

WASFAA

ANNUAL REPORT

2004-2005

June 27, 2005

MASFAA Annual Report 2004-2005 From the President

This report and the following pages summarize the activities of the Mississippi Association of Student Financial Aid Administrators for 2004-05. As I look back over the last 12 months, it is clear to see that the MASFAA Board, committee chairs, and members had a very productive year. The association should be very proud of what everyone has accomplished.

The leadership of MASFAA included:

Board Members

Soraya Welden, President-Elect, Meridian Community College
Lori Ball, Vice President, Mississippi State University
Levis Hughes, Secretary, Brazos
Ann Margaret Mullins, Treasurer, Delta State University
Janice Prather, Member-at-Large, Northeast Mississippi Community College
Anne Grove, Director, Hinds Community College
Billye-Jean Stroud, Director, Citibank
Robyn Cilwik, William Carey College
Patrick James, Immediate Past President, Millsaps College
Laura Diven-Brown, President, The University of Mississippi

Committee Chairs

Louanne Langston - Archives, USA Funds
Jane McNaughton - Audit & Finance, Edamerica
Wendy Hutchins - Conference, Sallie Mae
LaShanda Chamberlain - Diversity, Mississippi Gulf Coast Community College
Debbi Braswell - Electronic Services, Millsaps College
Donna O'Quinn - High School Relations, University of Southern Mississippi
Ron Gambill - Legislative, EdSouth
Robert Givens - State Aid Programs, The University of Mississippi
Jennifer Medley - Vendor/Sponsor, Student Loan Xpress

Here are just a few bullet points from the year in review.

- A comprehensive revision of the Policies & Procedures was completed
- A financial review was performed
- The association's historical documents were imaged and preserved on a CD
- A successful fall training workshop, "Student Loan Issues", was held
- The annual "Financial Aid 101" for new financial aid professionals was enhanced with concurrent sessions and promotion of financial aid as a profession
- A drawing was held to allow a "Financial Aid 101" participant to attend the MASFAA conference by providing complimentary registration and hotel room
- Sponsorship goals for the year were exceeded
- The Board balanced a growing budget
- A quality paper newsletter was delivered to the membership, with three issues produced
- MASFAA communicated with H.S. administrators and performed outreach in the Mississippi Delta
- The Board spoke out on federal legislative issues through emails to our Congressmen, visits to Capitol Hill, and newsletter articles to the members

MASFAA Annual Report 2004-2005
President's Report (*continued*)

- The membership had the opportunity to meet formally with the Mississippi Office of State Student Financial Aid (MOSFA) in April to discuss state grant and loan programs, including how to implement EFT for the upcoming year (a joint MASFAA/MOSFA goal)
- Electronic services were enhanced with MASFAA's first online fall training and Financial Aid 101 registrations, an improved listserv, frequent photo changes on the website, a new online conference evaluation form, and a new online volunteer form
- Minutes of all Board Meetings were prepared for early distribution via email to allow time for adequate review
- The 38th Annual MASFAA Conference was held May 18-20, 2005, at the Beau Rivage Resort in Biloxi. The theme of the conference, "MASFAA in May", celebrated the fact that the event was being held in May for the first time. Magician and comedian Steven Bargatzi dazzled the audience as our opening speaker. 188 Mississippi members participated.
- Communication was made to the Department of Education to urge that quality trainers be provided to our members for conference sessions
- Diversity issues were incorporated in multiple sessions throughout the conference
- 35-40 new members were recognized at the conference and experienced financial aid professionals stepped forward to mentor them
- During electronic elections for 2005-06, a total of 193 votes were cast – a new record for MASFAA
- Membership increased by 19% over the previous year

These activities and accomplishments reflect the wide variety of things that we do. I am pleased to say that our association continues to play a vital role in the networking, training, and professional development of Mississippi financial aid administrators.

In addition, we made it a priority to recognize several MASFAA members with special awards at the conference this year, including:

Larry Blankenship, new Honorary Lifetime Member
Jane McNaughton, recipient of the Jack Woodward Award of Excellence
Wendy Hutchins, recipient of the President's Special Recognition Award for 2004-05
Lynda Gist, "Rookie of the Year"

It has truly been a pleasure to serve MASFAA this year.

Respectfully submitted,

Laura Diven-Brown
President
June 27, 2005

MASFAA Annual Report 2004-2005
From the President-Elect

As President-Elect of MASFAA, I served as editor of the MASFAA Messenger and attended leadership workshops provided to elected officers of state associations by SASFAA and NASFAA. Each workshop was very valuable and I strongly suggest that the upcoming President-Elect attend each of these workshops. A discussion of each is provided below. Because of these workshops, I have been able to get to know the other SASFAA state presidents and share ideas and issues facing our state associations.

Once elected as President-Elect, I appointed the 2006 conference chair, Brenda Paganelli who immediately began planning for the 2006 annual conference. She also served on the 2005 conference committee.

During the 2004-05 year, I have observed the current MASFAA President at all meetings in preparation for my year as president. I also worked with the MASFAA President in preparing items for discussion at board meetings.

SASFAA Presidents-Elect Pre-Conference Workshop

On February 13th, I attended the SASFAA Presidents-Elect workshop held prior to the SASFAA annual conference in Atlanta, GA. All of the SASFAA Presidents-Elect were present and I got a chance to meet them and spend time discussing issues facing us as in-coming state presidents. The workshop included information about SASFAA and our responsibilities as our state representative on the SASFAA Board. We were also provided with a federal update, parliamentary procedures, our fiduciary responsibilities and tips for being a successful state president.

NASFAA Leadership Conference

On March 6-8 I, along with Lori Ball, attended the NASFAA Leadership Conference in Washington, DC. NASFAA provided us with a comprehensive manual on topics we will be responsible for as we prepare for our roles as state presidents. I met with other Presidents-Elect from around the country, exchanged ideas and information on how our associations work and some concerns facing our associations. We also had a legislative update from Dallas Martin.

On the final day of the conference, I met with a staff member from Senators Lott and Cochran's office, where I provided them with our position on some of the most crucial issues being proposed.

Respectfully submitted,

Soraya Welden
President Elect
June 27, 2005

MASFEE Annual Report 2004-2005
From the Vice President

The list of the MASFEE Training Committee Members is attached.

Betty Yeatman (Mississippi State University) and Lynita Davis (Northeast Mississippi Community College) traveled to Washington, DC in September, 2004. They attended the Fall training workshop provided by NASFAA. The Training topic was Student Loan Issues.

The MASFEE Fall Training Workshop was held on November 12, 2004 at Mississippi State University, Meridian Campus. Betty and Lynita presented the NASFAA Fall Decentralized Training, Student Loan Issues, to MASFEE. Registration and information for the workshop was held on the MASFEE website; cost was \$35 for MASFEE member and \$50 for non-members (this included membership in the association). All participants received a copy of the NASFAA training materials. 104 participants attended the MASFEE Fall Training Workshop.

A survey was also conducted at the fall training event. We polled those in attendance for the following information. The results are also posted.

- Would you/your institution be willing to make a commitment on the number of materials prior to knowing what the exact topics will be? 56 Yes 18 No
- MASFEE presently subsidizes the cost of the NASFAA materials used in the fall training. Would you/your institution be willing to pay the full price for the training material used for this event? (Materials for this year were purchased from NASFAA at the cost of %51 per set of materials – registration fee charged by MASFEE - \$35) 40 Yes 28 No 2 Not Sure
- In the future would one set of material be sufficient for you/your institution?
40 Yes 34 No

In March 2005, Lori Ball attended the 2005 NASFAA Leadership Conference as MASFEE's Vice President.

Financial Aid 101 Workshop was held at the Gray Center on April 4-6, 2005. MASFEE had 24 students participate in the training event. Registration for the workshop was on the MASFEE website; cost was \$150 for MASFEE member and \$160 non-member (this included membership in the association). A list of students and faculty is attached. Students were provided with more case studies to give hands on training. Break out sessions were also provided to allow students to attend a topic of their interest.

Respectfully submitted,

Lori Ball
Vice President
June 27, 2005

MASFAA Annual Report 2004-2005
Training Committee

Lori Ball, Chair Mississippi State University

Candy Adams Meridian Community College
Lashanda Chamberlain MS Gulf Coast Community College
Lynita Davis Northeast Community College
Nancy Gault Mississippi University for Women
Mary Givhan Mississippi College
Levis Hughes BRAZOS
Marilyn James MSU, Meridian Campus
Louanne Langston USA Funds
Ed McGowan ESF
Jamie Meilstrup Belhaven College
Brenda Paganelli..... National Student Loan Program
Darolyn Porter TSAC
Janice Prather Northeast Community College
Soraya Welden Meridian Community College

MASFAA Annual Report 2004-2005
Training Committee
Financial Aid 101 Faculty and Staff

Candy Adams	Meridian Community College	(601) 481-1315	Cadams@mcc.cc.ms.us
Lori Ball	Mississippi State University	(662) 325-7440	Lori@saffairs.msstate.edu
Teresa Bost	Mississippi State University	(662) 325-2223	Teresa@saffairs.msstate.edu
Lashanda Chamberlain	MS Gulf Coast Community College Jackson County Campus	(228) 497-7630	Lashanda.chamberlain@mgccc.edu
Lynita Davis	Northeast MS Community College	(662)720-7210	ljdavis@nemcc.edu
Laura Diven-Brown	University of Mississippi	(662) 915-5788	ldivenbr@olemiss.edu
Robert Givens	University of Mississippi	(662) 915-5746	rgivens@olemiss.edu
Mary Givhan	Mississippi College	(601) 925-3319	givhan@mc.edu
Marilyn James	Mississippi State University, Meridian Campus	(601) 484-0234	mjames@meridian.msstate.edu
Louanne Langston	USA Funds	(601) 857-8111	Llangsto@usafunds.org
Ed McGowan	ESF	(601) 321-5550	emcgowan@esfweb.com
Jamie Meilstrup	Belhaven College	(601) 968-8846	Jmeilstrup@belhaven.edu
Brenda Paganelli	National Student Loan Program	(601) 924-3184	Brendap@nslp.org
Darolyn Porter	TSAC	(615) 741-1346 Ext: 116	Darolyn.Porter@state.tn.us
Janice Prather	Northeast MS Community College	(662) 720-7210	Jhprathe@nemcc.edu
Soraya Welden	Meridian Community College	(601) 484-8628	Swelden@mcc.cc.ms.us

MASFAA Annual Report 2004-2005
From the Secretary

As Secretary for MASFAA, I recorded minutes on behalf of the Board as follows:

July 29 – 30, 2004	MASFAA Transition Board Meeting
August 30, 2004	MASFAA Board Meeting
November 11, 2004	MASFAA Board Meeting
November 12, 2004	MASFAA Business Meeting Minutes
January 12, 2005	MASFAA Board Meeting
April 6, 2005	MASFAA Board Meeting (via J. McNaughton)
May 17, 2005	MASFAA Board Meeting
May 18 – 20, 2005	MASFAA Business Meeting Minutes

Respectfully submitted,

Levis R. Hughes, III
Secretary
June 27, 2005

MASFAA Annual Report 2004-2005
From the Treasurer

June 24, 2005, Checking Account Balance	\$ 49,269.02
Total Income Collected as of June 24	\$126,398.24
Total Expense as of June 24	\$121,009.78

Outstanding Invoices

ASA	\$ 1,100
Bank One/Chase	\$ 1,500
Student Loan Express	\$ 2,200
TSAC	\$ 2,600
USA Funds	\$ 2,600
ASA – Newsletter	\$ 150
Bancorpsouth	\$ 75
Educaid/Wachovia	\$ 450
Hancock Bank	\$ 150
A+ Funds (??)	\$ 250
Student Loan Xpress	\$ 250

TOTAL	\$11,325

MASFAA had 333 paid members in 2004-2005.

Respectfully submitted,

Ann Margaret Mullins
Treasurer
June 27, 2005

MASFAA Annual Report 2004-2005
From the Member-at-Large

Our goal was to increase membership for the 2004-2005 year. I am pleased to report that this goal was achieved. The number of members as of June, 2004 was 283 compared to 337 members as of June, 2005. This is a 19% increase. Listed below is a comparison of 2003-2004 and 2005-2005 membership counts. Hopefully, these statistics will help next year to assure that we are on target.

2003-2004 MEMBERSHIP	2004-2005 MEMBERSHIP
March, 2004 – 180	March, 2005 – 245
May, 2004 - 231	May, 2005 – 311
June, 2004 – 283	June, 2005 – 337

Other statistics that may be used for future reference are as follows:

	2004-2005
Membership By State:	
Mississippi	234
Out of State	103
Membership by Affiliation:	
Not Specified	1
Active	319
Honorary Lifetime Member	17
Membership by Institution Type:	
Not Specified	42
Other	1
Public (2-Year)	51
Public (4-Year)	84
Independent (4-Year)	29
Proprietary (Technical/Trade)	2
Graduate/Professional	6
Government Agency	9
Guaranty Agency	24
Lender	78
Servicer	11

Once again, mentors were assigned to new attendees at the Spring MASFAA Conference. About 35-40 new attendees were present. The new members were recognized during a general session and were presented with gifts.

Respectfully submitted,

Janice Prather
Member-at-Large
June 27, 2005

MASFAA Annual Report 2004-2005
Archive Committee

Summary of activities:

- Submitted reports and “blasts from the past” to the MASFAA Messenger.
- Completed imaging project, coming in under budget.
- Purchased photo albums since the only pictures imaged were those included in newsletters. Photos sorted by year as best as we could. Remaining photos were made available at the annual conference for membership to take.
- Fireproof cabinet purchased and located at Millsaps College to retain original official documents.
- Delivered documents that needed to be retained to Millsaps cabinet.
- Submitted record retention policy to Executive Council for consideration. (See attached recommendation.)

Respectfully submitted,

Louanne Langston
Committee Chair
June 27, 2005

MASFAA Annual Report 2004-2005
Archive Committee Recommendations

The Archive Committee recommends the following procedure for inclusion in the Policy and Procedure Manual, Code 1-3 (Records) –

Official and unofficial documents of the organization will be retained by the organization. Permanent storage of documents will be accomplished by imaging. Documents will be submitted annually by officers and committee chairs to the President of MASFAA at the Transitional Board Meeting at the end of each fiscal year. The President will review the documents and turn them over to the Chair of the Archive Committee. Documents to be stored for imaging will include the following:

- 1) Copies of all minutes (Executive Board and Business Meetings)
- 2) Copies of all newsletters
- 3) Tax returns
- 4) Picture of Executive Council members and committee chairs
- 5) Conference Programs / Training Agendas
- 6) Any other documents related to the official operation of the Association
- 7) Annual reports
- 8) Annual audits/financial reviews
- 9) Special projects conducted during the year

These documents will be imaged every two years at the end of the secretary's term of office.

Documents will be arranged in proper order and turned over to the imaging company. Company details are as follows:

Imagemax
Jackson, MS
601-825-6212
Salesperson: Brad Bradshaw
MASFAA Customer # 111052

Documents that should be retained in their original form in the fireproof cabinet stored at the official address for the Association:

- 1) Incorporation documents
- 2) Documents related to tax exempt status of the Association
- 3) Other "official" documents of the Association as designated by the Executive Council

MASFAA Annual Report 2004-2005
Audit & Finance Committee

MASFAA Audit and Finance goals for 2004-2005 were:

- Prepare a list of assets
- Examine the issue of “true audit” for MASFAA
- Prepare a financial review of the MASFAA books
- Determine the appropriate amount of reserve funds that should be maintained

A list of assets was compiled and presented to the Board of Directors at the November 11, 2004 meeting. A copy of the list is attached.

The issue of a “true audit” was discussed at several Board of Directors meeting. Because of the cost associated in performing a true audit by a CPA firm, the idea of having a review conducted in a manner prescribed by the Board of Directors, was discussed. This review could be in the form of a true audit if dictated by the Board of Directors. The language change would give more flexibility to the process. At the April 6, 2005 meeting, Jane McNaughton presented the proposed language to update the MASFAA Bylaws.

The current language reads “The Audit/Finance Committee is responsible for performing a true audit of the MASFAA checking account...”. The proposed language is “The Audit/Finance Committee is responsible for performing a review or for causing a review to occur, in a manner prescribed by the Board of Directors, of the MASFAA Checking Account...”

The change to the Bylaws was presented to the MASFAA membership at the Annual conference on Wednesday, May 18, 2005 and approved by the membership on Friday, May 20, 2005.

A financial review of the MASFAA books was conducted by Jane McNaughton and Terri Parchment on March 31, 2005. A copy of the review is attached. There were a few minor finding but the books were overall in good order.

A copy of the Certificate of Deposit report is attached. The Trustmark National Bank CD that matured in April 2005 was rolled over into the Bank PLUS CD. The current level of funds is in accordance with the Policy and Procedures Manual requirement of a minimum of \$25,000 and is a sufficient amount at this time.

Jane McNaughton performed a checkbook audit, as outlined in the MASFAA Policy and Procedures Manual, at the MASFAA Annual Conference on Wednesday, May 18, 2005. She found the checkbook to be in good order. Jane commends Ann Margaret Mullins for her diligence as MASFAA Treasurer for 2004-2005.

Respectfully submitted,

Jane McNaughton
Committee Chair
June 27, 2005

**MASFAA Annual Report 2004-2005
Inventory**

Equipment	Serial/Model Number	Date of Purchase	Purchase Price	Current Usage Status	Current Holder
Sony Digital Still Camera	MVC-FD92	Unknown	unknown	usable	Soraya Welden
Dell Laptop	PP01L-Ref No 99123, IC Class B ICES-003	Unknown	unknown	usable	Janice Prather
Sony MicroCassett Recorder	M-560V	11/3/2004	\$40.40	Usable	Levis Hughes
Dell Laptop	PP01L-Ref No 99123, IC Class B ICES-003 DS/N TW-09C748- 12800-161-1882	Unknown	Unknown	Usable	Ann M. Mullins
Hewlett Packard Desk Jet 932C Printer	CN0BR1S1KS	Unknown	Unknown	Usable	Ann M. Mullins
MASFAA Seal	N/A	Unknown	Unknown	Usable	Ann M. Mullins

MASFAA Annual Report 2004-2005
Internal Review
FY 2003-2004
March 31, 2005

On March 31, 2005, the Review Committee met at Jane McNaughton's home in Brentwood, Tennessee. Ann Margaret Mullins, current Treasurer, provided all documents required to review the year 2003-04. The Review Committee was represented by:

Terri Parchment – Edamerica
Jane McNaughton - Edamerica

Documents/Information for Review

- Membership Applications
- Conference Registrations
- Bank Statements and Check Registers for all accounts
- Deposit slips and supporting documentation
- CD's (copies) and Interest Statements
- Voided checks
- Expense Vouchers
- Invoices
- Record of MASFAA Messenger Advertisers, Annual Conference, Financial Aid 101 and Fall Training Sponsors
- Copies of Tax Returns

Verification of Procedures

- A 10% sample of Conference and Membership Registrations Forms was traced to the bank deposit slips. All information was accurate and accountable.
- Reviewed all Checks exceeding \$3,000.00 to assure dual signatures by the President and the Treasurer were present.
- All checks written to the Treasurer were signed and approved by the President. (Sample size 100%).
- All Bank Statements were reconciled on a monthly basis. Copies were sent to the Budget Chair.
- A 10% sample of deposit slips and supporting documentation was verified to assure that the deposit was in balance and the deposit was made timely.
- Verify that all cash received is documented with a receipt. Traced cash receipts to bank statement.
- CD's copies are on file and up to date (Originals in the Fireproof cabinet at Treasurer's office).
- Interest received from investments was documented on bank statements or by the outstanding balance on the CD.
- A 10% sample of Expense Vouchers was reviewed for per diem, mileage, etc. Samples were found to be correct and paid in a timely manner.
- A 10% sample of Invoices was reviewed to verify that bills were paid in a timely manner based on invoice date or date received. Procedures were appropriately followed.
- 10% Verification was made on the Vendor/Sponsor Income for MASFAA Messenger, Annual Conference, Financial Aid 101 and Fall Training. Vendor/Sponsor Income was traced to the deposit slips.
- Fidelity Bonding was on file and up to date.
- Tax Return 990 Form was on file and up to date.

MASFAA Annual Report 2004-2005
Internal Review *(continued)*

Findings

- List checks separately on deposit slip. If listing is made on a separate sheet of paper, keep a copy of the listing with the deposit slip for easier tracing to appropriate transaction. Bundle deposit documentation (check copies, invoice, stubs) together and in chronological order so that they can be traced back to the deposit. Note the amount and date of deposit on the front of each bundle.
- Cash receipts should fall in chronological order in receipt book. Recommendation is to have a separate receipt book for each fiscal year.
- Stamp each item received with a date stamp to ensure that action is taken promptly on the item.
- Treasurer wrote 7 checks in excess of \$3,000.00 without dual signature as required in Policy and Procedure Manual.

Suggestions and Recommendations:

Deposits: Membership and Registration

- Make sure to complete Treasurers' Use Only Box to record check numbers, date received, and amount on registration forms. This makes it easier to match the deposit to bank statement.
- Add Treasurers' Use Only box to the web registration forms. This area should be used the same as the above recommendation.
Fields Needed: Date Received, Amount Paid, Date Paid, Check Number, and budget code.

Bank Statement and Reconciliation

- Attach a copy of the Quicken reconciliation to the bank statement for the appropriate month.

Final Comments

The Review Committee found the MASFAA Treasurer's Books to be in good condition. With the items listed as recommendations in place, the next review should proceed more quickly.

Respectfully submitted by the Review Committee.

MASFAA CD Report
May 2005

1. BancorpSouth \$10,000.00 – 2.79% maturing on 9/10/2008 – 48 month term. Interest is paid monthly to MASFAA checking account.
2. BancorpSouth \$10,620.94 - 4.00% maturing on 5/23/2008 – 55 month term – interest compounds quarterly and is added to the CD.
3. Bank PLUS \$11,748.00 – 3.55% maturing on 11/14/2006 – 19 month term - interest paid quarterly and will be capitalized to the CD

MASFAA Annual Report 2004-2005 Conference Committee

The 2005 MASFAA in May Conference Committee was a dynamic group of multi-talented individuals each playing an integral role in the planning and execution of the conference. Most of the conference attendees arrived at the hotel on Wednesday for the Opening Session. However, for the conference committee, their work began months ago when they came together to ensure the success of the conference. Planning a conference is easy; however, success lies in the execution of the plan and the 2005 conference committee executed the plan with diligence. The members of the 2005 MASFAA in May conference committee are as follows:

Wendy Hutchins, Sallie Mae, 2005 Conference Chair
Brenda Paganelli, NSLP, 2006 Conference Chair
Nancy D'Angelo, ESF, Local Arrangements Chair
Lori Ball, MSU, MASFAA Vice President
LaShanda Chamberlain, MGCCC, MASFAA Diversity Chair
Robert Givens, Univ of MS, Audio/Visual
Jennifer Medley, Student LoanXpress, MASFAA Vendor/Sponsor
Marea Herrington, Univ of MS, Program Sessions
Alan Rice, Univ of MS, Printed Program
Tim Atkinson, A+ Funds, Site Selection
Terry Bland, MOHELA
Teresa Bost, MSU
Darrel Boyd, MS Valley State Univ
Debbi Braswell, Millsaps
Shelby Burkhardt, National Bank of Commerce
Stacey Carter, UMMC
Martha Cascio, USM
Robyn Cilwik, William Carey
Nancy Denson, USM
Michelle Dugas, AMS
Mary Givhan, MC
Angie Gossett, Blue Mt College
Denise Jones, USM
Louanne Langston, USA Funds
Cindy May, Univ of MS
Sonja McMullen, Sallie Mae Education Trust
Jane McNaughton, Edamerica
Brenda Pittman, William Carey
Heather Steele, USM
Billye Jean Stroud, Citibank
Julie Tompkins, BancorpSouth
Judith Vidrine, Nellie Mae
David Williamson, USM
Mary Winters, USM

The 2005 conference committee was the largest committee due to the local arrangements committee no longer being a separate committee, but a part of the conference committee. Although there were some concerns by members of the board, this actually worked well. We continued to designate the two groups as conference and local arrangements and split our meetings. The conference committee actually planned the conference and attended to the details, while the majority of the work at the conference was carried out by the local arrangements committee under the leadership of Nancy D'Angelo.

The 2005 MASFAA in May conference committee met twice in face-to-face meetings with the majority of our meetings being conducted through the MASFAA conference call system. This method worked well for us and we only had to pull members of the committee away from their office on two occasions for planning.

MASFAA Annual Report 2004-2005
Conference Committee *(continued)*

Communication to the membership was through the MASFAA website and the MASFAA listserv. Registration for our 189 conference attendees was conducted online through the MASFAA website and the breakdown of attendees was as follows:

Public, 4 year.....	29
Public, 2 year.....	34
Independent/Private.....	20
Lenders.....	55
Guarantee Agencies.....	19
Servicers.....	8
Other.....	24

Sponsorship was presented to our lenders/vendors in a “by event” opportunity. It is the recommendation of the 2005 conference committee to solicit sponsorship by an amount only and empower the vendor/sponsor chair to assign sponsorship to conference events. 2005 conference sponsorship totaled \$63,900 through the generosity and support of 43 MASFAA lenders, guarantor agencies, and loan servicers.

The conference was held May 18, 19 and 20, 2005, at the Beau Rivage on the Mississippi Gulf Coast in Biloxi. This was our second year to have the Beau Rivage host the MASFAA annual conference and their service we received compares to none. Every member of the hotel staff does a phenomenal job and makes it a pleasure to work with the Beau Rivage.

The MASFAA in May conference offered many opportunities for learning and playing together. Nineteen concurrent sessions falling into one of the following tracks were offered: federal issues; students and parents; the workplace; and new member networking track. The MASFAA Past-Presidents were brought together to share their knowledge and expertise by conducting the new member networking sessions. General sessions included a panel on ethics in the financial aid office; state update; federal update; SASFAA update; and policy update.

For the first time, MASFAA had an “information booth” outside the vendor exhibit area that hosted information on area attractions, lost and found items, session handouts and general conference information.

Another MASFAA “first” was a program three-ring binder rather than a printed and bound program. The conference committee wanted to provide an easy way to locate conference information as well as a place to store session handouts for the conference and upon returning to the office.

The conference committee chose to support two worthy causes this year. One was to fund a scholarship in memory of Brandy Hill, former MASFAA member. The other was to support the MS Burn Camp Foundation in their effort to provide a summer camp for young burn survivors, at no charge to the campers.

MASFAA in May continued the tradition of inclusiveness, by hosting two social events. The President’s Reception was held on Wednesday night with a dinner buffet and entertainment while Thursday night brought a deck party, complete with dinner buffet and beach balls. Both events were very successful and provided something for everyone attending.

All in all, it was a great conference. It was my pleasure serving as the Conference Committee Chair and working with the individuals who came together over the 2004-2005 year and made the conference truly great!

Respectfully submitted,

Wendy Hutchins
Committee Chair
June 27, 2005

MASFAA Annual Report 2004-2005
Diversity Committee

Purpose of the Committee

The purpose of the Diversity Committee is to increase diversity awareness among the members of MASFAA. Diversity includes a wealth of different topics.

Activities for 2004/2005

The 2004/2005 Diversity Committee began the year with three main goals: Encourage diverse candidates on the nominations slate; promote ongoing diversity activities with the membership and to provide diversity events at the annual conference. The Diversity Committee met several times throughout the year via conference call.

The first goal was accomplished without the help of the Diversity Committee. The Nominations Committee did an outstanding job ensuring there was a diverse slate of candidates. The second goal was also accomplished with great success. The Committee worked closely with the Conference/Program Committee and secured a number of diversity-based sessions at the annual conference. The last goal for the 2004/2005 Diversity Committee was to solicit feedback from the membership for the future of Diversity within MASFAA. Unfortunately, the committee did not receive any feedback from the membership. In the April edition of *The Messenger*, the diversity article requested an answer to a simple question, "What does diversity mean to you?" This goal was critical to the committee. Without feedback from the membership, the Diversity Committee will find it challenging to explore opportunities of diversity within MASFAA.

Although the committee did not accomplish all of its goals for the 2004/2005 year, it was still a good year. At the transitional board meeting, I plan to pass on ideas to the new chair of the Diversity Committee.

Committee Members for 2004/2005

LaShanda Chamberlain, MS Gulf Coast Community College, Chair
Sam Casarez, TG
Mary Givhan, Mississippi College
Searcy Taylor, MS Gulf Coast Community College

Respectfully submitted,

LaShanda Chamberlain
Committee Chair
June 27, 2005

MASFAA Annual Report 2004-2005

Electronic Services Committee

The 2004-2005 year has seen MASFAA making great strides forward in the Electronic Services area. The President charged the Electronic Services committee to enhance the membership's usage of the MASFAA website and increase communication via the listserv. The Electronic Services Committee Chair continued to serve as liaison between MASFAA and ATAC Corporation in maintaining the website.

The new committee began the year by having session presentations from the 2004 Annual Conference made available to the membership via the MASFAA website.

Online registration was established for the annual Fall Training event, allowing the continuation of this service to the membership in subsequent years at a minimal cost.

Pictures were changed on the home page within days of each MASFAA event to advertise the events for upcoming years as well as to demonstrate the networking of our members at these events. Emails were sent via the listserv to encourage members to check out the new faces on the site as soon as the pictures were posted.

Online registration was established for FA101, providing a smooth registration process. The registration process was checked against MASFAA's current membership database allowing for all attendees to become members as they registered for the training. The database match registration was implemented in such a manner to allow continuation of this service to the membership in subsequent years at a minimal cost.

The MASFAA listserv underwent major changes as ATAC implemented a new system - 'ListLock', with many features that will improve the functionality of the list.

- Only current members can post to the list using the link on the website. Your username and password will be required to access the posting form.
- Any posts made directly to the list (not through the website) will be rejected.
- All members (current and non current) will receive messages from the listserv, provided the email address is correct.

Sponsorship of the website included 10 sponsors; TSAC, Citibank, edamerica, KHEAA, Amsouth, Bank of America, Trustmark, USAF, ESF, TG. Committee Chairs and the Board agreed all solicitation of sponsorship for the website will be included in the duties of the Vendor-Sponsor Committee. The Electronic Services Committee Chair serves as liaison between the sponsor and ATAC in placing the advertisement on the website.

The Vendor Sponsorship form was posted to the website in a PDF format for ease of availability to all vendors. The Committee Chair and Board agreed that it should be established in an electronic format, however due to the time constraints it was not possible this year.

The newly edited MASFAA Constitution, By-Laws and Policy & Procedures were posted to the website for continuous availability to the membership. Emails were sent via the listserv to alert members of the posting.

Online registration and on-line voting was maintained at the Annual Conference, providing a smooth process for both events. Reminder emails were sent to all current MASFAA members with their user names and passwords. The Committee Chair was onsite to retrieve passwords for members who had forgotten their information.

Candidate pages were posted on the website complete with bios and pictures of each of the candidates running in the upcoming elections two weeks prior to the Annual Conference. Emails were sent via the listserv alerting non-registered members to submit their absentee votes online. Online voting was opened up for absentee voting ten days prior to elections.

MASFAA Annual Report 2004-2005
Electronic Services Committee (*continued*)

An online conference evaluation was launched on the last day of the Annual Conference. While response, at less than 50% of attendees, was not optimal, the data collection was available for review in a much timelier basis. A name was drawn at random by ATAC from evaluations submitted for a complimentary 2006 Annual Conference registration.

The MASFAA listserv has been utilized this year to advise members of many various newsworthy items including but not limited to: NASFAA press releases, SASFAA workshop opportunities, State and ELM meetings and updates, EAC and FSA conference dates and location, Legislative Committee updates as well as many MASFAA related requests and informational issues.

Recommendations and/or Items for consideration for 2005-06

- Periodically review website links
- Messages posted to MSMASFAA-L currently goes to entire database (provided email addresses are active); ATAC can purge listserv at end of each year if MASFAA so desires – requires official authorization from MASFAA to do so
- Members have indicated an interest a listing of MASFAA job posting module to be added to the website. A cost estimate of a one-time fee - no ongoing charge of \$800 was submitted to the Board for consideration.
- Development of on-line Sponsorship information.
- Consider enhancing “home-page” to reflect tabs across top (see SASFAA website), possibly add “Notes of Interest” (see EASFAA website) – The “What’s New” is just a chronological listing of website postings; estimated costs between \$300 - \$600

Respectfully submitted,

Debbi Braswell
Committee Chair
June 27, 2005

**MASFAA Annual Report
Legislative Relations Committee**

Following the resignation of Michael Roberts as Legislative Relations Chair in October 2004, President Diven-Brown appointed Ron Gambill to serve as Chair for the remainder of the year. The following activities were accomplished during this period:

1. Newsletter Articles – Articles regarding federal issues relative to Title IV student financial aid and federal aid for state programs were submitted to be included for each MASFAA Messenger published.
2. MASFAA Listserv – The MASFAA Listserv was utilized to provide updates regarding federal Reauthorization issues, federal budget issues and federal legislation that would significantly impact the Title IV programs. (October, January, May)
3. Congressional Visits – A conference call was utilized to brief the MASFAA President-Elect prior to making Congressional visits to Washington, D.C. in conjunction with the NASFAA Leadership Training. A discussion briefing paper was prepared and submitted to the President and President-Elect for review. Research regarding MASFAA's previous Reauthorization Paper was conducted to maintain consistency.
4. Position Letter – A position letter was prepared and submitted to the MASFAA President regarding the STAR Act for consideration for mailing to the Mississippi Congressional delegation.
5. Board Meeting Reports – Reports were prepared for each MASFAA Board Meeting although the Legislative Chair was not able to attend all of the meetings due to prior commitments made before accepting the Chair appointment.

Recommendations:

1. The MASFAA Listserv should be used to convey updates as needed to communicate to the membership. It was a goal to do a monthly listserv from Legislative Relations; however an as-needed basis may serve the membership as well.
2. The MASFAA Legislative Committee membership should include an individual from the state agency in Mississippi that would be responsible for providing updates relative to the state financial aid programs and coordinate reports with the Legislative Chair.

Respectfully submitted,

Ron Gambill
Committee Chair
June 27, 2005

MASFAA Annual Report 2004-2005
Newsletter Committee

During the 2004-05 year, three issues of the MASFAA Messenger were provided to the MASFAA members. During the 2005 annual conference, the third edition of the MASFAA Mini-Messenger was provided on each day of the conference (three issues).

The costs associated with the printing of and the postage for the newsletter was a concern for me. I suggest that the incoming MASFAA President-Elect/Newsletter Editor, in conjunction with the Electronic Services Committee Chair, look again at providing the newsletter via the MASFAA website. However, I do suggest that the on-line newsletter be in pdf format to be printed by the member. Of course, we want our sponsors who purchase ads to be properly recognized and also part of the printed newsletter. The cost of each issue provided in this format and the availability of pictures are also items which need to be considered.

The MASFAA mini-messenger was a great idea when it began three years ago, and I believe it is still a valuable communication piece for the annual conference that needs to continue to be provided to conference attendees.

Below is a final report of the costs and income for the three issues of the MASFAA Messenger:

	Printing Cost	Postage Cost	Total Cost	Income
October 2004 Issue	\$ 2,822.19	\$ 395.80	\$ 3,217.99	\$ 2,625.00
February 2005 Issue	\$ 2,798.93	\$ 275.37	\$ 3,074.30	\$ 2,887.50
April 2005 Issue	\$ 2,990.00	\$ 325.08	\$ 3,315.08	\$ 2,925.00
Mini Messengers Conf 05 – Printing	\$	\$ - 0 -		\$ -0-
Totals	\$ 8,611.12	\$ 996.25	\$ 9,607.37	\$ 8,437.50

The 2004-05 Newsletter Committee members:

Soraya Welden, Chair, MCC
Marilyn James, MSU-Meridian
Garry Jones, EMCC
Jan Lee, Trustmark
Judith Vidrine, Nellie Mae

Respectfully submitted,

Soraya Welden
Committee Chair
June 27, 2005

MASFAA Annual Report 2004-2005
Nominations Committee

The 2005-2006 MASFAA election results were as follows:

- President Elect – Garry Jones, East Mississippi Community College
- Vice-President – LaShanda Chamberlain, MS Gulf Coast Community College – Jackson County Campus
- Secretary – Michael Ruffin, Education Services Foundation (ESF)
- Member at Large – Nancy Gault, Mississippi University for Women
- Director – Peggy Shoemake, Pearl River Community College

We had a total of 193 votes cast – a new record for MASFAA.

Respectfully submitted,

Patrick James
Committee Chair

MASFAA Annual Report 2004 – 2005
State Aid Committee

Summary of Activities

Members: Robert W. Givens, Chair
Christie Rocconi
Nedra Bradley
Karon McMillan
Martha Cascio

Our committee participated in one conference call and one in-person meeting to discuss ways to meet the following –

Published Goals:

- Explore the possibility of using the ACH process for disbursement and refunds of state aid
 - After a very positive meeting, MOSFA pursued this goal and has offered signup forms to all MASFAA institutions, with a proposed startup date of July 1, 2005.
- Work with MOSFA to streamline the refund process
 - During a meeting with Mary Jane Covington and Hubert Graves, it was discovered that the current refund process is necessary, due to the number of errors and duplication of refunds caused by incorrect reporting from institutions.
- Discuss dual/multiple enrollment for state aid purposes
 - After lengthy discussions with MOSFA regarding dual/multiple enrollment, it was determined that the state office does not currently have the resources necessary to maintain a statewide database of classes. Also, there was some concern about the way some of the state program legislation was written regarding the definition of full-time attendance.

Additional Ideas brought forward:

- Recommending a standardized format for state grant EFT rosters (such as Common Record) that could be used to automatically load the rosters into financial aid software systems
 - MOSFA was receptive to the idea of a standardized format; however, they would like to be provided the actual Common Record layout to analyze the format for suitability.

In addition, we had a well attended and informative State Aid Program update in Jackson in April. MOSFA also provided a “State of State Aid Programs” article to the SASFAA Agency Liaison for the SASFAA Board Meeting.

Recommendations for next year:

- Pursue the standardized format for roster loads. This would enable us to receive state aid files in much the same manner as we currently receive EFT files, which would enable the automatic loading of rosters into financial aid systems;
- Investigate ways to proactively ensure that students are aware of unfulfilled requirements;
- Move the LEAPP submission process (which currently requires the use of 3rd party software) to a submission process more like other State Aid.

Respectfully submitted,

Robert W. Givens
Committee Chair
June 27, 2005

MASFEE Annual Report 2004-2005
Vendor/Sponsorship Committee

- Fall Workshop: We had 26 sponsors for this event contributing \$6500, which was \$500 more than the original sponsorship goal. Sponsors were listed on a page in the training notebook.
- Financial Aid 101: We had 31 sponsors for the FA 101 workshop. Total revenue brought in equaled \$7750 for this event. This exceeded my goal of 30 sponsors. Sponsors received recognition at the event, and were allowed to send office supply items for the participant's goodie bags.
- "MASFEE in May" Annual Conference: This event was a huge success. We had 42 sponsors for the conference for total revenue of \$63,900. Sponsorship levels were raised this year to help increase MASFEE's revenue. For the first time, the sponsors helped pay for a conference gift for the entire MASFEE attendance instead of doing large door prizes at their booths. The main gifts included a beach bag and beach towel. The majority of the sponsors participated in the giveaway. MASFEE asked for an additional \$100 per sponsor to help fund this gift. MASFEE also received \$3350 in scholarship donations.
- Web banner ads: Ads will now run from October to September to help the new Vendor-Sponsor Chair (whose term of office begins July 1) have enough time to solicit sponsorship. Ads cost \$600. There were fifteen advertisers this year.

Respectfully submitted,

Jennifer Medley
Committee Chair
June 27, 2005