

**SC National Guard College Assistance Program (SCNG CAP)  
Review/Evaluation Committee Meeting  
Main Conference Room  
October 10, 2017  
2:00 p.m.**

**SC Air National Guard**

MSgt. Steven David  
MSgt. Kenneth Monroe

**Guests**

Ms. Julie Frick, USC Columbia

**SC Army National Guard**

SFC Paul Mead  
CPT Jacinda White

**CHE Staff**

Ms. Lorinda Copeland  
Dr. Karen Woodfaulk

**Institutional Representatives**

Mr. Jeff Dennis, Greenville Technical College  
Mr. Hank Fuller, The Citadel  
Ms. Cindy Peachey, USC Columbia

**1. Introductions and Approval of Minutes**

Introductions were made by everyone in attendance. Dr. Karen Woodfaulk asked for a motion to approve the minutes from the April 13, 2017, meeting. The motion was made (Peachey) and seconded (White) to accept the minutes as written. The minutes were accepted as written.

**2. SCNG CAP Awards Update  
- Fall 2017**

Ms. Lorinda Copeland provided an update of the SCNG CAP awards for fall 2017. As of October 10, 2017, there were 56 awards in the amount of \$133,313. One institution had a return of funds which would decrease the number of awards. The deadline for institutions to submit a request and/or return of funds for fall 2017 is November 30, 2017.

**3. Institutional Awarding of SCNG CAP**

Dr. Woodfaulk asked the group if there were concerns or issues that needed to be addressed. Mr. Hank Fuller asked the institutional representatives if they had a decrease in awards compared to the previous year. The Citadel's SCNG CAP awards were about 20% less than the previous year. Ms. Julie Frick stated USC Columbia had a decrease in awards. However, the decrease was not significant. Mr. Jeff Dennis stated that Greenville Technical College's decrease exceeded 20%. Mr. Fuller asked if additional service members would be added to the SCNG CAP database. SFC Paul Mead responded that there were Army Guard members who were projected to complete AIT. If the members completed AIT, the members would be eligible for the Spring 2018 semester. SFC Mead also stated that The Citadel had service members who were initially coded eligible. However, these service members received a ROTC Scholarship and were coded ineligible. SFC Mead was uncertain as to whether this was a contributing factor to The Citadel's decrease in awards. The number of SCNG CAP applications received this year was close to the number received last year.

Dr. Woodfaulk asked Mr. Dennis about the decrease in awards for Greenville Technical College. Mr. Dennis responded that enrollment decreased by approximately 3% as with the

enrollment for all technical colleges. In addition to the SCNG CAP, enrollment for veterans also decreased from the previous year. However, enrollment for other programs was on target. SFC Mead stated that 62 Army Guard members did not meet eligibility for the SCNG CAP. SFC Mead will identify the institutions that were impacted and forward a list to the institutional representative. MSgt. Steven David stated that the number of recruits that enlisted in the Air Guard was less than the number for the previous two years. The Air Guard promotes the SCNG CAP. However, promotion has not occurred at The Citadel as it should have. Ms. Cindy Peachey stated that although awards for USC Columbia were down, their enrollment was higher this year. CPT Jacinda White stated that the Army Guard receives weekly telephone calls from members who thought the initial application was permanent. There is an education issue regarding the annual requirement for the SCNG CAP application.

Ms. Copeland stated that another issue is that service members are communicating that their institution has not awarded the SCNG CAP. SFC Mead responded that he hears this from service members and explains the process to them. Ms. Peachey stated USC Columbia had a service member with an eligibility date after the class start date. The service member did not understand that he would not be awarded until the spring semester. Mr. Fuller stated issues are resolved when the service member brings the issue to his attention. Mr. Dennis responded that issues are also resolved at Greenville Technical College. MSgt. David asked when does the service member receive notification that the award is on their account. Ms. Peachey responded that the process depends on the institution. The 130 attempted credit hour maximum is a manual and time-consuming process. Also, the SCNG CAP eligibility list is not complete until August which is a busy time for financial aid offices. USC Columbia works with the service member so that classes will not be dropped. The responsibility is on the service member to inform the USC Columbia Financial Aid Office if SCNG CAP was used during the summer. Ms. Frick stated that her primary issue is having to “re-check” the enrollment status of service members who were not enrolled when she started her review process. Mr. Fuller stated that it generally takes him about three days to review the eligibility list. The time frame for the service member to see the award on their account is about a week. Mr. Dennis stated the 130 attempted credit hour maximum review process does not require an excessive amount of time to review at the technical colleges.

MSgt. Kenneth Monroe asked if the application window opened in May, would this help the awarding process. SFC Mead responded if the window opened earlier, the date that all service members are coded ineligible in the SCNG CAP database would also have to change. MSgt. David asked if this date would be changing regardless because of the electronic application. SFC Mead responded that further discussion would have to occur. The current date that all service members are coded ineligible in the database is based on the current process. Ms. Peachey stated if the application window opened in May, it would be difficult to determine eligibility for the summer semester. The institutions have downloaded their eligibility lists for the summer semester by June 1. Also, most institutions have started summer classes by June 1. SFC Mead stated that he has to rely on Ms. Copeland’s communication with the institutions to verify eligibility for summer enrollment. CPT White stated if the application window opened in May, the applications could be held until June. MSgt. Monroe responded that what he was suggesting is holding the applications until June. An application deadline of July 1 instead of August 1 would allow six weeks to process applications before classes start. MSgt. David stated that another option would be to open the window a month earlier but maintain the current August 1 deadline. The majority of the applications are received and entered into the database when the window opens. Applications received close to the August 1 deadline are typically the late applicants. An earlier application window would allow the institutions additional time to process and would help eliminate an influx of applications close to the deadline.

Ms. Peachey asked if a date could be added to the database indicating when the service member was added. The institutional representative would not know which service members have already been reviewed. SFC Mead stated that the initial eligibility date does not change for service members. The eligibility date used for consistency is August 1 for new applicants. SFC Mead receives the majority of the Army Guard's applications the first two weeks in June. After the first two weeks, applications are entered daily. MSgt. David responded that 90% of the Air Guard's applications are received within the first month. Dr. Woodfaulk asked if the application window opened in May, how would summer enrollment be distinguished from the fall enrollment. Ms. Peachey responded if the application window opens May 1, we would not code everyone ineligible in the database until June 1. The Guard would then enter the applications into the database. Ms. Peachey stated that she likes the idea of a July 1 priority deadline. If eligibility requirements are met, the award should be placed on the student's account by the fee payment deadline. If the service member applies between July 1 and August 1, it is possible that the service member could be awarded late.

Dr. Woodfaulk stated that funding should be available July 1 because this is the beginning of the fiscal year. Ms. Peachey responded funds will not be disbursed until August. The institutions would have additional time for processing with a July 1 application deadline. USC Columbia disburses bills for tuition and fees around July 15 and at the end of August is when the process ends. The fee payment deadline is normally around August 7. The August 1 application deadline is a narrow window to process awards. SFC Mead stated that a July 1 deadline would be fine. However, the issue is whether the service member has been "flagged" and then becomes ineligible. SFC Mead informs the institution of the change in eligibility status. The problem is that sometimes the service member has already been awarded. The transaction history may indicate that the unit did not report the "flagging" action in a timely manner. Dr. Woodfaulk stated if the award is pulled, the service member might not be able to secure other funding and classes could be dropped. SFC Mead stated that his current process is to review the "flagging" report after the August 1 application deadline. The "flagging" report is cross-referenced with the applications. Service members who are "flagged" are coded ineligible. The institutions have an accurate eligibility list for the fall semester.

CPT White stated that the institutional contact can view their eligibility list at any time. CPT White asked SFC Mead if he would notify the institutional contacts earlier if a service member becomes ineligible. SFC Mead responded that he could review the "flagging" report monthly and notify the institutional contacts at that time instead of waiting until August. Ms. Peachey stated that most institutional contacts probably do not review their eligibility list until August 1. SFC Mead stated that he thought the institutional contacts were reviewing their eligibility list after August 1. However, the institutional contacts are reviewing their eligibility list prior to August 1 and making awards. When the institutional contacts review their list again after August 1, the institutional contact realizes that there has been a change. CPT White stated that SFC Mead could use the same process that he uses in December prior to the spring semester. SFC Mead would review the "flagging" report on August 1. There would be a mass notification to the institutional contacts on August 1 versus several notifications prior to August 1. CPT White stated that this notification would be prior to the institutional contact awarding funds. Ms. Peachey responded yes for USC Columbia. However, she could not speak for other institutions. CPT White stated that institutional contacts could review their eligibility list daily. However, the institutional contacts would know that service members could be ineligible by August 1. Dr. Woodfaulk asked if this process would help the institutions receive this information. SFC Mead stated that he will disseminate this information on August 1. CPT White stated if the current process used for the spring semester is working for the institutions, the proposed process for the

fall semester is not changing anything. SFC Mead responded yes. Institutions will now receive notification that they have service members who are ineligible within an earlier timeline.

#### **4. Proposed Removal of the 130 Attempted Credit Hour Maximum**

- White Paper

Dr. Woodfaulk discussed the “white paper” for the proposed removal of the 130 attempted credit hour maximum. Included in the paper is verbiage reflecting the endorsement from the leadership of the SC Air and Army National Guard. A legislator would have to sponsor a bill to have the statutory language removed. The bill would proceed through the SC General Assembly legislative committee process. Dr. Woodfaulk suggested that the SCNG CAP institutional representatives inform their leadership of the proposed removal. If questions arise, CHE staff may call upon the institutional representatives to express their concerns.

Dr. Woodfaulk stated that the question may be asked how the removal will affect the service member. Dr. Woodfaulk stated that both the institution and the service member will be advantaged by the removal. Ms. Peachey stated that is confusing when a service member is making satisfactory academic progress and is eligible for other state aid. However, the service member is not eligible for the SCNG CAP due to the 130 credit hour maximum. MSgt. David responded he thinks the issue is more disheartening than confusing. Dr. Woodfaulk stated that the question may be asked why a service member would exceed the 130 credit hour maximum which can be explained. Dr. Woodfaulk suggested that communication regarding the proposed removal of the 130 credit hour maximum be communicated to SCASFAA (South Carolina Association of Student Financial Aid Administrators). Many of the SCNG CAP institutional representatives are in financial aid. Ms. Peachey will forward the “white paper” to the SCASFAA board. Ms. Peachey will also forward the “white paper” to her director so he can inform institutional leadership of the proposal.

#### **5. Other Business, Comments, or Concerns**

Dr. Woodfaulk informed the Committee that there would be a SCNG CAP presentation to the Committee on Access and Equity & Student Services on October 26, 2017. The presentation is a joint presentation by CHE and the SC Air and Army National Guard. The agenda and call-in information for the meeting will be forwarded to the Committee.

Ms. Copeland will contact the Committee to schedule a meeting in the spring.

#### **Adjourn**

Respectfully submitted,

Lorinda Copeland  
Recording Secretary