

**NYSFAAA Exec-Council Agenda**  
**Monday, October 17, 2011**  
**TURNING STONE CONFERENCE CENTER, VERONA, NY**

Attendees:

- ✓ Dan Tramuta
- ✓ Scott Atkinson
- ✓ Curt Gaume
- ✓ Howard Leslie
- ✓ Clair Jacobi
- ✓ Steve Dwire
- ✓ Wayne Harewood
- ✓ Pat Johnson
- ✓ Gina Soliz
- ✓ Rachel Barker
- ✓ Michele Rizzo
- ✓ Lisa Papke
- ✓ Rick Cole
- ✓ Jackie Darquea
- ✓ Katrina Delgrosso
- ✓ Bryan Kelly-Austin
- ✓ Dan Robinson
- ✓ Maria DeInnocentiis
- ✓ Ray Villalona
- ✓ Lou Palefsky
- ✓ Shalena Duprey
- ✓ Tanya Patterson-Stanley

**Monday, October 17 – Chautaugua Canandaigua Room**

**8:00 am                      Breakfast**

**8:30 am                      Call to Order/Welcome & Introductions – Dan Tramuta**

Dan reviewed the 11-12 NYSFAAA organizational chart. He recapped his travels across the state – attendance at regional meetings has been terrific. He still plans to travel to region 5 and region 8.

**8:45 am                      Reading & Approval of the June 15-17th Exec-Council Meeting Minutes – Gina Soliz**

**MOTION:** A motion to waive the reading of the minutes was made by Maria DeInnocentiis

**Second: Rachel Barker**

**MOTION:** A motion to approve the June 2011 minutes was made by Steve Dwire

**Second: Jackie Darquea**

June 2011 minutes were unanimously approved.

**9:00 am                      Treasurer’s Report – Steve Dwire**

- Audit Reports/Update for 2009-10, 2010-11

Steve will review the 08-09 audit at the business meeting. 2009-10 audit – the auditor has everything that she needs. By late December, the 09-10 audit should be complete. 10-11 regions needed to share everything (quarterly statements, etc.). The regions did a great job in providing Steve everything he needed. There will be one region that must supply all documents for 10-11 (cancelled checks, deposit statements, etc.). Hope to have all audits completed before next tax season (Jan/Feb 2012).

- Update on Migration to One Main Account with Regional Sub-Accounts

Steve is still working with HSBC. Accounts should be ready by end of January/beginning of February. All old accounts will be closed by June 2012 (if they have another bank). Note that HSBC is being purchased by First Niagara, so Steve will check with regions to see if they have a 1<sup>st</sup> Niagara branch in their region.

We decided to move to 8 regional sub-accounts so that the state treasurer can have all paperwork at one bank. This will ease the processing of the audit and/or make a transaction at the state level if there are any changes at the regional level. Revenue sharing will be easier to handle, and there will be regular state-wide conference calls (quarterly meetings).

Maria recommended that Steve looks around to see if there are banks (like TD) in most of the regions, and to look at the fees that will be charged. Howard suggested we stay away from the penny stock banks (like BOA).

Executive council wants to publicly thank Steve for handling the treasury and thank Wayne for his last 4 years.

- Investment Update

Total net value of regular investment account is \$216,308. The scholarship fund has \$163,667. We've lost about \$36,000 over the last year (due to the financial market fluctuations). We haven't changed any of the allocations, haven't needed to pull anything out of the investment fund to pay for operating expenses.

Steve will check with auditor to make sure we are using the scholarship account appropriately (do we need to spend a certain percentage of the endowment like colleges have to?).

- Transition of Treasurer-Elect (Pat Johnson)

Pat uses Quick Books, so she'll be ready to hit the ground running to help Steve. We would like to put a Treasurer's Training Manual, with procedures (similar to the conference training manual) that can be passed on as each new treasurer is elected.

We talked about how much the budget has changed over the last 4 or 5 years. We talked about taking some of the funds we have in our regular bank account and investing it back into the Smith Barney investment account (it doesn't do anything just sitting in a checking account!).

**MOTION:** A motion to accept the treasurer's report was made by Wayne Harewood.

Second: Curt Gaume.

The motion passed unanimously.

9:30 am

Past-President's Report – Curt Gaume

- Nominations & Elections Update

We had a contested election for the first time in several years. Scott Atkinson is president-elect and Pat Johnson is treasurer-elect. Only about 30% of the membership voted.

Regional elections went fairly well. Region 4 has an election that is currently taking place.

The next election will be for 1<sup>st</sup> VP and 2<sup>nd</sup> VP and Secretary. All of these positions will be vacant.

We talked about how to improve the voter turnout for the elections. Ideas around the table – make the link/email easier to use. Use technology (videos) to introduce the candidates. Make sure the regional representatives go back to the region and encourage membership to vote. Use social networking a little more. Create a listserv for directors (or the main contact person for that institution).

- CACG Evaluation

In 2008 we wrote a proposal to participate in the grant. The “small grant” was for less than \$50,000 and another grant which we did not receive. Peg Stearns was the grant writer at that time. In hindsight, we needed extra people on board to be the administrative team to execute the grant. We’ve had an auditor take a look at how and what we did. He made some good recommendations for the future. We needed more timely reports. There are still a few things that need to be verified, but for the most part, the CACG grant is complete. We didn’t spend the entire grant (approximately \$36,000 was spent). College Goal Sunday (was fully expended), Novice Training (was fully expended), NYS College Fair Day (was close to being spent). \$29,000 was going to the regions, but it wasn’t executed at the regional level.

There is another grant coming forward, if we want to consider getting involved in it. We don’t know the timeline at this moment, but it is in the infancy stages currently. We need to know what is involved in executing the grants. For example, start a grant foundation (a core foundation of NYSFAAA people) to strategize how to spend the grant and ensure its success across the state. We need to follow through on submitting paperwork.

The regional folks need more guidance and more information. We need one primary person who completes the paperwork. We need one primary point-of-contact person.

- Governance – Contracts (Revise Policy & Procedures)

Issue – negotiated contracts and other legal documents.

MOTION: To add the following to the Secretary’s policies in our official P&P was made by Curt Gaume

The Office of the Secretary is the proper repository of all negotiated signed contracts with third parties. Examples of such agreements include, but are not limited to, hotel contracts, external grants, and insurance policies. Such documents must have both parties’ signatures.

SECOND: Gina Soliz

Motion was approved unanimously.

**10:00 am**                    **1<sup>st</sup> Vice President's Report – Clair Jacobi**

- Membership

Last year we ended with 1208 members. Currently we have 1037 members. There are approximately 160 people who have not yet paid their memberships. Note that memberships are not counted until paid. Approximately 300 people have not renewed from last year because they have changed jobs (not in the industry any longer) or their offices have changed whose membership is being paid.

After 11/15 people who were members last year will no longer have access to the Listserv.

Clair's outreach has been fantastic. Gina has created a new membership brochure. In the long range plan, we identified audiences that are important to NYSFAAA and membership is the primary one!

We've talked about redefining our membership to include school counselors (high school guidance counselors), and graduate students in Student Personnel or Higher Education Administration programs.

**MOTION:** To create a membership category for school counselors, guidance counselors, grad assistants and students in higher education programs.

Second: Curt Gaume

**Friendly Amendment:** Bring the issue of creating a membership category for school counselors, guidance counselors, grad assistants and students in higher education programs to the Governance Committee.

A discussion took place. Anyone can become an associate member whose mission is consistent with NYSFAAA. We talked about whether we could put in an across-the-board definition of approving those who are employed by a school (at least half time?) as a school counselor or guidance counselor so that the Membership Chair doesn't need Executive Council's vote to approve each membership application received from guidance counselors.

Conversely, we discussed whether guidance counselors need their own separate category with a reduced cost. Someone suggested the cost should be free. Do we have appropriate training opportunities and reasons for people in the guidance community to join? What benefit will we provide for them and what price would they pay? We need to remember that school counselors don't have time to get out of the office.

**Call to Question:** motion passed.

HS outreach committee should look into the benefits of membership for school counselors. Once a new HS Outreach committee chair is selected, Gina will work with that person.

- Mentoring

No report.

- Awards

No report.

**10:45 am            2<sup>nd</sup> Vice President's Report – Howard Leslie**

- Statewide Training

136 people registered for the Gainful Employment webinar in October. Twice as many people clicked on the link than registered (so twice as many people shopped and read the link, but didn't register). 106 people logged onto the webinar and 96 people stayed on and listened to the entire session. Survey Monkey was used to evaluate the session.

Future training:

NASFAA Training – November 18<sup>th</sup> – SAP

Veteran's Affairs – a good presenter has been lined up.

Verification – January 2012

Dan publicly thanked Howard Leslie for all his hard work with Statewide Training.

- Novice Training – Planning for Summer 2012

Novice will be at SUNY Brockport next summer. Lisa is looking at the dates and will see if there is anything that will be shifted. Lisa is processing the copyright of the training manual. They will be re-writing the chapters so that the style of writing is consistent throughout the manual.

Mini-novice sessions can be conducted at institutions. Schools would customize what they want and the training would be adapted accordingly.

Novice scholarship (free conference registration) was implemented for the state conference. We could recommend to Jim Vallee to pay their novice registration fee, with the intent that they will join a NYSFAAA committee the following year.

- TIC Committee

We are making it a top priority to re-evaluate the website. TIC is consolidating our Facebook page, Twitter, and our overall social media image. TIC will be at the conference registration table to advertise the social networking opportunities for NYSFAAA.

**11:15 am            Secretary's Report – Gina Soliz**

- High School Outreach

Full day sessions have been planned statewide. HESC is providing funding. Registration is slightly down in some regions. Some counselors said they weren't receiving email invitations. HESC has been getting the word out statewide. HESC is handling registration and evaluations. Program topics include: financial literacy, 529s, PJ, special circumstances, state & federal updates. Some regions are also offering novice sessions for new counselors. Syracuse city school district counselors are mandated – so the CACG money is reaching the right audience – it is mandated because no specific counselors are designated just to be college counselors. Lisa Simpson has done a great job helping us to get the program organized. Going forward, we plan on using CACG money to fund the program, the days should be scheduled later than early October, and it is best when it is at a school campus. HESC has 4700 emails in their database, so they don't know why some counselors reported they didn't receive the invitation.

Wall charts are at the printer right now. Sonya Griggs reviewed the chart to ensure it looks good.

**11:45 am HESC Update**

Chapter 33 vs. TAP  
Earned Credits Reporting Requirement  
NYHELPS  
College Access Challenge Grant website  
HESC Financial Aid Awareness publications  
Student Empowerment Grant  
Student Financial Aid Awareness Month  
Start Here, Get There website – promote high school nights.

**12:15 pm Lunch**

- An informal discussion during lunch took place regarding Federal & State Issues (e.g. New Verification Regulations, Gainful Employment, etc.)

**12:45 pm President's Report – Dan Tramuta**

- Federal Government Relations Committee (FGRC)
- State Government Relations committee (SGRC)
- Scholarships

Dan is looking for new co-chairs for the Federal Govt. Relations Committee (since the Executive Council meeting, Maria DeInnocentiis and Curt Gaume have stepped in as co-chairs). From 1965 to 1993 there were 11 reauthorizations. Since 1993, there have been only two. Advocacy is becoming more important – For example, due to the Gainful Employment requirements and the cuts to Pell, committee wants to make sure that our membership has updates in a timely manner (via Twitter, Facebook, and Linked-In). A suggestion was made that the committee should send more frequent (smaller) updates to the membership so the updates don't seem so daunting.

A discussion took place about how committee chairs are selected and how to groom new people to volunteer.

**College Goal Sunday**

Wayne Harewood reported that last year we reached 90% of our low-income target population. Some sites had low attendance, so we need to think about how we want to manage that for the future. Sites that have a guidance counselor seem to do better and bring in more students. HESC is still involved and has support people who can help Wayne & the CGS Committee. Wayne needs a person at HESC to work with him with the funding piece.

The date for College Goal Sunday is February 12, 2012. Some regions have multiple dates/sites.

**1:15 pm            Regional Reports (1-4) Written**

**1:45 pm            Regional Reports (5-8) Written**

**NYSFAAA Region V Report  
October 17, 2011**

- Region V has been quiet since the Summer. No meetings have been held
- Election results:
  - Anne Gorrick – SUNY New Paltz and Sue Twomey – RCC were elected regional co-chairs. Roberta Daskin completed 2 terms as chair
  - Perry Brown – College of Westchester - re-elected Treasurer
  - Gloria Goodwin – Vassar – re-elected Secretary
  - Dan Robinson – Pace – re-elected Executive Council Representative
- Gloria Goodwin from Vassar, has moved out of New York. Rob Zasso – DCC - has agreed to fill the position on a temporary basis until a permanent replacement is found
- The Region V Guidance Counselor Expo is being held today (10/17) at the Westchester County Center. Deborah Bouabidi from RCC is once again coordinating this event. A report will be part of the next update
- Our fall meeting/holiday gathering is scheduled for Wednesday, December 7, 2011 at the Culinary Institute of America. The agenda is not yet finalized.

## **Region VI Report**

**Maria DeInnocentiis, Regional Chair**  
**June 15-17, 2011**

### **March Meeting at Julliard – 3/11/11**

This was held after the featured Statewide Training for Jim Brigg's Tax Workshop. We discussed changes in July, the upcoming Tri-Regional Meeting in June and upcoming elections for various Regional and Statewide positions.

### **Tri-Regional Conference – 5/13/11**

Was a great success for the Committee who worked tirelessly to ensure a frugal but informative Conference. It was held at Monroe College and the Agenda included:

1. NYS Budget and Legislative Update  
John Austin, Senior Vice President for Customer Relations and  
Michael Turner, Client Relations Manager, HESC
2. Upcoming changes to Veteran's Aid under Post 9-11 GI Bill  
Ursula Bailey, Educ. Compliance Survey Specialist, U.S. Dept. of V. A. (NYC Office)
3. Federal Regulatory Updates – Program Integrity legislation  
Nautochia Webb, Training Officer, U.S. Dept. of Education

Our President Daniel Tramuta addressed our membership and welcomed all to the Conference. There were over 100 members attending and thanks to the generosity of Monroe College for the 3<sup>rd</sup> year in a row, the cost of the conference was minimal. Vera discussed having next year's event in Region 5 or Region 7 in order to broaden participation.

### **Region VI Elections**

Open positions include:  
Executive Council Rep  
Regional Co-chair

As this is my last Executive Council meeting, I would like to officially thank all the NYSFAAA members whom I have had the pleasure working with during my 2 terms as Executive Council Rep. NYSFAAA has survived some of the worst times any organization can face and we have prevailed. This could only have been accomplished by a dedicated, focused and determined group who were willing to sacrifice individual needs for the entire group. I enjoyed being part of this magnificent Team. - Maria



Region VII Meeting Updates.

1. 03/11/2011, Having Fun with Taxes, a Jim Briggs Presentation

This Workshop was held at the Hofstra Campus, the training feature Jim Briggs, Tax Detective. The training session was well attended, we had roughly about 45 to 50 people in attendance. The Hofstra financial aid staff should be commended for host a great workshop. Sandra Filbury, Director of financial aid made sure our people were greeted pleasantly and that our needs were met in every way. As always Jim presented a great workshop and FA counselors left with new found knowledge on this topic.

In talking to some of the attendees, they felt more of this type of workshop training should be held not only for counselors but or clerical also. GREAT WORK SHOP

2. Region VII meeting 04/29/2011

This meeting was held at NYIT, Serota Building, hosted by Claire Jacobi and Tanya Patterson, anytime these two Financial Aid folks host an event it is always with class and professionalism. NYIT supplied our members with continental breakfast during the meeting, this meeting was chaired by Nancy Brewer and Debra Evans, and executive member Ray Villalona also attended. The items discussed were

- IRS Data Retrieval
- “Making Work Pay” Credit
- Regional Elections
- Legislative update

As always we opened up the floor for additional discussion for anyone that might have a situation or item they would like to bring to the table. The discussion mainly centered around the “C” comments and IRS data retrieval problems. Thank you to Claire and Tanya, and also the rest of Claires staff for a great meeting.

3. Region VII meeting 6/03/2011

The meeting was held at the Fatfish, Bayshore, this was a region VII meeting and luncheon. Memebers celebrated the retirement of Nancy from Suffolk County Community College. She has been a member for many years and a supporter of NYSFAAA.

The meeting started at 12 noon and the agenda was as follows

- VA Yellow Ribbon Changes SAP/SOP
- Program Intergrity Rules (Gainful Employment)
- Resolving ‘C’ codes for Staffor loans over the aggregate limits.

The meeting was well attended and the discussion was very well received with information shared between all attendees.

*Sincerely,  
Rafael Villalona  
Financial Aid Manager  
CUNY Graduate Center  
212 817 7459*

**NYSFAAA Region VIII Report- October 17, 2011**

Submitted by Shalena Duprey

Treasurer's Report: Mary Ellen Chamberlain reported that we have a current balance of \$4,3870.90.

Membership Update: As of September 21<sup>st</sup>, the region has 48 members.

Support Staff Workshop: The region put on a Support Staff workshop on September 30, 2011 at SUNY Plattsburgh. We charged all registrants \$10 to help cover costs. We also reserved \$500 from our budget to help cover what the \$10 did not take care of. There were approximately 25 attendees. The results of the evaluations have not been shared yet, but presenters and attendees alike commented that the day was well received.

HESC report: Lisa Simpson called and gave the HESC report. A concern was brought to her attention that some students are not receiving responses about TAP for 8-12 weeks when residency information is turned in. She was going to check into this.

School Counselor Workshop: Lisa Simpson also reported that HESC will be providing breakfast and lunch costs for our two School Counselor Workshops which are scheduled for November 2<sup>nd</sup> and 3<sup>rd</sup>. Over 4400 school counselors have been invited via email.

Financial Aid Awareness Month: Clarkson will host College goal Sunday.

Higher Ed Night: St Lawrence held a higher ed night on October 4<sup>th</sup> and the region 8 members assisted with a table that evening. Counselors were available to do a short financial aid presentation as well as answer general questions about the process. This is an annual event at St Lawrence.

Finally, a discussion was had about how region 8 is still not represented on several committees. We brainstormed ideas on how to get more people involved and will solicit volunteers via the list serve.

**2:15 pm            Break**

**2:30-3:00 pm    Old Business**

College Goal Sunday – 2/12/12 is the official date.

Student Aid Alliance putting a campaign together to congress & “Super Committee” to save Pell.

**3:00 pm            Conference 2012 & 2013 Planning**

- Conference 2012 – Saratoga Hilton – October 9<sup>th</sup> through 11<sup>th</sup>. Region 4 has all the committee chairs selected. Co-chairs are Kelley Robinson & Lisa Simpson. The theme is “On Track for Excellence.” Hotel rate is \$155/night.

- Conference 2013 – Long Island

There are four hotels that have been contacted. Tanya Patterson Stanley and Vince Davis would co-chair the conference.

**3:30 pm            Conference 2011 Update – Jan Scheutzow & Mark Schwartz**

A meeting with the hotel contact people was held – they are all set and ready to go.

Executive Council publicly thanks the 2011 conference planning committee for their great work and willingness to plan a conference that is being held in a region that is different from their own.

**4:30 pm            New Business**

- **Next Meeting Date: February 6<sup>th</sup> & 7<sup>th</sup>, 2012**

Dan asked the incoming Executive Council what the best months to meet would be, if we wanted to add one more meeting. Currently we meet in October, February, and June. Some members suggested April.

New York was not chosen as one of the states in the GEAR UP program.

Dan received an email from a vendor asking for a list of email addresses of NYSFAAA members.

Incoming executive council – have a mentoring relationship with the outgoing representative.

**5:00 pm            Adjourn**

A motion to adjourn was made by Wayne Harewood

Second: Gina Soliz

**5:05 pm            Orientation for New Exec-Council Members**

Curt Gaume led a welcome discussion for new executive council members.