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national association of state student grant and aid programs

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NASSGAP EXECUTIVE BOARD MEETING
MARCH 17, 2005
RITZ-CARLETON HOTEL
NEW ORLEANS, LOUISIANA

Members Present:

Theresa Antworth – President
Maureen Laffey – Past President
Melanie Amrhein – President-Elect
Marilyn Cargill – Secretary
Lee Andes – Treasurer Elect
Elizabeth McDuffie – Member-at-Large
Shiela Joyner – Membership/Communication
Chas Treadwell – Federal Relations
Dennis Obergfell- Ed Technical Forms/Web
Cheryl Maplethorpe – Survey/Research
Bart Astor – NASSGAP Consultant

The meeting was called to order at 8:45 by President Antworth. Theresa welcomed everyone and reviewed agenda. Applause and appreciation was expressed to Melanie for setting up the Executive Committee meeting in New Orleans.

Theresa held a pre-meeting budget discussion on Tuesday, March 16th, with Maureen, Melanie, and Lee.

A motion to approve Executive Committee minutes was made by Maureen Laffey after recommended corrections from Chas have been incorporated. It was seconded by Elizabeth. Minutes were approved as amended.

Marilyn moved to accept agenda, seconded by Elizabeth. Agenda was approved.

The Exec Comm reviewed the task list created by Theresa.

- Recommended adding Exec Comm reimbursement form to the Web. President will continue to sign off on form. All reimbursement forms with attached receipts need to be sent to Theresa. For this meeting Maureen will email reimbursement form to all Exec Comm members. Members will complete, attach receipts, forward to Theresa for signature, she will forward to Claude for payment.
- NASSGAP pays membership fees to CEF. CEF covers elementary, secondary and higher education issues concerning funding. They have been very successful protecting/increasing money for these programs.
- Chas will share appropriate CEF daily emails with Membership via NASSGAP Listserv.

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*Executive Committee Reports:**President's Report – Theresa Antworth*Contracts-

- **Bart Astor.** Signed contract was made available to committee with Bart's resume. \$20,000 has been approved for this year. Bart has spent a lot of time networking with groups and people that touch NASSGAP. He has NASSGAP business cards which he is handing out. He is now established as the DC NASSGAP presence. We will take the suggestion to the membership in June to close out this contract in June. And re-contract for a July 1st through June 30th fiscal year budget. Further discussion around increasing his budget will also take place at the spring NASSGAP business meeting. Chas Treadwell offered to draft a new contract.
- **Pell Institute:** NASSGAP receives \$5,000 a year for 5 years. We have received the first of five for 2004-05 year.
- **Network Solutions** - Issues Domain Names. We bought the rights until 2010 for the name "NASSGAP.org". Do we want to buy this name for a longer period of time? Theresa moved to extend for another 10 years, Elizabeth seconded the motion. The motion passed. Will be paid for from miscellaneous budget item.
- **Verio & Web hosting service** - Currently NASSGAP uses Verio to host the web site. The Executive Committee agreed to renew our contract with them again for three months and then move to Web Host 4 Life as recommended by GBPI. Dennis recommended that NASSGAP contract with Web Host 4 Life for two-years once the new site is ready for testing. GBPI claims Web Host 4 Life will provide the same level of service as Verio at a fraction of the cost and cost savings is the main reasons for the switch. Dennis was given authority to move this site without Executive Approval.
- Marilyn Cargill will add the **Web Committee** to the NASSGAP Directory. Dennis Obergfell and Mike Solomon are the principle members of the web committee. Past contributions made by Phillip Axelroth (helping to evaluate bids submitted by vendors to redesign the website), were acknowledged.
- **LexisNexis** - NASSGAP receives 15% royalties from the revenues produced by the use of our online surveys. We are not seeing a clear item on the Budget that reflects these royalties. Theresa will check with Claude to ensure that LexisNexis royalty funds are being tracked appropriately. This contract renews automatically every five years. We need to set up a yearly systematic way to update any contractual situations with new contract list., annual turnover update document.
- **Potential New Contract:** \$2,000 is in the budget as other. We need to follow-up on this. (Theresa will do so.)
- **Lumina:** Over time we have had a number of assorted grants with Lumina. Newest Lumina contract: #1914 - Survey is for \$87,000 to work on survey. Approximately \$57,000 has been spent.
- **Illinois State University contract:** Subcontract with Lumina. Grant # 2932
- **Department of the Treasury,** Tax Exempt Status has been in place since 1994. 71-0569634 Federal Identification Number for Tax Exempt Status purposes.

Communication from NASSGAP-

- Dennis Obergfell proposed that all formal correspondence that goes out from NASSGAP over the President's signature gets sent to listserv and posted to the web. The President will send formal correspondence to the listserv with an email to Dennis Obergfell to post to the web site.
- Planned Correspondence: A letter to membership from Maureen Laffey to announce the ISU contract before they receive a letter from Sheila Pruden announcing the research activity.

User Guide on the Web -

- Theresa asked the Executive Committee Members to go the User Guide available on the NASSGAP Web site and check their positions and update if needed with additional duties and responsibilities.
- Dennis recommended a master calendar be added to the User Guide.
- Elizabeth requested adding Federal ID number. Theresa will add both.
- Lee Andes will check with Karen Wing in Montana, and verify our corporate tax structure, tax returns, and any paper work that is held. Also, add this line to the User Guide, Treasurer responsibility.
- **Member at Large** – Recommended expanding role to include participation in conference with coordination responsibility. This is already happening informally. It is suggested that this be made more formal by listing such in the user guide.
- **Parliamentarian** – Elizabeth recommended that President Elect take on that role. Elizabeth made a motion to change the by-laws to reflect this change, it was seconded by Maureen. Remove the parliamentarian position, add to the President Elect responsibilities. If the President elect is not available then the President can assign another person to fulfill these duties. This motion needs to go to the membership. Marilyn needs to create a proposed by-law change to add Parliamentarian to the President-Elect duties and send it to Theresa and Melanie for OK. If yes, send out motion to change the bylaws 30 days prior

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to the June 5th meeting. Marilyn will need to send out following the meeting as well, by-law changes need to be sent out twice.

- **NASSGAP Committees:** Theresa recommended a creation of a new committee. This committee would watch issues and policy that are out in the forefront. The committee would possibly post a best practices link on our web site with the NASSGAP recommendation or position on the issue. Theresa recommended John Klacik to Chair committee. It will be named the Policy and Issues Committee.

Interaction with Pell Institute on Research Issues – Coordination on meeting dates so folks can attend both. Colleen O'Brien is now a committee chair for NASSGAP.

DC Phone – Theresa has updated the message on the DC phone (voice mail only). It has greatly reduced the number of phone calls that need to be returned. The message clearly states what NASSGAP is and what it isn't, which has helped callers make better decisions about leaving messages.

College Goal Sunday -

NASFAA has hired Marcia Weston to work on College Goal Sunday. She is talking to NASSGAP to gather data on the success of College Goal Sunday. Marcia Weston will be giving a presentation at the spring NASSGAP conference to try and generate discussion around the role that NASSGAP can play in helping with this endeavor, what data can and should be collected, what long term tracking should be done, etc.

NASSGAP Historic Information – Information from NASSGAP members has been sent to Dennis Oberfell over the years as a "keeper of old information". Dennis brought multiple boxes of data to Executive Meeting. Committee members who are here after noon on Friday, will review content of boxes to determine what to do with the content of boxes.

Distinguished Service Award – Theresa recommended creating a new award to recognize significant contributions to NASSGAP. Discussed possible nomination and selection process; President selects, Executive Committee selects, any member can nominate...all possible ways to find appropriate recipients. Elizabeth McDuffie recommended that it not be a mandatory annual award and the committee concurred. Marilyn will draft language concerning a distinguished service award that will need to be updated in the by-laws. Executive Members will check with state associations to see what criteria are used for nomination and what selection process is used at state level. Sending letters to committee members' bosses to show appreciation for the time and effort that agencies allow committee members to make on behalf of NASSGAP was also discussed.

Past-President's Report – Maureen Laffey

Research Proposal – Hodel – Now named the 3R report. Cheryl Maplethorpe has been named to the Research Advisory Committee to represent NASSGAP along with Maureen. New paperwork handed out at the Exec. Committee meeting, refines some of the material presented at the Fall '04 NASSGAP meeting. Sheila Pruden is planning on sending out a letter to the NASSGAP membership. Maureen asked the Executive Committee to review the draft survey and return comments on clarity of questions to Maureen or Cheryl by Monday 3/21/05.

Nominations Committee and Slate – Committee met by conference call to discuss nominations. A request to the membership for volunteers to run for positions resulted in names being submitted for Member-at-Large.

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- No volunteer for President-Elect was received. Mary Ann Welch, RI, has accepted the nomination for President-Elect.
- Sherry Fox, NJ, and MaryBeth Kelly, PA, will co-chair the Technical Ed Forms committee.
- Maureen will contact a member to run for Member-at-Large.
- Sheila will create a form on which to collect interest in committees and positions and bios of membership. She will share with Executive Committee and then post on listserv and website.

***President-Elect's Report** – Melanie Anrheim*

National Cost of Dues- Melanie looked at dues for other associations. NASSGAP seems very modest in comparison to other dues and conference fees. We need to look at conference fees well in advance of San Francisco.

Calendar of National Meetings – We have NCHelp dates through 06 and NASFAA through 08. Information will be made available for future meeting planners.

***Secretary's Report** – Marilyn Cargill*

October 04 Business Meeting Minutes Review – Executive Committee reviewed the business minutes which will be presented at the spring '05 conference in DC.

Web Plans for 05-06 Directory – Mike Solomon and Dennis Obergfell will work to see if the date changes are made to the online directory can be recorded to reflect when it was last updated by an individual member. They will also explore whether the web directory can be formatted in a way that would allow it to be sent directly to a printer. Theresa offered to continue to print the directory at the Florida Department of Education without charge as long as the budget allows.

Electronic Procedures for voting/review by-laws- By-laws on the web are not the most recent version. Dennis will update the web to reflect the most recent version of the by-laws. As the by-laws are currently written, we could utilize online voting.

Collection of Secretarial Materials – We need to look at materials and figure out how to archive this information (in addition to the historical data that Dennis brought to New Orleans). Marilyn will amend Secretary responsibilities in the user guide to reflect sending draft of business meeting minutes to the President within 30 days of the meeting. Executive committee plus guests, plus Bart Astor will review minutes in one week and return comments to Secretary to forward to the membership. Secretary will send out minutes to the membership as soon as possible following EC review.

Committee Reports:

***Membership and Communications Committee Report** – Sheila Joyner*

Listserv Update -

- 112 subscribers. Some states are subscribed to the listserv but not paying NASSGAP dues. Executive Committee members will be making personal contact with non-paying members to understand the issues and encourage payment. Bills were sent in July. Sheila has followed up with emails looking for payment. Should we remove non-paying members from the listserv?
- Theresa recommended that Sheila draft a letter, outlining value of NASSGAP and requesting dues, correspondence should be sent on a quarterly basis with punitive step of removing them from the listserv as a final step. Higher conference fees, loss of your voting membership, inability to use the listserv were all reported as value received for membership that could be included in letter.

Membership Dues- 10 Associate Members and 35 Voting Members have paid \$32,850 in dues.

Friends of NASSGAP – Need to add a section to the Membership directory. Marilyn will do this. Need to come up with a way for Friends to join NASSGAP. (See section 6 last page for more detail). How do they become a Friend? Any member can recommend that someone become a Friend of NASSGAP. Sheila is recommending that all living past presidents who are not current NASSGAP members and who are not in the financial aid community, invited together to become a “Friend of NASSGAP”. Sheila will email to the Exec comm a list that follows the precedent outlined by the Executive Committee plus any individual recommendations.

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Federal Relations Committee Report – Chas Treadwell

Bart Astor – Role includes advocacy, involvement with other agencies, keeping abreast of concerns. Example of Bart's work includes following Kennedy bill to reinstate Leap which passed the Senate 51/49 on 3/17/05. .

Involvement with other agencies- Attending other agency meetings to gain support. Student Aid Alliance, CEF (Committee on Educational Funding), ACE Friday update (suspended), Department of Education no meetings so connecting in other ways, Involvement with Hill staff – Elyse Wasch, recently promoted (Chas will draft congratulatory letter for Theresa to sign), therefore she is spending less time on LEAP. Hill visits with Elyse, Kate Ryan (Rep. Bishop) and Scott Fleming (Sen. Enzi).

ACCESS Act – Reed's original bill has been broken down into two pieces, Access and Simplification. FAFSA Act (Simplification) – Bart needs comments on Simplification Bill as soon as possible.

The Student Aid Alliance - is requesting contributions from members. Should we donate funds to the Student Aid Alliance? Bart will check with some like organizations to see what the dollar amounts are that they are contributing. Exec Comm is recommending that we will contribute. Melanie made the motion, seconded by Elizabeth. Not to exceed \$500. Bart will let Theresa know amount that would be an acceptable contribution to the Student Aid Alliance.

Office Space - NCHHELP has offered free office space to Bart to support his work on behalf of NASSGAP. Includes use of phone, fax, copying, separate mail drop, use of voice mail, Internet hookup. Maureen made a motion to accept this offer, Elizabeth seconded. Discussion - Bart will create a Memo of Understanding to be clear on services we are using and being careful not to confuse our identity with NCHHELP. Motion was passed. Bart will look into feasibility of obtaining a post office box in DC.

Upcoming Conference Reports – Lee Andes and Maureen Laffey

Spring 2005 – Lee Andes

Lee working with Andrea Mansfield, Maryland, site chair. Budget issues for amount to be spent were in question. Things appear to be moving along well. Will update User Guide to help with handoff of site chair responsibilities for the future. Elizabeth is working as program chair. Reviewed tentative agenda.

Fall 2005 – Maureen Laffey

We have a site at the Westin St. Francis Hotel. We have a program chair, Theresa Maxwell, and Maureen Laffey is site chair. More information will come later.

Survey Committee Report – Cheryl Maplethorpe and Mike Solomon

NASSGAP Survey -

Total that has been billed by JBL Associates is \$34,915.09. There was \$37,000 originally planned, \$6,000 for travel and the remainder on development. We received everything we expected with the exception of approximately 32 dynamic tables still not

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completed. There is still an outstanding bill due to JBL and possibly some travel for Mike and Cheryl. Should we be paying full price for less than the 40 tables we requested? Per Mike, a lot of the tables we received are multi-purpose. Mike will go through the eight tables we did receive and compare to the original request to identify which tables are missing. Mike will update Theresa. Mike will call David to add a totals function to sector tables. Once these two action items are completed we will pay the outstanding bill. Theresa will ask Claude to hold payment until he hears from her that these two tasks are complete.

The Lumina Grant, which covered the re-write of the survey tool, also includes 5 years of \$10,000 per year for web improvements. NASSGAP is responsible to provide Lumina with a report on web enhancements. The last report is due to Lumina in 2008. Cheryl will check with Lumina to verify that they received the 2004 report from NASSGAP.

We received new functionality in this re-write. Ad-hoc query tool allows Mike to query any number of items that are of interest. We also got the queries that allow us to produce the published booklet of NASSGAP Survey data. The committee reviewed draft 03-04 data. Mike noted a significant increase in Special Purpose Awards. Mike is following up on these and cleaning up any obvious problems. Mike will be sending out 1st draft to States for review by 3/24. Final report release date is May 23rd. Theresa questioned whether or not the published report date met the needs of the public that use this data. Consensus of the Exec Comm was current published date works and does not need to be adjusted.

- **Regional Exchange Program**- Should we count this as state aid? Not unless it is state controlled money that is appropriated to higher education.
- **Tuition Funded Program** – Will not be included as state aid
- **Loan Forgiveness Programs for non-students** – Should it be counted as state aid on the survey? Discussion item for the membership. Should count for this survey and not change the rules in the middle of the stream.

SURVEY OF PAST PRESIDENTS – (Cheryl Maplethrope)

Report generated from asking a series of 10 questions to as many past presidents as could be found. There is a possibility of expanding this information to create a more thorough history of NASSGAP. Theresa would like to solicit help from the membership.

Executive Committee Reports continued:

Treasurer's Report – Lee Andes

- Theresa requested that we add more detail to the User Guide and to each Treasurer Report adding our tax status and the amount of funds we can have available without hurting that status. Lee will update the User Guide and the Treasurer Report.
- Melanie made a motion that the tax exempt status of NASSGAP be reflected in the by-laws under Article 1 including the State of Incorporation. Seconded by Maureen. Motion was passed. Melanie will draft the change to the by-laws.
- **Line Item Review:** Lee proposed changing the sources of revenue to reflect to categories General and Dedicated. Currently Lumina Grant, Pell Grant Institute and NASSGAP Reserves are all dedicated. Under revenues would have same two categories and expenditures would be broken up to reflect each expenditure in the correct category.
- We would also add more detail to the expenditure line, i.e. purpose of Lumina grant or how many years into a contract, etc.
- Would also like to reflect how much of our savings is encumbered. Encumbered money would show up in both revenue and expenditure as a NASSGAP Reserve to be a zero sum item.
- Lee also recommended that we split up Reserve into multiple categories for various reasons, i.e. Dedicated reserve for identified projects in the future, Operating reserve for business closure, remaining Discretionary reserves for unanticipated expenditures.
- What investment vehicles should we be using to hold these various funds and how much money should be in each. Sheila recommended that we carry maturity date on all CD's.
- Dues must be reviewed annually. We must have a conference call prior to the June meeting to set this discussion up.

NASSGAP Web Committee Report– Dennis Obergfell

Web Redesign -

Dennis and Mike Solomon reviewed the new site's progress (including screen shots, links and general functionality) with the Executive Committee. Dennis and Mike commented that some of the features on the site had to be scaled back from what was hoped for originally to meet the contract budget and Gary Bourchard Programming, Inc's (GBPI) contribution of in-kind service. Both

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Dennis and Mike said that a number of questions need to be answered in order to move the web site forward from the design stage to the development stage and asked the Committee for input.

- Questions were asked on how best to store information in the repository section (navigation issues), what do we want stored, and how long do we want to store it? The consensus was that the post-meeting review of historical data in the boxes Dennis brought from Indiana may help establish a structure and that eventually a Master Calendar would be developed that would list of the kinds of documents that need to be put in the repository and the dates “predictable documents” (minutes of meetings, conference agendas, etc) should be archived.
- Mike Solomon and Dennis Oberghell will continue to work with Stephanie Cichowski from GBPI in developing affordable virtual office functionalities relative to the project’s budget.
- It was noted that authorization/security will be at least 4 different levels (yet to be determined) but will allow different functionality based on the person’s position within NASSGAP.

OLD Business – None

NEW Business –

- Travel reimbursement-Maureen will send out reimbursement form
- NCAN- encourage members to attend their meetings. We will have a presentation at the spring conference to inform members of this organization.
- Executive Meeting – Theresa will be asking Exec Committee to meet longer on Sunday, possibly 9AM to 5PM.
- Explore New Orleans as a future conference site.

Maureen moved to adjourn. Melanie Seconded. Meeting adjourned at 12:08

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