

## Committee Annual Report

**Committee:** President

**Chair:** Lisa Koretoff, Guilford Technical Community College

Committee Members (list name and institution):

N/A

Statement of Committee Goals and Objectives for the Year:

- Articulate a vision and develop goals for NCASF AA for the 2009/10 year.
- Represent NCASF AA on the SASF AA board and to other organizations.
- Keep members informed on NCASF AA activities
- Keep NCASF AA fiscally sound
- Provide leadership to the association

Specific Projects that achieved the goals and objectives:

- Developed a vision (STAR – Stewardship, Training, Advocacy, and Relationship-Building) which guided our goal setting this year. In turn, this guided our budget and made us focus on those things that would achieve our vision.
- Attended all board meetings for SASF AA and represented NCASF AA to various organizations.
- Utilized the NCASF AA listserve and newsletter to communicate with the membership on a regular basis.
- The board developed and adhered to a balanced budget this year that did not utilize reserve funds.
- As President, I was an active participant in all NCASF AA committees, worked with and advised committee chairs on a regular basis, and led the two conferences.

Suggestions for future:

- Encourage more membership participation and make a special effort to appoint new participants to committees.
- Work extra hard next year to reduce the feeling of NCASF AA being made up of “cliques” – new members feel excluded.

**Committee: Vice President**  
**Chair: Christy Chesnut, Salem College**

Committee Members (list name and institution):

N/A

Statement of Committee Goals and Objectives for the Year:

- To welcome new members to NCASF AA and invite them to participate in the mentor program.
- Provide support to the co-chairs of the one day workshops.

Specific Projects that achieved the goals and objectives:

- Developed an email to be sent to all new members. The Membership Chair sent email on a monthly basis.
- Hosted a new member luncheon at the Fall and Spring NCASF AA conferences.
- Sat in on conference calls regarding the one day workshops.

Suggestions for future:

- Continue reaching out to new members with welcome email and new member luncheon at conference.

**Committee: Treasurer**

**Chair: Kimberly Driggers, St. Andrews Presbyterian College**

Committee Members (list name and institution):

Teresa Williams – Treasurer-Elect

Statement of Committee Goals and Objectives for the Year:

- Secured a license from BMI (Broadcast Music Corporation) for purposes of listening to any kind of music while the conference is going on.
- Assisted in NCASFAA audit in November at Wingate University
- Renewed PO Box for NCASFAA for the 2009-2010 year
- Changed over the CD accounts, on January 5<sup>th</sup>, to be earning an additional 1% interest
- Opened a third CD worth \$50,000
- Increased the president's available credit line on the main credit card to \$50,000
- Obtained Bank Miles on the president's credit card so that we earn a \$100 certificate for every \$7,000 we spend on the credit card towards Delta flights.
- Set up table and ran the registration desk at both the fall and spring conferences.

Specific Projects that achieved the goals and objectives:

Suggestions for future:

- Possibly looking at changing from ATAC to Wild Apricot to process our NCASFAA membership and conference registrations going forward.

**Committee: Treasurer-Elect**

**Chair: Teresa Williams, Wingate University**

Committee Members (list name and institution):

N/A

Statement of Committee Goals and Objectives for the Year:

Work with Treasurer to acquire knowledge required to perform duties of Treasurer in subsequent years. Support Treasurer in any job functions deemed appropriate.

Specific Projects that achieved the goals and objectives:

- Obtained access to QuickBooks. Worked with software to become familiar with components to be used for NCASF AA.
- Assisted with registrations for Fall 2009 and Spring 2010 conferences.
- Assisted with annual audit for NCASF AA.

Suggestions for future:

- Develop job description of Treasurer-Elect to allow for more hands-on experience.
- Quarterly meeting schedule with Treasurer, Treasurer-Elect and Budget and Finance Chair.

**Committee: Immediate Past-President**

**Chair: Amy Berrier, UNC Greensboro**

Committee Members (list name and institution):

- Amy Berrier, UNC Greensboro

Statement of Committee Goals and Objectives for the Year:

- Advise President as needed
- Advise President-Elect as needed
- Assist other committee members as needed
- Solicit award nominations per schedule agreed upon with the Nominations and Elections Committee
- Solicit nominees for positions for elections during the annual business meeting
- Communicate often with the Nominations and Elections committee
- Proceed with archiving

Specific Projects that achieved the goals and objectives:

- Sent emails to the NCASF AA listserv requesting nominations for awards
- Sent emails to the NCASF AA listserv requesting nominations for Shining Stars
- Kept the NCASF AA Board informed of the actions of the Immediate Past President and the Nominations and Elections Committee
- Sent emails to the NCASF AA listserv requesting nominations for officers and positions on the Nominations and Elections Committee
- Reminded everyone to vote at the appropriate time and explained election procedures
- Announced award winners
- Announced election results
- Continuing with the process of archiving

Suggestions for future:

- Remain active in communicating with Board and NCASF AA Membership
- Remain active in assisting SASF AA to solicit nominations for SASF AA Office
- Continue to solicit archive materials throughout the year

**Committee: Professional Recognition Committee**

**Chair: Amy Berrier, UNC Greensboro**

Committee Members (list name and institution):

- Steve Brooks, North Carolina State Education Assistance Authority
- Bill Cox, North Carolina State Education Assistance Authority
- Janet Sain, SunTrust Education Loans
- Rose Mary Stelma, College Foundation

Statement of Committee Goals and Objectives for the Year:

- Review nominations for the Award of Merit and the Distinguished Service Award
- Approve any award(s) to be presented to member(s) at the annual business meeting of the North Carolina Association of Student Financial Aid Administrators, Inc.
- Assist Immediate Past-President with the process of notifying family and/or friends of award recipient(s), identifying appropriate speaker(s) on behalf of individual, and assisting in making any other arrangements with the Immediate Past-President.
- The Professional Recognition Committee, since being established, has been compromised completely of four individuals who have been honored with the NCASF AA Distinguished Service Award.

Specific Projects that achieved the goals and objectives:

- The Professional Recognition Committee was invited to participate via email by the Immediate Past-President. The selection of the committee members should remain the responsibility of the President with consultation of the Immediate Past-President as necessary.
- The committee was notified via email about a nominee for the Award of Merit. All committee members weighed in on discussion via email and voted individually. All members voted positively for the recipient, Tony Patterson.
- The Professional Recognition Committee also assisted the Immediate Past-President in reviewing a section of the Policies and Procedures manual regarding plaques and certificates.

Suggestions for future:

- The Professional Recognition Committee should be comprised of four committee members always. Since the committee's inception, all members have been Distinguished Service Award recipients. While this is the ideal makeup of the committee, this may not always be possible. At such times when this is not possible, I would recommend at minimum two Distinguished Service Award recipients and two Award of Merit recipients on this committee. These individuals are typically familiar with NCASF AA Policies and Procedures as well as the award requirements.

- The Immediate Past-President should review the award sections of the Policies and Procedures handbook annually, along with the Professional Recognition committee, to see if any necessary changes need to be made.
- The selection of the committee members should remain the responsibility of the President with consultation of the Immediate Past-President as necessary.
- Continue to remain in contact with the Professional Recognition Committee about timeline for award solicitations to the NCASFAA listserv and other important deadlines. It is important for the committee to be well informed.

**Committee: Budget & Finance**

**Chair: Tony Carter, UNC Charlotte**

Committee Members (list name and institution):

Chad Williams – Randolph Community College

Traci Mitchell – CFI

Statement of Committee Goals and Objectives for the Year:

- To develop a fiscally responsible zero-based budget for the association
- To perform the annual audit of the preceding fiscal year of the association
- To update and improve the Financial Management Guide
- To redesign the expense voucher to ensure proper signatures are received before checks are issued

Specific Projects that achieved the goals and objectives:

- After receipt of committee budget requests and consultation with Exhibitors' Chair concerning anticipated revenue, worked closely with the President to develop a zero-based budget for the 2009-2010 year that was approved by the Executive Board
- Performed the annual audit of the association and found no significant findings
- Reviewed the Fiscal Management Guide that was adopted by the Executive Board in 2006-2007 for needed revisions and updates to more accurately reflect current procedures of the Association related to fiscal matters.
- Updated the Fiscal Management Guide and presented the revisions to the Executive Board for approval
- Revised the Expense Voucher to focus attention on the need for four (4) signatures before a check is written

Suggestions for future:

The Fiscal Management Guide should be reviewed and updated on an annual basis.

**Committee: Exhibitors**

**Chair: Janet Sain, Suntrust**

Committee Members (list name and institution):

Not applicable

Statement of Committee Goals and Objectives for the Year:

- to update the current exhibitor letters and forms to reflect 09-10 information as voted on by the executive board
- to secure exhibitors for the Fall and Spring Conferences
- to work with the Fall and Spring Program committees as liaison
- to work with the hotel sites for both conferences for room set-ups, shipping information and contact information
- to solicit new exhibitors
- to keep the President and Treasurer abreast of which exhibitors had agreed to exhibit and at which conferences
- to follow-up with the Treasurer to verify receipt of payments and follow-up with those who had not

Specific Projects that achieved the goals and objectives:

- massive email campaign to secure previous exhibitors and solicit for new exhibitors
- contacted some exhibitors via the phone to encourage them to participate
- worked with some exhibitors to specifically meet their needs so they could participate

Suggestions for future:

- continue to solicit participation from those previous exhibitors and to secure new ones if possible
- discuss new fee structure and options if NCASF AA decides to go to one conference a year (SASF AA example of options is very viable) and possibly new name for committee
- research what other states are doing and discuss as possible options for NCASF AA



**Committee:** Legislative Advisory Committee

**Chair:** Amy Berrier, UNC Greensboro

Committee Members (list name and institution):

- Steve Brooks, North Carolina State Education Assistance Authority
- Stacey McCorison, Duke University
- Bill Zahn, UNC Greensboro
- Paul Coscia, Guilford College

Statement of Committee Goals and Objectives for the Year:

- Keep membership apprised of legislative updates at the local, state, regional, and national level
- Post information on the NCASF AA listserv
- Communicate with the NCASF AA Board about legislative issues
- Communicate with SASFAA and NASFAA about legislative issues
- Communicate with North Carolina delegation in Washington about pertinent financial aid issues via email and letter format

Specific Projects that achieved the goals and objectives:

- Sent informative emails to the NCASF AA listserv
- Kept the NCASF AA Board informed of the actions of the Legislative Advisory Committee
- Communicated with SASFAA officers and SASFAA Legislative Committee regarding FFEL/DL and other HEOA issues
- Sent emails and letters to North Carolina delegation in Washington, DC
- Conducted phone calls of concern regarding student loan choice and preserving role of non-profits with Senator Richard Burr, Senior Policy Advisor Celia Sims, Representative Brad Miller's Office, and most of Blue Dog Democrats

Suggestions for future:

- Remain active in communicating with Board and NCASF AA Membership
- Continue to select members for committee that collectively represent the NCASF AA membership
- Continue to communicate with SASFAA and NASFAA
  - I will be a member of the SASFAA Legislative Issues Committee for 2010-2011 as well as a member of the Executive Board as Secretary
  - I accepted a position on the NASFAA Federal Issues Committee for 2010-2011
- Continue to be aware and mindful that our membership has differences in opinions and continue to respect those as a Board.
- Anytime differences or complaints arise regarding "our" voice as a collective body, those should be shared directly with the chair of the Legislative Advisory Committee so the Committee Chair can address those concerns with the NCASF AA Member.

**Committee: Membership**

**Chair: Brenda Long, Carteret Community College**

**Pending Issues:**

At the close of the 2009-2010 membership year, NCASF AA has 636 registered members. 112 of these are new members.

I will not be able to attend the board retreat on June 18, 2010 but will ship membership supplies and flash drive to Christy Chestnut before this meeting. In addition, I have contacted Christy and will work with her via email and telephone to assist her transition to membership chair for 2010-2011, as needed.

I will send the 2009-2010 membership records to Amy Berrier.

**Completed Tasks:**

During 2009-2010 I have completed the following tasks:

- Sent numerous emails regarding renewing membership to the listserve.
- Sent duplicate membership records to ATAC to be deleted.
- Contacted institutions with little to no membership regarding benefits of being a NCASF AA member.
- Developed instructions with screen shots of steps needed to print mailing labels and name badges for conferences.
- Submitted 2008-2009 membership records to Amy Berrier.

**Other Pertinent Points:**

Thank for allowing me to be the NCASF AA membership chair for 2008-2009 and 2009-2010. It was a great experience for me. It was a pleasure to work with all of you. Congratulations and good luck to the incoming board members.

**Committee: One-Day Training Workshop**

**Chair: Jo-Ann Craig, Cape Fear CC & Jennifer Pickett, UNC Charlotte**

Committee Members (list name and institution):

Steve Brooks, NCSEAA  
Lisa Carey, NC A&T  
Christy Chestnut, Salem College  
Tamy Garofano, TG  
Lisa Koretoff, Guilford Technical CC  
Sandra Rhyne, Meredith College  
Coe Ann Trent, Rockingham CC

Statement of Committee Goals and Objectives for the Year:

The original goal was to “provide training opportunities on relevant topics at convenient locations within the state so that colleagues can attend without excessive travel and time away from the office.” Because of limited funding within NCASF AA and our member institutions, the goal was revised to “offer electronic training opportunities to members, totally eliminating the need for travel and limiting time away from the desk for participants.”

Specific Projects that achieved the goals and objectives:

Six webinars were presented, three in the fall and three in the spring. All were sponsored by NCSEAA.

<u>Date</u>	<u>Topic</u>	<u>Presenter</u>
October 26	Nuts and Bolts of Need Analysis	Steve Brooks
November 11	Use of Income in PJ	Steve Brooks
December 16	Use of Assets and Allowing for Extraordinary Expenses in PJ	Steve Brooks
January 25	Cost of Attendance and Budget Construction	Coe Ann Trent
March 22	Verification	Dave Gelinis
April 26	Consumer Information Requirements	Rose Mary Stelma

Electronic registration was available on the NCASF AA site.

Webinars were free with a paid NCASF AA membership. Non-members could register for a \$25 (membership) fee.

A link to an evaluation form on SurveyMonkey.com was sent to all registrants after the conclusion of the individual webinars.

Suggestions for future:

Formal recognition of facilitators/presenters...maybe a token gift?



- Total cost for the spring conference was \$31,515 – according to my calculations the committee was under budget by \$5485
- The spring charity efforts for Our Military Kids raised \$2301
- Paper evaluations were completed for the spring conference – 147 attendees completed the evaluations. See attached summary of the evaluation compilation.
- Conference Committee evaluations were done by 9 committee members. See attached evaluation compilation.

Suggestions for future:

- Don't use Sindy Martin as a key note speaker
- Continue to use conference calls to plan conference
- See comments of what membership desires/needs
- Try to get agenda and concurrent session information on the web quicker

**Committee:   Publicity and Publications**

**Chair:           Liz Solazzo, Alamance Community College**

Committee Members (list name and institution):

Charles Brantley – Discover Student Loans

Lisa Koretoff – Director of FA at GTCC

Katrina Lee – Director of FA at Mount Olive College

Heather Willett – Director of FA at Sandhills CC

Statement of Committee Goals and Objectives for the Year:

It has been our goal to produce an interesting quarterly newsletter in order to keep the organization in touch with current events and provide up to date information about financial aid and changes that occur. Also notify the membership about upcoming conferences through the listserv and encourage attendance.

Specific Projects that achieved the goals and objectives:

The committee produced the newsletters in a timely manner, including some articles of interest to all. Notices were sent to the listserv as appropriate.

Suggestions for future:

Reach outside the membership with our publications and news to encourage membership and assistance to those schools who do not maintain membership in a state organization.

**Committee: Site Selection**

**Chair: Casey Wallen, National Education**

Committee Members (list name and institution):

Amy Berrier, UNC - Greensboro

Statement of Committee Goals and Objectives for the Year:

- Complete Site Selection Handbook
- Complete Fall 2011 and Spring 2012 Conference Contracts

Specific Projects that achieved the goals and objectives:

- Site Selection Handbook completed with help from Amy Berrier
- Proposals received for Fall 2011 and Spring 2012 conferences
  - o Sites selected and board approved
  - o Contracts have been signed for Fall 2011 conference in Greensboro, NC and Spring 2012 conference in Wrightsville Beach, NC

Suggestions for future:

- Continue to receive proposals for future conferences with the best cancellation clauses as possible with no cost to association if cancelled within a year of the conference dates.

**Committee: State & High School Relations**

**Chair: Candace Cooper, Mitchell Community College**

Committee Members (list name and institution):

Lois Douglas- UNC Chapel Hill

Julie Hicks – Duke University

Sherry Smith – St. Augustine College

Robbie Schultz – NCSEAA

Lisa Koretoff - GTCC

Statement of Committee Goals and Objectives for the Year:

The main objectives of this position are to perform responsibilities by obtaining the FA Awareness Week Proclamation from the Governor and by updating and distributing the annual Financial Aid Information Survey.

The Goal this year under Lisa's guidance was to create a 'Financial Aid Awareness Toolkit' to send to each member institution prior to FA Awareness Week (February 8-February 12) to assist college's and universities in promoting to students the importance of reapplying for financial aid annually. Originally, Lisa submitted a request to the Lumina Foundation to fund the toolkit for a projected cost of \$40,000 but the request was turned down. NCASF AA was able to turn to a low cost alternative and deliver the tool kit for \$50. The toolkit NCASF AA delivered contained tips solicited from FAO's on "How to Remind Students to Reapply for FA Annually", the winning poster from the NCASF AA poster design competition, the Financial Aid Information Survey showing application and deadline information for each NC college and university, and a copy of the Governor's Proclamation.

Specific Projects that achieved the goals and objectives:

- NCASF AA Financial Aid Annual Information Survey was updated and posted to the NCASF AA website under Counselor Resources.
- FA Awareness Week Proclamation was approved by the Governor and obtained for February 8- February 12, 2010.

- Committee put together a 'FA Awareness Week Toolkit' that was e-mailed via the NCASFSA list serve on 1/28/10 to assist schools in observing FA Awareness Week (February 8 - February 12, 2010) and to promote the importance of reapplying for financial aid. The committee attached the following: 1) The winning poster from the competition for schools to reproduce and post on their campus. 2) A copy of the actual State of North Carolina Financial Aid Awareness Proclamation. 3) A helpful tip sheet with a compilation of ideas submitted by NCASFSA members on, 'How to Remind Students to Reapply for Financial Aid Annually'.
- Applied for a NASFSA State Award. Will not know outcome until July.

**Committee: Technology**

**Chair: Bruce Cabiness, UNC Greensboro**

Committee Members (list name and institution):

Cedric Barksdale-NCSU

Brian Sutton-UNCG

Lisa Koretoff-ex officio

Statement of Committee Goals and Objectives for the Year:

- Provide good service to committees who needed to post information
- Maintain good working relationship with ATAC
- Provide feedback to committees who want to do certain things to let them know cost estimates for services from ATAC
- Research and fix issues with ATAC for the membership

Specific Projects that achieved the goals and objectives:

All of the items I did during the year accomplished the above goals but there were not specific project items to list in this section.

Suggestions for future:

If the decision is to keep ATAC in the future, someone should review all of the pages and links to ensure information is current.

**Committee: Middle School Enrichment Scholarship**

**Chair: April Morey, CFI**

Committee Members (list name and institution):

April Morey (CFI)

Skip Watts (CFI)

Kelli Hand (UNCG)

Vickie Watkins (Vance Granville CC)

Janice Coleman (Duke)

Sharon Oliver (NCCU)

Ronnette King (NCA&T)

Amy Berrier (UNCG)

Deborah Colbert (WSSU)

Leah Hill (Louisburg)

Elvira Simmons (Wayne CC)

Janice Waugh (RCSNC)

Glynnis Wilson (Vance Granville CC)

Dana Banker (UNCG)

Statement of Committee Goals and Objectives for the Year:

This year the Middle School Enrichment Committee was able to award all six scholarships to recipients across North Carolina. We worked with Robbie Schultz with NCSEAA this year in order to reach more counselors with information about the scholarship. As a result, our applications increased by approx. 33%. We were also able to secure additional funding from a gift from CFI and a fundraiser at the fall NCASFSA conference.

Specific Projects that achieved the goals and objectives:

This year we shortened the calendar and due dates for the mentors to get paperwork in. This was done in order to be sure that we were able to have six recipients – if one declined the scholarship we wanted to have enough time to offer the scholarship to an alternate. This year we also decided to work with NCSEAA in hopes that information would reach further across the state. Our assumption was that counselors would be more likely to read and pass on an email from SEAA versus CFI or NCASFSA. SEAA has an updated list of lead counselors and was happy to email the information out. We also held a mentor conference call for the first time this year. Unfortunately only one counselor attended. We will need to work on ways to improve attendance in the future.

Suggestions for future:

- I recommend that the past committee chair stay on the committee in order to focus on fundraising.
- We will consider moving to emails only for non-winner letters. Letters would be emailed to counselor and parent (would need to add parent email line to application letter).
- Brainstorm ways to increase participation in conference calls, esp. the initial call with mentors. This is vital so that they understand their role and can begin working on their “to do” list as soon as possible.
- A past suggestion that we have not gotten to yet is a subcommittee to contact past winners and calculate success. This should be done in 2010/2011.
- Continue to spread the word across North Carolina about the scholarship, focusing on areas that have not widely applied in the past.