

SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Wednesday, November 13, 2013 - 9:00 AM Central Time

Americlnn, Chamberlain, SD

Executive Council Members

Kristy O’Kief (DWU)..... President
 Ken Kocer (Mt. Marty) President-Elect
 Deb Henriksen (BHSU) Past-President
 Emily Studenski (Augustana) Secretary
 Becky Pribyl (NSU) Treasurer
 Cheryl Bullinger (NAU) and Kim Nida (BHSU) Members at Large (thru 2013)
 Carolyn Halgerson (SDSU) and Micah Hansen (Kilian) Members at Large (thru 2014)
 Ken Wallace (Great Lakes) Associate Member at Large

Call Meeting to Order: at 9:01 am by Kristy, who welcomed our new members.

MEMBERS PRESENT: Kristy O’Kief, President; Ken Kocer, President-elect; Deb Henriksen, Past President; Becky Pribyl, Treasurer; Cheryl Bullinger and Kim Nida, Members At Large 2013; Carolyn Halgerson, Members At Large 2014, Ken Wallace, Associate Member.

Members absent: Emily Studenski, Secretary, and Micah Hansen, Member at Large 2014.

Welcome guest members: Caleen Jandel-incoming treasurer, Monica Gannon-incoming secretary; Carmen Neugebauer-incoming member at large.

Approval of Agenda and Consent Agenda: Deb approved, second by Cheryl. Approved by all.

Approval of Minutes from June 26, 2013 Board meeting: Becky approved, Deb second. Approved by all.

Officer Reports – Consent Agenda (Secretary, Past-President, President-Elect and President)

Secretary – No report.

Past-President – Submitted by Deb Henriksen:

Since the June meeting, I have assisted President O’Kief with securing members for the ballot of 2014 officers. I am happy to announce we have the treasurer, secretary and members-at-large filled for the ballot, however, I could not, after calling many people, get anyone to run for president-elect. Please refer to the President’s report on those who will be on the ballot, and how we will proceed for this next year’s officers.

I have also been assisting president-elect, Ken Kocer, with the 2015 conference site. I have three hotels with possibilities. I have contacted Spearfish Holiday Inn, K bar S in Keystone, and the Lodge at Deadwood for possible dates of March 23-25, 2015 (Easter is April 5th that year). Hopefully we will have some bids from these hotels soon so a decision can be made.

It has been a pleasure to step-in as past-president, to be able to assist the board during the 2013 year. Thank you for the opportunity.

President-Elect – Submitted by Ken Kocer: information submitted by Ken is listed under old business for Decentralized Training and New Business budget.

President – submitted by Kristy O’Kief

It’s really hard to believe this is my last board meeting as president at least for the time being. I know I eventually will run again for this position. I really appreciate the support I have received from my board. I know Ken is going to do a great job as President and I am grateful that he is willing to stay on for two years in the position.

5 positions needed to be filled for the 2014 executive board and this is how it stands:

President-Elect: Deb has agreed to be appointed to this position for one year and then hopefully we can get someone else to step into this role for 2015 and can get back on track.

Treasurer: Caleen Jandel

Secretary: Monica Gannon

Member at Large: Carmen Neugebauer and Melinda Fedeler

Committee Reports:

For the High School Counselors workshop I have met with the committee who are site coordinators and Ken Kocer who is Vice Chair through a conference call to discuss the organization of it and what training materials we are going to use. I had stated that for me it would be easiest if we each printed our own materials since I am also a site coordinator. The materials we are going to use is the National Training for Counselors and Mentors. Below is the location of the 6 sites with the days they are being held on.

HS Counselor Workshop sites	Location
Aberdeen – Wednesday, December 11th Sharon Kienow, NSU	Rapid City – Thursday, December 12th Starla Russell, Western Dakota Tech
Mitchell – Wednesday, December 11th Kristy O’Kief, DWU	Sioux Falls, Wednesday, December 11th Micah Hansen, Kilian Community College
Pierre – Thursday, December 12th Carolyn Halgerson, SDSU (605) 688-4695	Watertown– Thursday, December 12th Carrie Jordanger, Lake Area Tech

Membership Committee:

The membership committee met October 31st for the first time this year. Below is the minutes from this meeting.

Membership committee: Present - Bob Prouty; Melinda Fedeler, Ken Wallace; Cheryl Bullinger; Kristy O’Kief; Becky Pribyl

Currently we have 14 Associates members and 19 institutional members

1. Appoint a vice chair for committee that will be Chair of 2014 Membership committee
Melinda Fedeler has agreed to vice chair for remainder of this year and chair this committee for 2014
2. Discussion on how often this committee should meet
 - a. February conference call –mainly for retention for members who have not renewed their membership
 - b. Spring meeting- try to tie it to the spring conference if possible but can also do conference call. This meeting discuss what needs to be done to recruit new members. Discuss ideas for new members to make SDASFAA a benefit to be a member of.
 - c. October – try and recruit new members to SDASFAA
3. Discussion on what is the purpose of this committee

Policies and procedures: The committee is responsible for compiling and maintaining the Membership Directory of the association and forwarding that information to the Website Committee. The committee shall be responsible for development and soliciting of new members along with following up with any members that have not renewed their annual membership. The Committee will also make recommendations to the Board for corporate development including corporate support levels and membership fees. The Membership Committee shall consist of both institutional and associate members appointed by the President.

Becky mention that it is not necessary for the committee to compile and maintain the membership directory since the Treasurer has been doing this through membership dues and sending out emails periodically for updates and then just updating the membership spreadsheet as the information comes in.

Responsibility of this committee:

SDASFAA is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources or knowledge of the financial aid delivery system or application process. SDASFAA's goal is to assist those seeking assistance through all Title IV regulations.

- a. recruitment and retention; Becky provided committee with information that was created back in 2010 by the former membership committee. May want to look at this and determine who we should be looking at recruiting.
 - b. providing information to potential members why SDASFAA would be an added value to them. Bob is going to adapt the letter that was sent to the Presidents of the institutions since we thought it had quite a bit about why SDASFAA is important.
 - c. Understanding SDASFAAs members and what is important to them so SDASFAA can try to meet their needs. Maybe create a survey to send out once a year to get feedback.
4. Discussion of members that are no longer part of SDASFAA:
 1. National Guards – Kristy will try and contact Corey Rabenberg and find out what's going on if they are planning to be member again. (I have left him a message to call me back-KO)
 2. Sioux Falls Seminary – was a member one year with Nathan Helling but when trying to contact him about renewing was not able to get in touch either by phone or email. Thought reason for not renewing is not enough value in a membership.
 3. Black Hills Beauty College- Cheryl will contact Tom Poloncic and see about getting them back as members.
 4. Tribal colleges – Kristy will contact Sinte Gleska and find out what they would like to see with SDASFAA that would get their interest in being a member again. This may help with the other tribal colleges
 5. Colorado Tech – no longer has a financial aid office in South Dakota so will not reach out to them.
 5. Board approved membership fee: Committee was ok with keeping the membership fee at \$75.00
 6. Associate Member – any recommendations on changes or in associate members we should look at?

Ken mentioned that associate members would like to be able to have a breakout session where they can speak about their product. If I don't have this quite right Ken please let me know.

In talking about associate members Cheryl stated she would contact clearinghouse to see if they had any interest since we believe quite a few of our schools utilize their services.

Most of the committee will be at decentralized so planning to meet there as a follow up discussion to this meeting.

Spring 2014 Conference Committee:

The committee will be meeting on November 6th and I will report more on this under the old business

Officer Report:

Treasurer Report –

One cancellation, 50% refund per Kristy based on timing. All spring conference & support staff workshop expenses reported. Becky ordered checks. Should misc income be listed as a negative expenses instead? And report registration cancellations as negative income? Becky will contact accounting dept at NSU to find out how we should be handling these situations and the board agreed to go ahead with their recommendation. Cheryl approved, second by Ken to approve treasurer report. Approved by all.

Old Business

2013 Support Staff Workshop Recap:

The SDASFAA Support Staff Workshop was held October 10th & 11th in Brookings, SD at the McCrory Gardens Education & Visitor Center. This was an ideal and beautiful location for the workshop! This was also the first year that we did not work with a particular hotel for room reservations. Participants were offered a list of hotels in Brookings as part of the registration information. One evaluation mentioned the preference of having the workshop in a hotel so attendees could socialize in the evening after the activities were over.

The workshop kicked off shortly before 1 p.m. on Thursday afternoon. We had 14 participants registered for the workshop. This number included 5 Education Committee Members. The years of experience of those registered ranged from 4 months to 38 years! Three attendees had one year or less of experience in financial aid.

Thursday afternoon sessions included a couple of Ice Breaker activities by Marlene, FAFSA Update by Beth Vollan and Julie Hamer of SDSU, Academic Advising and First Year College Students by Mark Binkley of SDSU, and a Student Loan Update (presented by conference call and PowerPoint presentation) by Erin Richards from SD School of Mines & Technology.

The Thursday afternoon activities then moved on with a road trip to Schade´ Vineyard outside of Volga starting at 4:30 p.m. Participants in the Wine Tasting and Tour enjoyed sampling the various Schade´ wines, hearing a short history of the vineyard, and just taking the time to visit with one another while enjoying some appetizers. Thursday evening wrapped up with dinner at the Pheasant Restaurant and Lounge in Brookings.

The workshop resumed at 8:15 a.m. on Friday with more door prize drawings and a game to test our knowledge of financial aid acronyms. September Kirby, an SDSU faculty member, shared "Finding Balance with the *Fish* Philosophy" with us. Joyce Kepford and Tina Pruet from the SDSU Registrar's Office shared the FUNdamentals of FERPA, as well as testing our knowledge with some FERPA case studies. Kim Bellum, Dean of Instruction from LATI, provided an eye-opening presentation on "The Next Level of Understanding...Poverty and What it Means for All of Us."

The workshop wrapped up with completion of the evaluation forms and final door prize drawings. Participants headed on their way home (or back to work!) shortly before Noon.

The Fish Philosophy and Poverty presentations received high marks on the evaluations. Some of the suggestions on the evaluations for the 2014 Support Staff Workshop included:

Location – Mitchell, Deadwood, Chamberlain, or Custer (Deadwood received several votes so I think that is a hint that they have enjoyed the Slot Tournaments we've done in the past!). The committee met via conference call and would like to recommend Deadwood for the 2014 location for October 9th & 10th, 2014.

Topics – Any new changes in federal policies, always something new and uplifting, and other outsiders (the box topics that can be related to financial aid).

Carolyn provided discussion regarding the workshop – might be the time to discuss changes to the program. Change to every other year? Need to have a certain number registered or cancel it? More meat to the agenda? Consensus is to keep it the same because west river has a great turnout and it is a great way for new members to get involved and hopefully grow into leadership roles.

2013 Decentralized Training: Ken Kocer –

As of October 31st we had 32 registrants for the SDASFAA Decentralized training. Kristy's budget had been based on 30 attendees with a proposed income of \$1,500.00 and expenses of \$800.00 for a net income of \$700.00.

Projected income	\$1,625.00.
Projected expenses:	864.72 projected
Room Rent	210.00
Dinner	320.00
Snacks/soda	200.00
Presenters	50.00
Total	780.00

Projected Net Income \$760.28

2013 High School Counselor's Workshop: Kristy O'Kief – Dec 11 & 12 – Aberdeen, RC (WDT), Mitchell, SF, Pierre (Carolyn), Watertown; Oct 30 first notice to Tom Kool to send to counselors; 82 registrants so far; \$25 to attend or to have material mailed; each site needs to print materials.

SDASFAA is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources or knowledge of the financial aid delivery system or application process. SDASFAA's goal is to assist those seeking assistance through all Title IV regulations.

2014 SDASFAA Spring Conference: Kristy O’Kief – John & Lynnette, Deb, Carolyn, Micah, Craig, Ken K., Emily, Kristy; \$85 fee this year, SLFC offered to cover break treats, Holiday Inn City Centre downtown SF, March 31 – April 2, sub-committees are in order, Dec 16 next meeting for discussions.

2013 Budget Review: Kristy O’Kief – close to breaking even since Kristy didn’t attend RMASFAA conference, Kristy will send update so we know where we are currently standing.

Destruction of 2012 Electronic Election Ballot motion – Carolyn moved, second by Cheryl to delete ballots. Approved by all.

New Business

2014 Committee Assignments: P&P indicates committees are appointed by the president – sent out volunteer form, not much response; HS counselor workshop committee is in place; 2015 spring conf comm needs to be determined (past president is chair, but that position will be vacant) – need one associate member and others filled by institutional members; Decentralized Training – chair is pres-elect; Recognition committee – past-res chair, pres, & past, past pres; committee of record & website – chair is webmaster with at least 2 other members; membership committee – Melinda will be chair (Sinte Gleska might be joining again – need to be mindful of topics not focusing on loans), Kristy, Cheryl, Becky, Ken W.; support staff workshop committee – Erin will be chair; review committee – 3 members – review treasurer’s books – maybe group from Aberdeen this year.

2015 SDASFAA Spring Conference locations – Deb has been checking on locations – if going to Mt Rushmore, should be in RC for 2016; Spearfish Holiday Inn (conf room price too high – will contact Angie), K Bar S (no quote yet) The Lodge (no state rates currently available, 10-12 state participants); March 22-25, 2015;

2014 Draft Budget proposals

Attached find my recommendations for the 2014 SDASFAA Budget. I would like the board to review and make any comments during our meeting. I would like to then forward the budget on to the members so they are aware of it well before the Spring 2014 meeting. Annual sponsorships & memberships same; make a leadership scholarship available for a member of SDASFAA with the expectation that the person serve in a leadership role?; Ken not going to Leadership Conf again, available for treasurer if she wants to go; Feb board meeting changed to call rather than meeting in person, meet in July; currently a red budget, but will most likely change to black budget; if support staff workshop is west river, NAU will cover printing expenses offered by Cheryl; discussion on \$500 scholarship for leadership pipeline – should this be included in 2014 budget? Needs to be in P&P, what committee should be in charge? Contingent on pursuing a leadership position in SDASFAA; determined it was one-time basis, new board needs to determine if it will be available again. Deb motioned to put \$500 in budget, motion to approve, Carolyn second. Budget approved by all.

2013 Electronic Ballots for 2014 – Ken will continue to be President & Deb will run for one year President-Elect only – motion by Carolyn, Ken second, approved by all. Discussion was led that board would need to appoint someone in for 2015 past-president. Cheryl offered followed by Carolyn motion to approve Cheryl as 2015 Past President followed with a second by Becky – approved by all.

2016 RMASFAA Fall Conference in South Dakota – need co-chairs soon – maybe Laura Schultz (WF) as associate member; RMASFAA has provided \$500 for co-chairs to begin attending meetings, etc.; need committees set up soon, too.

SDASFAA needs an electronic logo for future RMASFAA Conference – Ken W. will check with graphics dept about making an electronic logo

State delegates to the RMASFAA Board must be RMASFAA members – RMASFAA term runs from conf to conf, not calendar year – if president isn’t member, does board need to appoint a member to go? Need to update P&P to cover this situation. Will need to change description of duties of President & President-Elect.

Next Meeting – conf call – Thursday, Feb 20 at 10 central, 9 mountain

ADJOURN

Motion to adjourn by Kim, second by Deb – all approved.

Respectfully submitted,
Kim Nida, secretary pro-tem for Emily Studenski