

Action Items:

None

Personal Thoughts and Recommendations:

Thanks to everyone for all of their hard work during this year so far! Special thanks to Nathan for continuing to be a resource for me in my role as President. I will continue to work with Marian Dill throughout the year (a continual transition process) to help her prepare for her year as President in 2016-2017. I am honored to serve along with all of you to lead SASFAA this year.

Completed/In-Progress Items:

- 1) Work with Terri Parchment on the Budget Planning Document
- 2) Worked with Michael Morgan on finalizing the NAOW contracts for Jacksonville State University. Signed contracts after board e-meeting.
- 3) Attended the SASFAA Management Institute in Orlando
- 4) Appointed Janet Nowicki as the new Conference Chair and am working closely with her
- 5) Worked with Ken on many issues
- 6) Worked with Ken and Rachel Cavanaugh to get the VA webinar set up for November 23rd
- 7) Appointed Sandy Neel to the position of Secretary as of December 1st (due to resignation of Vickie Adams)
- 8) Attended the Regional Presidents Meeting at the NASFAA Office in DC October 19-20
- 9) Attended NCASFSA to represent SASFAA – assisted with New Aid Workshop, presented a session on SAP, and presented the SASFAA Update
- 10) Attended the NASFAA Board Meeting November 9-10 in Scottsdale, Arizona
- 11) Participated in a conference call with Congressman Meadows Office (R-NC) regarding FSA issues prior to the November 18th hearing (along with Megan from NASFAA, Lisanne Masterson from NC and NASFAA Board Member, and Dori Barron from NC)
- 12) Assigned state conferences to myself, Nathan Basford, and Marian Dill – thanks to each of these individuals for helping to make sure there is SASFAA Representation at each state event
- 13) Worked with Vickie Adams on updating certain sections of the P and P Manual
- 14) Other duties as they arise daily



Southern Association of Student Financial Aid Administrators

Ron Gambill/Legislative Relations

November 19, 2015 Board Report

Committee Goals for 2015-2016:

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

Committee Activity Since the Last Board Meeting:

- Weekly updates for Congress when it has been in session have been provided to Legislative Relations Committee members and for posting to the membership.
- Completed the committee membership with the addition of Frank Valines for Florida and added Chad Sartini who is a former member of the committee. Committee membership is now at 10.
- Committee conference call was conducted October 5, 2015. Another call will be conducted in December to establish the Hill Day meeting in the Spring.
- Committee is reviewing the advocacy positions for the Hill Day.

Legislative Update:

House Leadership Changes

Congressman John Boehner who served as Speaker of the House resigned and after much political maneuvering, Congressman Paul Ryan was elected the new Speaker on October 30. Speaker Ryan had served as Chair of the House Ways and Means Committee, and Congressman Kevin Brady was chosen to serve as the new Chairman.

Budget

On October 28th the House passed the Bipartisan Budget Act of 2015. The legislation amended the Communication Act of 1934 to allow the use of auto dialers to contact borrowers on their cell phones “to collect a debt owed to or guaranteed by the United States government.” The legislation passed the Senate and was signed into law. It is a two-year budget, but does not avoid a government shutdown due to issues of the debt limit. The debt limit issue must be resolved by December 11, 2015.

Congressional Bills Update

Numerous stand-alone bills have been introduced in both the House and Senate that would deal with many issues in higher education. Although none have real traction, it will increase the focus of the Reauthorization of the Higher Education Act. Several of the bills relate to student loan debt, college costs, and accreditation. One bill of interest would reauthorize the Perkins Loan Program, pending the Reauthorization of the HEA, as the program is now in wind-down.

Ron Gambill cont.

Regulatory Update

Final regulations were issued on the Revised Pay As You Earn (REPAYE) plan that created an additional Income Driven Repayment program which will allow early implementation in December. Numerous questions have already been identified, and there will be Dear Colleague Letters of implementation forthcoming.

The USDE has provided a notice for another Negotiated Rulemaking Team to address borrower defenses relative to the repayment of loans in the Federal Direct Loan Program as it relates to omissions of an institution of higher education.



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report 11/19/2015

Committee Goals for 2015-2016:

Officer/State President/Committee Activity Since Last Board Meeting:

Completed annual tax questionnaire and submitted supporting documentation to CPA
Expense claims, travel claims and other reimbursements paid upon receipt
All bills paid upon receipt
Deposits posted bi-weekly
Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot
Payments for registrations, membership dues and sponsorships posted and receipted weekly
Financial reports submitted monthly to each Board member
Bank accounts reconciled monthly
Credit card reconciled and outstanding balance paid monthly
PayPal reconciled and deposited monthly
Credit cards have been ordered for new Board members and accounts for prior Board members have been closed

Action Items:

None

Policy & Procedure: Changes/ Recommendations:

None

Personal Thoughts and Recommendations:

None

Completed/In-Progress Items:

Activities listed above will continue on a weekly, bi-weekly, monthly or as-needed basis



Southern Association of Student Financial Aid Administrators

Terri Parchment/Budget & Finance Chair

November 19, 2015

Committee Goals for 2015-2016:

- The future financial stability of the Association is provided through careful and regular planning and evaluation.
- Fiscal integrity will be ensured.

Officer/State President/Committee Activity Since Last Board Meeting:

LRP 14.3: Monitor, review and revise, as necessary, the Association's investment strategy for positioning the Association's finances.

Update: Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board

Action Items:

Policy & Procedure: Changes/ Recommendations:

Personal Thoughts and Recommendations:

Completed/In-Progress Items:

I have drafts of the Treasurer-Elect and Budget & Finance Chair sections for the review of the Treasurer and President and will present for approval at the February Board Meeting.

Hotel Contracts/Liabilities

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

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

Room Rate is \$137 per night

Tax is 12.75%

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

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

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

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

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

Cancellation provisions

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

1095-730 days – 25% of anticipated revenue

Terri Parchment cont.

729-366 days – 50% of anticipated revenue

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

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

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

Total liability as of November 2015: Liability charges based on individual contracts and timing \$123,179

ACC Hall of Champions – February 6, 2016	\$200
Ovations Catering – February 6, 2016	\$200
Stylus SE LLC – DJ – February 9, 2016	\$1,005

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

Have to meet 80% of guest room commitment

Room Rate is \$170 per night

Tax is 12%

Other Considerations:

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

Cancellation provisions:

Food and Beverage

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

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

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

Full Group Cancellation:

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

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

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

Total liability as of November 2015: Liability charges based on individual contracts and timing \$7,650

Beau Rivage Resort and Resort and Casino - Biloxi – February 10 - 14, 2017 – Conference

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

Room Rate is \$139 per night

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

Tax is 12.00%

80% of 1220 guest room commitment = 976

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

Terri Parchment cont.

Exhibit Space Rental: \$35.00 per booth. We are confirmed with 50 booths.
Deposit of \$5,000 by February 10, 2016

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

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

Cancellation provisions

Signing date until February 10, 2016 = \$56,922.25
From February 11, 2016 to May 10, 2016 = \$113,844.50
From May 11, 2016 to August 10, 2016 = \$170,766.75
From August 11, 2016 to the first arrival date = \$227,689.00

Total liability as of November 2015: Liability charges based on individual contracts and timing \$56,922

Total liability of outstanding contracts is \$189,156 as of November, 2015

SASF AA, Inc. Investments as of November 16, 2015

BB&T Checking	\$51,075.73
BB&T Savings	\$64,446.75
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$400,495.38
Charles Schwab (NASFAA)	<u>\$303,545.50</u>
Total Assets	\$822,287.27

SASF AA, Inc. Inventory as of June 30, 2013

The following items are held by the treasurer.

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

The following items are held by the membership chair.

Laptop, Printer, and misc. software/hardware.

MS Office XP Version 2002 – WO524342-0530-L10

MS Office 2000 – WO509336-0506

2 Port Data Transfer Switch – FIB-024-E

HP Pavilion zt1175 Laptop

SASFAA, Inc.
Budget vs. Actuals: 2015-2016 Budget - FY16 P&L
July 2015 - June 2016

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
01 Membership Dues	26,880.00	46,375.00	-19,495.00	57.96%
02 Professional Development	23,200.00	100,350.00	-77,150.00	23.12%
03 Annual Meeting	11,905.00	134,375.00	-122,470.00	8.86%
04 Vendors/Sponsors/Patrons	25,375.00	106,526.00	-81,151.00	23.82%
05 Advertising		0.00	0.00	
07 Interest Earned	8.35	50.00	-41.65	16.70%
09 Transfer from Assets		0.00	0.00	
11 Dividends Earned	4,214.49	24,000.00	-19,785.51	17.56%
12 Capital Gains		2,100.00	-2,100.00	0.00%
	\$	\$	-\$	
Total Income	91,582.84	413,776.00	322,193.16	22.13%
	\$	\$	-\$	
Gross Profit	91,582.84	413,776.00	322,193.16	22.13%
Expenses				
101 President	2,495.62	9,500.00	-7,004.38	26.27%
102 President-Elect	1,519.96	6,500.00	-4,980.04	23.38%
103 Vice President	860.89	5,129.00	-4,268.11	16.78%
104 Secretary	435.56	3,130.00	-2,694.44	13.92%
105 Treasurer	1,438.62	5,500.00	-4,061.38	26.16%
106 Past President	3,008.68	9,000.00	-5,991.32	33.43%
201 Membership	620.85	4,627.00	-4,006.15	13.42%
202 Electronic Services	1,050.00	3,444.00	-2,394.00	30.49%
203 Professional Advancement	12,313.73	120,450.00	-108,136.27	10.22%
204 Communications & Outreach	847.73	2,670.00	-1,822.27	31.75%
205 Budget and Finance	857.74	3,000.00	-2,142.26	28.59%
206 Annual Meeting Program	11,755.09	141,550.00	-129,794.91	8.30%
207 Site Selection	928.25	3,500.00	-2,571.75	26.52%
210 Executive Board	6,009.65	31,365.00	-25,355.35	19.16%
211 President's Contingency		500.00	-500.00	0.00%
213 Advance Program Planning	4,320.00	6,320.00	-2,000.00	68.35%
214 Global Issues	830.20	2,670.00	-1,839.80	31.09%
215 Prior Administration Bills		-284.00	284.00	0.00%
216 Legislative Relations	336.00	13,200.00	-12,864.00	2.55%
217 Long Range Planning & GAP	4,856.50	11,755.00	-6,898.50	41.31%
218 Vendor/Sponsor	12.00	11,150.00	-11,138.00	0.11%
219 Special Projects		0.00	0.00	
220 Resource Partner Liaison		0.00	0.00	
224 Accounting Fees	2,077.59	10,000.00	-7,922.41	20.78%
225 Online Payment Processing Fees	1,380.13	4,600.00	-3,219.87	30.00%

Terri Parchment cont.

227 NASFAA Hospitality 2014		0.00	0.00	
228 Inter-State Travel	665.24	4,500.00	-3,834.76	14.78%
	\$	\$	\$	
Total Expenses	58,620.03	413,776.00	355,155.97	14.17%
	\$	\$	\$	
Net Operating Income	32,962.81	0.00	32,962.81	
	\$	\$	\$	
Net Income	32,962.81	0.00	32,962.81	

Monday, Nov 16, 2015 09:21:54 AM PST GMT-6 - Cash Basis

SASFAA, Inc.
Balance Sheet
As of November 16, 2015

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
BB&T Checking	51,075.73
BB&T Savings	64,446.75
Edward Jones-Money Market	<u>2,723.91</u>
	\$
Total Bank Accounts	118,246.39
Other current assets	
Advisory Solutions 20/80 @ Edward Jones	400,495.38
Charles Schwab (NASFAA)	<u>303,545.50</u>
	\$
Total Other current assets	704,040.88
	\$
Total Current Assets	822,287.27
	\$
TOTAL ASSETS	822,287.27
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	757,980.87
Retained Earnings	31,343.59
Net Income	<u>32,962.81</u>
	\$
Total Equity	822,287.27
	\$
TOTAL LIABILITIES AND EQUITY	822,287.27



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report 11/19/2015

Committee Goals for 2015-2016:

Officer/State President/Committee Activity Since Last Board Meeting:

Completed annual tax questionnaire and submitted supporting documentation to CPA
Expense claims, travel claims and other reimbursements paid upon receipt
All bills paid upon receipt
Deposits posted bi-weekly
Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot
Payments for registrations, membership dues and sponsorships posted and receipted weekly
Financial reports submitted monthly to each Board member
Bank accounts reconciled monthly
Credit card reconciled and outstanding balance paid monthly
PayPal reconciled and deposited monthly
Credit cards have been ordered for new Board members and accounts for prior Board members have been closed

Action Items:

None

Policy & Procedure: Changes/ Recommendations:

None

Personal Thoughts and Recommendations:

None

Completed/In-Progress Items:

Activities listed above will continue on a weekly, bi-weekly, monthly or as-needed basis



Southern Association of Student Financial Aid Administrators

Angela Black/Membership Committee Chair

Executive Board Report/November 19, 2015

Committee Goals for 2015-2016:

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

LRP and GAP Goal Activity Since Last Board Meeting:

LRP 4.5: Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

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

LRP 6.7: Provide mentoring opportunities for new members.

Activity: 15-16 membership application provides the opportunity for new members to indicate interest in mentoring opportunities. The membership committee is currently in the process of verifying records in preparation for the official launch of the mentorship program for the 15-16 membership year.

Action Items:

The Membership Committee recommends changes to information pertaining to Membership in the By-laws. See attached, titled "Membership Committee Recommendation for Bylaws Change 11-19-15 Board Meeting."

Policy & Procedure: Changes/ Recommendations:

Not applicable at this time.

Personal Thoughts and Recommendations:

Not applicable at this time.

Completed/In-Progress Items:

Angela Black cont.

The membership committee has been proactively managing the membership database on an ongoing basis. On a monthly basis, the membership committee has categorized and filed membership data to effectively manage the new membership categories and to provide the opportunity for better membership data and trend analysis across membership years in the future. The membership committee is gearing up for another round of communications to populations of non-members to encourage membership. The membership committee is currently in the process of verifying records in preparation for the official launch of the mentorship program for the 15-16 membership year. After record verification activities are completed, the membership committee will seek additional information from the mentors and mentees regarding areas of interest, leadership, special programs, and expertise with the intent to make a meaningful match between the mentor and mentee. The membership committee chair has been in discussion with the president about a potential small-scale event to provide mentors and mentees the opportunity to connect at the annual conference. The membership committee is also preparing to order supplies needed for work associated with the conference.

Membership Update:

As of 11-15-15, there are 917 members. Of those, 859 are classified as active, 19 are classified as associate, 2 are classified as retired, and 37 are classified as honorary. Additionally, there are 85 preliminary/initiated members with applications pending payment.

The Membership Committee recommends changes to information pertaining to Membership in the By-laws.

A summary of the proposed changes are as follows:

1. Allow members of all classifications to be considered, when applicable, for service on SASFAA committees.
2. Change “mailings and materials” to “communications.”

Below is the rationale:

1. Currently, Associate, Retired, and Honorary SASFAA Members are not qualified to serve on SASFAA committees, per stipulations in Article IV-Membership, Section 5. As a result, the leadership of SASFAA may be forced to restrict otherwise qualified individuals from service that could contribute positively to the work of SASFAA. Many of our members currently classified as Associate, Honorary, and Retired are former financial aid professionals with vast experience in financial aid and service to SASFAA. Since committee volunteers are reviewed by the president, committee chairs and/or the executive board, the Membership Committee considers it reasonable to allow members of all classifications to minimally be qualified for consideration and provided the opportunity to be vetted for service through the established committee assignment process.
2. The reference to “mailings and materials” is outdated. “Communications” more accurately represents any method of communication that may be used by SASFAA at any given time.

Current By-laws – Article IV – Membership, Section 5

Section 5. The following items detail the rights of membership in the Association:

- A. All Active, Associate, Honorary and Retired members are listed annually on the membership roster and are provided with all SASFAA mailings and materials.
- B.
- C. Active members only:

1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and
2. May serve on Association committees, and
3. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

Proposed By-laws changes (edits/mark-up version) – Article IV – Membership, Section 5

Section 5. The following items detail the rights of membership in the Association:

A. All Active, Associate, Honorary and Retired members:

1. Are listed annually on the membership roster, and
2. Are provided with all SASFAA mailings and materials communications, and
3. May serve on Association committees.

B. Active members only:

1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and

Angela Black cont.

2. May serve on Association committees, and
32. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

Proposed By-laws changes (final-no mark-up) – Article IV – Membership, Section 5

Section 5. The following items detail the rights of membership in the Association:

A. All Active, Associate, Honorary and Retired members:

1. Are listed annually on the membership roster, and
2. Are provided with SASFAA communications, and
3. May serve on Association committees.

B. Active members only:

1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and
2. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.



Southern Association of Student Financial Aid Administrators

Janet Nowicki/Conference Chair

11/17/15

Committee Goals for 2015-2016:

- Completing all aspects of the 2016 Annual Conference started by the original Conference Chair including finalizing the agenda, sessions and presenters, activities, meals, etc
- Coordinate efforts with the Sponsorship Chair to meet her requirements for the Exhibit area and activities associated with her sponsors
- Coordinate efforts with the Vice President and his activities with the Pre-Conference workshops for Mid-Level and NASFAAU sessions
- Coordinate efforts with the President-Elect and her activities in regards to her State President-Elects workshop
- Coordinate efforts with the Local Arrangements Chair as needed
- Coordinate efforts with Treasurer and Membership Chair for Registration before and during the conference
- Coordinate all aspects of any items going up on the website with the Electronic Services Chair
- Submit any items that need to go on the listserv, Blog, or Social Media to the Communications Chair
- Complete any other activity as assigned by the President

Officer/State President/Committee Activity Since Last Board Meeting:

- Conference website has been created with information about the hotel and conference
- Conference Registration has been opened
- Agenda is finalized with Speakers and Sessions and activities
- Agenda has been posted to the SASFAA website
- Keynote Speaker has been identified and verified
- Federal Speakers have been identified and verified except for the Federal Update(either Jeff or Carney)

Action Items:

- None at this time

Policy & Procedure: Changes/ Recommendations:

- None at this time

Personal Thoughts and Recommendations:

- Thanks for everyone's support at this time of transition!

Completed/In-Progress Items:

- See above items

Southern Association of Student Financial Aid Administrators

Janet Nowicki, Conference Chair



SASFAA Annual Conference
Greensboro, NC
February 7-10, 2016

SASFAA 2016 Conference - Greensboro, NC

Tentative Agenda

Friday, February 5, 2016

Time

All day

Event

Travel Day for Executive Board and Conference Committee

Janet Nowicki cont.

6:30 PM

Executive Board & Conference Committee Dinner

Saturday, February 6, 2016

Time

Event

8:00 AM – 9:00 AM

Breakfast – Executive Board and Conference Committee

9:00 AM – 5:00 PM

Executive Board Meeting

9:00 AM – 5:00 PM

Conference Headquarters – Set up

12:00 PM – 1:00 PM

Lunch – Executive Board & Conference Committee

2:00 PM - 5:30 PM

Conference Committee Meeting

6:30 PM – 8:30 PM

President's Appreciation Dinner

Sunday, February 7, 2016

Time

Event

8:00 AM – 9:00 AM

Breakfast – Executive Board, Conference Committee,
State President-Elects

8:00 AM – 4:30 PM

Conference Registration Open

8:00 AM – 12:00 PM

Vendor Set-up

Janet Nowicki cont.

1

SASF AA 2016 Conference - Greensboro, NC Tentative Agenda Friday, February 5, 2016 Time Event

All day

Travel Day for Executive Board and Conference Committee

6:30 PM

Executive Board & Conference Committee Dinner Saturday, February 6, 2016 Time Event

8:00 AM – 9:00 AM

Breakfast – Executive Board and Conference Committee

9:00 AM – 5:00 PM

Executive Board Meeting

9:00 AM – 5:00 PM

Conference Headquarters – Set up

12:00 PM – 1:00 PM

Lunch – Executive Board & Conference Committee

2:00 PM - 5:30 PM

Conference Committee Meeting

6:30 PM – 8:30 PM

President's Appreciation Dinner Sunday, February 7, 2016 Time Event

8:00 AM – 9:00 AM

Breakfast – Executive Board, Conference Committee, State President-Elects

8:00 AM – 4:30 PM

Conference Registration Open

8:00 AM – 12:00 PM

Vendor Set-up

Janet Nowicki cont.

2

9:00 AM – 3:00 PM

Mid-Level Officers Pre-Conference Workshop

This pre-conference workshop event for mid-level managers is designed for individuals in the Financial Aid Office who are aspiring to be more involved in decision-making. The workshop will introduce skills to better equip professionals for success while refining their financial aid content knowledge. Prepare for the new ever-changing career in financial aid as we continue to evolve into a new breed of financial aid administrator. Sessions will consist of 5 sessions that encourage interaction and creative thinking with other movers and shakers in the southeastern region.

9:00 AM – 3:00 PM

State Presidents-Elect Workshop

9:00 AM - 12:00 PM

NASFAA University: Cost of Attendance

The cost of attendance (COA) session offered by NASFAA U focuses on the process of COA construction, selecting appropriate methods of research to use for determining student budget expenses, identifying and describing the COA components, and identifying when a student's COA must be recalculated. The sessions are designed for financial aid administrators with less than two years of experience or as a refresher course for seasoned financial aid administrators. The sessions use 2015-16 NASFAA CORE materials. Completion of this session qualifies the participant to take the optional Cost of Attendance credential test.

12:00 PM – 1:00 PM

Luncheon – Executive Board, Conference Committee & Mid-Level Workshop, NASFAA University Workshop, State President-Elects Workshop attendees

1:00 PM - 3:45 PM

Vendor Area Open

1:00 PM – 3:45PM

NCASFAA Hospitality Suite

1:00 PM – 3:30PM

NASFAA University: Professional Judgement

The professional judgment session offered by NASFAA U introduces participants to professional judgment, including circumstances for which a financial aid administrator may exercise it, documentation requirements, recalculating a student's financial need, and adjusting financial aid. The sessions are designed for financial aid administrators with less than two years of experience or as a refresher course for seasoned financial aid administrators. The sessions use 2015-16 NASFAA CORE materials. Completion of this session qualifies the participant to take the optional Professional Judgement credential test.

Janet Nowicki cont.

4:00 PM – 5:30 PM

Opening Session

Presiding: Amy Berrier, SASFAA President

Presentation of Colors

National Anthem

Welcome to Greensboro: Dr. Franklin D. Gilliam, Jr., Chancellor, UNC - Greensboro

Welcome from NCASFSA: Joey Trogdon, NCASFSA President

Charity Introduction: Lorie Southerland and Josephine Callahan, Fisher House

Guest Keynote Speaker: Major General Gerald W. Ketchum

5:30 PM – ??

SASFSA Super Bowl Sunday Tailgate & Watch Party (Wear your favorite NFL Team Jersey or Tailgating Gear) Monday, February 8, 2016 Time Event

7:15 AM – 3:00 PM

Conference Registration Open

3

7:15 AM – 8:30 AM

Continental Breakfast

7:30 AM – 11:30 AM

Vendor Area Open

8:30 AM – 11:30 AM

NCASFSA Hospitality Suite

8:30 AM – 9:45 AM

General Session

Student Loan: Reconciling the Rhetoric with the Reality

As FAAs we may deal with student loans as part of our daily routine. Thus, all the media attention and the growing concerns of student loan debt is probably no surprise to us. Beth Akers is a fellow in the Brookings Institution's Brown Center on Education Policy. Come listen to her present both sides of the argument, "Student Loan: Crisis or Media." We all have our own opinions, but has it really grown to a crisis level or is it just media hype? Once you

Janet Nowicki cont.

hear both sides of the argument, you will leave with a better understanding of both sides, feel better that your opinion was right on target or you may even change your mind!

9:45 AM – 10:00 AM

Break

10:00 AM – 11:15 AM

Concurrent Sessions

Session 1 Review of NCAA Division II Financial Aid Legislation

Division II began a comprehensive review of its financial aid legislation in June 2014. This session will provide an overview of current legislation and an update on the review, including several policy and legislative changes that have already been implemented. An NCAA staff member will provide an overview of financial aid concepts being considered by the Division II Legislation Committee. Attendees will have an opportunity to provide feedback on the legislative concepts. It is expected that the Division II membership will vote on financial aid proposals at the 2017 NCAA Convention.

Session 2 Federal Methodology: Part I

Ever wondered how the Expected Family Contribution (EFC) is calculated? This session will describe the underlying principles of need analysis, explain the various federal methodology formula models, and give attendees an opportunity to perform an EFC hand calculation.

Session 3 Public Service Forgiveness

Join us as we provide an overview of the Public Service Loan Forgiveness program. As the sole servicer for Public Service Loan Forgiveness, we will review the eligibility requirements, borrower experience, and resources for our school partners. We will also go over some common mistakes made on the Employment Certification Form.

Session 4 Top 10 Compliance Findings

Have you ever wondered what kinds of Title IV problems school face in audits and program review? Well, unless you are scheduling a review, this session is for you. We will discuss the most recent audit and program review findings from FY 2014. Aside from providing information related to common mistakes that can lead to these findings, we will have an interactive discussion with participants on ways to resolve these potential concerns.

4

Session 5 Lead Up, Down and All Around

Financial aid personnel play an increasingly complex role in building relationships with colleagues across campus-- from peers, to presidents and staff, to students. Data is the key to the stories that must be told. This workshop will take a look at how best to craft these relationships and keep your voice in the matters pertaining to financial aid. Three groups of contacts will be discussed: up (presidents and boards of trustees), down (staff and student management), and all around (media, agencies, entities outside the campus).

Session 6 Supporting and Serving GLBTQ Students (Part I): Understanding the Spectrum of Sexual Orientation and Gender

Janet Nowicki cont.

Part I of the Supporting and Serving GLBTQ Students workshop will provide an overview of the ways in which GLBTQ students are currently self-identifying in terms of their gender identity, gender expression and sexual orientation in order to prepare faculty and staff to understand the needs of these students and how best to serve and support them.

Session 7 Comprehensive Default Management & Financial Literacy

At Valencia College we have had a Financial Literacy Program for 5 years. Two years ago we married our Default Aversion efforts to the Literacy Program. We have received grant funds and institutional funds to create our efforts and have institutional leadership support.

Session 8 Collaborating to Increase Student Retention

Nationally, not much more than half of the students in the four year institution graduate and a much smaller proportion of students in two year institutions students graduate. Retaining students is a charge often given to one office, however the work truly spans the institution. This session will focus upon outlining areas of focus across the campus which, when coordinated through SEM, can improve retention and graduation rates.

11:15 AM - 11:30 AM

Break

11:30 AM – 1:00 PM

Luncheon/SASFAA Business Meeting

NASFAA Update

NASFAA Chair, Dann Mann will provide a NASFAA Update.

1:15PM – 2:30 PM

Concurrent Sessions

Session 1 Mitigating Fraud Risks in Title IV Programs

The purpose of this session is to raise awareness of the issues unique to post-secondary schools and the distance education environment and to discuss actions to mitigate the risks associated with education fraud. Title IV programs are large, complex, and inherently risky because of their design, reliance on numerous entities for administration and oversight, the nature of the student population, and the changes in educational delivery methods, such as distance education. After this presentation, a participant will gain a better understanding of the OIG Mission and the recommendations made by the OIG in Management Information Reports to help mitigate fraud risks in Title IV Programs.

Session 2 Federal Methodology: Part II

Ever wondered how the Expected Family Contribution (EFC) is calculated? This session will describe the underlying principles of need analysis, explain the various federal methodology formula models, and give attendees an opportunity to perform an EFC hand calculation.

Janet Nowicki cont.

5

Session 3 Resolving Citizenship, Selective Service and Veteran Status C-Flags

This session will provide tips and strategies for working with your students to quickly resolve issues of database matches that have resulted in a resolution being required before the student eligibility can be determined. Best practices will be discussed, strong audience participation will be encouraged.

Session 4 Gainful Employment Overview

This session will provide an overview of the Gainful Employment (GE) regulations that became effective July 1, 2015, including the GE program disclosures that institutions must update no later than January 31, 2016 using the Department's disclosure template.

Session 5 Enrollment Management - What does it mean for financial aid folks?

Enrollment management tends to be a popular trend in higher education. What does it really mean since enrollment and retentions goals can be managed by two different entities on campus and in some cases are at odds with each other? This session will discuss how the University of Miami's Enrollment Management team is working to transform student lives by re-engineering how financial aid supports students as they pursue obtaining a degree.

Session 6 SULA Requirements & Best Practices

SULA?!?! You know the 150% Subsidized Loan Usage Limit. Come, learn and listen to an institutions best practices and perspectives.

Session 7 Supporting and Serving GLBTQ Students (Part II): Campus Climate, Institutional Barriers, and Action Strategies

Part II of the Supporting and Serving GLBTQ Students workshop will explore contemporary campus climate, the interpersonal and institutional barriers that GLBTQ students face, and concrete action strategies that faculty and staff can use to create an inclusive environment in their respective departments and to advocate for more inclusive policies and practices at their institutions.

Session 8 ED Program Reviews and NASFAA's Standards of Excellence Review Program

Come learn about what to expect and how to prepare for an ED Program Review as well as how NASFAA's Standards of Excellence Review Program can assist your institution. This presentation will also discuss the analysis conducted by NASFAA on ED Program Reviews

2:30 PM – 5:00 PM

Vendor Area Open

2:30 PM – 5:00 PM

NCASF AA Hospitality Suite

2:30 PM – 2:45PM

Break

Janet Nowicki cont.

2:45 PM – 4:00 PM

Concurrent Sessions

Session1 Satisfactory Academic Progress - How is your SAP Policy Making an Impact On Your Students?

Program Integrity regulations of 2010 strengthened the Satisfactory Academic Progress requirements with implementation by July 2011. Five years later - how compliant is your SAP policy with the 2010 changes? How effective are your appeal procedures and academic success plan procedures with helping your students succeed? Audience participation and feedback will be quite welcome in this session!

Session 2 Top AskRegs Questions for 2015

Have you ever wondered if your colleagues have the same regulatory questions that you do? This session will review the top AskRegs questions NASFAA members posed in 2015. In addition to providing answers, this will be your opportunity to review requirements and best practices related to these top issues.

6

Session 3 The Value of Volunteerism

Have you ever wondered why and how your colleagues have managed to volunteer in their communities and/or national, regional or state professional associations? All it really takes is taking that first step and volunteering. A panel of State Presidents will share their path to volunteering and how it has made an impact in their personal and/or professional development. Attendees are guaranteed to leave the session energized to find the right "volunteer-fit" that can impact others and their future.

Session 4 FAO Teaching Method Your Students Will Flip Over! Flipping the Classroom

The flipped classroom is an educational model in which the typical lecture and homework elements of a course are reversed. This model draws on such concepts as active learning, student engagement, and use of technology such as podcasts and videos. The value of a flipped class is in the repurposing of class time into a workshop where students inquire about pre-learned content, test their skills, and apply knowledge. This session will first review the theory behind flipped classroom teaching and how best to apply it when teaching student financial aid material and financial literacy concepts. The goal, using this method, is for your students to be much more involved in, and engaged with, the learning process.

Session 5 Return to Title IV

Return of Title IV (R2T4) funds is an important process on your campus. Presenters from the Dept. of Ed and an institution will focus on R2T4 provisions for students enrolled in credit-hour and clock-hour programs.

Session 6 PLUS Loans A-Z

There have been a number of recent changes to the Direct PLUS Loan Program. Learn what they are and how they impact your Financial Aid Office's day-to-day routine. We'll cover the basics then go deeper into the new PLUS Counseling requirement. Be there or be square!

Janet Nowicki cont.

Session 7 An Update on NCAA Division I Financial Aid Legislation

This session, intended for NCAA Division I schools, will provide an update on issues affecting NCAA Division I financial aid legislation to help prepare you to discuss these issues on your campus and within your conference.

Session 8 Diversity Wheel

This climate for diversity, inclusion and equity is critical to ensuring we provide the best level of service possible to our students. Come learn the combinations of all dimensions that influence our values, beliefs, behaviors, experiences and expectations which make us all uniquely as individual. Learn to recognize that the responsibility for excellence, diversity and inclusion lies with all of us at the Institutions: leadership, administration, faculty, staff and students. Attend this session and learn to be the champions of diversity at your institution!

4:00 PM – 4:15 PM

Break

4:15 PM – 5:30 PM

State Meetings

State Session 1 Alabama

Visit with your friends and colleagues from Alabama to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

7

State Session 2 Florida

Visit with your friends and colleagues from Florida to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

State Session 3 Georgia

Visit with your friends and colleagues from Georgia to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

State Session 4 Kentucky

Visit with your friends and colleagues from Kentucky to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

Janet Nowicki cont.

State Session 5 Mississippi

Visit with your friends and colleagues from Mississippi to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

State Session 6 North Carolina

Visit with your friends and colleagues from North Carolina to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

State Session 7 South Carolina

Visit with your friends and colleagues from South Carolina to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

State Session 8 Tennessee

Visit with your friends and colleagues from Tennessee to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

State Session 9 Virginia

Visit with your friends and colleagues from Virginia to discuss any topics of interest in the financial aid world or how other institutions are handling problems that you are now facing on your campus. This will be an open discussion format so bring topics and ideas if you have them!

5:30 PM - 8:00 PM

Dinner On Your Own

5:30 PM – 6:30 PM

Vendor Reception (by invitation only)

8:00 PM – 10:30 PM

Bingo/Networking Tuesday, February 9, 2016 Time Event

7:15AM – 3:00 PM

Registration Open

7:15AM – 8:30 AM

Breakfast Buffet

7:30 AM – 11:30 AM

Janet Nowicki cont.

Vendor Area Open

7:30 AM – 11:30 AM

NCASFAA Hospitality Suite

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8:30 AM – 9:30 AM

Inside the Beltway: Washington Update

Capitol Hill has been buzzing with interest on financial aid issues. Join NASFAA President Justin Draeger as he provides a high level update of what's happening in Washington, D.C. and the work of NASFAA's various policy task forces.

9:30 AM – 9:45 AM

Break

9:45 AM - 11:00 AM

Concurrent Sessions

Session 1 National Student Loan Clearinghouse - Enrollment Reporting Update

Presenters from the National Student Loan Clearinghouse will provide an update on enrollment reporting.

Session 2 Have Fun Creating a Successful Default Prevention Management Plan

During this interactive session, Family Feud style, we will share with you some of the best practices institutions have incorporated into their Default Prevention Plan to assist borrowers develop effective loan repayment strategies and help you manage your CDR. You will have the opportunity to learn different ideas to create a plan for your institution by using different tools, resources, and partnerships within your organization and in the industry. If you are looking for ideas to incorporate into your plan and learn about how others institutions have succeeded, this session is for you.

Session 3 You've Got your Federal Token, Now What?

Oh the places you'll go! Find out about all the Federal websites and systems you can access with your FAA user ID. You'll get a broad overview of the various Federal systems, what you can do when logged in to each, and how they all work together to help you do your job as a financial aid administrator.

Session 4 FAA Toolbox

In the world of financial aid we rely on so many resources to do our job. Just like a mechanic or a handyman it would be really easy if we were just handed a toolbox with all these resources. Two of our 2015-16 SASFAA instructors are going to share their version of a FAA Toolbox so that you can use as is or to build your own!

Janet Nowicki cont.

Session 5 Consumer Information

This session will focus on the consumer disclosure requirements that have generated attention and questions over the last several years, such as the memorandum of understanding, executive orders, financial aid shopping sheet and net price calculator. In addition to reviewing the requirements, Department of Education officials will review the tools and resources that are available to help institutions comply with the consumer information provisions.

Session 6 Green Zone Training - Part I

Green Zone training is for staff desiring to learn more about the military affiliated student experience. Its goals are to train members of the higher education community to know more about the issues and concerns faced by military affiliated students and to identify individuals who are available to assist this population. These individuals are not expected to be experts who can “solve problems.” They are individuals who can lend a sympathetic ear and help the student veteran identify and connect with the appropriate resources. This session is being offered in two parts.

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Session 7 Making the Impossible Choices, Best Practices in Work-Life Balances

By making deliberate choices, looking for efficiencies, and knowing which opportunities to pursue or turn down, anyone can engage in more fulfilling work at home or in the office. Join NASFAA President Justin Draeger as he discusses principles, tactics, and tools to achieve a more balanced you!

Session 8 Overaward? Is that even a word?

Well, it is a very real and meaningful word in the crazy world of financial aid. In this session, discover the truths of overawards - from the meaning, to how they occur, to the solution?

11:00 AM - 11:15 AM

Break

11:15 AM - 12:15 PM

FA Software Users Sessions

Session 1 Alliant - Birds of A Feather

Alliant users! This session is designed to be an open discussion concerning your usage of Alliant. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Session 2 Banner - Birds of A Feather

Banner users! This session is designed to be an open discussion concerning your usage of Banner. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Janet Nowicki cont.

Session 3 Campus Management/Campus View - Birds of A Feather

Campus Management/View users! This session is designed to be an open discussion concerning your usage of Campus Management/View. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Session 4 Colleague - Birds of A Feather

Colleague users! This session is designed to be an open discussion concerning your usage of Colleague. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Session 5 Jenzabar - Birds of A Feather

Jenzabar users! This session is designed to be an open discussion concerning your usage of Jenzabar. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Session 6 PeopleSoft - Birds of A Feather

PeopleSoft users! This session is designed to be an open discussion concerning your usage of PeopleSoft. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Session 7 PowerFAIDS- Birds of A Feather

PowerFAIDS users! This session is designed to be an open discussion concerning your usage of PowerFAIDS. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

Session 8 ProSam - Birds of A Feather

ProSAM users! This session is designed to be an open discussion concerning your usage of ProSAM. Come prepared to discuss problems you've been having or solutions you've designed to fix issues. Feel free to bring tips and tricks to making your system work best for you.

12:15 PM - 12:30 PM

Break

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12:30 PM – 2:00 PM

Past President's Luncheon

12:30 PM - 1:45 PM

Lunch 'n Learn Sessions

1:45 PM - 2:00 PM

Janet Nowicki cont.

Break

2:00 PM – 3:45PM

NCASFAA Hospitality Suite

2:00 PM – 3:15 PM

Concurrent Sessions

Session 1 COD Updates for 2016-17

This session will describe the changes to the Common Origination & Disbursement System for award year 2016-2017. We'll talk about modifications to the system to comply with new Direct PLUS Loan Program credit and counseling requirements, a new XML Schema for award year 2016-2017 data, a new system-generated response, a new report, and where and how to find data relative to the changes. We'll also cover a few new edits, a couple changes to Ability To Benefit, and what you'll no longer see coming from COD.

Session 2 From Application to Offer: Part I

Wonder how a student goes from FAFSA to Award? Go from a student's application to hands on processing. In part one, we will take a look at one student's application completion, EFC and verification process. In part 2, we will continue to follow the student from verification/correction to COA and award.

Session 3 FAFSA Application Processing and Verification Update

This session will provide an overview of changes to the 2016-17 Free Application for Federal Student Aid (FAFSA) and related application processing updates. The session will cover changes to verification requirements for 2016-17, including changes to the Verification Tracking Groups and updates to the verification selection process, particularly updates related to identity verification selection. Lastly, the session will feature a discussion about the Department's efforts to prevent fraud and abuse in the Title IV Programs by identifying students with unusual enrollment histories, and it describes how institutions must resolve the resulting ISIR 'C' codes for students with these enrollment histories.

Session 4 Direct Loan and Pell Reconciliation

Reconciliation is a job that impacts not only the Financial Aid Office but anyone and everyone that "touches" the Title IV funds that you award to your students. Learn who the "key" players are and how to take the mystery out of this required task.

Session 5 2016 Elections: What it Means to Higher Education?

Over the years a few individuals have referred to Washington DC as "Disney on the Potomac." While there are certainly similarities to "Never Never Land" and the area offers many attractions, it is the government that is unique as every few years the White House, Senate and House of Representatives provide the public with a way to change leadership. 2016 offers the voting public such an opportunity to make change. It is fairly certain that higher education policy will part of both political parties Presidential platform as college costs and indebtedness have been a topic of conversation for every candidate. The question remains of what can/will happen with a new president/administration and Congress taking office in less than a year. This session will provide a look at the November elections and what it means for higher education.

Janet Nowicki cont.

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Session 6 Mindcents: Financial Literacy for Your Students

Mindcents is an experience and support system that help you navigate the often murky financial waters that have the ability to drown many. Clyde Anderson, Economic Renewal Expert, Author, Speaker and CNN Contributor created the course to send financial aid providers through a Financial Life Simulator designed to spark a shift in thinking to help the young adults they serve, but also have a renewed outlook on their own financial lives in the process. Participants will learn key principles that will reinforce their financial foundation. By placing themselves in the young adults shoes, providers will have an opportunity to understand what the average student deals with and the challenges they have making a connection to their personal finances as well as the importance of learning by application, rather than theory.

Session 7 Green Zone Training - Part II

Green Zone training is for staff desiring to learn more about the military affiliated student experience. Its goals are to train members of the higher education community to know more about the issues and concerns faced by military affiliated students and to identify individuals who are available to assist this population. These individuals are not expected to be experts who can “solve problems.” They are individuals who can lend a sympathetic ear and help the student veteran identify and connect with the appropriate resources. This session is being offered in two parts.

Session 8 A New World for Managing Athlete Financial Aid - Post O'Bannon and Cost of Attendance

With the liberalization of the NCAA Financial Aid policies, many financial aid offices may find themselves receiving additional scrutiny with the development of the cost of attendance. This session will review how some schools are dealing with COA development, awarding the additional financial assistance to athletes, and what additional work this will mean for financial aid professionals. This is a great opportunity for compliance specialist, Directors and institutional leaders to join in on the conversation.

3:15 PM – 3:45 PM

Break - (Last Call to Visit your Vendors)

3:45 PM - 5:00 PM

Vendor Breakdown

3:45PM – 5:00 PM

Concurrent Sessions

Session 1 From Application to Offer: Part II

Wonder how a student goes from FAFSA to Award? Go from a student's application to hands on processing. In part one, we took a look at one student's application completion, EFC and verification process. In part 2, we will continue to follow the student from verification/correction to COA and award.

Janet Nowicki cont.

Session 2 Getting Involved in NASFAA

NASFAA is a member-driven organization that relies on member involvement in training, public policy development, and advocacy. Learn how you can positively influence NASFAA's direction and contribute to our vision to shape the future by promoting student access and success in higher education.

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Session 3 Making An Impact In Federal Student Aid & Your Own Professional Development as a Graduate & Professional FAA

Learn from experienced FAAs who have managed to navigate federal legislation and guidelines to enable them to maintain compliance for graduate and professional aid programs. They will share their GP FAA toolbox, tips, tricks and best practices. In addition, they can recap the various volunteer opportunities within associations that allow them to make an impact in federal student aid programs and their own professional development by building their own network within Federal Student Aid and other colleagues in the graduate and professional FAA community.

Session 4 Working with Unaccompanied Homeless Youth and Undocumented Immigrants

Unaccompanied Homeless Youth and Undocumented Immigrants face hurdles accessing services and resources their peers often take for granted. This session will explore the unique needs of this population. We will discuss ways we can advocate for these students and provide services and the access to resources they will need to ensure their continued success. We will also discuss ways McKinney-Vento Act professionals and financial aid administrators can collaborate to help the unaccompanied homeless youth to navigate the postsecondary education system.

Session 5 Federal Work Study

Ever wonder how other institutions process federal work study? If so, come to this panel discussion representing various sectors who will share best practices for developing a policy, utilizing students and processing federal work study funds.

Session 6 Reporting and Adjusting Direct Loan and SULA

This session will take some of the mystery out of what you should report to COD for accurate Subsidized Usage Period (SUP) calculations under different circumstances. We'll talk about origination date, how COD calculates the SUP, when to adjust data, and common mistakes schools make when reporting SULA data for a borrower. Incorrect reporting can adversely impact a student's ability to secure Subsidized Loan funds and this session will help you avoid contributing to an inaccurate SULA calculation.

Session 7 FAA Perspective on Prior-Prior-Year (PPY)

The panel for this session will consist of NASFAA President, Justin Draeger and SASFAA colleagues who are members of NASFAA's Prior-Prior-Year Implementation Task Force. This is an opportunity for the panel and session attendees to share their perspectives on the 2017-18 PPY implementation.

Session 8 Recognizing the Difference Between Impact and Intent: Does Your Customer Service Measure Up?

Many professionals have been in situations where intent did not meet their impact. How we communicate information can greatly affect our desired outcomes. In this session, we will learn how successful communication

Janet Nowicki cont.

builds trust and understanding - even when the news being delivered is not the news the students or others may want to hear. Trust us, you do not want to miss this session!

6:30 PM – 11:00 PM

SASF AA Banquet Celebration

Dinner

Awards

SASF AA Lip Sync Battle

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Wednesday, February 10, 2016 Time Event Session Description

SPIRIT DAY! (Wear your institution's or organization's team colors)

9:00 AM – 12:00 PM

Breakfast

Presentation of Charity Donation

Business Meeting Federal Update

The Department of Education will present information about current issues for the Title IV student aid programs. The session will include updates about the Department's Title IV activities and initiatives, including information about the Department's regulatory efforts. Following the presentation we will move into an Ask-the-Feds session.

Closing/Wrap up

12:30 PM -1:30 PM

Conference Committee 2016 & 2017 Transitional Meeting & Lunch

Concurrent Session Tracks Best Practices Compliance Financial Aid 101 Global Issues/Diversity Graduate & Professional Leadership Professional Development Software User Sessions State Meetings



Southern Association of Student Financial Aid Administrators

Michael Morgan, Vice President

November 19, 2015

Management Institute

The SASFAA Management institute was held October 7th -9th in Orlando, Florida. The committee lead by Brad Barnett, James Madison University put together workshop formatted to allow for the attendees to actively discuss topics that were presented to them throughout the day. The session's topics were developed with the help of feedback gathered from a questionnaire designed by the committee and distributed to the financial aid directors throughout the Southeastern region. Sessions topics included compliance challenges, enrollment management, retention strategies, advocacy leadership and other topics that would be relevant to an upcoming financial aid administrator. Originally budgeted to attract 50 participants, the workshop quickly had to be expanded with a final number of 73 in attendance. The institute wide variety of speakers in leadership positions in financial aid in and outside of the SASFAA organizations. Speakers included:

David Bartnicki- Department of Education

Justin Draeger-National Association of Student Financial Aid Administrators

Michael Bennett- St. Petersburg College,

Billie Jo Hamilton- University of South Florida,

Joseph C. Miller- LaGrange College

David D. Page- Dillard University

Dr. Bryan Terry- University of North Carolina-Greensboro

Management Institute Staff

Brad Barnett, Chair- James Madison University

Zita Barree- Hampden-Sydney College

Amy Berrier- University of North Carolina-Greensboro

Heather Boutell- Bellarmine University

Brent Tener-Vanderbilt University

Michael D. Morgan- Rhodes College

The institute was able to come under budget with an operating budget just below \$11,000 and a total revenue of \$21,600.

Conference Pre-conference

The New Aid Officers are working very closely with the conference committee to co-sponsor preconference opportunities this year in Greensboro. The conference committee has collaborated with NASFAA to provide two back to back NASFAA University training opportunities, Cost of Attendance and Professional Judgment. Attendees will be able to take the credentialing test for both trainings without any additional cost. In addition, SASFAA will also provide a mid-level workshop. Sessions include Customer Service and Counseling, Leadership, Enrollment Management and Legislative Advocacy.

New Aid Officer Workshop (NAOW)

Heroes: Save a Student; Save the World

Financial aid administrators must evolve and be equipped to survive in an ever-changing regulatory world of financial aid. S.A.S.F.A.A will be hosting the 2016 workshop devoted to developing a new breed of financial aid heroes. The training will be held at Jackson State University in Jackson Alabama, June 19th through 24th. Those who are focused enough to complete the intensive 6 day training will have the skills required to make an impact on their campus, in their state and throughout the region. This new breed of financial aid hero will be taken through the CORE curriculum and some aspect of NASFAA University. Taught the fundamental principles of P3 (Purpose, Passion and Power) by S.A.S.F.A.A qualified instructors from colleges around the region. Aria Simmons from Midlands Technical College will be returning after two years of teaching to be the Curriculum Coordinator. Stephanie Miller, Jacksonville State University has agreed to be the Campus Coordinator. While we are awaiting confirmation from our 9th instructor, I am still seeking an additional instructor to round out the 5 classes that will be offered this year. We anticipate that we will be able to accommodate 100 to 125 participants this year. The other instructors for 2016 are:

Dotti	Davidson	Regent University	4 Year Private	VA	Returning
Leigh Ann	Hussey	Mississippi Gulf Community College	2 Year Public	MS	Returning
April	Tretter	Bellarmino University	4 Year Private	KY	Returning
Alex	Washington	University of Mississippi Medical Center	Medical	MS	Returning
Sean	Johnson	Hillsborough Community College	2 Year Public	FL	Returning
Nathan	Basford	Florida State University	4 Year Public	FL	Returning
Celena	Tolluss	University of Tennessee	4 Year Public	TN	New
Sarah	Baumhoff	Kennesaw State University	4 Year Public	GA	New
		<i>Unfilled</i>		NC	New
		<i>awaiting acceptance</i>		SC	New



Southern Association of Student Financial Aid Administrators

Sandy Neel, Chair, Long Range Planning Committee

November 19, 2015

Committee Goals for 2015-2016:

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

LRP and GPA Goal Activity:

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

- LRP 3.7- Evaluate and update comprehensively the plan every five years.

The Long Range Planning Committee met October 25-27 to begin the writing process for the new Long Range Plan. The ideas are all written but now it needs to be cleaned up. The plan will be sent out to the Board in January for review before a vote at the February Board meeting

- GAP 17 – Relates to the NASFAA award. The LRP Committee will address this

Currently, the new GAP report does not have this specific requirement.

- GAP 30- Review Objective 8.1. of current LRP

The new Long Range Plan is being completely rewritten so the same items from the current LRP will not be included.

- GAP 42 – Objective 14.5 of current LRP

See the comment above.

- President's Goal #8- Work with Past President to re-evaluate the process for assigning LRP goal and the annual evaluation process.

Action Items:

None

Policy & Procedure: Changes/ Recommendations:

None

Personal Thoughts and Recommendations:

It has been very interesting so far working with my committee to develop this plan. We have all been very excited to have the opportunity to help shape SASFAA's future.



Southern Association of Student Financial Aid Administrators

Brenda McCafferty/Resource Partners Liaison and Sponsorship

July 25, 2015 Board Report

Committee Goals for 2015-2016:

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

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

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

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

LRP and GAP Goal Activity since Last Board Meeting:

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

Activity: Goals for the Resource Partners Liaison and Sponsorship committee have been set to include; 1) raise a minimum of \$ 106,000 in sponsorship, form a committee from the SASFAA states vendor/sponsorship committee chairs, and survey all exhibitors at the end of the annual conference for feedback for improvements.

LRP 4.5: Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Activity:

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

Conference call committee meeting was held on Friday October 30, 2015. Three members were on the call but other members connected by email. A list of all unpaid prospect vendors were divided among all members and a goal to contact all prior to November 30, 2015. As of today over 100-percent have been contacted. The committee will continue to work with those who have given a verbal commitment as well as those who have not been reached.

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

Activity:

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

Brenda McCafferty cont.

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

Activity:

The p & p will be reviewed and necessary changes presented to the board for review prior to July 15, 2015 meeting.

July 15, 2015 the p & p was reviewed with requested changes sent to the committee for feedback. The requested changes will be presented to the board July 25, 2015 for approval.

July 25, 2015 proposed changes to the P & P and pricing was approved by the board.

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

Activity:

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

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

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

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

Activity: Will keep a list of any recommended changes.

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

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

Action Items:

Policy & Procedure: Changes/ Recommendations:

1-The committee has worked diligently make sure conference speakers are paid sponsors of SASFAA. This should be a great focus moving forward.

2-Lunch and learn as been offered to paid sponsors of the conference. They must be a paid vendor to take advantage of lunch and learn free meeting space available to all conference attendees.

Personal Thoughts and Recommendations:

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

Sponsorship Update:

The goal set by the board during the transitional board meeting for budget purposes is \$106,000. I have worked with the state presidents to work with each state's vendor/sponsorship chair in their states. I have seven that has agreed to be a part of my

Brenda McCafferty cont.

committee. I'm excited about the possibilities as we move forward. We also believe this will give us an opportunity to capture sponsorships that may have only been in the states in the past or vis-versa with SASFAA.

As of November 13, 2015 we have collected \$ 48,000 in paid sponsorship. We have additional verbal commitments of \$ 25,000+ and we have approximately 14 exhibitors who have been contacted via email or voicemail but we have not received a response.

As of date we have one new exhibitor committed for the 2017 conference and one long relationship sponsor has withdrawn from SASFAA sponsorship for 2016 but due to corporate focus changes they hope to become a sponsor again in 2017. We should make sure future vendor sponsor chair is aware of previous sponsorship in order for those who have been sponsors in the past do not receive the first time sponsorship discount.

Resource Partners Update:

Several lenders are moving from a college focus to a high school connection focus. This needs to be watched moving forward since it could play a role in future sponsorship.



Southern Association of Student Financial Aid Administrators

Nathan Basford Immediate Past President/ Nominations & elections Chair

November 19, 2015

Committee Goals for 2015-16:

- As chair of the Nominations & Elections it is my duty to present a slate of officers for the upcoming election for 2016-17: The committee held a conference call on November 13th to put together a slate of candidates. The committee went out and ask for nominations immediately after our July meeting via the SASFAA Nine News, SASFAA list-serve, and out to all nine (9) states.
- As Immediate Past-president I also have the task of seeking nominations for the awards that SASFAA offers. Again the elected officers were given the task to provide nominations for these awards. The recommendations/nominations will be presented during our conference call.
- I am serving on the NASFAA Awards task force committee this year, and will be discussing possible nominations for the NASFAA Regional Award.

Activity since Last Board Meeting:

- Had the opportunity to also attend one day the Management Institute workshop in Orlando Florida on October 8th. During this visit I was able to sit down with President Berrier to work on nominations & elections as well as the SASFAA awards.
- Was scheduled to attend the Alabama fall workshop held in Montgomery, Alabama on October 16th. Due to illness I was unable to attend, but provided the SASFAA update that I had been given by President Berrier. Stephanie Miller presented the update on our behalf.
- Attended the NASFAA Board Meeting in Scottsdale, AZ. November 9-11th. One hot topic discussion was the November 18th event of NASFAA President Justin Draeger testifying before the House Oversight & Government Reform Committee & House Committee on Education and the Workforce: Discussed were the experiences and challenges NASFAA members have faced interacting with the Department Of Educations' Office of Federal Student Aid (FSA) The hearing is open to the public and will be held at 9:00 am. room 2154 Rayburn House Office Building. More information/update will be provided after the event.
- Our guest speaker for the board meeting was Jeff Baker from the Department of Education. He presented information about the upcoming FSA conference, and took questions/concerns on the services that have been provided to NASFAA members. Would like to work toward a partnership between NASFAA and Department of Education so that members see that we are all working towards the same goal, to better serve he students and parents, as well as providing clear guidance to financial aid professionals on how to continue to administer financial aid.

Action Items:

- Presentation of slate to the board.
- Presentation of recommendations for the SASFAA awards.
- Recommendation for NASFAA Regional awards

Policy & Procedure: Changes/Recommendations:

Nathan Basford cont.

Personal Thoughts & Recommendations:

As I have spoken with many folks about the election process, I continue to see that we are finding it harder and harder to get folks to step up. Many times it is due to being very busy in the office, sometimes not having support from an institution, and some folks just not willing to step up. I believe that the nominations and elections committee this year as done due-diligence and that there has been plenty of opportunities for others to nominate themselves.

Completed/In-Progress Items:

- Submission of slate of officers
- Submission of nominations for SASFAA awards
- Submission of NASFAA Regional Award



Southern Association of Student Financial Aid Administrators

Vickie Adams/Secretary

November 19, 2015 Board Report

Committee Goals for 2015-2016:

Work on procedure for incoming Secretary

Officer/State President/Committee Activity Since Last Board Meeting:

Reviewed By- Laws with committee on October 20 via email. Changes have been recommended as follows:

III (b) – Delete the word “provide”

VIII, Section #2 – “of” between payment and money

XIV, Replace “not” with “nor”... obtain....

Action Items:

None

Policy & Procedure: Changes/ Recommendations:

Personal Thoughts and Recommendations:

I have enjoyed the opportunity to serve on the SASFAA board as Secretary for the last year and half. I will never forget the friendships and bonds with everyone in SASFAA and especially on the board. I have been blessed and will miss everyone very much. I love each and every one of you. I am going to miss you all so much.

Completed/In-Progress Items:

All minutes have been posted to the SASFAA web site including the e-meeting minutes. The policy and procedure is up to date along with the SASFAA calendar. The date of the 2017 SASFAA Annual Conference has not been decided and will need to be added. All responses collected, as documentation, for the e-meetings have been included on the SASFAA jump drive. All cards have been sent and are notated on the jump drive.



Southern Association of Student Financial Aid Administrators

Marian Dill/President-Elect

November 19, 2015

Committee Goals for 2015-2016:

- Observe the current presidential leadership
- Organize the 2016-2017 board
- Attend NASFAA Leadership, SASFAA Hill Visits and other state meetings as assigned by the President
- Conduct the President-Elect Workshop in conjunction with the February conference.

Activity since Last Board Meeting:

- I continue to reach out to various SASFAA members in order to construct the 2016-2017 board. This is a work in progress as the 2016 elections will have a considerable impact on the composition of the board.
- I had the pleasure of attending the KASFAA conference in Erlanger KY on October 14-16, 2015. This was a great conference provided by our friends in KY. My responsibilities during the conference were to deliver the SASFAA update, present a session and serve on a panel discussion in another concurrent session. I am excited to report that I was able to attend Heather Boutell's NASFAA Credentialing session on Student Eligibility and have since successfully earned my first NASFAA Credential.
- I have also reached out to the respective state president-elects to introduce myself, invite them to the NASFAA Leadership Conference and the SASFAA President-Elect workshop
- I am working in conjunction with the conference committee to organize the president-elect workshop.

Action Items:

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

Personal Thoughts and Recommendations:

Thank you for the opportunity to serve. I am looking forward to the remainder of the 2015-2016 year and serving with this very capable board.

Completed/In-Progress Items:

- 2016-2017 Board Construction
- 2016 President- Elect Workshop



Southern Association of Student Financial Aid Administrators

Stacy Walker/Global Issues Committee Chair

November 19, 2015 Board Report

Committee Goals for 2015-2016:

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

Officer/State President/Committee Activity Since Last Board Meeting:

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

Activity: I have formed 2 task force committees, VA Task Force and Minority Serving Institutions Task Force.

LRP 4.1: Committees should be sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: There are members on the committee that are comprised of all 9 SASFAA states. The committee is also very diverse.

LRP 4.5: Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

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

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

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

Stacy Walker cont.

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

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

Stacy Walker cont.

Action Items:

None at this time.

Policy & Procedure: Changes/ Recommendations:

None at this time.

Personal Thoughts and Recommendations:

I would like to thank the board for approving the purchase of the Web-ex component because this committee and the tasks forces, aforementioned will utilize these services multiple times during the course of this year.

Completed/In-Progress Items:

The Veterans Task Force Chair has setup a free webinar on Green-Zone training for our membership. Registration is now open and the training is set to take place on November 23, 2015 from 2:00 – 3:15 pm EST.

The Global Issues Committee has confirmed the offering of Diversity Training Session, Green Zone Training and LGBTQ Safe Zone Training sessions to offer during our annual conference in February. We will have guest speakers whom are very fluent and trained personnel to lead these training sessions.

The Global Issues Committee also posted a Thank You Notice to our Veterans on Veteran's Day, personally thanking each of them for their service.

The Global Issues Committee also posted an article to the SASFAA Nine News for the month of October.



Southern Association of Student Financial Aid Administrators

Kenneth T. Cole/ Electronic Services Committee Chair

Board Report - 11/19/2015

Recommended Committee Members

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

Kenneth Cole cont.

Committee Goals for 2015-2016:

Goal #1	GAP 1 Update the SASFAA Policy and Procedure Manual to include language that continues to grant the Secretary Access to posting updates to the website.
Goal #2	GAP32/ALB #5 Information is being communicated to SASFAA members in many ways, but with the popularity of other social sites (e.g., Facebook, etc.), it would be beneficial for SASFAA to discuss the most effective ways to use all of these outlets (e.g., SASFAA listserv, SASFAA Nine News, Facebook, etc.).
Goal #4	ALB #6 Assist in monitoring and providing assistance with WebEx for board/committee use.
Goal #7	ALB #7 Sign up with Survey Monkey for a year to allow the board to use it for different surveys.
LRP 4.1	ALB #6 Assist in monitoring and providing assistance with WebEx for board/committee use.
LRP 06-11	The Committee tested and compared Webinar and Online Meeting softwares and elected to purchase GoToWebinar/GoToMeeting to provide this service. Training has been conducted for multiple users. To date four meetings have been conducted, one board meeting scheduled, and one webinars scheduled. The tool has also been made available to State Presidents to conduct their own meetings. A link has been provided on the "Resources" page to "YouCanBookMe.org" to assist with scheduling. All e-mail communications go through SASFAATech@gmail.com .
Goal #5	ALB #7 Sign up with Survey Monkey for a year to allow the board to use it for different surveys.
LRP 4.1	Complete. To date two surveys have been sent. September, with questions about dates of conferences and FAMS software providers.
LRP 4.1	GOAL: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible
	We have joined TechSoup.org, a non-profit organization for non-profits; providing software at reduced prices. This has allowed us to save a significant amount on Webinar and Online Meeting software.

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

**Proposed
Budget: Budget
00**

Wild
Apricot \$4320
(\$2160
x2 years)
Survey
Monkey \$300

(for 1 year)

Election Buddy	\$200	WebEx	\$1000
Formserve	\$20 (July '15, June '16)	Board Meetings	\$2020
Misc. Expenses	\$140		

Actual Budget: Budget \$3444.00 Expenses \$1050.00

Survey Monkey	\$228 (Aug '15-Aug '15)	GoToWebinar	\$474 (Oct '15-Oct' 16)
Board Meetings	\$336 (July Board Mtg.)	Tech Soup	\$12 (Oct '15-Oct' 16)

The following items have been moved to a separate line:

Wild Apricot	\$4320	(\$2160 x2 years)
Formserve	\$50	(July '15 – Nov'16)

SASFAA, Inc.
Transaction Detail by Account
July 2015 - June 2016

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
202 Electronic Services							
202A Electronic Services - Travel							
09/08/2015	Check	975265	Grandover Resort & Conference Center	Lodging for July Executive Board Meeting	BB&T Checking	336.00	336.00
Total for 202A Electronic Services - Travel						\$336.00	

Kenneth Cole cont.

08/11/2015	Expense	Transfer	BB&T Credit Card	Annual subscription to Survey Monkey	BB&T Checking	228.00	228.00
10/13/2015	Expense	transfer	BB&T Credit Card	Citrix Discounted GoToMeeting/Webinar for Non-Profits	BB&T Checking	474.00	702.00
10/13/2015	Expense	transfer	BB&T Credit Card	Tech Soup Administrative fee for non-profits for GoToMeeting for Non-Profits	BB&T Checking	12.00	714.00
Total for 202K Electronic Services - Misc						\$714.00	
Total for 202 Electronic Services						\$1,050.00	

Policies and Procedures

P&P 6.5 Electronic Services

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

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

ACTIVITIES:

Due to changes in positions, the following adjustments have been made:

Amy Moser's access has been removed and Jenelle Handcox has had her access increased to Account Administrator (full-Access).

Brenda Burke's access has been restricted and Janet Nowicki's has been changed to Conference Chair.

Starting December 1st I will make these changes:

Sandra Neel will be given privileges as Secretary, and Vickie Adams will have access removed.

Also, an "Electronic Testing Group" has been created to test new web pages, with access changing based on who the web page relates to.

Kenneth Cole cont.

Member	Position	Account Administrator (Full Access)	Account Administrator (Read-Only Access)	Membership manager	Event Manager	Donations Manager	Website Editor	Website Editor Pages
Adams, Vickie	Secretary (Until Dec 1 st , 2015)						Y	Executive Board Meeting Minutes, Governing Documents
Bartnicki, David	S.E. DOE Trainer			Y				
Berrier, Amy	President			Y	Y		Y	Photo Album, Member Directory Access, Private Member Directory, Annual Conference (multiple)
Black, Angela	Member-at-Large	Y						
Burke, Brenda	Ex-Conference Chair	Y						
Cole, Kenneth	Electronic Services Chair	Y						
Darby, Jody	Communications Chair			Y			Y	Photo Album, Job Postings, List serve, Membership Directory Access, Newsletter Archives
Morgan, Michael	Vice-President				Y		Y	Training
Moser, Amy	Past-Treasurer		Y	Y	Y	Y	Y	
Neel, Sandra	Secretary (starting Dec 1 st 2015)							
Nowicki, Janet	Conference Chair	Y	Y	Y	Y	Y	Y	Annual Conference (All)
Parchment, Terri	Budget & Finance Committee Chair				Y			
Handcox, Jenelle	Treasurer	Y	Y	Y	Y	Y	Y	Finances, Forms, Reports and Assessments, SASFAA Financial Records, Member Directory Access, Member Application, Payment Services, Annual Conference, Training, Sponsorship

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

ACTIVITIES:

The following Software is now being used by the Electronic Services Committee:

Website:	Wild Apricot	Purchased
Surveys:	Survey Monkey	Purchased
Elections:	Election Buddy	Purchased
Video-Conferencing:	GoToWebinar/Meeting	Purchased
Webinar Event Booking:	YouCanBook.Me	Free
E-mail:	Google-Email	Free
Forms:	Form Site	Purchased (used for Volunteer form only)

The expense for these tools have been included in the budget

Kenneth Cole cont.

The Resources website has been updated to include Technology resources:

TECHNOLOGY RESOURCES

Book a GoToMeeting or GoToWebinar event:



SASFAA Presently has a service contract with the following software vendors:

SERVICE	WEBSITE	PURPOSE
YouCanBookMe	https://sasfaagoto.youcanbook.me/	Booking "GoTo" Events
GoToWebinar	https://www.gotomeeting.com/webcast/gotowebinar	Webinars
GoToMeeting	https://www.gotomeeting.com/	Phone and Video Conferencing
Survey Monkey	http://www.surveymonkey.com/	Surveys
Election Buddy	http://electionbuddy.com/	Elections
Form Site	https://www.formsite.com/	Online Forms

SASFAA is also a member of <http://www.techsoup.org/>, a non-profit organization that assists other non-profits in attaining discounts on software products.

You may contact the Electronic Services Chair at sasfaaweb@gmail.com if you wish to access one of these services to perform SASFAA related functions.

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

ACTIVITIES:

No LRP items to consider

Recommendations for the 2012-2017 LRP.

Continue membership in TecSoup.Org to reduce costs of 3rd party softwares.

Continue the use of GoToMeeting/Webinar for a professional development webinar series.

Continue the use of SurveyMonkey to provide feedback from membership.

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

ACTIVITIES:

Catastrophic Website backups are completed by Wild Apricot.

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

Backup is stored on my work PC. The files are too large to upload to the internet.

Kenneth Cole cont.

P&P 8.1 Communications

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

ACTIVITIES:

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

P&P 8.3.1 Electronic Communications, List Serve

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

ACTIVITIES:

Membership/Contact Searches have been reviewed and updated:

New Saved Searches:

All Active Members (920)

All Members Pending Renewal (45)

All Lapsed July 15th, 2015 (604)

All Lapsed Members (2843)

All Active/Pend/Lapsed Members (3853)

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

ACTIVITIES:

The following changes have been made to the website to improve services to members:

Links on white backgrounds are now in blue to make them easier to see.

Resources: <http://www.sasfaa.org/memberservices/resources>

Has been restricted to include categories:

Aid Administration Resources, Student Servicing Resources, Technology Resources, Training Resources, Veteran Resources

This site is still in progress

Survey Page: Embedded SurveyMonkey surveys.

Home Page: Conference highlight at top of page

SASFAA Survey link added to right column

Upcoming Events added to left column

Our Sponsors added to right column

The following pages have been updated and maintained:

Home Page: Upcoming Events

SASFAA Executive Board 2015-2016

SASFAA Committee Chairs 2015-2016

SASFAA Calendar

SASFAA P&P as of 2015/07/15

Executive Board Meeting Minutes (last update was for 10/28/2015)

Sponsorship

The following Events have been created and maintained:

Sponsorship Levels

Management Institute (Registration will open August 1st)

Annual Conference

Pre-Conference Workshops

Webinar "Green Space – A Safe Place for Veterans"

Kenneth Cole cont.

In-Progress:

State Pages

Organizational Chart

Sponsorship Banner

Appendix C

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

- SASFAA Operational Calendar

ACTIVITIES:

Updated on Website as of 2015/11/17

Action Items:

None

Policy & Procedure: Changes/ Recommendations:

None

Personal Thoughts and Recommendations:

None



Southern Association of Student Financial Aid Administrators

Jody Darby Chair, Communications and Outreach

November 14, 2015

Committee Goals for 2015-2016:

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

Officer/State President/Committee Activity Since Last Board Meeting:

- Continue to push job announcements to membership via listserv.
- Post monthly submissions to Nine News from committee chairs and officers per Policies and Procedures
- Post regular updates from Legislative Relations Committee
- Published letter from Janet Sain, Conference Chair, noting highlights as well as agenda for 2016 annual conference. Linked posting to listserv announcement as well as Facebook post.
- Change the Facebook cover photo as appropriate, i.e. Veterans' Day, Fall.

Action Items:

None at the present time.

Policy & Procedure: Changes/ Recommendations:

None at the present time.

Personal Thoughts and Recommendations:

No one likes a whiner or excuses, including me, but let me whine for a moment. I have been filling dual roles at work as our Bursar (my direct report) has been out with her husband who found out he had stage 4 lung cancer. She's back at work as of Nov. 12, and he's doing some better. I hope to be better able to be creative for SASFAA moving forward. My gratitude to Amy Berrier for posting to Facebook as warranted and to Angie Black for her assistance. I am acting VP Finance for a month or so as my supervisor is out on short-term medical leave. I'm trying to have patience, and I do appreciate your patience with me. See... excuses. ☺

Completed/In-Progress Items:

Activity items noted above are on-going.



Southern Association of Student Financial Aid Administrators

Phillip Nelson/Alabama State President

Executive Board Report/November 19, 2015

Summary of Activity:

It has been an exciting year for AASF AA. We have added some new things this year that we have not had in the past. We held on October 15th the first NASFAA Core Credentialing classes. We have taught from the core in the past, but this is the first time we offered the ability to actually sit for the credentialing test. A big thanks goes out to Stephanie Miller for all of her hard work in getting certified to teach and then teaching the classes to our organization. She has put a lot of time and effort into this project. She is a hard worker and she loves this association. I am thankful and blessed to have her helping me this year. Also on October 16th we held our one day fall drive in workshop. This was also a successful event with over a hundred members in attendance. Thanks to Lisa Powell for stepping up and teaching our federal updated that day. Also AASF AA sent volunteers to the NACAC Fair. This is a fair that students are able to attend and learn more about financial aid and other avenues for funding a college education. Thanks to all of our volunteers. Thank you AMY for all your hard work and dedication to SASFAA. Hope to see everyone soon.

Action Items:

The conference committee and the program committee are hard at work preparing for the spring conference. It will be held at the beautiful Historic Battle House in Mobile Alabama the week of March 14th-18th. I invite all of you to come and see what we have going on in our great state and association. We still do not have another President or President-Elect committed to come. If you are interested please let me know we would love to have you as our guest.

Policy & Procedure: Changes/ Recommendations: N/A

Final comments:

Always remember the work that we do is impacting the lives of our future. We are not only Financial Aid professionals, but we are also mentors and counselors for all aspects of their lives. Keep up the good work of making a positive impact on all the students you come in contact with.



Southern Association of Student Financial Aid Administrators

Sarah Baumhoff, Georgia State President

Date: November 13, 2015

Committee Goals for 2015-2016:

Officer/State President/Committee Activity Since Last Board Meeting:

GASFAA held its Fall Training Workshop with 176 attendees in Duluth, GA. The majority of attendees attending the NASFAA Credentialing sessions in PJ, Pell or Verification. The other attendees had Best Practices sessions or sessions on Institutional Eligibility.

GASFAA's Fall Board Meeting was held November 9th. We are still working to implement institutional membership with our vendor.

Action Items:

Working with other State Presidents the State President Exchange and making sure each state has representation.

Policy & Procedure: Changes/ Recommendations:

Personal Thoughts and Recommendations:

Completed/In-Progress Items:



Southern Association of Student Financial Aid Administrators

Laura Keown/Kentucky State President

Executive Board Report/November 19, 2015

Goals for 2015-2016:

LRP and GAP Goal Activity Since Last Board Meeting:

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

Activity: Elizabeth Milam, SCASFAA President, revised the PowerPoint presentation for presentation at KASFAA in October 2015. The KASFAA President assisted with information for the KASFAA-related slides.

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

Activity: None to report

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

Activity: None to report

Summary of State Activities/Events:

The KASFAA Fall Program Committee met on Thursday, July 30, 2015 at the Holiday Inn Cincinnati Airport, Erlanger, KY to plan the Fall KASFAA Conference. An enthusiastic group of committee members mapped out a strong conference to include several new ideas for content, schedule, and social opportunities.

The first meeting of the 2015-16 KASFAA Board was held on Friday, July 31, 2015 at the Holiday Inn Cincinnati Airport, Erlanger, KY. Executive Board members and committee chairs presented reports which mainly consisted of goals for the 2015-16 KASFAA year. All in attendance participated in discussion and planning for the year.

The first edition of the 2015-16 KASFAA Newsletter was distributed via listserv and posted to the KASFAA website on October 5, 2015. Some new features include spotlights on several new KASFAA members and a profile of the Spring 2015 Herb Vescio Distinguished Service Award recipient, Chester Priest.

The 2015-16 KASFAA Board held its second meeting on Tuesday, October 13, 2015 at the Holiday Inn Cincinnati Airport, Erlanger, KY. Executive Board members and committee chairs reported on activities taken place since July and on plans for upcoming events and activities.

After several months of preparation and hard, diligent work by the Fall Program Committee, the Fall KASFAA Conference was held October 14-16, 2015 at the Holiday Inn Cincinnati Airport, Erlanger KY. Several pre-conference events were held – KASFAA's New Members Workshop (held prior to all KASFAA Conferences) and three NASFAA Core sessions. Offering the NASFAA Core sessions in a pre-conference setting was new to KASFAA, but is likely to be repeated for our Spring Conference. The Fall Conference was entitled "C.A.M.P. KASFAA – From Camper to Counselor." "C.A.M.P" stood for Core, Advocacy, Membership, Policy.

Laura Keown cont.

Our conference charity was “Crayons to Computers” which provides free school supplies to teachers in the Northern Kentucky/Cincinnati area. We are proud to have raised \$633.86 in addition to actual donated supplies through both silent auction and raffles.

In addition to the pre-conference NASFAA Core sessions, two additional NASFAA Core topics were incorporated into the conference agenda, and one was offered as part of the New Members Workshop, for a total of 6 different Core classes offered. A total of 97 KASFAA members attended at least one of these classes, and some attendees were able to attend three different Core sessions during the conference.

KAFAA was proud to welcome SASFAA President-Elect Marian Dill, who provided the SASFAA Update and greetings from President Amy Berrier. Marian also presented a session and was a panel member in a second session. SCASFAA President Elizabeth Milam was also with us via the SASFAA Presidents Exchange and presented the SASFAA Presidents Involvement session, with assistance from Laura Keown, KASFAA President. Elizabeth was also a panel member in another session. Both Marian and Elizabeth also made themselves available for unofficial discussions on how their respective state associations work and accomplish their goals. KASFAA is grateful to SASFAA for their support of the State Presidents Exchange and for sending the President-Elect to participate in our Fall Conference. We were also glad to welcome SASFAA Legislative Chair Ron Gambill to our conference and we appreciated his “Campfire-Side Chat” updating us on legislative issues in Washington, DC. KASFAA was grateful to have Federal Trainer David Bartniki with us for the entire conference.

In addition to our special guests, 148 KASFAA members were in attendance at the Fall Conference, which exceeded our goal for attendance.

The KASFAA Budget and Finance Committee has begun a decision-making process for investment of our reserves. We appreciate the shared knowledge from Teri Parchment, SASFAA Budget and Finance Chair.

The KASFAA Long-Range Planning Committee conducted an extensive survey of the KASFAA membership during the 2014-15 year, and have also reviewed and researched other associations’ LRPs. The committee is now in the process of writing the new KASFAA LRP.

KASFAA’s High School Counselor Workshops were held at 9 different sites around the state on 9 different dates between October 20th and November 12th. Total attendance is still being compiled.

Upcoming activities include the annual NASFAA Training on November 20, 2015, the Spring Program Committee meeting on December 17th, the third KASFAA Board meeting on December 18th, the annual KET Financial Aid Call-In Show during January 2016, and multiple College Goal Kentucky events between November and April.

Action Items: None

Policy & Procedure Changes/Recommendations: None

Personal Thoughts and Recommendations: I would like to express my personal appreciation to the SASFAA Board for its continuation of the State Presidents Exchange. In addition to the official duties carried out, we very much appreciated the opportunity to welcome Elizabeth Milam to Kentucky and also appreciated her willingness to allow us the opportunity to share with us how things are done in SCASFAA. I look forward to working with Elizabeth, as well as the other state presidents, to present the Involvement session during the SASFAA Conference in February.



Southern Association of Student Financial Aid Administrators

Nicole Patrick/Mississippi State President

Executive Board Report/November 19, 2015

Goals for 2015-2016:

Goals for Mississippi:

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

LRP and GAP Goal Activity Since Last Board Meeting:

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

Activity: PowerPoint was updated by Elizabeth Milam.

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

Activity: None to report

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

Activity: I am planning to attend the South Carolina conference in April of 2016.

Summary of State Activities/Events:

The MASFAA Executive Board and committee chairs held the fall board meeting on October 22, 2015 in Meridian, Mississippi after our fall training. We had over 90 in attendance and approximately 60 that attended a credential session.

During the transition meeting, the Executive Board voted to approve the Treasurer-Elect position. Due to timeliness, the information did not get sent to our membership 30 days prior to fall training. I have appointed Terry Bland from Itawamba Community College to serve as our Treasurer Elect Chair. During this year, he will research other state policies and work with the Audit/Finance chair on developing a plan. The new Audit/Finance chair is Gail Muse Beggs from Holmes Community College.

One of my main goals for MASFAA is to increase our membership and volunteers. To date the MASFAA board has visited 55 schools throughout the state of Mississippi. These visits have been very well received and many have gotten very positive feedback. We should be finished visiting all schools by the end of November.

MASFAA has had three training events: fall training, one credential session, and financial aid 101. Our registrations have been great for each event and we are looking forward to two additional credential trainings in the spring, as well as our annual conference in June. For our annual conference we are looking at adding a track for our state Business/Bursar officers.

Nicole Patrick cont.

The next MASFAA board meeting will be an electronic meeting this winter to update our Policy and Procedure manual.

Action Items:

None to report

Policy & Procedure: Changes/ Recommendations:

None to report

Personal Thoughts and Recommendations:

None to report.



Southern Association of Student Financial Aid Administrators

Joey Trogdon State President – North Carolina

Executive Board Report – 11/16/2015

Goals for 2015-2016:

Become an active participant in the SASFAA Board and work to effectively lead NCASFAA during 2015-16.

Work to reach goals set by SASFAA board and by President Amy Berrier; specifically, the ones tasked to the State Presidents. They were:

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

Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Held Executive Board meetings on July 31, September 25, and November 1.

Created and voted on 2015-16 budget

Created action plans to implement goals for the year

Task force to review Executive Board composition and voting rights

- Plans for at least five webinars
- Plans for three Support Staff Training sessions to be held across the state
- Middle School Enrichment Scholarship review and update, if necessary
- Task force to review and update the association's Guide to Fiscal Management

Established dates and locations for future meeting in February and April

Enacted communication plan to increase membership and conference attendance

Actively solicited the membership for volunteers and directed them to the appropriate committee chairs.

Hosted 2015 Fall Conference in Winston-Salem, NC

Had the highest conference attendance since 2012

- Registered – 236
- Attended – 221

Received high marks on conference and session evaluations

Raise \$2,250 through charity fundraising activities as well as 20 boxes of canned food

LRP and GPA Goal Activity Since Last Board Meeting:

None to report.

Action Items:

None.

Policy & Procedure: Changes/ Recommendations:

None.

Personal Thoughts and Recommendations:

None at this time.



Southern Association of Student Financial Aid Administrators

Elizabeth Milam/South Carolina State President

November 2015

Goals for 2015-2016:

- Ensure that SCASFAA is represented at all SASFAA Board meetings
- Encourage SCASFAA participation in SASFAA events
- Participate in the SASFAA Presidents' exchange
- Celebrate SCASFAA's 50th anniversary and plan an outstanding annual conference
- Undertake Financial Awareness as a special project, including planning a symposium for the fall
- Offer New Aid Officers' Workshop, leadership training for front counter/customer service staff, 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 July 6-7 in Newberry, SC, at the Newberry Firehouse Conference Center and the Newberry Opera House Hampton Inn. The Fall Board Meeting was held on September 21 in Columbia at the South Carolina Student Loan Corporation.

2015-16 SCASFAA Board

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

Elizabeth Milam cont.

Sponsorship

Jennifer Williams

Clemson University

As part of the SASFAA Presidents' Exchange, I attended C.A.M.P. KASFAA on October 14-16 in Erlanger, KY. KASFAA President Laura Keown was a wonderful host. I participated in two sessions: Student Success Panel Discussion with Shelley Park (Eastern Kentucky University) and Marian Dill (Lee University), and the SASFAA Presidents' Getting Involved session with Laura Keown (Centre College). The Getting Involved session had low attendance, but the participants were engaged and the presentation was well received. I want to thank SASFAA and KASFAA for covering my travel, lodging and registration expenses for this great experience.

Upcoming events:

- Financial Awareness Symposium December 14, 2015
- New Aid Officers' Workshop January 21-22, 2016
- NASFAA U January 22, 2016
- College Goal SC February 27, 2016
- Leadership Symposium April 2, 2016
- Annual Conference April 3-6, 2016

Personal Thoughts and Recommendations:

The state presidents have been asked to present the Getting Involved session at SASFAA. Amy has approved the PowerPoint (previously sent to all state presidents), and Elizabeth and Laura have agreed to head up the presentation as they have already presented it in the fall. There will be a time in the middle of the session for all state presidents to either discuss how they personally got involved in their state association and SASFAA or to describe the typical pathway to involvement in their state. I hope that as many state presidents as possible can participate in the session. I look forward to seeing you in February.



Southern Association of Student Financial Aid Administrators

Dick Smelser TASFAA President

December 15, 2015 Board Report

TASFAA and State President Activity Since Last Board Meeting:

President Smelser serves as a voting member of the Board of Directors of the Tennessee Student Assistance Corporation (TSAC). The first meeting was held September 24, 2015 at the THEC Board Room. President Smelser reported a list of the TASFAA Executive Board voting members, the schedule of the upcoming TASFAA training series, the dates of the spring TASFAA Conference and recognized the staff of TSAC that are current members of the TASFAA Executive Board. The Board meeting reviewed changes to the Tennessee Promise rules, proposed budget request and announced the wind down of the TSAC Federal Family Education Loan Program. The wind-down process will commence at the direction of ED to coincide with a target date of June 30, 2016.

The Fall TASFAA Executive Board meeting took place October 16, 2015 with a Conference Committee meeting October 15, 2015. Two members of the TASFAA Executive Board announced a change in employment leaving vacancies with the Chair of the Mentoring Committee (Larry Rector) and the Chair of the Diversity Committee (Willie Thomas). Both positions are filled at the present time.

During the TASFAA Executive Board meeting a motion was offered and accepted that TASFAA President Smelser send a letter to Dr. Russ Deaton, Interim Director, TSAC, summarizing the effect on students and schools during and after the wind down of the TSAC FFEL Program. President Smelser developed the letter, approved by the voting members, and sent the letter to Dr. Deaton. Dr. Deaton replied with appreciation and positive comments about maintaining the superior customer service student borrowers are accustomed with TSAC.

TASFAA is supporting the efforts of Senator Lamar Alexander and Senator John Kline on the following points:

1. Simplifying and Improving Federal Student Aid
2. Promoting College Affordability and Limiting Over-Borrowing
3. Promoting Student Success – Providing Personalized, Comprehensive Career and Financial Education Services to Students and Families
4. Assisting Struggling Borrowers and Expanding Access to Loan Rehabilitation
5. Assisting Struggling Borrowers – Leveraging Technology to Service and Recover Federal Debt

Letters were drafted, approved and sent to both Senator Alexander and Senator Kline and their staff.

Action Items:

Next TASFAA Executive Board meeting is January 22, 2016

Conference Committee will meet January 21, 2016

Completed/In-Progress Items:

TASFAA Fall Training series began October 28 at Union University, Jackson TN, October 29 at TN State University, Nashville TN and October 30 at Johnson University, Knoxville TN.

TASFAA Nominations has solicited nominations for the 2016-17.

Site Selection Committee is requesting information for locations for our 2018 and 2019 conferences.

Michael Farris-Virginia