

# South Carolina Association of Student Financial Aid Administrators



2018-19 Executive Board Meeting  
Friday, June 22, 2018  
Hilton Garden Inn  
Rock Hill, SC

## Present

Kisha Howze  
Bridget Blackwell  
Zachary Christian  
Angela Fowler  
Melanie Gillespie  
Gerrick Hampton  
Katie Harrison  
Ray Jones  
JW Kellam  
Elizabeth Milam  
Nikki Miller  
Missy Perry  
Justin Pichey  
Traci Singleton  
DJ Wetzel  
Jennifer Williams

## Meeting

President Howze called the 2018-19 Executive Board meeting agenda to order at 8:39 AM. A quorum was established with all voting members present.

***Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. Melanie Gillespie motioned to approve the agenda and Angela Fowler seconded the motion, which carried.***

***Action Item: Approval of Non-Standing Committees. Zachary Christian moved to accept the Non-Standing Committees, and Traci Singleton seconded the motion, which carried.***

There was no old business to report.

President Howze presented her theme and logo for the 2018-19 SCASFAA Executive Board. Her theme is 'We are All IN! - Inspired, Involved, Invested'.

A SASFAA update regarding the 2018-19 SASFAA Board Meetings was provided. President Howze reported the following SCASFAA members serving SASFAA: Sarah Dowd, Communications and Outreach Committee Chair; Nancy Tate, Budget and Finance Chair; Katie Harrison, Conference Chair; Zachary Christian, South Carolina Rep – Conference Committee. President Howze announced that if anyone is interested and willing to serve on a committee for SASFAA to let her know, and she will get you in touch with the appropriate person.

All Board members are requested to renew membership as soon as possible after July 1; the Board was reminded that no voting members can vote until membership is paid.

President Howze asked Katie Harrison to present the SCASFAA Board Duties and Responsibilities (attached).

Melanie Gillespie, President-Elect, provided an overview of Parliamentary Procedures to all Board members; she will email the Board a cheat-sheet of Robert's Rules to all current Board members. Jennifer Williams, Past-President, provided a clarification about which members can provide a discussion and who can vote. All Board members can participate in discussion; however, only elected officers can vote.

## Report of Officers

### **Kisha Howze – President**

Goals are to continue to seek ways to increase membership; provide excellent training; and, remain within the operating budget.

### **Jennifer Williams - Past-President**

With the change to a fall only conference, there will need to be changes in the verbiage in the Policies & Procedures. Primarily with Awards and nominations - the suggestion would be to solicit awards and nominations prior to the fall conference and allow the slate to be announced at the fall conference.

Discussion was held; Jennifer suggested solicitation for awards and nominations to begin in July. Melanie brought up the concern about members not being paid yet. Zachary Christian, Secretary, reminded the board that membership status does not lapse until September. Elizabeth Milam, Long Range Planning, also reminded the board of specific verbiage in the Association By-Laws, which may need to be reviewed.

### **DJ Wetzel - Vice President**

New Aid/Intermediate Aid Officer Workshop tentatively planned for some time in January. DJ also stated he wants to continue offering a NASFAA-U credential. A new suggestion DJ brought forth would be to begin offering SCASFAA Podcasts. This would build from the work Katie Harrison started during the 2017-18 membership year as the Association Involvement and Leadership Task Force. The plan would be to offer a monthly podcast.

Jennifer stated she thinks this would be a great idea and sees the benefit this would provide to the membership. Melanie suggested DJ work with Gerrick Hampton, Member at Large, to use to solicit membership. It was also suggested that sponsors could “sponsor” a podcast and be another advertising option for our sponsors.

### **Melanie Gillespie - President-Elect**

As part of the Special Projects, Melanie plans to create a transitional guide. This will help future Board members transition from year-to-year and will provide each Board member with a timeline of duties. This will be a supplemental document to the Policies and Procedures. The P&P provides the overall duties of each position, but this would be the finer details to fill in the gaps. She plans to have this completely compiled and ready to go for next year’s transitional Board Meeting.

Traci Singleton, Global Issues Chair, asked how this relates to the transitional documentation Board members are already asked to complete at the end of the year to provide to his/her successor. Melanie explained that this is a month-by-month timeline for each position.

Melanie also reported on President Howze’s chosen charity for this year; the charity will benefit victims of domestic violence. Last year’s competition collecting items to donate to animal shelters is a foundation for an idea to work with this year – solicit items for donation to various shelters within the state. Melanie asked for thoughts on doing this as a competition. Justin Pichey, Electronic Services Chair, expressed his concerns about this being a competition, as this is a serious issue and that there wouldn’t be a need to make it a competition to solicit participation. Melanie explained the reasoning to add a competition aspect of which office donated the most poundage to encourage participating from the membership. Zachary suggested it all comes down to how it presented to the membership; Ray Jones, Lender Liaison, seconded that. He stated, from a marketing standpoint, it is all in how it is promoted.

### **Zachary Christian – Secretary**

Zachary reported that he will be working on creating a Conflict of Interest Policy to be discussed and adopted by the Board at the next Board Meeting. Zachary also plans to look to seasoned SCASFAA members to assist with a complete review of the Policies and Procedures and to suggest special areas of interest for Board members to review and possibly provide updates.

### **Angela Fowler – Treasurer**

*Discussion: Reimbursement/Travel procedures training and forms.*

Angela reminded all Board members of SCASFAA’s reimbursement/travel procedures.

### **Missy Perry - Treasurer-Elect**

Missy reminded all Board Members to renew membership after July 1 and to please pay membership dues prior to the next Board meeting.

### **Gerrick Hampton - Member at Large**

The goals for this year will be to increase membership to 375 paid members and to identify two schools that haven’t been involved with SCASFAA in the recent years.

Elizabet suggested following Mississippi’s process of sending Board members to various schools across the state to try to get involvement. Melanie expressed that she would be happy to travel to schools.

### **Committee Reports**

#### **Ashley Stuckey - Advisory to CHE**

Not Present.

Discussion: College Goal – Gerrick explained how SCASFAA’s role assisted with College Goal helped CHE move away from the College Model to an Application Model. There were 24 high schools doing a pilot program with representatives from colleges and universities attending the events to provide their expertise. CHE is hoping to do this on a larger scale statewide and hoping financial aid administrators will be more vocal in supporting the high school events. The only concern is that making it statewide will leave some events lacking representation from the colleges, but this is the next step.

Elizabeth asked for clarification on how this will work. Gerrick explained that College Application Month will still take place in the fall at the high schools and then College Goal will take place in the spring but again at the high schools, as the College Goal events happening on college campuses did not maintain a large turnout each year.

#### **Michelle Upchurch - Communications**

Not Present.

#### **Kelly Savoie - Consumer/Counselor Relations**

Not Present.

#### **Justin Pichey - Electronic Services**

Justin reported that domain renewals were completed this past year and are good through 2022; Wild Apricot’s renewal will be in October. His goal is to continue revitalizing the website making it more user friendly and more aesthetically pleasing.

#### **Earl Mayo - Financial Planning**

Not Present.

#### **Traci Singleton - Global Issues**

Traci reported that her goal this year is to focus on Domestic Violence and have a presentation or some type of event take place during the conference. Traci is also looking to gather resources that can be provided to students whose financial situation might change because of domestic violence.

Jennifer stated that the biggest take away from the Poverty Simulation that took place during the spring 2018 conference was the resources she didn’t know existed; suggested having a resource document that can be shared with the membership to help bring awareness to the options and resources available. Melanie also suggested that any resources be shared with other offices on campuses.

#### **Joey Derrick - Legislative Relations**

Not Present.

#### **Ray Jones - Lender Liaison**

Ray reported his goals for this year will be to provided updates on state and federal regulations and policy that affect SCSLC’s programs. He hopes to put these changes and regulations together and get them disseminated to the membership as soon as possible.

#### **Bridget Blackwell - Conference**

Bridget reported the fall 2018 conference will be held at the Sonesta Resort Hilton Head, where the spring conference was held. With the conference moving to the fall, information will be sent out in early July to allow schools to begin planning and budgeting for staff to attend. Dave Bartnicki has been contacted. Bridget also stated she hopes to have the first committee meeting the second or third week of July, so the committee can hit the ground running.

#### **JW Kellam - Site Selection**

Goals include creating a database of potential hotel sites for future conferences; identify the best conference format for members – taking from the survey responses.

Melanie suggested having additional questions added to the survey to gauge how many truly want to have free time. She also stated around 50% of attendees still ended up coming in Sunday night, rather than traveling in on Monday as was intended by having the conference start Monday afternoon. Traci stated a representative from the Marriot in Charleston reached out to her to look at being a potential site for a future conference.

#### **Nikki Miller - Sponsorship**

Nikki reported her plan is to continue to grow the list of sponsors for this year and hopes to connect with the sponsors on another level to market what SCASFAA is, what we do, and how they can play a role within SCASFAA by investing as a sponsor. Highlight them more during the sponsor recognition. She also wants to revamp the sponsorship reception to make it more meaningful for the sponsors.

Ray expressed that he likes that idea because it helps break up the normalcy. Melanie suggested that Nikki reach out to the sponsors and gauge what they would like to see happen. Elizabeth talked to the SASFAA sponsors at the spring SASFAA conference to solicit their sponsorship, which yielded 3 more sponsors. The suggestion would be to have someone attending NASFAA to do the same.

#### **Elizabeth Milam - Long Range Planning**

Elizabeth reported she hopes to make the next long-range plan tie in with changes to technology and not be as strictly compliance-based as the previous long-range plan was. Long-range plans from various associations have been received to review and pick and pull from to help create the new plan.

Ray added that SCSLC is working on updating their plan and offered his help and assistance.

#### **Samantha Hicks - Association Involvement and Leadership Task Force**

Not Present.

#### **New Business**

No new business

#### **Announcements and Closing Remarks**

SASFAA President Exchange – because the timing of our conference and that the conference SCASFAA's president will be attending won't take place until May, Kisha has suggested that Melanie either attend in her place, or they both attend. Kisha sees the benefit of sending President-Elect. The SCASFAA budget has room to send both President and President-Elect to attend. Ray suggested that this transitions to a duty of the President-Elect, as there is more benefit to the President-Elect. Jennifer added that if this change happens, the President will need to work closely with the President-Elect to help with the planning on the SASFAA level.

Bridget asked about the process for members to volunteer; it is part of the membership application

Next Board meeting will be held in September. Kisha will work with the Board to determine the best date for everyone. More information forthcoming.

Meeting adjourned at 11:58AM.

Respectfully Submitted,



Zachary Christian  
2018-19 SCASFAA Secretary

## **SCASFAA BOARD DUTIES AND RESPONSIBILITIES**

Role of the Board: Ensuring excellent management of the organization

Function of the Board: Protect the public's interest and enable the association to achieve its purpose

Board Service:

- Support the mission and purpose of SCASFAA
- Support the President
- Ensure effective planning
- Monitor and strengthen programs and services
- Ensure adequate financial resources
- Ensure legal and ethical integrity
- Enhance SCASFAA's public standing

Governance – What makes governance work?

- Consensus-oriented
- Accountable
- Transparent
- Responsive
- Equitable and Inclusive
- Effective and Efficient
- Follows the Rule of Law
- Participatory

Governance – Best Practices

- Maintain minutes of all meetings
- Conflict of Interest policy – Minutes must document any instance in which policy invoked
- Review IRS Form 990 before it is filed
- Three most recently filed IRS returns must be available for public inspection

Governance – Suggested Documents

- Annual Report
- Board Financial Report
- Conflict of Interest policy, signed by all Board members annually
- Travel and Reimbursement policy

Representing SCASFAA

- Act in good faith in the best interest of SCASFAA
- Possess fiduciary responsibility to SCASFAA
- Be familiar with legal aspects of service
- Thoughtfully consider decisions and use independent judgment
- Properly address adverse reactions to SCASFAA

# **SCASFAA BOARD DUTIES AND RESPONSIBILITIES**

## **LEGAL RESPONSIBILITIES OF ALL BOARD MEMBERS: DUTIES OF CARE, LOYALTY, AND OBEDIENCE**

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

The Duty of Care requires Board members to:

- Be aware of SCASFAA's mission, plans and policies, and be sure they serve the needs of the community that they represent
- Fully participate in board meetings, deliberations and decisions by attending board meetings and arriving fully prepared
- Read, evaluate and ensure accuracy of all reports, including minutes, financial and committee reports
- Ensure the association has sufficient resources to fulfill the mission of the association
- Use independent and best judgment when making decisions

**The Duty of Loyalty** is a standard for faithfulness and requires all SCASFAA Board members and officers to give undivided allegiance when making decisions affecting the association. This means that board members must act in the interest of the association and not in their own interest or the interest of another entity.

The Duty of Loyalty requires Board members to:

- Understand and address any conflict of interest
- Disclose to the rest of the Board any information about him/herself that could have an impact on his/her decision-making and oversight function
- A Board member can never use information obtained as a Board member for personal gain, but must act in the best interests of the organization
- All Board members should be asked to complete a Conflict of Interest Form annually.
- Think about and focusing on priorities of the association and not that of yourself or another organization

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

The Duty of Obedience requires Board members to:

- Maintain thorough knowledge of the association's regulatory and reporting requirements and documents governing the association and its operations (such as the By-Laws and Policies & Procedures Manual)
- Represent the association in a favorable light
- Speak "with one voice" after a decision has been made, even if the individual board member disagrees with the decision
- Observe of the Statement of Ethical Behavior and Code of Practices