



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Thursday, February 25, 2016 – 3:00 PM Central Time
Phone Conference

Executive Council Members

- Micah Hansen, (SDSU) President
- Becky Pribyl (NSU) President-Elect
- Ken Kocer, (Mount Marty) Past-President
- Marlene Seeklander, (LATI) Secretary
- Caleen Jandel, (NSU) Treasurer
- Julie Hamer, (SDSU) and Kim Nida, (BHSU) Members at Large through 2016
- Jacob Schuring (BHBC) and Carrie Jordanger (LATI) Members at Large through 2017
- Laura Schultz, (Wells Fargo) Associate Member at Large

Call Meeting to Order

Approval of Agenda and Consent Agenda

Ken motioned to accept the agenda and consent agenda as written. Julie seconded the motion. All members approved the motion, motion passed.

Approval of November 16, 2015 Executive Council Meeting Minutes

The following corrections need to be made to the 11/16/15 draft minutes per Becky Pribyl:

- Page 1, Becky Pribyl was inadvertently left off of the list of those welcomed to the transitional board meeting.
- Page 9, the spelling of Pribyl was corrected.

Caleen motioned to accept the meeting minutes as final. Ken seconded the motion. All members approved the motion, motion passed.

Officer Reports – Consent Agenda

President (Micah Hansen)

I'd like to start by saying how much I appreciate being given the opportunity to serve as the SDASFAA president this year. This organization has certainly been one that I have gained valuable information, experience, and friendships from. The year has already started to go by quickly, and there are many changes that have occurred in the past year that will impact the future of our organization. I look forward to working with you all as we move forward.

Upcoming Events:

RMASFAA Board Meeting

I will be representing SDASFAA at the RMASFAA Board Meeting in Denver on March 4th & 5th. I will report on actions and activities of our organization since the last RMASFAA Board Meeting which was at the RMASFAA Fall Conference in October. I will also be joined by Carolyn and Laura as they report to the board an update on our progress for hosting the 2016 RMASFAA Conference. I will be providing a report from the RMASFAA Board Meeting during our April SDASFAA Executive Board Meeting.

SDASFAA 2017 Spring Conference

The 2017 Spring Conference site will be the Holiday Inn City Center, Sioux Falls. The contract has been distributed for comment and there were no insurmountable concerns with it. We will call for a vote for approval to sign the contract during this meeting.

SDASFAA 2016 Spring Conference

The Spring Conference Committee met in December and Ken Kocer (Chair) will have additional details on preparations for the conference in Rapid City. As program chair I can report that there will be a change in the tentative agenda as it appears Sid Goss will no longer be available, but there are several options being explored. We also want to re-iterate that

the site was selected in the tradition of running our spring conference in the same location of where we will host the RMASFAA Fall Conference the following fall as host state.

2016 High School Counselor Committee

The sites for the 2016 will need review and discussion as per the considerations to changes being brought about by the Prior-Prior Year changes, and the possibility of working with CCASD. The board was provided with the initial information being discussed and shall discuss this during our meeting.

President Elect (Becky Pribyl)

I am honored to be representing SDASFAA at the NASFAA Leadership & Legislative Conference & Expo that takes place in Washington, D.C. on February 22-24. Hill visits take place on Wednesday, the 24th, and I have individual appointments scheduled with the offices of Senator Thune, Senator Rounds, and Representative Noem. In addition, there is a Sunrise Coffee event that same morning that I will also be attending where the entire South Dakota delegation gives an update and meets with constituents. On February 2nd, I sent a request for thoughts/comments/ideas to the SDASFAA membership seeking discussion points for these meetings. At this time (2/11/16), I welcome feedback from the membership and the Executive Board for any final suggestions. Thank you for this opportunity!

Past President Report (Ken Kocer)

The major part of my duties so far as past president have been centered around being the Chair of the 2016 Spring Conference Committee, wrapping up reporting on the 2015 SDASFAA High School Counselor Workshop and the Chair of the Recognition Committee. See my individual board reports for information on each of these committees.

My next project as past president will be to review the constitution and policy and procedures manual and make any recommendations necessary.

Respectfully submitted,
Ken Kocer

Secretary Report (Marlene Seeklander)

There is no additional report from the Secretary as the draft meeting minutes from the November 16, 2016 meeting had been distributed, checked for revisions, and approved. Marlene will make the needed revisions and forward the final minutes to Beth Vollan to be posted to the SDASFAA web site.

Treasurer (Caleen Jandel)

Attached at the end of the meeting are the 2015 Balance and Asset Statements, 2016 Balance and Asset Statements, and Historical information.

Ken motioned to accept the Treasurer's report as presented. Jacob seconded the motion. All members approved the motion, motion passed.

2015 SDASFAA High School Counselor Workshop Report (Ken Kocer)

There were 121 attendees for the 2015 Counselor workshop with the breakdown per site below:

Aberdeen	23
Madison	9
Mitchell	17
Pierre	13
Spearfish	26

Sioux Falls	29
Materials	4

The cost per attendee per site was:

Aberdeen	\$21.51
Madison	\$11.09
Mitchell	\$2.35
Pierre	\$37.94
Spearfish	\$26.57
Sioux Falls	\$3.94

I recommend the cost per sites be evaluated and to see why there is such a discrepancy in costs at the different sites. Pierre is a different case as there are transportation costs and room costs involved for the trainer to attend.

Attendance for the 2015 workshop was down from 137 total attendees in 2014.

We did receive some very positive feedback from the Counselor Survey requests that went out.

- 67.44% responded the presentation materials were “excellent” as opposed to 54.24% in the 2014 survey
- 67.44% responded the Powerpoint presentation was “excellent” as opposed to 56.9% in the 2014 survey
- 72% responded “excellent” to the Resource Materials were well developed as opposed to 59.32% in the 2014 survey
- 62.79% responded “excellent” to the student handout materials were well developed as opposed to 49.15% in the 2014 survey
- 76.74% rated “excellent” that the Topics in the workshop were relevant as opposed to 61.02% in the 2014 survey
- 72.08% responded as “excellent” that the agenda allowed for enough time for the materials to be presented as opposed to 59.32% in the 2014 survey

These are all huge indicators of increased satisfaction from our counselors and I strongly encourage us to continue providing a “uniform” set of materials and topics at each site as the survey has supported the counselors were happy with this approach.

Overall the counselors showed an increased satisfaction across the board in the ‘value of the workshop’, the “event” and the “materials”.

I have been in contact with Tom Cool regarding a possible joint event with the SDASF AA Counselor workshop in conjunction with the Council on College Admission in South Dakota (CCASD) workshops. The reason this discussion is that the counselors were requesting an earlier SDASF AA Workshop due the prior prior FAFSA processing which will begin the FAFSA cycle on October 1. The CCASD workshops are held in September and could be a way to increase our attendance at the SDASF AA Workshops as Tom has stated the at least one counselor from each high school attends the CCASD. We would need the backing of the SDASF AA membership for this to be possible as the timing is really tough with the beginning of the semester and we will need to make sure we have the financial aid administrators available to conduct the SDASF AA Workshops earlier.

Respectfully submitted,

SDASF AA 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. SDASF AA's goal is to assist those seeking assistance through all Title IV regulations.

Ken Kocer

2016 SDASFAA Spring Conference Committee Report (Ken Kocer)

The 2016 SDASFAA Spring Conference Committee met via phone conference Thursday, December 17, 2015 at 2:00 pm (CST) with the following members present: Present: Ken Kocer, Micah Hansen, Deb Henriksen, Erin Richards, Monica Gannon, Carolyn Halgerson, Sharon Kienow, and Laura Schultz. Absent: Morgan Huber (maternity leave)

Meeting was called to order at 2:05 CST.

Site Update

Carolyn and Erin did a site visit to the Rushmore Plaza Hotel. They felt it was needed due to the change in contact staff. They were introduced to their new staff contacts for contracts and food. We are in good shape for the site. Also went over AV needs. The hotel staff was interested in which members attending were going to qualify for state rates, but Carolyn mentioned it was too early to provide names.

Program

Micah presented the "tentative program" which he, Erin and Morgan were working on. Joe Massman and Joe Donlay both would like to present Monday and Tuesday due to travel needs for other conferences. Sessions like "open forum" and "NSLDS Reporting" were put on the agenda through suggestions from the Decentralized Training in Chamberlain. Micah stated we are planning on ending Wednesday with strong sessions from Paul Turman and a "Prior Prior" session from Stephan Payne. Micah feels we should be able to have a solid agenda to be placed on the website in mid January.

Registration

There was an email vote for the conference logo. Option #1 with winding road through evergreens and slogan "The Financial Aid Journey...Don't Stop Believin" was chosen. Sharon will send the logo on to Beth Vollan and Kristy O'kief.

Decoration

Deb has the decoration ideas planned out and will be working on them more during the snowy winter days.

Registration Fee

The registration fee had been determined from the committee meeting during Decentralized Training in Chamberlain. The conference registration fee is \$95.00 with a \$65.00 one day fee.

Meeting was adjourned at 2:30 pm (CST)

The tentative conference agenda was placed on the SDASFAA Website on February 1, 2016 and the registration was placed on the website on February 8, 2016. Micah is working with his program committee to finalize the agenda and pass it on to Starla Russell, who has graciously agreed to do the program layout once again. Starla will then pass the layout to Cheryl as NAU has generously offered to print our programs again this year. Micah plans to get the layout to Starla before March 14th to keep us on track to have the printing done in ample time for the conference.

Respectfully submitted,
Ken Kocer

Recognition Committee Report (Ken Kocer)

A request for nominations was sent out to the membership on February 8, 2016. To date there are 2 nominations for the Douglas Steckler Award and 2 nominations for the Outstanding Service Award. The membership has until February 22nd to nominate members for these awards. When the nominations close, a survey monkey will be sent out to the executive council to vote on the Outstanding Service Award. A survey monkey will be sent out to the Recognition Committee to vote on the Douglas Steckler Award. The recipients will be announced at the Awards Banquet during the spring conference.

I am working with Kristy O’Kief on updating the years of service information to have the plaques ready to be presented at the spring conference.

Respectfully submitted,

Ken Kocer

Old Business

2015 Decentralized Workshop.....Micah Hansen *Review of the Nov 2015 event*

Micah reported expenses were below what was projected. We currently have expenses of \$453.68. We had 36 registered with 35 attendees. (Ken had submitted a test registration as someone from USD/Springfield so that accounted for the 36th registration.)

Micah reported that the turnout was good and the training was well received. The attendees were very pleased to have information from Joe Massman, Department of Education Trainer, via conference call.

2015 High School Counselor’s Workshops..... Ken Kocer *Review of the Dec. 2015 event*

The report from Ken on the 2015 High School Counselor’s Workshops was provided earlier. Ken highlighted the attendance, costs per site, and Counselor Survey feedback.

Ken summarized that overall the workshops went very well. He was disappointed numbers down, but happy that satisfaction is up. Micah added that the locations and food contracts can come into play as some schools are contractually bound to using Aramark or another food service vendor. Ken emphasized that we need to compare apples to apples and offer similar menu items.

Becky asked if we need to keep track of which sites pay for printing versus submitting a bill to SDASFAA or if it is possible to have all printing done at one site. If we did do central printing, could we get the materials early enough and disseminated in time for workshops? Caleen checked her records and reported that SDASFAA covered printing at three sites and the rest of the schools did their own printing.

Ken also stated that we need to look at ways to make the High School Counselor Workshops more efficient. Micah concurred.

2016 SDASFAA Spring Conference..... Ken Kocer *April 4-6, 2016 in Rapid City, committee needs, final details*

This topic overlaps with new business.

During their December 17th meeting, it was reported that Carolyn and Erin had visited the Rushmore Plaza again due to a change in management. They discussed the food and felt that the site was still a good site for the conference. They also checked on AV needs. The hotel staff wanted to know who was qualified for state rates. The hotel was informed that it was too early to provide an exact number of individuals who would qualify for state rates.

The committee also discussed the program. Due to travel schedules, Joe Massman and Joe Donnley need to present on Monday and Tuesday. The RMASFAA Training topic will be added to agenda. Stephen Payne from NASFAA will provide information on “Prior-Prior Year” and Perkins Loan updates. Paul Turman from the SD Board of Regents will also present.

The logo has been voted upon. You can check out the Registration site for the logo. The theme is - Financial Aid Journey...Don’t Stop Believin’.

Deb is in charge of decorations and that is going well. The Registration Fee is \$95 per person for the entire conference or \$65 per day. As of February 8th the Registration is open. The tentative agenda was added to the SDASFAA web site on February 1. Ken thanked everyone for a good job and for getting things going so quickly.

Starla Russell is once again doing the program layout. NAU will print programs. Both schools have done this for a number of years. Micah will check with Starla regarding the program.

Caleen reported that she spoke with Ken Wallace of Great Lakes. There is no Great Lakes sponsorship yet, however it is in the works. Great Lakes would like to provide a booth and full page ad in the program. .

Ken Kocer reported that SLFC will also have an ad in the program (1/4 page ad). Caleen said SLFC will also have a booth.

Micah said Ken Wallace had called him this week and asked where he should send the ad file. Micah directed him to Starla. He'll also need to include it on the invoice to Caleen. Micah will follow up with SLFC. Caleen reported she has been visiting with Craig Green at SLFC.

Caleen reported that she has not yet heard from Nelnet or Oglala Sioux Tribe. Nelnet will renew RMASFAA membership, but they are not sure about SDASFAA.

Micah reported that Sid Goss no longer be a speaker on Tuesday morning. He previously charged \$100 for a presentation he did for SDASFAA and has increased his fee to \$500. Deb Henriksen will check with another possible speaker from BHSU. The Committee will make a decision on filling that slot on the agenda. .

Micah has been working with Steven Payne of NASFAA to make sure everything is ready for him.

Micah reported that Carolyn had sent an e-mail to the hotel staff in Rapid City regarding room set up, menu items, etc.

Micah reported that Registration information is now out and he will send out another reminder on February 26th. To date we have 16 registered. SDSU has 3 staff who have not yet registered. The deadline for the hotel room block is March 10th.

The Board discussed Door Prizes for the conference. Previously we have provided one paid conference registration that is non-transferable for the upcoming spring conference (cost of \$95). We are looking at doing this again. Also, one Registration fee for RMASFAA, which is at a higher cost. This is all built into the budget.

Ken stated that he is not opposed to those door prize options. He did ask if we should stick these funds into the Leadership Pipeline instead. Micah said they discussed that option. Ken was not sure how much the Leadership Pipeline fee is. A RMASFAA registration is \$250 for RMASFAA members and approximately \$100 more if it is a non-member.

Laura stated that she doesn't believe there's a registration fee for the Leadership Pipeline and that possibly the only cost are for travel expenses.

Ken asked if we did offer a free RMASFAA Conference Registration fee, would a school be able to cover other RMASFAA expenses.

Micah asked if we have ever utilized the Leadership Pipeline in the past. Ken was not sure.

Micah said if we didn't use these funds as earmarked in the budget, we may need them in other areas.

Ken said he'd rather have three more SDASFAA registrations since more schools will go to SDASFAA versus RMASFAA. It may also be a way to further promote the SDAFAA Spring Conference.

Becky asked what exactly do we want to accomplish? Do we want more people to be able to attend the SDASFAA Spring conference or do we want more people to be able to attend RMASFAA OR is Leadership Pipeline our goal?

Micah said at Chamberlain it was discussed and the thought was to entice people to go to the SDASFAA Conference with an opportunity to win a RMASFAA registration.

Ken thought it was to support the RMASFAA Board. Micah said that wasn't agreed upon. At the Conference Committee meeting it was agreed to try to get more members to attend the RMAFSAA Conference, thus they have to come to SDASFAA Spring Conference for chance to win!

Ken stated that he didn't promote the Leadership Pipeline when he was President. Would more vigorous promotion help? Micah said the Leadership Pipeline is going through some revisions this year and we will leave it as a line item after we find out the new changes.

The recommendation was to provide one registration to the 2017 SDASFAA Conference. Caleen stated that this won't break the bank and we're investing back in the membership. Ken agreed with Caleen. Since we no longer hold the Support Staff Workshop maybe this would allow a support staff member to attend the conference.

Becky stated that we should "attach strings" and that this is for someone who didn't come to the Spring Conference to allow that other staff person to attend or to attend in place of the winner. Micah said that can be challenging as last year it was non-transferable. Ken asked if we could have a drawing only for support staff?

Caleen offered the idea of drawing among the Directors and the winner could then choose someone from his or her staff to attend. Ken said his thoughts are if someone wins and turns it down and doesn't use it, that's okay too.

Carrie offered the idea that if we are offering more than one free registration, perhaps one could be for someone who is in attendance and a second drawing from the SDASFAA Institutional membership with no strings attached. That way the institution could send whomever they would like.

Micah said we had lots of good options to look at. Ken made a motion to offer three free registrations for door prizes with two as non-transferable and one to an institution. Carrie seconded the motion. Motion carried

Ken said there is no future meeting set up right now, but he will set up another in March.

Micah will notify Deb on the decision regarding door prizes.

New Business

2016 SDASFAA Spring ConferenceKen Kocer

2016 RMASFAA Fall Conference Update.....Laura Schultz, *Status Update*

The RMASFAA Conference is only 241 days away! It will be held October 23-26.

The committee met in person at Decentralized Training. Carolyn and Laura are very excited about the RMASFAA Conference and its progress. The request for session proposals went out this week. The timelines and communication plans are going great. Laura and Carolyn will meet with the RMASFAA Board next week and update them and get their feedback. The RMASFAA Committee has a conference call in March.

Laura stated that others in RMASFAA and SDASFAA have felt that we are ahead of the game in planning the RMASFAA Conference.

Micah thanked Laura and Carolyn for their hard work and has no doubt that they'll pull off a great conference. He added that if SDASFAA can help, to please reach out.

2015 Review Committee ReportBecky Pribyl

The SDASFAA Review Committee has reviewed the 2015 financial paperwork and found the documentation and procedures of the Treasurer, Caleen Jandel, to be accurate and in order. Excel spreadsheets were provided by the

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.

Treasurer to the committee via email. Upon review, further documents were requested as a random spot-check and procedural inquiries were also made. After review of the supplemental items provided by Caleen, the committee met with her on Thursday, January 28, 2016, via conference call. The Online Meeting function of freeconferencecall.com was also utilized which allowed Caleen to share the items displayed on her computer screen with all of the committee members.

Items reviewed:

- Income and Expense spreadsheet
- HS Counselor Workshop spreadsheet
- Spring Conference spreadsheet
- Historical Record spreadsheet
- 2014 Tax Return
- Receipt for the Executive Board lunch in November
- Receipt for the SDASFAA state gift at RMASFAA
- Documentation for check #1524
- Check numbers 1495, 1502, and 1541
- 2014 Review Committee Report

Processes reviewed:

- Sales tax – SDASFAA is not sales tax exempt but reimbursement requests and bills run through a financial aid office expense account are received without sales tax included. Caleen will continue to send reminders and request adjusted bills where possible.
- Reimbursement requests – The committee chair approves all committee expense forms; the Treasurer approves President's expenses; for direct bill, Caleen contacts the appropriate party for confirmation before paying.
- Same-day deposits – The Income & Expense spreadsheet shows multiple deposits in one day because money for different events is recorded by event and copied together to the spreadsheet's check register.
- Voided checks – When recipients report not receiving them, checks are voided without using the bank's stop payment option. Caleen asked and even checks marked "void after 120 days" may be processed by a bank after expiration.
- Miscellaneous Expense Category – Based on last year's Review Committee Report, Caleen will split out memorials from this category and give them their own line item for better tracking.

Treasurer highlights:

- National Guard wanted to pay for 2014 and 2015 membership in April 2015, so instead we gave them 2015 and 2016.
- There was no Support Staff Workshop in 2015 but we did receive sponsorship income for it. Caleen credited \$75 to 2016 membership and has \$25 still to carry forward to 2016.
- SDASFAA President approves any exceptions that are made to the refund policy.
- The 2014 tax return was filed late due to a mix-up of dates, but it has been filed and there was no penalty.

Recommendations:

- Voided checks should be reflected on the Income and Expense spreadsheet as they are in the checkbook register so that the two match and all check numbers are accounted for. The Executive Board should consider the merits of implementing a policy of using the bank's stop payment option when a missing check is for a large amount.
- When the Treasurer provides the Balance Sheet and Asset Statement as a report, a narrative should also be included to make these reports more descriptive for recipients. However, we still recommend that the Treasurer's Report be excluded from the consent agenda.
- After reviewing the alternative option, we recommend continuing with the current bank reconciliation method.
- Additional descriptive content should be added to the spreadsheets. For example, on the Income and Expense spreadsheet, add the Policy & Procedure explanations on the NASFAA/RMASFAA tabs for what expenses SDASFAA reimburses; add a screenshot of the event registration information on a separate tab of the event spreadsheets for historical reference.

- The Executive Board should consider modifying the Policy & Procedure Manual to specify that SDASFAA pays for the President-Elect/Treasurer to attend the Leadership Conference, rather than just stating that they will “represent” SDASFAA.

The Review Committee would like to thank Caleen for her hard work throughout the year. Her dedication of time and energy is greatly appreciated and the SDASFAA financial records are well-maintained in her care. My thanks to the committee for their thorough and careful work, their time, and their support.

Respectfully submitted,

Becky Pribyl
Review Committee Chair

Becky thanked Caleen for her hard work and service as SDASFAA Treasurer.

2017 SDASFAA Board Nominations.....Board Discussion

Micah asked what time of year is this done. It is typically done at our Spring Conference; Ken could do a “pep talk” on nominations. The actual vote is held in July.

The following position will be open: Member at Large – Laura Schultz’s Associate Member position will be open. Micah said that one Associate Member has expressed an interest in being on the SDASFAA Board.

Recognition Committee.....Ken Kocer

On February 22nd Ken sent out the request for the Douglas Steckler and the Outstanding Service nominations. To date, 7 out of 10 have voted on the Outstanding Service award. Those who have not yet voted - you need to vote!

The Steckler recipient is voted on by the Recognition Committee.

Ken stated that Kristy O’Kief has done a great job keeping track of years of service so Ken will have that figured out for the Awards Banquet.

Committee Activity from Liaisons.....Board Discussion
Ken Kocer, Micah Hansen, Julie Hamer, Becky Pribyl

High School Counselor Workshop – Nothing new to add.

Spring Conference 2016 – Nothing new to add.

Decentralized Training – Nothing new to add.

Committee of Record/Website – Julie read her report.

Membership Committee – Caleen had sent an e-mail previously. Navient is not sure about renewing. Nelnet hasn’t yet responded. Oglala Sioux Tribe will send their renewal, but it has not yet been received. SLND is not renewing because they are transferring their federal guarantees to Great Lakes and some employees will be SLND employees and some will be SDASFAA members under the Bank of North Dakota.

Caleen stated that with Kilian closing in May, we will lose another member. MTI hasn’t renewed yet, but Morgan was out on maternity leave. Otherwise Caleen reported that membership is pretty status quo. The South Dakota National Guard is paid ahead.

Review Committee – Becky provided her report previously and had nothing new to add.

Ken asked if committee assignments had been completed for 2016. Micah is finalizing. Micah asked if we are eliminating the SSW Committee. Ken said no, it is on Suspension.

Micah would like discussion on the SSW Committee. Ken said he'd like it left inactive. Ken said Micah should not assign people to that committee since it is inactive. Micah will leave it as inactive.

2016 Decentralized Training – Micah stated that Kristy O’Kief had asked if we would have Decentralized Training in November since we’re hosting RMAFSA. Micah told her we hadn’t discussed not having it. We discussed briefly and no one felt there was a reason we should not have it, although historically we have skipped it when we hosted RMAFSA.

We discussed the fact that if a school didn’t attend RMAFSA, would they plan on attending Decentralized and vice versa. Ken pointed out that we usually have good attendance at Decentralized Training and that it is our Transitional Board Meeting. We agreed that if we have a strong topic, it may be good to have it.

Becky asked if Brenda Murtha could do training for Decentralized through her role in NASFAA. Ken stated that she was asked and he was directed to Brenda’s supervisor, Dana. Dana responded that they like to have their trainers present at regional events vs. state events. Ken said we can always ask again. Micah asked if we could consider asking members with NASFAA Credentials to conduct training for us.

Ken suggested that the Decentralized Training Committee consisting of Becky Pribyl, Chair, and Deb Henriksen and Marlene Seeklander as members meet and discuss options for Decentralized Training and then follow-up with the SDASFAA Board.

Review SDASFAA Calendar of Events.....Board Discussion

SDASFAA/Events/Calendar – regular calendar. Exec Council/Committee Calendar. (check web site)

Micah brought up the document and highlighted the responsibilities of the President, President Elect, Past President, Secretary, and Treasurer for January through April.

South Dakota FAFSA Priority Dates for Counselors..... Board Discussion

Melinda Fedeler had previously compiled this document. Ken suggested that it be left up to Micah to decide if SDASFAA would like to provide this information again. There may be some changes to the change to an October 1st FAFSA filing date.

SDASFAA & CCASD.....Board Discussion

Micah referenced the e-mail discussion that was provided prior to Board meeting. We held discussion on whether or not we wanted to collaborate with CCASD and make it a one-day event versus having a separate SDASFAA High School Counselor Workshop in December. Their Fall Workshop is during a very busy time in our offices as the CCASD workshops were held from September 9-17 in 2015. However, CCASD is reaching out to us. Ken stated that he attended the Sioux Falls High School Counselor Workshop and the counselors in attendance were in favor of combining the workshop with the Fall Workshop held by CCASD.

During earlier conversations with Tom Cool of CCASD, he stated that their schedule would have the morning sessions run until 11:30 a.m., followed by lunch, and SDASFAA could start their workshop at Noon for approximately 2.5 hours. Discussion was then held as to whether or not this would be a feasible timeframe for presenting the information. It may also be less expensive for SDASFAA as we would probably only provide soda and snacks for the afternoon. Becky asked if this discussion should include the site coordinators for the 2016 SDASFAA High School Counselor Workshops.

Further discussion included the switch to Prior-Prior Year Information. Julie stated that we need to be prepared to have information to counselors, etc. earlier than December. Ken reminded us that while September isn’t optimal for any of us, some students will be filing their FAFSA in October. Laura added that counselors are already preparing for PPY and scheduling FAINS earlier on calendar. If the workshop was held after October 1, would we have a very large turnout?

Kim stated that we need to do something prior to October 1st and it would be in our best interest if we could coordinate with the High School Counselors, but we should run this by the Financial Aid Directors at our schools. We need to talk to Directors.

Ken and Kim both stated they felt we should consider collaborating with CCSD. Carrie stated that if we're going to make a change, this is the time to do it. Ken agreed and stated that if we turn down CCSD, we may lose this opportunity and CCSD may have Great Lakes conduct their financial aid sessions.

Marlene asked if anyone knew if NASFAA will have their information out earlier. Micah said NASFAA has indicated that they will have a PPY Toolkit available. We presume NASFAA will be getting info out early.

Micah concluded that we should move forward with this initiative with CCSD and Tom Cool. Micah will continue to be involved in future discussions with Ken and Tom.

The conversation below between Ken and Tom is in regard to combining our HS Counselor Workshop with the CCASD Fall Counselor Workshops. I have attached their 2015 workshop info as well for review. Tentative dates for their group for 2016 are close to the dates on this document. This conversation came about when Sharon emailed Ken and I that Tom from CCASD was looking for information from us. At the end of this document are the emails from Ken and Sharon with their thoughts for us to review/discuss.

Ken: Hi Tom,

Hope you had a nice Holiday Season. At our recent SDASFAA Counselor Workshops last month, the question of the timing for future SDASFAA Workshops was brought up. I'm not sure if you are aware of this, but the US Department of Education has moved up the FAFSA filing begin date for 2017-18 from January 1st to October 1st. From 2016 going forward the beginning date for students to file their FAFSA will now be October 1 instead of January 1 for the upcoming college school year. The counselors at our workshops voiced their opinion that since the filing date for the FAFSA is being moved up to October 1st they would like to have the SDASFAA Counselor Workshops earlier, preferably in September and if possible in conjunction with the CCASD workshops.

My question to you is, "do you feel this is a possibility and workable"? Would it be a good idea for the counselors to be able to attend a half day workshop with CCASD and the remainder half day have the SDASFAA Counselor Workshop at the same site as the CCASD? Before even bringing this possibility before the SDASFAA organization up for discussion, I wanted to get your thoughts on this concept. We really appreciate your feedback and opinion as to whether this would be a good and convenient fit for the counselors.

Thank you for your time and feedback,

Tom: How much time do you require? We might be able to work out some type of joint program.

I am attaching our tentative agenda of workshops and college fairs for next fall.

Ken: Thank you for the quick response. Our workshops last approximately 3 hours. If we know that this can work out for CCASD, we can bring this up before our membership at our Spring Conference meeting on April 4th and get their feedback to move forward. We just did not want to discuss this if it was not feasible on your end. The timing of the new FAFSA filing dates and the CCASD workshops just seem like a really good fit with the SDASFAA Workshop.

Tom: We generally use about 5 hours for our program as we have a variety of presenters each covering at least 20 minutes -- Dept. of Education, Board of Regents, ACT, Dept of Defense, our group, etc. The counselors are generally pretty overwhelmed at the end of the day by all the material and info. I'm not sure how fitting in an additional extended presentation would work, but I'll give it some more thought and discuss the idea with some counselors on our board.

Ken: I can totally understand where you are coming from on this concern as we have thought about this also. Since the counselors at our sites were recommending it, we thought it was worth discussing as it would be one less trip from their

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office and held at the same time they were suggesting. Really appreciate your consideration and look forward to your response.

Tom: The school counselors on our board generally like the idea of being gone from school only one day, but are concerned about the length of such a workshop and the overwhelming amount of date to be presented.

I am looking at ways we might cut our portion of the program down to the morning only and let you guys take over after lunch. We could still handle the registration and coffee/lunch breaks. Are there expenses you need to cover? Do you feel three hours is the minimum you need to present the information?

I have a meeting with some of my board next Thursday and will discuss the idea with them. I may also survey a broader group of counselors and ask them which portions of our two workshops they find most vital to keeping them informed.

I am currently arranging for the six sites for our programs. We usually manage to get at least one counselor from almost every high school in the state to attend.

Hi Sharon and Micah,

Looks like Tom and CCASD are looking at ways they can reduce the CCASD programming in order to pair up with SDASFAA. I think this is great as it shows the importance of our workshop in the eyes of the counselors. I feel strongly that we should respond that we would need the \$25 to cover our expenses for the workshop and also that we need 3 hours to cover the materials. We might be able to cut down on the cost of our workshop if we no longer provide a meal as CCASD may have that included in their program. This all sounds good, but I don't feel comfortable committing anything to Tom without the support of the association, since we will depend on our members to conduct the workshops at a very hectic time for our schools.

First of all, Micah do you still feel comfortable with me conversing with Tom or would you like to take over at this point? Second, should I see if I could put off Tom until after our Spring Conference to see if the membership is in favor of this move and get input on what we should charge for the workshop as it is part of our budget (income/expense)? I could respond to the time of 3 hours needed for our workshop if you would like with your input on time needed? Sounds like it would be a great way to involve more counselors throughout the state if we could get them to stay the afternoon.

Ken

Maybe we should poll the association sooner than the spring conference? If we have momentum with Tom's group, we probably shouldn't wait till April and tell him "thanks but no thanks" if our group doesn't think that timeframe is feasible. Or, at least talk to SDASFAA board members?

I think the \$25 figure isn't out of line to cover printing costs, and travel to Pierre for whoever does that one. I would assume an afternoon break would be cheaper than a continental breakfast, but I think keeping it at \$25 makes sense. They're used to paying that amount.

Sharon

Other

There was no other new business.

Announcements

Next meeting

Our next meeting will be held at 9:00 a.m. Mountain Time on April 4, 2016 prior to the start of the SDASFAA Spring Conference at the Rushmore Plaza Civic Center.

Ken added a final reminder asking the Board Members and Recognition Committee members who have not yet voted on the Outstanding Service Award and Douglas Steckler Award to please do so as soon as possible.

Adjourn

Ken made a motion to adjourn the meeting. Julie seconded the motion. All members approved the motion, motion passed. Meeting was adjourned at 4:43 p.m.

2016 YTD Balance Sheet**BEGINNING BALANCE**

Checking	<u>7,664.11</u>
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INCOME

Membership Dues	1,875.00
Sponsorship Income	1,500.00
* \$75 credited from 2015 sponsorship (counted in both years)	
Workshop Income	245.00
Spring Conference	95.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	150.00
* 2015 H.S.Counselor Workshop (\$150)	
Miscellaneous Income	0.00

TOTAL INCOME

<u>3,620.00</u>

EXPENSES

Workshops	348.51
Spring Conference	0.00
Support Staff Workshop	0.00
Decentralized Training	308.55
*2015 Decentralized Training (\$308.55)	
High School Counselor Workshop	39.96
*2015 H.S. Counselor Workshop (\$39.96)	
Executive Board	0.00
Travel	595.00
NASFAA Leadership Conference	595.00
RMASFAA Board Meeting	0.00
RMASFAA Conference	0.00
Education Activities	0.00
Review Committee	0.00
Membership Committee	0.00
Committee of Record	0.00
Recognition Committee	0.00
General Postage	0.00
General Printing	0.00
Memorials	100.00
Miscellaneous Expenses	0.00

TOTAL EXPENSES

<u>1,043.51</u>

TOTAL TRANSFERS

<u>0.00</u>

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Savings	0.00
CD's	0.00

ENDING BALANCE -- Checking

\$10,240.60

NOTES:

Not all 2016 Membership dues have been received. Sponsorship income consists of a booth and an ad for the Spring Conference. To date, all HSCW income is registration fees from the 2015 workshop. One spring conference payment has been received.

The bill from AmericInn for meeting space and speaker phone for 2015 Decentralized wasn't received until January 2016. Bills for the 2015 HSCW were still coming in after the first of the year. NASFAA Leadership Conference expenses to date include the President-Elect's registration fee. Two memorials have been sent to date (Sharon Martin's mother & Bill Hay).

2016 YTD Asset Statement

Savings -- Balance Sheet

Beginning Balance	\$ 22,892.73
Interest Income	\$ -
Transfers	
Ending Balance	\$ 22,892.73

(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)

CD's -- Balance Sheet

<u>CD - US Bank</u>	
Beginning Balance	\$ 30,565.42
Interest Income	\$ -
Ending Balance	\$ 30,565.42

(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)

Balance Sheet Summary

Checking Account	\$ 10,240.60
Savings Account	\$ 22,892.73
CD - US Bank	\$ 30,565.42
Total Available Assets	<u><u>\$ 63,698.75</u></u>