



**SDASFAA EXECUTIVE COUNCIL MEETING AGENDA**

Monday, March 13, 2017 – 9:30 AM Central Time

Holiday Inn City Centre, Sioux Falls

**Executive**

**Council Members**

- ..... Becky Pribyl (NSU) President
- Beth Vollan (SDSU) ..... President-Elect
- Micah Hansen (SDSU) ..... Past-President
- Marlene Seeklander (LATI) ..... Secretary
- Katie Nelson (BHSU) ..... Treasurer
- Jacob Schuring (BHBC) and Carrie Jordanger (LATI) ..... Members at Large through 2017
- Julie Pier (USD) and Maureen Schuchardt (PC) ..... Members at Large through 2018
- Lucas Winterberg (BND) ..... Associate Member at Large

Maureen Schuchardt joined us via phone enroute from Aberdeen and later joined the meeting in person.

**Call Meeting to Order**

Becky called the meeting to order at 9:33 a.m.

**Introductions**

Becky had everyone introduce themselves and tell a “Did You Know” factoid since this was the first time that the new Board met in person.

**Approval of Agenda**

Becky requested we add to “F” under “New Business” - Beth and Katie to give an update on their trip to DC.

Micah made a motion to approve the agenda with the addition noted. Julie seconded. Motion carried.

**Approval of February 3, 2017 Executive Council Meeting Minutes**

The minutes do not require approval. Approved as corrected.

**Officer Reports – Consent Agenda**

Julie made a motion to approve. Marlene seconded. Motion carried.

**Secretary (Marlene Seeklander)**

Marlene had nothing additional to add.

**Past-President (Micah Hansen)**

**Past-President Report**

In my role as Past-President I have been working as chair of the 2017 Spring Conference Committee. I have also been working as chair of the Recognition Committee and sent out requests for our annual awards (Douglas Steckler, Outstanding Service), as well as prepared the awards for years of service and board/committee chair certificates.

I will be continuing to work with any tasks as asked by members of the Executive Committee, and will also be working to on building suggestions for the upcoming board nominations cycle.

## 2017 Spring Conference Committee

The committee had its last update call on March 8<sup>th</sup> to finalize any details and prepare for the upcoming week. Members on the committee for the conference are: Micah Hansen, Becky Pribyl, Maureen Schuchardt, Karrie Morgan, Emily Studenski, Cassandra Boyer, and Cheryl Glazier.

### Site:

BOE forms and banquet estimates were reviewed and updated for an increase in need for vendor tables, and adjustment to food numbers. We will have 4 exhibitors with Wells Fargo as a last minute addition. We did add some a la carte items to the Tuesday breakfast to increase protein options (common feedback complaint for that meal), and also received a couple of cost breaks for meals and our break. There will be no cash bar at the banquet as the hotel bars is just around the corner.

### Program:

We have a solid program with a variety of panel participants and speakers. Attached is the current program for review. The only concern at the time of writing this report is the uncertainty of attendance of Joe Massman from the US Dept of Ed due to some changes in federal travel. We hope by the time of the meeting we will know if we will have him in person or via phone/webinar. One change is that the conference program will be online and not provided in print (attendees informed via email on Thursday prior to conference to check site). There will be a limited number of printed items distributed at registration. There are 32 members that will be attending the SAP credentialing in person on Monday, and 85 RMASFAA members signed up for the webinar.

### Registration:

We have 52 registered for the conference after 2 refunds for medical reasons that were approved. Name tags and handouts are printed and ready to go.

### Door Prizes:

Marlene Seeklander has kindly donated some door prizes for the conference, and Cheryl assembled a few additional prizes for the conference.

## Recognition Committee Report

“Years of Service Awards” plaques are all prepared and ready for presentation at the “Awards Banquet”. A special “thank you” to Kristy O’Kief for all her work in keeping the SDASFAA members “years of service document” up to date.

For the Douglas Steckler and Outstanding Service Awards, a request for nominations was sent out to the membership, and three nominations were submitted for the Douglas Steckler Award and one nomination was submitted for the Outstanding Service Award.

The SDASFAA Recognition Committee voted via “survey monkey” on the Douglas Steckler Professional Development Award. The Outstanding Service Award did not require a vote. The results will be announced during the Awards Banquet on Tuesday evening.

Certificates for the 2016 SDASFAA Executive Board and Committee Chairs are also ready for presentation.

#### President-Elect (Beth Vollan)

##### **NASFAA Leadership Conference and Expo**

February 26 through March 1, I attended the Association Management track at the NASFAA Leadership Conference in Washington, D.C. This was a great professional development experience, and I am extremely grateful to SDASFAA for providing me with this opportunity. The sessions were meaningful, covering a wide-range of topics including budgeting, running a meeting, and general leadership skills. I met president-elects from several other state associations including a few from other RMASFAA states.

Katie Nelson and I participated in the Hill visits on March 1, the last morning of the conference. We were invited to a constituent coffee where we met Senator Thune, Senator Rounds, and Representative Noem. Later, we had meetings with staff members from Senator Thune's and Senator Rounds' offices.

##### **Decentralized Training**

The event has been scheduled for Tuesday November 14 and Wednesday November 15 at the AmericInn in Chamberlain. A SDASFAA Board meeting will be held in conjunction with the event. I have been work with Chris Mosul from AmericInn who has committed to providing a contract for review at our March 13<sup>th</sup> Board meeting. The costs are slightly higher than when we held the event there in 2015, but they are still competitive. Costs were quoted as:

- \$110 per day for the Moose Lodge classroom which holds 35-50 people. Includes classroom set-up, complimentary water and coffee, power cords and strips, and hand microphone.
- \$75 per day to rent a projector
- \$50 to rent the small conference room for the SDASFAA Board meeting
- \$25 to rent a conference phone

AmericInn is still ok with us bringing in our own food for breaks. They will honor state rates, and, as of the last time we spoke, the hotel is completely open those days. The committee will try to find someone who can loan us a projector to save the \$75 per day projector fee.

Joe Massman from the U.S. Department of Education is scheduled to present a Federal Update via phone on the afternoon of the 14<sup>th</sup>. The planning committee will discuss other programming options including the possibility of training on one of the NASFAA credentialing topics. My understanding is that NASFAA would charge SDASFAA \$300 to train on one of the credentialing topics. Consequently, if the committee wants to move in that direction, we will bring the issue to the Board for discussion and approval.

#### President (Becky Pribyl)

##### **2017 Committees**

I've contacted all of the 2017 Committee Chairs and asked them to spend this year creating a committee handbook. The Policy and Procedure Manual and Constitution offer a starting point of what each committee does. The goal is that the committees will create a handbook that describes how to operationalize the basic information provided. There is not a format or required length that I'm looking for – this is more about “what did you do and learn along the way”, then writing that down to make it available to the next committee. We've got a wonderful group of people chairing committees this year and I'm excited to see what they come up with. I've asked that they email me their document by

the end of the year. The goal is that when Beth creates our 2018 Committees, she'll have a handbook to provide each one that says "here's how you do it".

### **2017 Spring Conference**

As a member of the Program Committee for the conference, I've been working with speakers, helping to finalize the agenda, and working to put the program together.

### **2017 High School Counselor Workshops**

The dates and locations from CCASD have been confirmed by Tom Cool and are below. The program will be similar to last year, approximately 8:30 to 3:00 with lunch on site and SDASFAA presenting in the afternoon. The folders that we ordered during 2016 will be used in 2017.

- Sept. 6: Aberdeen, Northern State University
- Sept. 7: Watertown, Lake Area Technical Institute
- Sept. 11: Rapid City, Western Dakota Tech.
- Sept. 12: Pierre, Capitol University Center
- Sept. 13: Mitchell, Mitchell Technical Institute
- Sept. 14: Sioux Falls, Southeast Technical Inst.

### **2018 Spring Conference**

This conference will be held in Huron, SD, at the Huron Event Center and Crossroads Hotel, April 30 – May 2, 2018. A contract has been received and it is included as a separate document for the Board's review. The 2018 Conference Committee will meet, either during the 2017 conference or via conference call later, to discuss the contract details. Primary items: conference rooms SDASFAA will be using, estimated number of attendees, and meal prices. The final contract will be brought before the Board for approval before it is signed. Once signed, a \$250 deposit is required.

Thank you for this opportunity to represent and serve SDASFAA. This is a tremendous experience and I'm working with such wonderful people!

### **Officer Reports**

#### **Treasurer (Katie Nelson)**

The Treasurer Reports are located at the end of this document. Katie reported that she is still waiting on some bills and some dues to arrive.

Becky reminded us that the Treasurer report is for informational purposes only and does not require approval.

### **Old Business**

#### **2017 SDASFAA Spring Conference (Micah Hansen)**

Micah reported that there were 53 registered for the Conference with 2 individuals who were refunded, and Robb Cummings who cannot attend, for a total of 50 attendees registered. There is a large number registered for the NASFAA Credentialing in-person session, along with a large number attending the session on line. Micah mentioned that hosting the NASFAA Credentialing via webinar by RMASFAA may not happen in the future.

Micah and Katie will visit about refunding the registration fee for Robb Cummings since he is not able to attend for family reasons.

SDASFAA.mobi – mobile site. Micah stated that the site was up and running and he would display it on the screen during the conference and encourage members to try it out.

#### Goal – Communication (Becky Pribyl)

Becky will request information from the Board members to be sent to the listserv. To assist our successors, she'd also like us to write notes as far as things that would be helpful regarding our positions. She is also asking the SDASFAA Committees to put information in writing regarding committee activities.

#### 2017 Fall Decentralized Training (Beth Vollan)

Beth doesn't have a contract yet, but she said she should have it within the next week or two. The costs have gone up slightly from prior years.

Beth asked when the fall Board Meeting will be held. Becky stated that it can be flexible and held before or after Decentralized Training. We will hold our meeting in the main conference room versus paying for a second room.

Beth asked if we wanted to hold a NASFAA Credentialing event during Decentralized Training. Carolyn Halgerson has offered to teach a credentialing class if we decide to have one. It was mentioned that the RT24 and Verification sessions were some of the most requested credentialing sessions.

Joe Massman is willing to call in and do a presentation during Decentralized Training. He has it on his calendar.

The Decentralized Training Committee will meet this evening.

#### 2018 SDASFAA Spring Conference (Becky Pribyl)

The 2018 Spring Conference will be held April 30-May 2, 2018 in Huron at the Huron Event Center/Crossroads Hotel. It is on the SDASFAA and RMASFAA web sites and is also on the NASFAA calendar.

Becky had sent the contract to the Board Members. Her committee will meet this evening. She will do a site visit on Wednesday on her way home. Her only concern was the rooms the hotel assigned to us. After her site visit, she will determine if the other ballroom will be sufficient.

Beth asked if we have liability insurance, as required by the contract. Becky stated that we do not have liability insurance and we have never been required to have it in the past.

The hotel contract is based on 75 attendees. Micah suggested changing it to 55. Micah asked if they had a hotel room minimum. The hotel does offer State rates. There will be one comped room per 25 rooms booked.

Micah suggested that Becky mention to the hotel that vendors occasionally have food at their tables such as bags of caramel corn so we can make sure there aren't any issues with having food.

Becky will send out a revised contract for Board approval prior to a deposit being made.

#### **New Business**

##### Committee of Record and Website (Beth Vollan)

#### **Webhosting and Domain Name**

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.

On February 10, 2017 the GoDaddy webhosting platform was renewed for 2 years for \$191.76 plus tax. At the same time, SDASFAA purchased the sdasfaa.mobi domain name for \$7.17 plus tax. Although (as of 3/6/2017) no one on the committee has had a chance to work with the .mobi domain, we believe this new domain will allow us to create content that formats to mobile phones.

The sdasfaa.org domain name expires August 10, 2017. The cost to renew is \$19.99 per year, and it can be renewed for multiple years at a time. Before August 10, the Board will need to approve renewal for one or more years.

### **Committee Meeting**

Kassie Boyer has continued to work with the website and is learning to make the updates. Going forward, please feel free to include Kassie (Kassandra.Boyer@sdstate.edu) on any requests to update the website.

Lucas asked if GoDaddy offers any type of statistics. Beth will check.

Becky said RMASFAA has a committee researching various companies for the RMASFAA web site as it has been several years since it has been updated. They are looking at ATAC. Is there something RMASFAA is doing that can extend to the state organizations, which could result in a reduced price?

Kassie will do some research regarding options. We need to consider volunteer time (or lack of) before we consider moving to a new web site.

Beth will renew the domain name for a couple of years. The Committee is doing cross training and will also create a procedure manual.

### 2016 Review Committee Report (Board Discussion)

The Committee reviewed the 2016 financial information. The sales tax issue was the only issue that was discovered. For example, if you have copying done in-house and it is billed to your department, SDASFAA needs to be charged sales tax. It can occasionally get missed, especially when a print center thinks they are doing the project for a campus department.

Becky said it had been pointed out that the Policy & Procedure Manual should be updated to include wording to state that the President-Elect and Treasurer are attending the Leadership Conference at the expense of SDASFAA and not just to represent SDASFAA. Micah suggested we review wording for clarity, particularly to address tips and how they are handled.

Katie mentioned that airport parking should also be addressed. Beth mentioned reimbursement for using a personal vehicle to drive to the airport. Micah suggested that a list of "common expenses covered" might be a good approach and any not on the list could be addressed as they arise.

Lucas asked if we had a credit card or purchase card for use by SDASFAA members. Discussion was held and it was decided that the possibility of complicating the Treasurer's job and/or possible abuse would not be worth it. Becky stated that if a member needs an "advance" on reimbursement for expenses that is always an option.

Becky commended the committee for their review of the books.

Becky asked Micah to include this in his review of the Policy & Procedure Manual.

### SDEAF and Mapping Your Future (Board Discussion)

Becky explained that the application for membership by Mapping Your Future (MYF) stemmed from a new partnership between SDEAF and MYF. Great Lakes has dissolved the positions responsible for educating counselors, etc. SDEAF and Great Lakes are still committed to providing college readiness information and have now partnered with MYF.

Much of the work will be done via webinars. Since Great Lakes will no longer conduct presentations, schools may be asked to do more presentations. MYF is planning to put together a web site to house this information. Paula Carlson and Cathy Mueller will be present at our conference to provide information regarding their new partnership.

Micah talked about the Entrance Counseling offered through MYF and the possible confusion that could occur with students.

Micah stated they want to keep communication open with SDEAF about what they are doing. Becky stated that Paula Carlson had mentioned that SDEAF is paying for access for all SD schools. NSU, DWU, and USF are listed on MYF site as participating schools.

Becky said Cathy Mueller stated MYF has materials that can be provided to SD schools to use at Financial Aid Nights They also have a toll-free number for students and parents. MYF will be doing a survey of the SD schools.

Becky asked if Great Lakes will still request to be on the agenda for HS Counselor Workshops. Micah is not sure. Becky later noted that Great Lakes would still like to be included on the agenda. They would like 15 minutes, unless we would like them to fill a longer time slot.

### RMASFAA Winter Board Meeting Report (Becky Pribyl)

Becky attended the Board Meeting on March 10<sup>th</sup>. The entire Board was present.

Vicki Kucera will attend the SDASFAA Conference this week as the RMASFAA representative and as co-presenter of the NASFAA Credentialing.

Christina Pirtle from Kansas was selected as recipient of the Dallas Martin Scholarship.

RMASFAA is discussing the archiving of information. BND stores the physical information. RMASFAA will discuss what to keep and what to destroy.

The 50<sup>th</sup> anniversary of RMASFAA is in 2018.

Micah said his office will start scanning some older SDASFAA information. Katie said Deb Henriksen has a box of SDASFAA information (photos, etc.) in their office. She suggested we start identifying people in photos and documenting that information. A few photos could be sent out each month to the membership via the list serv. Becky suggested we review pictures at Decentralized Training.

Association News Committee – Marlene is our SD representative.

RMASAA Conference Committee – Amber Brockel is our SD representative. The RMASFAA Conference will be held in Wichita, KS on October 15-18. The registration fee will increase to \$275. Becky had budgeted for \$250. The conference will have a separate track for Business Officers as Kansas has an active group of Business Officers.

Diversity Committee – Beth is our SD representative. The scholarship application to attend Summer Institute and RMASFAA Conference are on line. The same application is being used for both Summer Institute and the RMASFAA Conference. They are going to get it to work more effectively.

Leadership Pipeline – They will accept 8-10 new mentees each year. The application is now available and has a June 30<sup>th</sup> deadline. Please encourage people to apply.

Membership Committee – Maureen is our SD representative.

RMASFAA plans to finalize its election slate by May 1.

Summer Institute – Several SDASFAA members are active in Summer Institute, including Carolyn Halgerson, Micah Hansen, David Martin, and Ken Kocer.

Training Committee – In the future, RMASFAA will not offer the NASFAA Credentialing. The new NASFAA contract will not allow the credentialing to be offered via webinar. Individuals can take the classes through NASFAA University, Summer Institute, or at conferences, etc. It's a great training opportunity whether or not you take the test.

Web Subcommittee – Kassie from SDSU is on the subcommittee to review the RMASFAA web site. They are exploring a new web site vendor.

RMASFAA 2018 will be held in Fargo. RMASFAA 2019 will be held in Montana. Some of the speaker options include GEAR Up and the VA.

Becky said she was pleasantly surprised at how many SDASFAA members volunteer in RMASFAA on various committees and Board positions. She felt that RMASFAA could do a better job of letting the state association know who is active in these positions. She also feels that RMASFAA should keep a historical record of committee participation.

Becky said she continued to hear kudos on the RMASFAA 2016 Conference in Rapid City.

#### Committee Activity from Liaisons (Board Discussion)

Recognition (Micah) – This was covered previously. It was suggested that we have a standard size, etc. for plaques.

Web (Carrie) – Beth covered the information earlier.

Membership (Maureen) – Nothing additional to report.

Review (Lucas) – Nothing to report until January/February 2018.

HS Counselor Workshop (Becky) – The dates and locations are final for September 2017 per Tom Cool of CCASD. The workshops will follow the same format as last year.

#### Leadership Conference (Beth & Katie)

Both said it was very good and they learned a lot. There were representatives in attendance from WY and KS as well. The lack of volunteers in state associations was a common theme. The Treasurer position is becoming hard to fill and hiring a bookkeeper is an option that some are considering. Some states are starting to have a Treasurer-Elect position to work with the Treasurer the year before the transition.

Justin Draeger from NASFAA suggested associations figure out what they do well and do it and not try to expand into areas they are not familiar with.

Katie said they had a session on business meeting protocol, reviewing financial statements, reviewing contracts, etc. which she found interesting and very helpful.

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Beth and Katie did the "Hill Visits" together and found them interesting. Senator Thune's staffer was interested in the issues our state has in higher education. They both felt that the staffers from Senator Rounds office didn't have a lot of higher education experience.

Beth said it gave her an appreciation for our association and what we accomplish as a small association. They both said it was interesting to learn of the challenges of both small and large associations. They both highly recommend it.

#### Other

Nothing to report.

#### Announcements

##### RMASFAA Summer Institute: June 11-16, 2017

As reported earlier, several SDASFAA members will be involved.

##### RMASFAA Annual Conference: October 15-18, 2017

Beth will be part of the incoming board, Becky will finish her term on the current board, and Beth and Katie will conclude their Leadership Pipeline year.

##### SDASFAA Fall Decentralized Training: November 14-15, 2017

The Committee plans to meet during our conference to discuss.

##### Next meeting: July 2017

Becky would like us to put together the HS Counselor Workshop materials at this meeting to save shipping costs. The meeting will be held in person at Chamberlain with the location to be determined.

#### Adjourn

Becky adjourned the meeting at 11:45 a.m.

**Treasurer Report**

**2017 YTD Balance Sheet**

**BEGINNING BALANCE**

Checking	<u><b>5,956.38</b></u>
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**INCOME**

Membership Dues	2,175.00
Sponsorship Income	1,000.00
Workshop Income	2,250.00
Spring Conference	2,250.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	0.00
Miscellaneous Income	0.00

<b>TOTAL INCOME</b>	<u><b>5,425.00</b></u>
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**EXPENSES**

Workshops	0.00
Spring Conference	0.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	0.00
Executive Board	0.00
Travel	3,184.34
NASFAA Leadership Conference	3,184.34
RMASFAA Board Meeting	0.00
RMASFAA Conference	0.00
Education Activities	211.86
Review Committee	0.00
Membership Committee	0.00
Committee of Record	211.86
Recognition Committee	0.00

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General Postage	0.00
General Printing	0.00
Memorials	0.00
Miscellaneous Expenses	0.00
<b>TOTAL EXPENSES</b>	<u><b>3,396.20</b></u>
<b>TOTAL TRANSFERS</b>	<u><b>0.00</b></u>
Savings	0.00
CD's	0.00
<b>ENDING BALANCE -- Checking</b>	<u><u><b>\$7,985.18</b></u></u>

At this point, we are still expecting an additional \$225 in membership dues and \$1500 in sponsorship income. I was just notified of the new representative for Wells Fargo, so I will be reaching out to them to determine if they will be renewing their associate membership. As of 3/6, approximately 50% of the spring conference registrations have been paid.

The NASFAA Leadership Conference Expense reimbursements have not all been processed, so this number will change. The Committee of Record's expenses were the costs for the webhosting and the continued use of the domain name.

2017 YTD Assets

Savings -- Balance Sheet

Beginning Balance	\$22,911.03
Interest Income	\$ -
Transfers	
Ending Balance	\$22,911.03
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

CD's -- Balance Sheet

CD - US Bank	
Beginning Balance	\$31,099.66
Interest Income	\$ -
Ending Balance	\$31,099.66
(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)	

Balance Sheet Summary

Checking Account	\$9,946.16
Savings Account	\$22,911.03
CD - US Bank	\$31,099.66
Total Available Assets	\$63,956.85