

NYSFAAA Executive Council Conference Call minutes 4/27/12

- ✓ Scott Atkinson
- ✓ Steve Dwire
- ✓ Pat Johnson
- ✓ Clair Jacobi
- ✓ Howard Leslie
- ✓ Gina Soliz
- ✓ Michele Rizzo
- ✓ Lisa Papke
- ✓ Kristina Delbridge
- ✓ Dan Robinson
- ✓ Lou Palefsky
- ✓ Gene Rogers
- ✓ Shalena Duprey

A conference call took place on Friday, April 27, 2012 at 2pm. President-Elect Scott Atkinson sent members of the Executive Council the recommendations made by the NYSFAAA Governance Committee in advance of the call. The recommended changes to the NYSFAAA governing documents are listed in red throughout these minutes.

From the NYSFAAA Constitution:

Article VII – OFFICERS, Section 2: Officers shall be elected every two (2) years, as specified in the By-Laws. The President and the Treasurer may not succeed her/himself. The **First Vice-President, Second Vice-President, ~~Secretary~~ and ~~Treasurer Secretary~~** may succeed themselves once. An individual who has previously held an officer position for the maximum terms may be re-elected after remaining out of that office for at least one full term

No objections and no discussion was needed regarding this proposed change to the constitution.

From the NYSFAAA P&P Manual:

ISSUE: Membership

POLICY: NYSFAAA will ensure that the membership is limited to those individuals who are actively engaged in (or retired from) student financial aid administration, and those others whose career interests are consistent with the Association's principles, values and goals.

Note: **The Governance Committee does not recommend that active membership be restricted to NYS schools.**

Discussion took place – leave the membership categories as-is (active and associate), allow people from any state to become members. But in order to run for office at the statewide level (officers and executive council representatives), the person must be an active member from a school located in NY State.

Motion: Gina Soliz made a motion to leave the P&P manual as is (to not add language restricting membership to NYS schools).

Michele Rizzo – second.

Gina Soliz made a friendly amendment to her motion – To leave the P&P manual as is (to not add language restricting membership to NYS schools) and to recommend that the Governance Committee adds language to the constitution prohibiting non-NYS school members to run for statewide office (exec council reps and officers).

Michele Rizzo – accepts the friendly amendment.
Motion passed unanimously.

From the NYSFAAA P&P Manual:

ISSUE: GRADUATE AND PROFESSIONAL CONCERNS COMMITTEE

GRADUATE AND PROFESSIONAL CONCERNS COMMITTEE

PURPOSE: To identify and serve the needs of the Association members that work with graduate and professional students.

REPORTS TO: 1st Vice President

DUTIES:

1. Work with the Conference Committee to provide Graduate and Professional session(s) for the Annual Conference.
2. Provide training for NYSFAAA members who work in graduate and professional institutions.
3. Solicit articles from graduate and professional school administrators for the NYSFAAA Connection Newsletter.
4. Survey graduate aid administrators on their needs and expectations of the committee.
5. Be able to identify NYSFAAA members who work in the Graduate and Professional sector for listserv purposes.
6. Keep abreast and inform membership of issues facing the graduate and professional population.
7. Work collaboratively with other NYSFAAA Committees to advocate for graduate and professional students in financial aid related areas.

Executive Council members unanimously approved adding the Grad & Professional Concerns Committee into the P&P Manual.

From the NYSFAAA P&P Manual:

ISSUE: TECHNOLOGY AND INNOVATION COMMITTEE

TECHNOLOGY AND INNOVATION COMMITTEE

PURPOSE:

1. To ensure that NYSFAAA remains current, relevant and connected by utilizing the most recent technological and innovative methods possible.
2. To assist the Association, its regions and its various committees and other constituents by providing technological means to assist with communication, information dissemination and training efforts.

REPORTS TO: 2nd Vice President

DUTIES:

1. To investigate new and innovative approaches in conducting Association business utilizing the best available technology available in a low cost but effective manner.
2. Maintain catalog of available resources to be used in the delivery of services to the membership and its constituents.
3. Assist upon request, the regions, committees and membership in utilizing available technological and innovative resources whenever possible.

MEMBERSHIP:

1. Chair must be active or retired member, Association member may serve as co-chair.
2. Committee members selected by the Chair. It's recommended that at least one committee member be selected from each region and that the committee be representation of all sectors (to the extent practical).

TENURE: Chair – Two year term coinciding with the terms of the statewide offices. (Renewable by the new president). Members – One year renewable.

Executive Council members unanimously approved adding the language above regarding the Technology and Innovation Committee into the P&P Manual.

From the NYSFAAA P&P Manual:

ISSUE: PARLIAMENTARIAN

ISSUE: Parliamentarian

POLICY: The President of the Association shall designate a member of the Executive Council to serve as parliamentarian for meetings of the Executive Council to ensure adherence to the Roberts Rules of Order Revised and facilitate the proper functioning of Executive Council business.

Executive Council members unanimously approved adding the language above regarding the Parliamentarian into the P&P Manual.

From the NYSFAAA P&P Manual:

ISSUE: ALCOHOL POLICY

ISSUE: Alcohol Policy

POLICY: NYSFAAA funds may be utilized for the purchase of alcohol upon approval by the Executive Council for specific purposes or events. Reasonable expenses are allowed for purposes of meetings of the Executive Council, annual conferences, the Novice Workshop or in circumstances where the President of the Association or other officers designated by the President are hosting or entertaining dignitaries or other small groups. All other activities require the prior approval of the Executive Council. All requests must include the individual(s) responsible for the event and designated individuals or third parties that will monitor alcoholic consumption.

A lengthy discussion took place.

MOTION: A motion was made by Howard Leslie to table this change in policy until such time that we do some additional research (ex. with our insurance agent and other financial aid associations).

Second: Lou Palefsky

Motion passed unanimously.

MOTION: A motion was made by Howard Leslie that the president authorizes an ad hoc committee to do the research on this topic by our June meeting.

Second: Clair Jacoby

Motion passed unanimously.

From the NYSFAAA P&P Manual:

ISSUE: Use of Images of NYSFAAA Members and Functions

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POLICY: This policy is designed to address the use of images of NYSFAAA members that may be taken at various formal and informal NYSFAAA events. Generally, the use or display of such images in various NYSFAAA media is permitted without prior approval of the person where the person appears in the background of an image where he/she is not the topic in question or where they have actively posed for the image. In the case of a candid image where the person is of subject interest, permission to use the image will be assumed.

PROCEDURES:

1. The following should appear on all NYSFAAA membership materials: "In applying for membership, I understand that my image may be attained and utilized in various NYSFAAA media".
2. The following should appear in all conference or other event registrations: "Please note that photographs may be taken at this event and displayed in various NYSFAAA media. Those participants that pose for photographs are permitting the use of their image in this way".

MOTION: Michele Rizzo made a motion to accept the Governance Committee's recommendation on including the section of use and images in the P&P manual

Second: Pat Johnson

Motion passed unanimously

From the NYSFAAA P&P Manual:

ISSUE: Social Media

ISSUE: Social Media

POLICY: All materials posted become the property of NYSFAAA and the right is reserved to remove any content that is deemed inappropriate. All sites must always clearly reflect NYSFAAA's mission and project a professional and proper representation of the association. Professional opinions and information sharing is strongly encouraged while personal communication is considered inappropriate. Posts should not show bias toward or against any political, parties, figures or institutions. Members should not post or discuss information which is confidential, nor should they discuss private or personal information about themselves, their co-workers, or other members. Vulgarities, disparaging comments, intentionally made false statements, demeaning behavior, or anything that would be considered illegal or inappropriate is prohibited. Pictures posted to the site must be appropriate and adhere to the policy on the Use of Images of NYSFAAA Members and Functions.

PROCEDURES:

1. Members wishing to promote their committees, meetings and any other relevant activities utilizing social media should contact the social media administrators of the Technology & Innovation Committee.
2. Posts should be relevant to our profession, accurate and thoughtful of the audience. The administrators will not be fact checking.
3. No less than two members of the Technology & Innovation Committee will have access to all Social Media accounts. These members, or their delegates, are responsible to keep the sites up to date and respond to comments or questions on the sites. Other members of NYSFAAA are encouraged to represent the organization in a positive and professional manner via personal posts and responses.
4. A regular schedule of site review will occur at least every seven days.
5. The administrators shall remove inappropriate items immediately.

Executive Council members unanimously approved adding the language above regarding the issue of Social Media into the P&P Manual.

Analysis of NYSFAAA's Five Year Strategic Plan

The Governance Committee has reviewed the current Five Year Strategic Plan and has evaluated the association's progress to date. It is our opinion that we have not progressed very far in achieving the goals set forth in this plan. We believe that our lack of progress is due to the plan's complexity, timeframe and extensive reporting requirements.

The committee recommends that the NYSFAAA Exec. Council designate a new Long Range Planning Committee to review and revise the current Five Year Strategic Plan. It is the recommendation of our Committee that the time frame be changed to reflect a Three Year Strategic Plan. It is our belief that in the current environment it is more practical to project out three years instead of five. This seems to be consistent with other state and regional associations. Specific consideration should be given to the fact that NYSFAAA is a volunteer organization and that any required activities and reporting be designed with this in mind.

MOTION: Motion made by Pat Johnson to accept the recommendation of the governance committee to review current five year strategic plan, replacing it with a 3 year strategic plan.

Second: Howard Leslie

Friendly Amendment was made by Howard and accepted by Pat Johnson: A motion to accept the recommendations of the governance committee to review the long range plan.

Motion passed unanimously.