

## **SDASFAA ANNUAL BUSINESS MEETING**

**Monday, April 15, 2013**

**Best Western Ramkota Hotel & Convention Center, Aberdeen, SD**

**CALL TO ORDER:** President, Kristy O’Kief called the meeting to order at 4:45 pm.

For voting to take place at the business meeting, a majority of institutional members constitutes a quorum. Due to weather, not all members were able to come to the business meeting; therefore, contact was made to SD School of Mines and USD to have them appoint a proxy to vote in their place. SD School of Mines and Technology gave permission to Becky Pribyl to step in as proxy for this school and USD approved Caleen Jandel to step in as proxy for this school.

**APPROVAL OF AGENDA:** motion to approve made by Melinda Fedeler, DSU, seconded by Sharon Kienow, NSU.

**APPROVAL OF MINUTES FROM April 4, 2012 BUSINESS MEETING:** motion to approve Becky Pribyl proxy for SDSMT, second by Caleen Jandel proxy for USD.

### **OFFICER REPORTS**

**SECRETARY:** No report

**TREASURER:** Submitted by Becky Pribyl

For 2012, SDASFAA had 21 institutional members and 16 associate members. Becky reviewed the 2012 year-end Balance Sheet and showed that total income for the year was \$17,970.00 and total expenses were \$16,188.96. During the year, we had 6 associate members provide sponsorship funds, we sent 1 memorial, we renewed our webhosting until 3/15/17, and we paid for 1 month’s premium service at JotForms.com. The ending balance in the Checking Account was \$7,723.75.

The 2012 year-end Asset Statement showed a Savings Account balance of \$15,975.52, Great Plains CD balance of \$15,316.92 (due to mature 1/18/13), Plains Commerce CD balance of \$15,307.14 (due to mature 1/9/13), and a grand total of assets equal to \$54,323.33.

Becky also presented the Historical Financial Record of SDASFAA showing year-end numbers for every category of income, expense, and assets back to 2007.

On the 2013 year-to-date Balance Sheet, Becky pointed out the new format. The Balance Sheet was restructured to match the changes to the Policy and Procedure manual that were made in July of 2012. The Balance Sheet showed income of \$10,385.00. Currently, there are 19 institutional members and 14 associate members. We are missing institutional membership dues from Colorado Technical (not renewing) and Sioux Falls Seminary (no response since 2/26/13), and we are missing associate membership dues from USA Funds (not renewing), US Bank (no contact person), and SD Army National Guard (check should be coming). Inceptia is our one new member. At this time, all but 4 spring conference registration fees are in.

Expenses currently total \$3,529.19 and the ending Checking Account balance is \$14,579.56.

For our 2013 year-to-date Asset Statement, both of SDASFAA’s CDs were closed at matured and the funds were deposited into the Savings Account. The Savings Account balance is \$46,842.13 and the total available assets is \$61,421.69.

New CDs will be purchased from Wells Fargo this summer and the funds will be moved back out of the Savings Account.

**PAST-PRESIDENT:** Submitted by Deb Henriksen:

As stepping into this office for the past president who could not serve another year, one of the responsibilities the past president is to do a “cursory review of the treasurer’s books” and report findings to the board at the winter board meeting. Becky was not able to join us for the February meeting due to weather. However, she gave me access to view her books/accounts on-line; I found the books to be in order.

The Recognition Committee met per phone/email in order to gather data and nominations for the Douglas Steckler and Outstanding Services Awards, and for the years of service awards. During the conference you have seen the outcomes of these well-deserved recognitions.

Another responsibility is to be chair of the conference that is now in process. Our theme was “Financial Aid: The Amazing Race.” My committee members are Kristy O’Kief, Sharon Kienow, Ken Wallace, Becky Pribyl, Caleen Jandel, Carrie Jordanger, and Janel Wagner. I would like to thank them for all their hard work for pulling together an informative and fun conference.

I look forward to representing you as past-president in this upcoming year.

**PRESIDENT-ELECT:** Submitted by Ken Kocer

**NASFAA Leadership Conference – March 10-12, 2013**

I would like to thank SDASFAA for the opportunity to attend the NASFAA Leadership Conference in Washington DC from March 10 – 12, 2013. It was an outstanding experience. Some of the agenda items covered:

- Governance and Board Members’ Legal Obligations, presented by Dr. Michela Perrone, an attorney specializing in Non Profit Board responsibilities. Discussed legal duties of Nonprofit Boards, along with mission, oversight and functions of the board.
- Fiscal Matters for Presidents
- Growing association membership
- Running an effective meeting
- Parliamentary Procedures, pros and cons of using Roberts Rules
- Expectation of Leadership

A Legislative Symposium was held during the conference.

- James Runcie, the Chief Operating Officer for Federal Student Aid gave information on:
  1. Effects of Sequestration on Financial Aid
  2. In April, FSA will provide final funding for Campus Based Programs due to sequestration
  3. No reduction in the level of service from FSA due to sequestration
  4. The 2013-14 Federal Student Aid Handbook should be finished in June
  5. FSA continues to enhance the customized verification process
  6. FSA and IRS working on continuing the relationship to improve the IRS Data Retrieval Process
  7. Assured the audience that there will be an FSA Conference in 2013, there is just a longer vetting process. Information should come out in April or May.
- Representative Tom Petri gave his plan for revamping the Direct Loan Program. His plan models European student loan repayment plans where the repayment amount is based on the income of the student and is automatically deducted from payroll.

- Also presentations by Joel Packer from the Committee for Education Funding and Martha Covan from the Office of Management and Budget

### **Hill Visit**

I was able to meet with Jane Lucas from Senator Thune's Office, Carrie Johnson from Senator Johnson's Office and Andrew Christianson from Representative Noem's Office. Some of the topics of discussion:

- Provided them with statistics on federal funding for higher education students in South Dakota and the number of students impacted
- The importance of providing appropriate funding to continue to make higher education affordable for South Dakota students.
- The importance of Congress to decide matters on funding within proper timelines so students and schools can prepare.
- Allow financial aid offices to limit borrowing for categories of students to assist in lower student debt levels
- Asked them to consider a comprehensive overhaul to excessive regulations and excessive student disclosures and create a streamlined approach to reduce bureaucracy
- Discussion on interest rates, pointed out that interest rates for private loans are currently considerably lower than the 6.8% fixed rate all Direct Loans are scheduled to be at on July 1, 2013.

### **Other topics:**

NASFAA announced that it has arranged investment advisory services for its regions and state's through the NASFAA investment firm. A minimum of \$150,000 in cash needs to be invested.

NASFAA has made trainers available to attend state conferences on a first come first serve basis. I placed a request in for our 2014 state conference.

Catastrophic Planning for conferences. The importance of asking the hotels policy in case of an incident which affects the conference.

### **Decentralized Training**

We have scheduled our Fall 2013 Decentralized Training for November 13 & 14, 2013. Requests for bids were sent out to Cedar Shores and the AmericInn in Chamberlain. AmericInn provided lower lodging room costs and lower meeting room costs. AmericInn has submitted a contract to SDASFAA for consideration.

**PRESIDENT:** Submitted by Kristy O'Kief

2012 was definitely a learning year for me as your SDASFAA President and as I move forward as your President for 2013 my focus is to gain more membership involvement not only on committees but also on the SDASFAA executive council. We will have 4 positions open on the SDASFAA Executive Council and it is with great hopes that we will have individuals interested in running for these positions. Another focus of mine this year is to update the executive council and committee calendar which will help guide the membership in knowing what needs to be done each month. Along with this I would like to begin gathering information on steps to take in preparing for training events that will go hand in hand with the calendar.

I am currently chair of the 2013 High School Counselor's Workshop, Committee of Record and Website and Membership committee. I am also Chair of the 2014 Spring conference which will be held in Sioux Falls. Other committees I am serving on: Spring 2013 conference and Recognition.

I want to give a big shout out of thanks to my 2013 Executive Council and to my 2013 committee members. Your continued support for SDASFAA will keep this organization going for many more years.

## **2012 COMMITTEE REPORTS**

**SUPPORT STAFF WORKSHOP: Submitted by Marlene Seeklander**

### **SDASFAA Support Staff Workshop Recap**

There were approximately 48 in attendance from the following schools:

- NAU (38 approx)
- MTI (1)
- LATI (1)
- BHSU (3)
- DWU (2)
- SDSM&T (1)
- WDT (2)

Sid Goss was a huge hit with everyone. His energy and interaction in his speech is always entertaining.

The Verification presentation went okay. Diana assisted with the presentation. The struggle was that the changes coming in 2013-2014 are not clear yet and there are a lot of questions about the educational purpose statement and the Dept. of Ed has not explained yet what it will all entail. When a poll was taken only 3 out of the 48 in attendance actually do verification so that topic, although relevant to the FA world, did not pertain very well to those in attendance.

Next was the 2013-2014 FAFSA presentation by Monica of NAU. She explained some various details on the FAFSA and then had us do a calculation by hand for the EFC. This went right up until it was time to close for the afternoon and attend dinner.

The evening finished with dinner at the Chophouse.

Friday morning started off with the National Guard speaking about education benefits for soldiers. It was very brief and books were available for whoever wanted to take one.

The social media presentation that Molly from SDSM&T was very good, I thought. She showed us how she uses social media for multiple offices on campus. I asked her how she went about getting followers on her page and if she found any struggles getting people to 'like' their page. No one in the room currently has a FB page for their FA offices, but SDSM&T had tried it in the past. I contributed that through a webinar that I participated in that there are articles and deadlines that can be posted. This is something I would personally like to explore to see if we could get something going here.

Deb provided an update and read an e-mail that she had received from a Great Lakes representative.

The last presentation was on Pell LEU, presented by Deb. She had a work study student come sign into her NSLDS account and My ED Account. It was nice to see what the student sees from their side of the

system. We did find out from one participant that this can actually be done from our side as well. To do this, click on 'Student Interface Access' and click link to see what the student sees. We ended the conference with a Jeopardy game. Although entertaining, it was difficult to break into small groups because of space issues.

**HIGH SCHOOL COUNSELOR SUB-COMMITTEE (submitted by Kristy O’Kief) :**

There were 6 locations for the 2012 event held on December 5<sup>th</sup> and December 6<sup>th</sup>: Aberdeen-NSU; Madison-DSU; Mitchell-DWU; Pierre-Capital University Center (SDSU); Rapid City-SDSM&T; and Sioux Falls-Kilian Community College.

We had 145 attendees and 3 materials mailed out. Workshop fee was \$25.00; total income was \$3705 and expenses were \$1538.09.

Feedback for this workshop was very good.

**SPRING CONFERENCE (submitted by Kristy O’Kief):**

The SDASFAA “Spring Training” Conference at the Lodge of Deadwood was a “grand slam” event. The event could not have happened without my amazing conference committee team: Deb Henriksen, Mary Anne Whitman, Ken Kocer, Cheryl Bullinger, Erin Richards, Cindy Ostert and Starla Russell. The lineup for this training event was amazing, starting with our keynote speaker Matt Jones, a three-time cancer survivor that helped to put things into perspective. Next out of the gate, Rick Renshaw, newly appoint to the US Department of Education Denver Case training team (we really put his knowledge to work over the two days with 5 sessions). He was truly a great sport about it. Jeff Jacobs, RMASFAA President-elect, also took a turn at the bat giving us an update of RMASFAA and we also put his knowledge to good use. Many more took part in making this a successful conference: Ken Kocer, Cindy Ostert, Laura Schultz, Tom Ternes, Ken Wallace, Clark Wold, Denise Grayson, Marlene Seeklander, Monica Gannon and Jason Gant, South Dakota Secretary of State.

We had 55 in attendance with total income \$4495 and conference expense was \$6206.72.

**FALL DECENTRALIZED TRAINING (submitted by Kristy O’Kief):**

Fall Decentralized training was held in November at the AmericInn Chamberlain with 24 in attendance. Monica Gannon, NAU presented information on packaging, Carolyn Halgerson presented on Direct Loans and Rick Renshaw via teleconference presented verification updates. Total income \$1100 and total expenses \$697.69. While numbers were low the information provided was very useful and well presented.

**REVIEW COMMITTEE:**

The SDASFAA Review Committee met on January 28, 2013 at Kilian Community College. Members present were Carolyn Halgerson-Chair, Emily Studenski-Vice-Chair, and Becky Pribyl-Treasurer. Melinda Fedeler did not attend due to weather.

The SDASFAA books for 2012 were reviewed with the following comments and recommendations:

- 1- The Committee recommends that we consider accepting electronic funds transfer for deposits.
- 2- The Committee is asking the SDASFAA Executive Council to discuss where we should be banking. Of specific discussion was – should we be banking with a bank that has a membership presence within SDASFAA?
- 3- The Committee recommends that no commitment for meeting room fees/charges be made without a contract and therefore without membership approval.
- 4- The Committee discussed, without definite recommendation, the idea of keeping a printed copy of a mid-year Balance Sheet and/or Income Statement in the archives. We do recognize that copies or appropriate reports are kept with Executive Committee minutes, which is probably sufficient.

- 5- Nothing is archived outside the Treasurer's control. Discussion of going to an outside source (i.e., godaddy.com) for a backup of records. Recommend further research and discussion as a new Treasurer takes office.
- 6- Discussion about keeping copies of W-9's. Further investigation indicates that the Treasurer does not need to keep copies of these forms, and can, in fact, use a very generic version of this form to send out when requested to do so.

The Finance Committee wants to commend Becky Pribyl for her thoroughness and professionalism in her role as the SDASFAA Treasurer.

**COMMITTEE OF RECORD:** Submitted by Ken Kocer

**2012 SDASFAA Annual Conference**

The 2012 SDASFAA Annual Conference was held at "The Lodge" in Deadwood, SD from April 2 to April 4, 2012 with the theme "Spring Training". Rick Renshaw, trainer from the US Department of Education Denver, conducted sessions on "Federal Update", "Modular Courses", "Consumer Information", "verification" and "summer award issues". South Dakota Secretary of State Jason Gant provided an update on the status of State Authorization Regulations. Professional speaker, Matt Jones presented "Winning Strategies for Personal and Professional Success."

Awards presented at the conference:

Sharon Martin received the Douglas Steckler Professional Development Award, Carolyn Halgerson received the Outstanding Service Award. "Ten Year Service Awards" were given to Lynette Grabowska, Emily Studenski and Laura Entzel. "Twenty Year Service Award" was given to Ken Kocer. "Twenty-Five Year Service Awards" were given to Cheryl Bullinger and David Martin. "Thirty Year Service Award" was given to Carmen Neugebauer.

**Resignation**

On September 17, 2012 Mary Anne Whitman informed SDASFAA that she was resigning her post as SDASFAA President Elect. Kristy O'Kief agreed to stay on as SDASFAA President through 2013. Deb Henriksen was appointed as Past President for 2013.

**SDASFAA Support Staff Workshop**

The SDASFAA Support Staff Workshop was held in Rapid City South Dakota on October 25 & 26, 2012 at the University Center. The theme was "SDASFAA Now Presenting". Topics included "Generational Difference", "verification", "IRS Data Retrieval", "Pell LEU" and "Social Media".

**Decentralized Training**

Decentralized Training was held in Chamberlain, SD on November 14 & 15, 2012 at the AmericInn Lodge & Suites. The topics covered at the training were:

1. Direct Loans – The Rest of the Story
2. Packaging & Notification of Awards
  - a. Financial Aid Shopping Sheet

**High School Counselor Workshop**

SDASFAA once again conducted training for counselors December 5 & 6, 2012. The training was held at six sites: Northern State University in Aberdeen, Dakota Wesleyan University in Mitchell, Capital University Center in Pierre, South Dakota School of Mines and Technology in Rapid City, Kilian Community College in Sioux Falls and Dakota State University in Madison.

**MEMBERSHIP COMMITTEE:**

I served as the Chair of the Membership Information Sub-Committee, now called the Membership Committee. The Strategic Planning Process provided an opportunity to re-work the direction of the membership committee. For example, in addition to updating the membership information, it has the potential to

- 1.) Assist the treasurer with the development of new membership opportunities, reach out to current members for membership renewal; assist in the development of new corporate development opportunities; and
- 2.) Work with Recognition Committee to gather and include members' service information on the membership spreadsheet/database.

The thorough review of the Policy and Procedure Manual, Master Calendar, and committee structure undertaken in July 2012, enabled many of the ideas for the membership committee to be discussed and implemented.

### **RECOGNITION COMMITTEE:**

I served as the Chair of the Recognition Committee, along with President Kristy O'Kief and President-Elect Mary Anne Whitman. The 2012 SDASFAA Conference Awards Presentation for the 2011 year were as follows:

- 1.) Outgoing Executive Board members: Denise Grayson, Past President; Laura Olson, Secretary; Marlene Seeklander and Greg Binstock; Members at Large; and Brad Riebel, Associate Member.
- 2.) 2011 Committee Chairs recognized: Sharon Martin, Education Committee; Kristy O'Kief, HS Counselor Sub Committee; Starla Russell, Conference Sub Committee; Denise Grayson, Review Committee; Grant Uecker, Committee of Record; Starla Russell, Membership Information Committee; Denise Grayson, Recognition Committee; Kristy O'Kief; Website Host & Development Ad Hoc Committee; and Starla Russell, Strategic Planning Ad Hoc Committee;
- 3.) Service Plaques: 10-year: Lynette Grabowska; Emily Studenski, and Laura Entzel. 20-year: Ken Kocer. 25-year: Cheryl Bullinger and David Martin. 30-year: Carmen Neugebauer.
  - a. Retirement Plaque – Grant Uecker
  - b. Douglas Steckler Award– Sharon Martin
  - c. Outstanding Service Award – Carolyn Halgerson

Work on the 2013 slate of candidates by my goal of June 2012 was challenging, although the Associate Member at Large position was voted on for the approval of Dee Ann Lawrence for replacement of Brad Riebel who left the industry. Dee Ann served out the remainder of the 2012 year. With the departure of Mary Anne Whitman from the financial aid industry, the president-elect position was vacated. With assistance from many within the Association, a new president-elect position was posted, with Ken Kocer being elected, and Kristy O'Kief assumed the President position for another year for 2013. As I was unable to fulfill an extra year as Past-President, Deb Henriksen stepped in to fill that position for 2013. Two new members at large were also elected to fill terms thru 2014: Carolyn Halgerson and Micah Hansen.

The Strategic Planning Process revealed that the service information spreadsheet needed attention for updating the members' information, as well as reviewing the policies surrounding to who service plaques are awarded (definition of "active" in SDASFAA). In addition, coordination with the membership information subcommittee to include members' service information on the membership spreadsheet/database would enable the information to be housed in one place.

The thorough review of the Policy and Procedure Manual, Master Calendar, and committee structure undertaken in July 2012, enabled many of the ideas for the recognition committee to be discussed and implemented, including clarification of who serves on the Recognition Committee, which now includes the Past-Past President, Past President, and the President.

## **OLD BUSINESS**

**No old business**

## **NEW BUSINESS**

### **2013 Upcoming Events:**

- Support Staff Workshop October 10-11, 2013 Brookings, SD
- Decentralized Training November 13-14 Chamberlain, SD
- High School Counselors Workshop: 6 locations: Mitchell, Aberdeen, Sioux Falls, Rapid City, Pierre, and Watertown December 11 & 12.

### **2014 Committee Assignments:**

Kristy O'Kief spoke with membership about volunteering on the 2014 committee assignments

### **2013 Budget Review:**

Kristy O’Kief reviewed the budget; exec team approved the budget at the Feb board meeting. Dee Lawrence asked about if we reach out to those not a member of SDASFAA within the state. Kristy stated she is going to pull the membership committee together this year and specifically ask how we might be able to include tribal colleges. It is the recommendation of Sharon Kienow to have the budget be approved by the executive team prior to the beginning of the year. Please put on calendar for November prior to year starting to vote on budget. Also, if there would need to be additional expenditures over what was approved.

**RMASFAA Conference 2016:**

Report given by Deb Henriksen. David and Deb will be working on securing site bids for RMASFAA Conference 2016 to review out in Rapid City.

**2014 SDASFAA Spring Conference:**

*Selection of location and date Downtown Holiday Inn, March 31 – April 2, 2014 Kristy will send out to membership to vote on contract.*

**New SDASFAA Executive Council and Committee Calendar:**

Kristy O’Kief, along with executive council members, have updated to a new calendar for both the executive council and committees to help in understanding when things need to take place. This will be posted on the web in the near future.

**Institutional Member at Large positions:**

*Should SDASFAA change this from four member at large positions on the board to two member at large positions (serving 2 years)?*

Kristy brought this up to membership; there was no opposition to moving the Member at Large to 2 members.

**Constitution Change:**

**Discussion on amending constitution Article IV –Section VI Part D and Article VII Section II:**

Article IV – Section VI Part D *“Shall enter into any contracts authorized by the membership”* *“Article VII Section II “A three-fourths (3/4) majority vote of the membership shall authorize the Executive Council to enter into a contract in the name or on behalf of this organization.”*

**SECTION VI -- THE EXECUTIVE COUNCIL**

- A. Shall make decisions and take action on urgent matters when immediate submission of such matters to the entire membership is impractical.
- B. Shall make recommendations regarding policy and procedural matters to the total membership.
- C. Shall be responsible for the execution of the total program.
- D. Shall enter into any contracts authorized by the membership.

**Suggested word changes:**

- D. Shall enter into any contracts behalf of this organization ~~authorized by the membership.~~

**Article VII - BUSINESS AFFAIRS OF THE ASSOCIATION**

**SECTION II -- AUTHORIZATION** A three-fourths (3/4) majority vote of the membership shall authorize the Executive Council to enter into a contract in the name or on behalf of this organization. The President shall be authorized to expend any moneys in carrying out such programs as approved by the Executive Council.

Suggested word change:

**SECTION II -- AUTHORIZATION**



A ~~three fourths (3/4) majority vote of the Membership shall~~ authorizes the Executive Council to enter into a contract on behalf of this organization. The President shall be authorized to expend any moneys in carrying out such programs as approved by the Executive Council.

*Membership discussed this and the membership agreed we should look at this change in the constitution. Kristy will follow-up submitting a request to voting members to approve change to the constitution.*

## ANNOUNCEMENTS

**Next Meeting** – The next Business Meeting will be at the 2014 Spring conference in Sioux Falls, SD. March 31 – April 2, 2014.

## ADJOURN

Morgan Huber made a motion to adjourn the meeting and it was seconded by Marlene Seeklander. No further discussion followed. The motion was passed and Kristy adjourned the meeting at 6:00 pm.

Respectfully submitted,

Kristy O’Kief & Deb Henriksen for Emily Studenski SDASFAA Secretary