



NYSFAAA Executive Council
April 27, 2020
Remote (GO TO MEETING) Meeting
1:00 p.m. to 4:00 p.m.

Call to Order & Roll Call

Leslie/Polino

Present:

President – Howard Leslie
President Elect– Adrienne King
1st VP – Debra Evans
2nd VP – Brian Smith
Secretary – Anne Sullivan Polino
Treasurer – Susan Godreau
Treasurer Elect– Shalena Clary
Region 1 – Lea Nuwer
Region 2 – BJ Reville
Region 3 – Patti Donahue
Region 4 – Rochelle Filler
Region 5 – Joseph Weglarz
Region 6 – Michelle Bolton
Region 7 – Clair Jacobi
Region 8 – Stacey Hawkins

Guests:

Lisa Simpson
Renee Nunziato
Jeanne McCarthy
Kerry Cooper

Howard Leslie called the meeting to order at 1:05 p.m. A quorum existed

Discussion via Email

MOTION: A motion was made by Lea Nuwer, seconded by Brian Smith to highlight the NYSHESC website on the NYSFAAA website.

There was no discussion. The motion passed with 11 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Brian Smith, seconded by Lea Nuwer that Executive Council sign the contract for the 2021 NYSFAAA Conference with High Peaks Resort

There was no discussion. The motion passed with 12 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Patti Donahue, seconded by Rochelle Filler to use Adrienne King's re-written version of Howard Leslie's original Coronavirus draft and send this message to membership

There was no discussion. The motion passed with 12 in favor, no opposition, and no abstentions.

MOTION: A motion was made by Brian Smith, seconded by Patti Donahue to cancel NASFAA Credentialing for this year.

Discussion followed where points were made to reconsider making this decision until further investigation of options is done.

The motion was revised:

REVISED MOTION: The motion was revised by Brian Smith, seconded by Joe Weglarz that we continue to discuss offering credentialing but put off scheduling any credential courses until we have a better understanding of the Coronavirus situation

A vote was called-the motion passes with 12 in favor, no opposition, and 1 abstention.

MOTION: A motion was made by Debra Evans, seconded by Adrienne King that based on guidance from the Novice Workshop Team, the Novice Team should pursue cancellation of the June event at Mercy College. Should it be possible to cancel the contract with Mercy, we move to cancel the 2020 Novice Training currently scheduled for June.

There was no discussion. The motion passed with 13 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Debra Evans, seconded by Stacey Hawkins that if Novice Training for June is cancelled, we investigate the possibility of holding a truncated version of the Novice Training in conjunction with the annual conference in October. This training could run either:

- A. concurrently with the conference, or
- B. begin on Sunday and end on Tuesday at noon to allow attendance at the main conference.

There was no discussion. The motion passed with 13 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Debra Evans, seconded by Stacey Hawkins that if it is not possible to hold the Novice Training in conjunction with the annual conference, then we move that Novice Training be planned for June 2021, with registration opening immediately and include an incentive of a 10% discount for those who register for the 2021 program, before a date to be determined by the Novice Committee.

Discussion followed where the following points were made:

- Renee Nunziato indicated that she did not think we need to immediately open registration for Novice 2021. Normally registration opens in March for June training and that fall would be a more acceptable time to begin early registration.
- Rochelle Filler agreed that we should wait on Novice 2021, especially if we are considering increasing membership fees.
- Lea Nuwer agreed that we should wait. In addition to the early timeframe, it would be much cleaner in this situation to have membership in hand prior to registration for Novice.

Howard Leslie indicated that this is a contingency motion based on the outcome of the prior motion.

A vote was called-the motion passes with 13 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Brian Smith, seconded by Lea Nuwer that during the current crisis, we move that any training the Statewide Training Committee Chairs deem as "Office Support Training," be open to non-members. All other trainings would continue to be for member only.

Discussion followed where points were made concerning the logistics of opening training links to non-members and how to advise members on who and to whom they can share these notifications, including the potential use of social media.

A vote was called-the motion passes with 14 in favor, 0 oppositions, and abstentions.

MOTION: A motion was made by Brian Smith, seconded by Shalena Clary to change our June meeting from in person to a remote using Go To Meeting.

There was no discussion. The motion passed with 13 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Anne Sullivan Polino, seconded by Lea Nuwer to send a letter, on behalf of NYSFAAA, to the four Senators and the Secretary to advocate for inclusion of all sectors of higher education in CARES Act and all funding provisions within that Act.

There was no discussion. The motion failed with 2 in favor, 3 in oppositions, and 8 abstentions.

Approval of Minutes (December)	Anne Sullivan Polino
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MOTION: A motion was made by Shalena Clary, seconded by Patti Donahue to accept the February 10, 2019 Executive Council minutes.

The motion passed with 12 in favor, no opposition and one abstention.

President's Report	Howard Leslie
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Howard Leslie began his report by acknowledging the loss of Ajana Wilkinson to COVID-19. Ajana was a member of NYSFAAA and former Executive Counsel member. She will be missed.

Verification Credentials

Howard Leslie and Kerry Cooper acknowledged that although the Statewide Training Committee had trainers lined up for most regions to conduct Verification Credential training, no dates had been finalized. Given the pandemic, it was agreed that planning for this activity could be paused for now.

Novice Update:

Renee Nunziato provided an update on the status of Novice training plans in light of the cancelation of this year's event.

Howard Leslie made the executive decision to allow Mercy College to hold the deposit for the canceled 2020 event and apply it to the 2021 event. A contract and date, in early June 2021 will be finalized as soon as possible

An email should be sent to Susan Godreau requesting a W-9 for Mercy College.

Conference 2020

Debra Evans and Jeanne McCarthy

Howard Leslie recommended that the Executive Council cancel the October conference given concerns that schools will not allow people to attend conferences for budgetary, concerns over the reoccurrence of the virus, costs to the organization and liability reasons.

MOTION: A motion was made by Debra Evans, seconded by Patti Donahue to cancel the October conference in its current format.

The following discussion points were made:

- The conference hotel had advised the committee that unless a level 3 travel warning is sent out by the federal government, we cannot cancel without a penalty.
- The conference hotel will hold the deposit and contract for a year to allow for the organization to reschedule the event in 2021 . The contract includes a 35% cancelation fee based on revenue from rooms, food and beverages
- Howard Leslie indicated that he would continue to work on obtaining a refund.
- The deposit for the June Executive Council meeting is also on hold and will be moved forward to the October event. Howard will also work on obtaining a refund of this deposit.
- Joe Weglarz indicated that it was too early to make the call to cancel the meeting and that perhaps a one day virtual conference could be held.
- Howard Leslie reminded the Council of the requirement to hold the annual business meeting in October.
- Kerry Cooper also recommendation consideration of a virtual meeting given the funding and budgetary issues at schools.
- The Program Committee should present ideas to the Executive Council at the June meeting.

The motion passed with 13 in favor, no opposition and no abstentions

LMS

Given the current environment, NYSFAAA needs to consider other online options for remote training and conferences,

A recommendation was made by Debra Evans to include the awards and scholarship presentations at the October Business Meeting.

A training agenda could be constructed with a few topics and run like a virtual Statewide Training meeting if in-person training is not an option.

Howard Leslie will develop a memo for review by the Executive Council to announce future training plans to the membership.

Brian Smith indicated that SUNYFAP was able to pull together a remote conference in two weeks.

EASFAA Report

Larry Chambers was acting as Howard's proxy at the EASFAA meeting. A report is not available at this time.

MC Live Conference

The MemberClicks Conference was canceled with the possibility of rescheduling the event in August. The organization is attempting to schedule a day long, free of charge meeting for the end of April.

Howard also indicated that he is updating information on the website, including information from NASFAA as updates become available and will continue to do so to the extent possible.

Additional Support for Members

Consideration of reduced membership rates for individuals will be discussed should it become an issue in the future.

Campus Logic Conference

A discussion was held concerning advertising events for other organizations, specifically Campus Logic's conference, on the NYSFAAA website. Members of the Executive Council expressed varying positions on the topic. Given that the Campus Logic Conference was free of charge and in light of the current operating environment, Howard chose to post a notice of the conference to the NYSFAAA website. We received a near even split between complaints and thank you responses to the posting. Both in relatively small numbers.

A recommendation was made to add a tab or bulletin board to the website for this type of posting to include a disclaimer and with the recognition that this set up would require additional work by Howard and Lea Nuwer.

MOTION: A motion was made by Anne Sullivan Polino, seconded by Patti Donahue to add a tab to the website to list training opportunities for the membership with a disclaimer that NYSFAAA does not promote these events.

A motion passed with 14 yes votes, no opposition and no abstentions.

Regional Meetings

Howard Leslie asked regional representatives to begin setting up regional meetings and events and include Howard in the invitation. He would like this work completed, to the best of their ability, by the end of May. These meetings can be held via GO TO MEETING set up by Howard. Meetings are currently scheduled in Regions 1,2 and 7.

Adrienne King provided the President-Elect’s Report as follows:

Governance: Refund Policy Update

Governance decided that instead of adding an additional policy, the refund policy would be clarified.

Below is the current Refund Policy:

ISSUE: Refund, Registration Fee

POLICY: Under certain circumstances, established by Council, a registration fee is refundable.

PROCEDURES:

1. The refund policy must be stated on the registration form.
2. The policy is that normally refunds are granted if requested in writing and the request is received at least two weeks before the first day of the event.

Under extenuating circumstances, such as illness, the two-week deadline may be waived.

Such refunds may be authorized either by the Committee Chair or by the Treasurer. They may request whatever documentation they deem appropriate on a document. It is important that these officials consult, however, so there is consistent treatment of members each year and so that one does not approve a member who might be rejected by another officer.

3. Other members of the Council are not authorized to approve refunds.

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Below is the Amended Refund Policy:

ISSUE: Refund, Registration Fee

POLICY: Under certain circumstances, NYSFAAA event registration fees may be refundable. In situations where an entire statewide event is canceled, Executive Council has exclusive authority to authorize a refund of all paid registration fees.

In situations where an individual member requests to cancel a registration and receive a refund, the event’s Committee Chair or the NYSFAAA Treasurer have the right to authorize the refund on a case-by-case basis in accordance with the procedures below.

PROCEDURES:

1. The refund policy must be stated on the registration form.
2. The policy is that normally refunds are granted if requested in writing and the request is received at least two weeks before the first day of the event.

Under extenuating circumstances, such as illness, the two-week deadline may be waived.

Such refunds may be authorized either by the Committee Chair or by the Treasurer. They may request whatever documentation they deem appropriate on a document. It is important that these officials consult, however, so there is consistent treatment of members each year and so that one does not approve a member who might be rejected by another officer.

3. Other individual members of the Council are not authorized to approve case-by-case refunds.

**Motion:** A motion was made by Susan Godreau, seconded by Patti Donahue to accept revised Refund Policy as presented by the President-Elect.

A vote was taken, the motion passed with 14 in favor, no opposition and no abstentions.

**Election:**

Adrienne King reported that the Elections Committee will send the election slate of officers to Lea Nuwer for posting to the website for election of the First and Second Vice Presidents and the Secretary positions. There are candidates for each open position. The ballots will be open until May 22, 2020.

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| <b>First Vice President Report</b> |
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| <b>Debra Evans</b> |
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**Membership Committee Update**

Debra Evans reported that Lucy Villaquiran was unable to attend today's meeting for personal reasons and provided the following update.

The Committee is working on plans for outreach to new members with the understanding that planning will move forward with the knowledge that these are difficult times. The Committee will report to the Executive Council later.

**Mentorship Committee Update**

There are no current activity updates.

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| <b>Second Vice President Report</b> |
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| <b>Brian Smith</b> |
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**Technology, Innovation, & Communication Committee**

**Committee Members:**

Heather Adner, Howard Leslie, Ideta Daniel, Jannatul Ferdous-Hypolite, Kathleen Flaherty, Lea Nuwer, Sarah (Macri) O'Neal, Sean Sherwood, Sonya Stein, Tanya Patterson-Stanley

The Technology, Innovation, and Communication Committee is saddened by the death of Ajana Wilkinson. Ajana had been a member of TICC for several years and was always willing to pitch in to support our goals. Her warm and welcoming personality will be greatly missed.

**Summary of Activities:**

- Supported SWT with surveying and website postings
- Continued updates and improvements on the NYSFAAA website, to include announcements for Executive Council, Regions, and Committees, when provided

**Upcoming Projects:**

- Create a marketing piece (video).
- Encourage posting of minutes.
- Determine needs of the membership, to include website training as appropriate.
- Maintain social media presence.
- Continuous updates to BOT knowledge.

**Future Meetings and Events:**

First Monday of May and August

**Submitted By:** Lea Nuwer & Sarah (Macri) O’Neal

**Statewide Training Update**

**Brian Smith**

The Statewide Training Committee is adjusting to the “new normal” and using more remote options for training. Below is a summary of the work done to date. Brian thanked the Committee members and Howard Leslie for quickly putting together these training options.

**\*NYSFAAA STATE WIDE TRAININGS\***

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| <b>SPRING 2020</b> |
|--------------------|

January 16 – Verification Training

Presenter: JoEllen Saucier

February 14 – Professional Judgement - Exercising Professional Judgement can be Challenging

Presenter: Renee Nunziato & Sarah O’Neal

March 13 (SWTCTYR) – Loans: The Federal, The Private, The Regs. And The New.

\*\*cancelled in person SWTCTYR due to COVID-19\*\*

April 21 – CARES Act Review

Open to PUBLIC-special training COVID-19

Presenter: Aaron Lacey & Scott Goldschmidt

April 24 – Mental Health

Open to PUBLIC-special training COVID-19

Presenter: Dr. Jennifer Knack

May 5 – Protecting Student Privacy in a Remote Environment

Open to PUBLIC-special training COVID-19

Presenter: LaSonya Griggs

May 8 – Loan Servicing during the COVID-19 Emergency

Open to PUBLIC-special training COVID-19

Presenter: Tom Dalton

May 14 – Adjusting to Our New Normal: A How-To on Staying Sane, Healthy, and Productive When Working from Home

Open to PUBLIC-special training COVID-19

Presenter: Taylor Kreutter

DATE TBD – 2019 and 2020 Tax Issues for Financial Aid Officers

Presenter: Robert Weinerman

Howard thanked both Committees for their great work on these initiatives.

**Treasurer’s Report** **Susan Godreau**

Susan Godreau provided the following Treasurer’s Report.

NYSFAAA Balances as of 4-27-2020

| <b>Bank Accounts</b>       |                   |
|----------------------------|-------------------|
| 004 Key Bank               | 142,535.97        |
| 006 Key Bank Scholarship   | 33,008.22         |
| 007 Key Bank CD            | 52,706.82         |
| <b>Total Bank Accounts</b> | <b>228,251.01</b> |

Morgan Stanley

|               | Current value | January 1, 2020 | Difference   |
|---------------|---------------|-----------------|--------------|
| Reserve Fund: | \$315,739.13  | \$341,945.29    | -\$26,205.38 |
| Scholarship:  | \$237,685.35  | \$257,443.07    | -\$19,757.14 |

It was acknowledged that the portfolio balance is down as a result of the current investment environment, but it appears that the markets are stabilizing.

A review of the refund policy for the fall conference hotel will be conducted to determine the status of the \$16,450 deposit.

The Budget will be reviewed at the June Executive Council meeting with the understanding that there may be a need for flexibility given our current environment.

We may need to consider putting credentialing off for a time, given the current circumstances.

**MOTION:** A motion was made by Debra Evans, seconded by Anne Sullivan Polino, to accept the Treasurer’s Report.

There was no discussion. The motion passed unanimously.

Please see the Exhibit section of these Minutes for a review of the 1920 Budget vs. Actual, presented during the meeting.

**HESC Update** **Lisa Simpson**

**HESC Update**

Lisa Simpson reported the status of New York State’s transition to working remotely indicating that some individuals, such as herself are working off hours in order to have access to the State’s system, as the State was not fully prepared for a complete remote working environment.

Answers to questions on deadlines, funding and possible cuts will be made available as soon as possible.

**Conference 2021**

**Stacey Hawkins**

Stacey Hawkins provided the following update on the 2020 conference.

The conference hotel can move the reservation out an additional year but indicated that a pricing review will need to be completed.

The committee plans to conduct a survey once the status of the conference is determined.

**Review of Operational Calendar**

**Howard Leslie**

Howard Leslie reviewed the Operational Calendar and there are no outstanding items

**Old Business**

**Howard Leslie**

**Membership Fee**

The planned discussion on the membership fee was tabled as no increase in the fee is planned at this time.

**New Business**

**Howard Leslie**

Debra Evans expressed the desire to develop a policy on recognizing the deaths of members or family members.

Debra Evans also suggested that a review of the scholarship program be conducted during our next meeting to include fund raising ideas given the cancelation of the annual conference.

Adrienne King and Debra Evans would also like the Council to consider ideas for holding a remote conference or other training as a replacement for the 2020 conference. These ideas can be gathered and discussed at the June meeting.

Finally, Debra Evans asked for an update on the NYSFAAA store. Howard replied that a vote should be considered on continuing with this initiative at a future meeting.

**Next Meeting**

**Howard Leslie**

The next Executive Council meeting will be held on June 15 and 16. This will be a remote meeting.

**Adjournment**

**Howard Leslie**

Howard Leslie thanked the group for their support and hard work for our students and the organization and reminded members to join the upcoming Zoom Happy Hour/

A **Motion** was made by Patricia Donahue, seconded by Debra Evans to adjourn the meeting at 3:00 p.m. The motion passed unanimously

Exhibits:

## NYSFAAA, Inc.

## BUDGET VS. ACTUALS: 2019-2020 FINAL BUDGET - FY20 P&amp;L

July 2019 - June 2020

|                                                   | TOTAL               |                     |                       |                |
|---------------------------------------------------|---------------------|---------------------|-----------------------|----------------|
|                                                   | ACTUAL              | BUDGET              | OVER BUDGET           | % OF BUDGET    |
| <b>Income</b>                                     |                     |                     |                       |                |
| 102 Dues                                          | 77,770.74           | 84,000.00           | -6,229.26             | 92.58 %        |
| 106 Annual Conference Inc                         | 74,965.00           | 97,875.00           | -22,910.00            | 76.59 %        |
| 107 Novice Workshop Inc                           |                     | 54,000.00           | -54,000.00            |                |
| 110 Interest Income                               | 560.77              |                     | 560.77                |                |
| 118 Sponsor Support Conference                    |                     |                     |                       |                |
| 118A Exhibit Table                                | 21,700.00           |                     | 21,700.00             |                |
| <b>Total 118 Sponsor Support Conference</b>       | <b>21,700.00</b>    |                     | <b>21,700.00</b>      |                |
| 119 Sponsor Support                               |                     |                     |                       |                |
| 119A Web Advertising                              | 2,500.00            |                     | 2,500.00              |                |
| <b>Total 119 Sponsor Support</b>                  | <b>2,500.00</b>     |                     | <b>2,500.00</b>       |                |
| 304 NYSFAAA Scholarship Inc                       | 4,610.00            | 7,500.00            | -2,890.00             | 61.47 %        |
| 350 Donations General                             | 20.00               |                     | 20.00                 |                |
| Uncategorized Income-1                            |                     | 7,550.00            | -7,550.00             |                |
| <b>Total Income</b>                               | <b>\$182,126.51</b> | <b>\$250,925.00</b> | <b>\$ -68,798.49</b>  | <b>72.58 %</b> |
| <b>GROSS PROFIT</b>                               | <b>\$182,126.51</b> | <b>\$250,925.00</b> | <b>\$ -68,798.49</b>  | <b>72.58 %</b> |
| <b>Expenses</b>                                   |                     |                     |                       |                |
| 500R Regional Expense                             | 598.00              | 3,000.00            | -2,402.00             | 19.93 %        |
| 501 Executive Council Administration              |                     |                     |                       |                |
| 501A Revenue Sharing                              | 3,560.00            | 12,000.00           | -8,440.00             | 29.67 %        |
| 501B Professional Services                        | 8,335.90            | 8,000.00            | 335.90                | 104.20 %       |
| 501C General Executive Council                    |                     | 200.00              | -200.00               |                |
| 501D Executive Council Meetings                   | 24,558.38           | 22,000.00           | 2,558.38              | 111.63 %       |
| 501E Special Meetings                             | 3,167.42            | 8,000.00            | -4,832.58             | 39.59 %        |
| 501F Bank Service Charge                          | 616.17              | 350.00              | 266.17                | 176.05 %       |
| 501G Credit Card Fees                             | 4,437.79            | 4,000.00            | 437.79                | 110.94 %       |
| <b>Total 501 Executive Council Administration</b> | <b>44,675.66</b>    | <b>54,550.00</b>    | <b>-9,874.34</b>      | <b>81.90 %</b> |
| 503 Government Relations Comm                     |                     | 500.00              | -500.00               |                |
| 504 Awards Committee                              | 2,208.75            | 1,000.00            | 1,208.75              | 220.88 %       |
| 507 Communications Committee                      | 1,044.00            |                     | 1,044.00              |                |
| 507A Website                                      | 415.00              | 12,000.00           | -11,585.00            | 3.46 %         |
| <b>Total 507 Communications Committee</b>         | <b>1,459.00</b>     | <b>12,000.00</b>    | <b>-10,541.00</b>     | <b>12.16 %</b> |
| 509 Mentoring Committee                           |                     | 1,000.00            | -1,000.00             |                |
| 510 Professional Development                      |                     |                     |                       |                |
| 510A Statewide Training                           | 2,500.00            | 3,500.00            | -1,000.00             | 71.43 %        |
| 510E Intermediate Workshop Training               |                     | 5,000.00            | -5,000.00             |                |
| <b>Total 510 Professional Development</b>         | <b>2,500.00</b>     | <b>8,500.00</b>     | <b>-6,000.00</b>      | <b>29.41 %</b> |
| 511 Annual Conference                             | 62,976.47           | 97,875.00           | -34,898.53            | 64.34 %        |
| 512 Novice Training Exp                           | 3,869.50            | 66,000.00           | -62,130.50            | 5.86 %         |
| 700 NYSFAAA Scholarship                           | 7,500.00            | 7,500.00            | 0.00                  | 100.00 %       |
| <b>Total Expenses</b>                             | <b>\$125,787.38</b> | <b>\$251,925.00</b> | <b>\$ -126,137.62</b> | <b>49.93 %</b> |

NYSFAAA, Inc.

BUDGET VS. ACTUALS: 2019-2020 FINAL BUDGET - FY20 P&L

July 2019 - June 2020

|                      | TOTAL       |              |              |             |
|----------------------|-------------|--------------|--------------|-------------|
|                      | ACTUAL      | BUDGET       | OVER BUDGET  | % OF BUDGET |
| NET OPERATING INCOME | \$56,339.13 | \$ -1,000.00 | \$57,339.13  | -5,633.91 % |
| Other Income         |             |              |              |             |
| 130 NYSFAAA Store    |             | 1,000.00     | -1,000.00    |             |
| Total Other Income   | \$0.00      | \$1,000.00   | \$ -1,000.00 | 0.00%       |
| NET OTHER INCOME     | \$0.00      | \$1,000.00   | \$ -1,000.00 | 0.00 %      |
| NET INCOME           | \$56,339.13 | \$0.00       | \$56,339.13  | 0.00%       |