



NYSFAAA Executive Council Meeting
Monday, February 11, 2013
Albany, New York

Attendees:

Scott Atkinson
Dan Tramuta- excused
Jan Scheutzow
Jane Gilliland
Kathy Flaherty
Pat Johnson
Steve Dwire
Michele Rizzo-excused
Lisa Papke
Dawn Langdon-excused
Kristina DelBridge-phone
Dan Robinson
Lou Palefsky-excused
Gene Rogers
Shalena Duprey
Lucy Villaquiran
Vince Davis

Guests:

State Relations- Sue Mead-phone
2013 Conference- Tanya Patterson-Stanley-phone
Development- Theresa Chastain
Morgan Stanley – Robert Bell

Call to Order – Scott Atkinson called the meeting to order at 8:38 am

Roll Call – a quorum was declared and the meeting proceeded. Kathy Flaherty has been appointed parliamentarian for NYSFAAA Executive Council meetings.

Approval of December 3, 2012 Executive Council Minutes –

A motion was made by Gene Rogers, seconded by Shalena Duprey to approve the minutes. The motion was approved with all in favor, no oppositions, and no abstentions.

Treasurer's Report – Steve Dwire

- Scholarship investment report is available. Details will be provided in Robert Bell's presentation
- Dues and annual conference fee totals are still incomplete
- Novice deposits are from mini-Novice events (Buffalo, OnPoint)
- Novice training received \$43,881 in payments– all payments after June 30th went into the next year's records and auditors will move the payments back into the prior year

- Wayne Harewood submitted a \$15,000 College Goal Sunday check
- Pat Johnson has now been added as a QuickBooks administrator
- There have been numerous conversations between Scott, Pat, and Gina regarding Articles of Incorporation or any other documents needed by Key Bank to be able to add Pat to the accounts. Pat will continue to work on this transition
- 2010-2011 audit is still being processed. They are still looking for check and expense detail.
- Steve will work with the 2011-2012 audit; Pat will work with the 2012-2013 audit
- As of February 2, 2013 the main checking account balance is \$262,453.49
- Comments:
 - Jan thought the income from dues looked low; Steve will research this. There was a short discussion on how dues are reported and posted from Novice and Online registrations.
 - Some regions (at least 2 and 3) have not received revenue sharing checks. Steve will reissue these and send an email to regional treasurers.

A motion to accept the Treasurer's report was made by Dan Robinson, seconded by Gene Rogers. The motion was passed with all in favor, no oppositions and no abstentions. The Treasurer's report will be filed for audit.

President's Report – Scott Atkinson

- NYSFAAA Leadership- revisions: add Theresa Chastain as Development Chair. This document will be posted to the NYSFAAA website.
- Organizational Chart- revisions: John View and Maria DelInnocentiis will co-chair the Federal Government Relations Committee; Troy Martin and Rob Zasso will co-chair the Awards Committee; Kristina DelBridge will chair the Professional Development Committee. This document will be posted on the NYSFAAA website.
- State Government Relations Committee - Sue Mead is looking for a co-chair
- Maria DelInnocentiis will attend the NASFAAA Leadership Conference this year in March.
- Strategic Planning Committee – Anne Barton will chair. Her first tasks will be to survey the membership and do a climate study
- NASFAAA Awards – NYSFAAA will nominate the TICC (Technology, Innovation and Communication Committee) for their activity in using GoToMeeting technology for meetings and professional development and training. Pat Johnson and Lucy Villaquiran, along with Sarah Macri and Lea Nuwer will work on the nomination.
- NASFAAA Conference – NYSFAAA has hosted a reception in the past; do we do that again. The Conference is in Las Vegas this year, may not have good turnout this year- no from Council at this time.

Past President Report – Scott Atkinson for Dan Tramuta

- EASFAA- Council meeting next week in Washington; Scott will attend for Dan and will participate in legislative visits at the Capitol. The next EASFAA conference will be in May in Boston. Cathy Patella's term as EASFAA President will end in May.

- Elections- This year NYSFAAA will select President-Elect and Treasurer-Elect. The new election timetable will be used so that new officers will be able to attend the June Executive Council meeting.

First Vice-President – Jan Scheutzow

Complete Membership Report is attached to the end of these minutes:

- Membership- There are 1132 current members; 1200 completed the online application \$77,000 is projected income from dues but only\$ 69,000 has been received to date. Adrienne King, Membership Chair has been working to collect all outstanding dues. Some of the outstanding dues are from CUNY. Lisa Simpson suggested that Alice Murphy CUNY Director of Financial Aid at their central office should be contacted. Membership is on target to meet \$ 75,000 goal. The Membership Committee has designed a plan to increase membership. They know 472 have not renewed. Jan is sending reminders. They are asking regional representatives to analyze their region and number of colleges in their area. New schools not in the membership database must submit documentation about themselves to be approved for NYSFAAA membership. Jan has one school, The Institute of Culinary Education, in that status at present.
- Affiliate Membership – an online application is now available. The school database had to be loaded before the application could go live. Letters will be emailed to the high schools notifying them of this new membership category and inviting participation in NYSFAAA. Affiliate members can join webinars, join list-servs, and attend meetings at no charge. Lisa Simpson provided the high school database list. Affiliate members will be reported separately in future membership reports.
- Comments:
 - Promote affiliate membership at financial aid nights and programs (Dan R)
 - Encourage participation at regional meetings (Jan)
 - Have other State Associations added affiliate memberships (Gene) – No
- Mentor Committee- Mentees from Conference and Novice have been contacted and have been encouraged to attend regional meetings. Jim Vallee distributed novice cards to Mentor Committee representatives. They are evaluating the effectiveness of the annual Novice Scholarship. This past year 2 attended not as full attendees, but as day-trippers, so is that effective? They are also discussing how many scholarships are available and the monetary value of the scholarship.
- Comments:
 - Full conference fee is more effective than a partial fee. (Lisa S)
 - Could a letter be sent to the Financial Aid Director of each of the Novice attendees to encourage conference participation (Lucy V)
- Awards Committee – Troy Martin and Rob Zasso have met and are working with Kathy Flaherty to transition the leadership for this committee.

A motion was made by Jan Scheutzow, seconded by Pat Johnson to amend the Policies and Procedures Manual," Membership is limited to individuals employed at ~~post~~

secondary educational institutions". The motion was approved with all in favor, no oppositions, and no abstentions.

Second Vice-President – Jane Gilliland

- Leadership Academy/Intermediate Workshop - Lisa Simpson shared the history on this workshop. It was last held several years ago in Albany, beginning about 11:00 am, overnight stay and concluding about 1:00 pm the following day. Topics discussed were: Breaking the Ceiling, IPEDS, and FISAP, networking and mentoring. Sessions were not concurrent; the only charge was for the meals. Jane indicated the committee will begin with a survey (TICC Committee can assist). Lisa Simpson and Lisa Papke can assist because of their experience and contacts with Novice. The Survey can be out in May looking for location and topics
- Comments:
 - How many attended (Lucy V) – about 125
 - What was the cost (Dan R) – hotels, meals and transportation. There was no profit for NYSFAAA. The Committee may be able to find a free meeting room.
 - This would be a self-sufficient conference (Scott)
- Professional Development – Training was held on February 5, 2013. The follow-up survey indicated the session was good, but too long. The average rating was 4.3. Kristina DelBridge is working on putting together a larger committee and will explore future topics

Secretary Report – Kathy Flaherty

- Posting of Meeting Documents – we are working with Ideta and TICC to see what the options are for getting a secure area of the NYSFAAA website established for Executive Council to use in posting documents under discussion. The back-up plan is to use Google Docs.
- School Outreach- Sonya was preparing a workshop for that evening. Comments were offered about College Goal New York
 - Region 3 does about 7 events, with a good turnout and is much appreciated
 - High school counselor workshops are completed throughout the State
 - Suggestion to cover some topics via FAQ, such as handling same sex marriage on the FAFSA
 - Some areas had technical issues with the survey, pop-ups, getting to the HESC website (browser issues).
 - Cannot use back button in the FAFSA; this will disable the HESC link
 - Survey completion required to be entered in the scholarship drawing
 - Good experience for new staff members
 - Some noticed a dwindling attendance at the Counselor Workshops; many no-shows in all regions; this could be result of staff cutbacks in school districts; short staffing
 - Possibly a video could be prepared from one of the live sessions for later posting on NYSFAAA website
 - Is this the best time of year to hold the Counselor Workshop

- High School Counselor Workshop Report – complete report is attached to end of these minutes
- Technology, Innovation, Communication Committee – a complete report is attached to the end of the minutes
SUNYFAP is interested in GoToMeeting software. NYSFAAA is looking for our contract to determine if SUNYFAP can be added. Scott suggested web enhancements: an auto-generated welcome message, self-service password change and prompt for duplicate names. This will be passed on to Ideta and the TICC.

Treasurer's Report – Pat Johnson

- Budget Update/Adjustments – changes made throughout the year should be taken into account when reviewing/approving the next budget.
- Should we be spending the scholarship endowment? Will this jeopardize our tax exempt status if we do not spend these funds?
- Scholarship Committee – a complete report is attached to the end of the minutes. The direct donations were \$804; raffle proceeds were \$1,769. They are looking for more committee members from the regions

HESC Update – Lisa Simpson

The complete HESC update is attached to the end of the minutes

- HESC Update- January 2013 topics were reviewed: Student Financial Aid Awareness Month; TAP 2011-2012 Academic Year Closeout; 2013-2014 College Data Survey; TAP Training Modules; Web Chat; Financial Coaching; College Access Challenge Grant
- Comments:
 - The State budget appears to be status quo with TAP spending this year

State Relations Committee – Sue Mead (phone-in)

- The committee will meet via conference call this week to discuss their mission and the TAP white paper
- Looking for new members to replace those who have recently resigned.
- TAP white paper went to legislative representatives in March and has not moved. Should a cover letter be added and submitted to the Higher Education Committee? Can the ADA recommendations be wrapped in and set up as a revised white paper?
- Comments:
 - Material is still relevant (Scott)
 - Dan had suggested limiting the discussion to 3 items the majority of members could endorse
 - Should the original white paper then be submitted for approval before additions are made
 - HESC currently has ADA language in TAP (fewer credits; accrue points at slower rate; identified as ADA)
 - Does APTS identify ADA students
 - School certification identifies ADA students, usually identified by Disability Services Office
 - ADA is looking for a multiple time waiver for ADA students
 - Council advice: Clarify ADA points, but don't add further points at this time; draft committee letter to legislature

Novice Workshop - Lisa Simpson

- Novice Bid – 8 schools submitted good bids; narrowed to top 3; site visits followed. One school offered free facilities, room and gym (only cost was food and linens). Mercy College was awarded the contract
- Mercy College is in Dobbs Ferry – has small single rooms for attendees, a Metro North stop at their campus, looking at insurance coverage, reviewing agreement, attendance may be higher this year due to location
- Looking at the same fee, single year contract to see how location fits, travel for staff may be higher due to location, keeping the same fee, with lower costs may result in funding for special programming
- Dates are June 1-7, 2013. Fee = \$580, includes NYSFAAA membership. Registration will be open April 1, 2013

Conference 2012(Saratoga) – Lisa Simpson

- 317 Registrations/24 Vendors – many 1-2 day registrants
- Reviews: good food, good location, good program
- Overall conference fee revenue down \$112,250; did not meet food budget, but this was renegotiated and worked out; people paid for banquet, but did not attend
- Getting federal representation in person is becoming difficult and they cannot “skype”, looking for suggestions on what to do in the future
- Registration for mini-conference has a website cost
- Final reports were distributed to Council

Conference 2013 (Long Island)– Tanya Patterson-Stanley (call-in)

- Getting projected attendance is difficult at this time
- Hotel needs at least 200 per night and 150 for the eve night (includes Council and pre-conference attendees), this is probably not an issue
- Program – committee is looking for something different, more interactive, but that is also more costly. This poses two options: raising conference fee or finding other resources to subsidize cost. Some speakers will do a hands-on session, but at an additional cost
- 3 budgets were presented: same fee; \$5/ day per attendee increase; \$10/day per attendee increase, all assuming 200 full attendees
- To save cost for hands-on sessions, attendees could bring own laptops and conference would provide access
- Would also need up to 4 sessions per hands-on topic with 50 max in each session
- Comments:
 - What is the wi-fi budget? Jan had \$10,000 for Turning Stone conference, 2013 conference lists \$3700 (why the difference?)
 - What is the cost for the large screen in the ballroom and the sound system
 - Is Skype available for meeting scholarship winners, at what cost?
 - Concern that increasing conference fee will discourage attendance. Profit has been past intent, but the cost to get to and stay on Long Island is greater. If conference fee is also higher, how will this affect attendance in tight-budget times?

- Council Advice: to make technology possible, give up profit, but don't increase fee
- Main sessions are critical; marketing is key. Goal is to get 30% per region in attendance
- Currently accepting session proposals
- Save the date notice to go out shortly

Conference 2014 (Lake Placid) – Shalena Duprey

- Kerrie Cooper and Carolyn Corcoran are co-chairs
- Due to the size of Conference there is a choice of two sites: Crowne Plaza Hotel and Lake Placid Conference Center (new)
- Crowne Plaza is a previous NYSFAAA site, has new wing with newer rooms, not all meeting rooms are handicapped accessible, good bid, top of hill
- Lake Placid Conference Center, attached to hockey rink, bottom of hill, 12 breakout rooms, state-of-the-art technology in every breakout room, banquet room is 9000 square feet, mid-October 2014 dates (Oct 21-23), room rate is \$109/night at the Crowne Plaza
- Differences: Crowne includes meeting space in price; Conference Center meeting space = \$8000(includes av person, marketing, welcome packet) logistics between conference center and hotel to be worked out in scheduling
- Possible theme: Conference 46 and Adirondack 46 Peaks

Regional Reports

All regional reports are attached to the end of minutes

- Regional Report Comments:
 - It would be easier to submit reports if the regions had a template to use (Gene R)
 - Difficulty in getting people to attend (Lisa P)
 - How many meetings to hold/what months
 - 2 meetings per year is too few
 - Piggyback regional meetings
 - Attendance and financing
 - Conversation
 - How many meetings to hold (what months)
 - Piggyback on training
 - Birds of a feather/regional meeting
 - Resource meeting at conference for regional chairs
 - Let Scott know regional meeting calendar
 - Shalena – best practices with present and past regional chairs
 - Gene – overlap of Council people at October conference
 - Dan- at conference have regional co-chair meeting

Professional Development Committee- Theresa Chastain

- Committee includes Theresa, Ryan Williams (Syracuse University) and BJ Revill (University of Rochester, Medical School)
- Theresa met with Curt Gaume recently to get an historical perspective
- Begin by understanding our needs (what would you do as a committee if you had more money).
- Last time they had grant, did not use all of the funding

- Grant writing help is available
- Brainstorm on what Council would like/ways funding could be used
- Technically, would like to use survey monkey
- Comments:
 - TICC will help with this
 - Regional interest in a mini-Novice
 - Provide training/intermediate training(not sure of topics)
 - Scott will get Theresa leadership list
 - Possibility of conference tracks for different levels of expertise
 - Intermediate Novice previously mentioned
 - Scott's summary: always a need to train at all levels/TICC assists everyone with technology/Development assists all committees with training funding
 - Jane, Lisa Simpson and Lisa Papke will survey membership before intermediate training is planned
 - Is funding available to video tape a financial aid night presentation to make available to schools we can't reach
 - Scott has asked for proposal for April meeting, what funds might be available, what is the protocol for requesting funds

Old (Unfinished) Business

Long Range Plan

Scott has asked Anne Barton to lead the work on the next strategic plan. Membership includes Anne, Irv Bodofsky, Bill Cheetham, John View, Curt Gaume, Wayne Harewood and Rob Zasso. The first conference call is scheduled for February 12, 2013.

Alcohol Policy- Scott

- Regional council members will hold discussion at their spring regional meetings, bringing reports to April Executive Council meeting
- Policy to be voted on by Council in April
- Comments:
 - If few people attend the regional meetings, how should regional opinions be solicited – varies with the region
 - Region 2 discussion felt the policy should be more general, paragraphs 1 and 4 should be combined, what are the consequences for violation, never have an open bar
 - Region 6 discussion to be held at the February 22nd meeting
 - Region 7 will also discuss at next meeting
 - Conversation was held recently with Traveler's insurance to secure a Certificate of Insurance for Novice. Questions asked were: dates of event, who is serving the alcohol, to whom, will the alcohol be served, how it will be served.
 - Is a policy needed
 - Several other State associations (PA, NJ, DE) have policies
 - Is the word "serve" of the most concern here
 - The decision will affect what happens at the Conference

Morgan Stanley presentation –Robert Bell

- Two accounts are managed for NYSFAAA: reserve and scholarship
- Track fund solution program is used, a disciplined process

- Each account has an investment policy statement
 - Not set in stone, designates who is responsible for what
- Reserve fund was designed as a "rainy day" fund
 - Conservative investment
 - Can fund operations for one year
 - Averaged 7.5% over the last 18 years
- Scholarship fund
 - Growth with income
 - 5 \$1,000 scholarships per year in perpetuity
 - Averaged 4.5% over the last 16 years
 - Nothing has been spent from this fund
- Advice is given on what mix of investments is needed to achieve goals
- Asset allocation recommendations are made monthly by a committee
- 34% is fixed income; 66% investments
- Comments/Questions
 - If anything changes within NYSFAAA, we should let Morgan Stanley know
 - We can start spending scholarships funds by increasing number or value of scholarships
 - The budget process will determine how much we will need to take from fund. About \$6000/year income from the fund and about \$2000 is raised annually = \$8000 budget for scholarships
 - Should notify Morgan Stanley early in the year if funds need to be set aside
 - Would NYSFAAA be required to spend some of the scholarship funds each year to retain the tax exempt status is a tax question

New Business:

Operational Calendar was developed using the Constitution and Policies and Procedures. It should be reviewed and updated at Council meetings throughout the year.

February includes:

- Election committee will begin meeting
- Executive Council meeting
- Conference budget done
- Advocacy
- Novice done

March includes:

- Election process continues
- President sets April Agenda
- Regional treasurers provide quarterly reports and bank statements copies to Treasurer

Affiliate Scholarship

Comments:

- It may be too early for discussion on this since this membership has just opened.
- A good idea once a database is available to work with
- Consider offering the scholarship to someone from the region hosting the Conference; would be a day-trip fee
- Not a budget item this year; so consider it for next year
- Consider a kick-off challenge to gain membership in the affiliate category
- Membership and Outreach Committees could follow-up with ideas

Next Meetings:

April 5, 2013,(2:00pm-4:00pm): Conference Call

June 13, 14, 2013 (12:00pm June 13- 2:00 pm June 14th): Lake Placid

The June meeting will include new President-elect and new Treasurer-Elect and any new regional Council persons.

Scott thanked all, especially the officers, for the work put into the meeting.

A motion was made by Jane Gilliland, seconded by Lisa Papke at 2:57 pm to adjourn the meeting.

NYSFAAA Executive Council Meeting -

Membership , Mentor and Awards Committee Reports - By 1st Vice President- Janice Scheutzow

Membership Report:

- As of 2/1/13, 1104 current paid members for 2012-13; 1197 total invoices
 - 2011-2012 Yr: 1344 total members, down 240 members (apprx. \$14,400 in revenue)
 - 2012-13 Budget projects \$ 75,000 in Dues Income
 - We currently have 1197 invoices totaling \$75,395 in Dues but \$6,960 still have to pay. (Only \$68,435 actually paid.)

Number of Invoices:	1197
Total Item:	\$71820.00
Total Other:	\$3575.00
Total Amount Due:	\$75395.00
Total Amount Paid:	\$68435.00
Balance Due:	\$6960.00

- Membership Chair, Adrienne King, is working list of 93 unpaid invoices
- 190 New Memberships
 - "Welcome to NYSFAA" Email sent by 2/15
- 914 Renewed memberships
 - "Thank you" Email sent by 2/15
 - Approx. 50 members renewed prior first Statewide training 2/5/13
- 495 memberships didn't renew from last year
 - 1/22/13 Reminder email sent
 - 1/31/13 reminder email sent
 - Regional Reps are comparing last year's member list to current list and contacting non-renewed members. Some people just needed a reminder, (e.g. Region 4 gained 8 people by calling). Other regions are reporting budget cuts , staff reductions, NYSFAAA leadership transition, and Hurricane Sandy complications have impacted membership levels.
- Proposal to add a new institution, The Institute of Culinary Education, to the NYSFAAA database.
- Membership Committee held a conference call on 1/11/13. Committee will meet every other month, except July & August.
 - See attached Exhibit A - Membership Recruitment Action Plan

NYSFAAA Executive Council Meeting -

Membership , Mentor and Awards Committee Reports - By 1st Vice President- Janice Scheutzow

- Affiliate Membership Status:

- New Affiliate Membership category approved by Exec. Council 10/12
- 1/30/13 Ideta Daniels has submitted Affiliate Membership Application website changes to Scott and Jan for testing and approval to add to website
- 1/31/13 Affiliate App. Approved and Ideta will add to NYSFAAA website ASAP
- List of NYS High Schools Name & Address will be submitted to Ideta to add the institutions to our website database. Charge?
- Letter will be sent to NYS HS counselors (list from HESC) introducing free Affiliate Membership and link to website
- Regional Membership Comm reps will solicit new Affiliate Mem to local HS.
- F/U with NYSFAAA secretary on adding Affiliate Membership to P&P, Policies & Constitution

Mentorship Committee Report:

- Mentors have been give mentee names.
 - Mentees have been contacted in Nov. & Dec. and asked to join regional meetings, etc.
 - Mentees have expressed they cannot always leave the office but use the webinar training
 - Committee discussing Mentor Scholarship Award effectiveness

Awards Committee Report:

- New co-chairs have Rob Zasso and Troy Martin are working with Kathy Flagherty to learn the Awards process.

NYSFAAA Executive Council Meeting -

Membership , Mentor and Awards Committee Reports - By 1st Vice President- Janice Scheutzow

EXHIBIT A

Membership Recruiting Action Plan

Adrienne King, NYSFAAA Membership Chair

- As Membership Chair, Adrienne will continue to follow up on all outstanding invoices. 79 people (from 42 colleges) are still outstanding.
- Email regional directors to get their buy-in or ask why their staff is not attending?
- Email Statewide reminder to renew NYSFAAA Membership with NYSFAAA Value, Statewide on-line training to keep up to date on regulatory issues, etc.

NYSFAAA Membership Regional Representatives

- As a Regional Representative, each Regional Rep will analyze their membership data.
- How many members last year (Janice can tell them this if needed) compared to this year?
- Compare this year's regional current members to total regional numbers and find the people who did not renew and contact them as to why? (report is on website)
- Compare how many potential schools could be members to how many are actually involved and solicit the "un-involved ones"
- Email region with NYSFAAA Value proposition of in-person meetings (more often than once a year), Statewide on-line training to keep up to date on regulatory issues, etc.

Amanda Prescott

- Ask TIC committee's assistance in making NYSFAAA Membership Brochure more user friendly for marketing purposes- picture book. (Membership Committee member Amanda Prescott who is also on the Technology Committee will take this task.)

- ANSWER:

TIC will seek buy-in for this project from Ideta and get back to us . The TIC committee envisions enabling each Region to submit event photos for inclusion in this brochure on a rolling basis. TIC believes that there is potential in this idea and would like to stay in touch with us as to the intended audience (would we be promoting the existence of the dynamic brochure?) and any ideas our committee has in regards to collaboration with TIC once the project is approved and potentially underway.

NYSFAAA Committee

- Distinguish NYSFAAA from other memberships (NASFAA, EASFAA)
- Investigate Institutional Membership vs. Individual Membership
- Market Affiliate Membership to High Schools once web is updated

High School Counselor Workshops 2012

Counselor workshops were held this past fall across 7 regions with Region 5 participating in the Westchester Guidance Expo. NYSFAAA partnered with HESC to host 10 workshops serving over 700 participants. Invitations were extended to over 5,000 counselors/schools.

The same agenda was used for all 7 regions:

Financial Aid Application Process

Special Circumstances and Financial Aid

Comparing College Costs – Net Price Calculators, Financial Aid Award Letter Review and Shopping Sheet

Creating a College Going Culture

Youth Ambassadors

Region 2 also held a novice session for new counselors

NYSFAAA held two sessions at the Westchester Guidance Expo, Financial Aid 101 and Federal and State Updates (partnered with HESC).

All sessions were well received. Evaluations were very positive for the most part. Some counselors felt the Creating College Going Culture was not appropriate for a financial aid workshop while others were very appreciative of the session. The Youth Ambassadors were very professional in their presentations and the counselors responded very positively. Special circumstances have been covered a number of times in the past few years however it seems that the counselors still have many questions and new questions each year.

Suggested topics for future workshops include HEOP-EOP, outside scholarship information, FAFSA and CSS Profile demonstrations, undocumented students and filing financial aid for same sex partners due to marriage recognized in NY but not federally. Another suggestion was to create a FAQ prior to the workshop with some of these topics covered to allow counselors to take back to their offices to share with their colleagues.

I'd like to take this opportunity to thank Lisa Simpson, Mike Turner, and Joe Gorman as well as those behind the scenes for their assistance with coordination of all of these workshops and participation as presenters. Members of NYSFAAA also did an outstanding job with their presentations and coordinating the events at each location. Volunteers handled the registration and presentations throughout the morning event. Each will be recognized in the final report.

NYSFAAA TICC Report February 2013

Committee Update

We have made proposals to Kathy in order to establish our new working relationships since taking on the website and blog. We look forward to clarifications so we can move forward.

GoToWeb

Howard has spearheaded the purchase of additional services from Citrix. Some training has been conducted, but more is forthcoming. We are creating a summarization of instructions. We are assessing our ability to demonstrate GoToWeb for other organizations.

Website Manual

We are currently testing the instructions/functionality of the Administrative Actions on the NYSFAAA website. We would like to be able to recommend use of this to all Chairs. TICC would like to take control of monitoring the Volunteer form on the website. We will discuss

this with Kathy Flaherty. In the meanwhile, Lucy will weed out the non-existent committees listed on the form and we will see if Paula from ATAC can eliminate them.

Conference Presentation

We discussed ideas for TICC presentations at the fall 2013 conference. Depending on our staffing and the needs of the programming committee, we would like to present on one or two topics.

Committee Interactions

The Membership Committee has requested TICC's assistance with a re-engineering of the Membership Information Brochure. Recommended use of the website committee list functions as a means by which the conference committee can communicate in

somewhat of a listserv fashion.

Sarah Macri, File Reviewer
Berkeley College
scm@berkeleycollege.edu

The scholarship committee met by conference call in September to select the recipients of the 2012 NYSFAAA Scholarships.

Recipients were selected in each of the 5 categories.

Direct donations were received totaling \$804.00, and the raffle at the conference yielded \$1,769.

The committee will be contacted later in the spring to discuss our current processes and alternative or additional activities that we can try to increase income for the scholarship fund. I have received word that Bill Cavin is once again running the Golf outing at the conference in October, which will generate additional income for the scholarship fund.

I will also discuss with the members the possibility of having two or three (if there are enough volunteers) committee members from each region. I think this would be a good idea as it will give the region a chance to have more than one person making the decisions on the candidates.

I have not had a chance yet to contact any potential new committee members, but will be reaching out in the next month or so.

Student Financial Aid Awareness Month

During Student Financial Aid Awareness Month - January 2013 - HESC promotes the first step in getting financial aid: completion of the Free Application for Federal Student Aid, the FAFSA.

During both Student Financial Aid Awareness month and through February, HESC provides assistance with FAFSA completion on a special website, StartHereGetThere.org, which includes a Statewide FAFSA Completion Events Calendar. In addition, students and families can contact HESC for assistance with their specific questions:

- Online chat available weekdays
- Special toll-free HESC hotline, 1-800-608-1790, noon to 5pm weekdays
- Email assistance at FAFSAhelp@HESC.ny.gov

TAP 2011-12 Academic Year Closeout

HESC is closing out TAP certifications for the 2011-12 academic year, which ended June 30, 2012.

All student certification transactions for 2011-12 TAP payment rosters 001-021 must be submitted before February 17, 2013. Transactions left pending after this date will be decertified by HESC.

To review pending student certifications for the 2011-12 academic year go to [Transaction Processing](#) select *Grants & Scholarships*, enter ID and password, then choose *View/Submit Pending Certifications*.

2013-14 College Data Survey Now Available

The 2013-14 College Data Survey is now available on HESCWeb. Your school must complete the survey by March 31, 2013 to ensure accurate state aid awards. When completing the survey, please remember to consider the possible impact of term length on your school's TAP eligibility.

Learn more by reading [Financial Aid Services Bulletin 2013-001](#).

HESC TAP Training Modules on the Web

HESC is pleased to announce the availability of Tuition Assistance Program (TAP) training modules on the HESC website. The modules were created to assist new financial aid professionals and for those who may need a refresher course. They are located within the Financial Aid Professionals HESC Web pages on the left navigation.

The eight training modules cover the TAP application process, eligibility requirements for a TAP award, award determination, good academic standing requirements, G&S Transaction Processing, Student Record Maintenance, using the DocTrac process for submitting additional information on behalf of a student, the Aid for Part-time Student program (APTS), and TAP certification.

Each module consists of a taped PowerPoint presentation that can be viewed at your own leisure and a PowerPoint presentation that can be printed for reference.

Your input is valuable to us. If you would like to request additional topics for training, please contact Priority Services at 866-431-4372 or Priorityservices@hesc.ny.gov.

HESC Implements Web Chat

HESC is pleased to announce the addition of Web Chat to HESC.ny.gov, enabling students, parents and financial aid administrators to chat online with HESC representatives during business operating hours. Customers using chat will have the option to request a transcript of their chat session be e-mailed to them, and may also leave a message when HESC representatives are not available.

Please note for security reasons, personal information and individual account status questions may not be discussed via web chat. Prior to starting a chat, customers are advised not to enter personal identifying information, such as social security numbers.

HESC Web Chat can be accessed through the 'Contact HESC' link on the Home page. Customers are directed to the Customer Communication Center page to select the chat button to begin.

Financial Coaching

The HESC Financial Literacy Team, who are Certified Educators in Personal Finance, provide presentations on topics ranging from budgeting and the use of credit cards, to student debt and guarding against identity theft. To broaden this outreach, HESC now provides "financial coaching" to borrowers who are having difficulty paying their loans. This customized service connects struggling borrowers with the resources to discuss budgeting strategies so they can effectively manage their debt.

College Access Challenge Grant (CACG)

In December 2012, HESC awarded \$1,048,210 to 21 programs across New York State to help low-income students, first-generation students and other underrepresented groups obtain a college degree. The programs, run by organizations across New York State, provide crucial services directly to students, including academic support, tutoring, mentoring, college preparatory programs, college tours and campus visits, college financial aid awareness, financial literacy programs and training for school counselors.

The grants are funded through a \$7 million CACG award received by New York State from the U.S. Department of Education. New York's CACG program is administered by HESC.

The following organizations received CACG awards of up to \$50,000

- Abyssinian Development Corporation
- Bard College
- Children's Aid Society

- College & Community Fellowship
- College Initiative
- College Summit New York
- CUNY Lehman College
- Cypress Hills Local Development Corporation
- Hillside Work-Scholarship
- Niagara Falls City School District
- Renaissance Charter School
- St. John Fisher College
- Schenectady County Community College
- Syracuse University
- The Dome Project
- Vaughn College of Aeronautics
- Young Women's Leadership Network
- South Bronx Overall Economic Development Corporation
- ASPIRA of New York
- Nassau Community College
- New York Urban League

Executive Council Meeting

February 11, 2013

Region 1 Report

Since our last Executive Council Meeting by phone in December, Region 1 met in December for the annual Christmas Luncheon and meeting. As in the past, individual donations were made by the members and contributed to a local shelter/program for homeless young men (14-19).

Region 1 was scheduled to participate in our College Goal event in conjunction with the Buffalo Public School Scholarship and Leadership Fair on Saturday, February 2nd. However, severe weather conditions forced the cancellation of the event. We are awaiting word on a rescheduled date.

A venue is currently being sought for our February meeting. This is becoming a regular problem. There is no expense incurred by the hosting school, as our regional treasury pays for the refreshments. However, there seems to be a lack of interest in hosting for a variety of reasons such as parking, availability of rooms, etc. We are wondering if this is a problem in other regions.

Respectfully submitted by Michele Rizzo

Region 1 Executive Council Representative

(In Absentia due to illness)

NYSFAAA Region 2
Executive Council Meeting - February 11th, 2013
Albany, New York

November 16th, 2012 Region 2 Meeting at SUNY Geneseo

Topics/Discussion:

- Nineteen members attended.
- Laura Formella was introduced as the Region's new secretary.
- It was decided that our officers' positions will be held for a period of two years (rather than one). We are in the process of updating our Policies and Procedure Manual and getting it changed on the website.
- Nancy Vanzetta spoke about the High School Counselors Workshop to be held on December 7, 2012 at SUNY Brockport. So far, only 62 counselors have registered from our region; while over 100 (each) have registered from Regions 1 and 3. Discussed possible reasons as to why we're not drawing more people.
- The Region 2 meeting and holiday party is to be held on December 14, 2012 at the Back Nine Grill. The cost per member will be \$15.00: the region will pay the remaining balance.

Training Topic:

- Anne DelPlato, Regional Director, Nelnet Federal Loan Servicing presented "Counseling Students Using Social Media".

December 7th, 2012 High School Counselor Workshop

We hosted our annual High School Counselor Workshop at SUNY Brockport with 45 counselors in attendance from Region 2. Scott Atkinson and Nancy Vanzetta send mucho thank to the following colleges for donating raffle gifts to be used at the conclusion of the workshop. Alfred State, SUNY Geneseo, SUNY Brockport, RIT, U of R, Roberts Wesleyan, St John Fisher, Nazareth,, Monroe Community College, Finger Lakes Community College and Genesee Community College. Special thanks go to Loren Fuller from Alfred State who updated both the Financial Aid and EOP/HEOP Directories for the Region. This year we were able to see that every counselor received something.

December 14th 2012 Region 2 Meeting held at the Back Nine Grill, Pittsford, NY

Topics/Discussion:

- Fourteen members attended.
- As of 12/20/12 (the 2012-13 year), NYSFAAA has 1051 active members statewide. In 2011-12 we had 1344 members; membership is approximately 22% down from last year. Region 2 has 99 active members. In 2011-12 we had 110 members- we are only down 10% (Currently, Region 1 has 109 and Region 3 has 162). We discussed ways to promote membership among our colleagues and to promote the new Affiliate Membership amongst High School Counselors.
- Support Staff Workshop cancelled.
- Support Staff Workshop; a new date has not been scheduled yet.
- Operational Calendar (according to our P & P) will be on the web broken down month to month. This is a big project, thank you Scott Atkinson.
- "Making Student's Dreams Soar" Conference 2013, Huntington Hilton, Long Island October 14-16, \$125 per night.
- Exec Council Meeting Scheduled for February 10th and 11th, Student Advocacy Day set for February 12th, 2013.
- Spring, 2013 ballot for President Elect and Treasurer Elect.

- The Federal Relations Committee is in need of energetic individuals to serve-Contact Maria DelInnocenti or John View.
- Executive Council Conference Call (Via GoToMeeting) Held December 3rd, 2012.
- Still need people for the Grant Development Committee, please let Pat Johnson know if you are interested.
- We are still in need of a Professional Development Chair; Howard Leslie will help out until a chair is found.
- High School Nights? Let Lisa Simpson know and she will post to on the Website.

Training Topic:

- Katrina Delgrosso, College Board, presented, "Trends in College Pricing/Trends in Student Aid".

No January 2013 Region 2 Meeting

January 27, 2013 College Goal New York held at East High School, Rochester, New York

Toni Greelee thanked Region 2 for a really great College Goal New York at East High School! 70 volunteers helped 172 students file their electronic FAFSA and gave them the information they need to complete their TAP application (if they didn't on Sunday), apply for scholarships, and file their tax returns for free. Oh, and cookies! (Thanks to Anne Barton for donating cookies and juice.) All in all, a REALLY good day!

Upcoming Region 2 Events/Meetings Calendar

February 7 th , 2013	College Goal New York to be held at the GCC, Warsaw Campus
February 8 th , 2013	Region 2 Meeting to be held at GCC. - "Loan Repayment Plans- IBR and Pay as you earn, making repayment possible".
March 7 th 2013	Region 2 Meeting, to be held at Roberts Wesleyan College- Jim Briggs Tax Detective webinar*** This is a change from the originally planned Friday 3/15/13 meeting due to NYSFAAA Statewide Training webinar opportunity.
April, 2013	No Region 2 Meeting
May, 2013	Region Meeting OR Support Staff Workshop? (Location & Date TBD) We would prefer to host a Support Staff Workshop in May instead of a regional meeting because we have not offered this training in a long time. But, since our fall attempt failed miserably, due to low registration, we need to know how many people would be interested in attending this event.

Respectfully Submitted,

Lisa E. Papke

Lisa E. Papke
NYSFAAA Executive Council Region 2 Representative
February 4th, 2013

Region 3 Report
NYSFAAA Exec Council Meeting
February 2013

Meetings since NYSFAAA Conference

November 2, 2012 at LeMoyne College

Discussion: Recent Exec Council report by Dawn Langdon

Training topic- John View and Carlos Adrian presented training on the shopping sheet. Carlos gave the perspective of a private school (SU) and John gave the SUNY perspective.

Committee Reports were given by College Goal Sunday and High School Counselor Workshop.

College Goal Sunday

- 5 year contract ended and have to apply again and will be notified by November 15.
- Syracuse school district picked by Dept of Education for a FAFSA completion project. They want to see how many students complete the FAFSA.
- We are already doing a lot of the things the Department of Education recommends

High School Counselor Workshop

- November 16th, Holiday Inn Binghamton
- November 19th, Sheraton in Syracuse
- Need more volunteers for regional table

Treasury has \$2802.42 in it. Region 3 was selected as the Region for the 10-11 audit and did great.

No state update.

Meeting Schedule:

12/7--- Justin's in Syracuse for Holiday Meeting

3/8/13---Tompkins Cortland Community College

5/3/13-Cayuga Community College

December 7, 2012 Justin's Tuscan Grill

State Update:

1. January is Financial Aid Month. HESC will have call in phone Tuesday/Thursday to chat. Let HESC know if you are doing anything and they will try and promote it.
2. Erica Terwilliger is leaving HESC for SUNY Central. Lisa Hurley will cover her work.
3. HECS Financial Coaching service training on website.

Committee Reports:

1. College Goal Sunday in Syracuse 2/2/2013 and 3/9/2013
 - a. Looking for volunteers at Utica site
 - b. 1/19/2013 and 2/9/2013 SUNY Financial Aid Day
 - c. College Goal Sunday managed by HESC – should be up soon

Training:

Roundtable discussion concerning the FSA Conference was led by Darrin Rooker. Those present that attended the FSA Conference: Darrin, Jackie Darquea, Sharon Karwowski and Tammy Oliver. Topics of concentration:

1. Clearly the intent of the Department of Education is to not have schools verifying everything. They only want schools to verify what is selected.
2. PowerPoint presentation will be up on the FSA website.
3. Shopping Sheet is voluntary this year unless your school signed the VA commitment

News:

Region 3 typically collects toys for Toys for Tots at this meeting. It was decided that instead the Region members would bring gift cards for our colleagues that were affected by Hurricane Sandy. These were collected and sent to Wayne Harwood for distribution.

Guidance Counselor workshops were held in November and had 135 participants.

Upcoming meetings:

3/8/13 TC3

5/3/13 Cayuga Community College

Region IV update:

Our last meeting was held on 1/25 at Union College in Schenectady. Our turnout has been low to these meetings.

Linda Parker provided a membership update. Our numbers are down by about 12 people as opposed to last year (110 at the time of this meeting) and the NYSFAAA membership chairs are reaching out to those who haven't renewed. We are hoping that the string of trainings NYSFAAA has planned will help the numbers grow. As of Jan 26, we have reached 118 members.

Meredith Tower provided a treasury report. Our current balance is \$4,112.22.

I provided the members with the alcohol policy and there were no objections.

Members were given a HESC update and also discussed college goal Sunday. There are 3 college goal Sunday events:

Albany- Jan 31 and Feb 7.

Troy- Feb 10

Steve Dwire suggested a meeting in February on Verification which would allow schools to share their processes with one another.

Andrea Wedler and Meredith Tower also mentioned the need for new chairs or co-chairs this coming fall.

Respectfully Submitted,

Kristina Delbridge

Executive Councilperson for Region IV

**NYSFAAA Region V Report
February 2013**

- Westchester Guidance Counselor Expo took place on October 22, 2012 at the County Center. The Financial Aid portion was coordinated by Debra Bouabidi from Rockland CC. There were two financial aid sessions:
 - Financial Aid 101 – presented by Madeline Aponte from Rockland CC. Panelists included Debra Bouabidi, John Ivankovic from Orange CC and Dan Robinson from Pace University. Session had approximately 45 attendees
 - Federal and State Update – presented by Michael Turner from HESC. Madeline, John, Dan and Debra were also on the panel to provide school specific issues. Session had approximately 50 attendees
- Roberta Daskin from Sarah Lawrence and Janice Hilbrink from Pace (White Plains) are representing Region V on the Tri-Regional planning team. Meetings have already begun, but there is some difficulty finding a location.
- Region V Holiday Meeting at the Culinary Institute of America on Friday, December 7, 2012. Anne Del Plato (NelNet Federal Loan Servicing), Patti Thompson (SUNY System Administration) and John Austin (NYS HESC) provided valuable presentations about “Default Reduction – Current Trends, Best Practices.”
- Our annual toy drive was once again a great success. This year we donated the toys to Greyston Foundation and Yonkers Community Action Program (YCAP) afterschool program.

REGION 6 CALENDAR OF EVENTS FOR 2012-2013

September 28, 2012 Friday – 9:30 a.m. – 1:30 p.m. – Fall kick off meeting at Julliard. “Professional Judgment” – Heather McDonnall. Offered a preview membership, by allowing non NYSFAAA financial aid personnel to attend with the understanding that they will have to join NYSFAAA should they wish to attend another NYSFAAA event.

October 26, 2012 Friday - a “Region 6 meeting “at NYIT at Columbus Circle including a training session on “Verification Changes for 2013-2014” provided by Nautashia Webb from the U.S. Department of Education. Offered another preview membership, by allowing non NYSFAAA financial aid personnel to attend with the understanding that they will have to join NYSFAAA should they wish to attend another NYSFAAA event.

November 30 postponed from November 2, December 7, 2012 Friday – “High School Counselor Workshop”. November 30 held at FIT, December 7 held at NYIT at Columbus Circle. It appears that attendance was impacted due to problems at their schools due to hurricane “Sandy”.

November 16, 2012 Friday- CANCELLED due to not being able to confirm availability of presenter.

December 14, 2012 Friday – “Holiday Meeting”. Agenda items included a State Update and Federal Update.

February/March, 2013 – “College Goal Sundays”. Saturday, February 2, at Wagner College in Staten Island, Sunday, February 3 at Herbert H. Lehman H.S. in the Bronx, Saturday February 9, at John Bowne H.S. in Queens, at Philip Randoph Campus H.S. in Manhattan, at Kurt Hahn Expeditionary Learning H.S. in Brooklyn, Sunday, February 10 at Medgar Evers College in Brooklyn, Thursday, February 21 at Harriman Club House in Manhattan, Friday, March 1 at H.S. of Telecommunication & Arts in Brooklyn.

February 22, 2013 Friday – “Region 6 Meeting” at NYIT at Columbus Circle including a training session on “Pay As You Earn” by Stephen Brown, Assistant Dean of Enrollment Services at Fordham Law School.

April 12 or April 19, 2013 Friday – “Tri-Regional Conference”. **Committee in place to set up venue and agenda.**

May 10 or May 17, 2013 Friday – “Support Staff Workshop”. **VENUE TBA.**

June 14 or June 21, 2013 Friday – Region 6 “Summer Event” meeting. **VENUE TBA.**

June, July, August, 2013 – meeting to plan September 2013 kick off Region 6 Meeting. Possibly have new Co-Chairs, new Region 6 Membership Chair and new Executive Council Representative attend for orientation to enable a smooth transition.

The scholarship committee met by conference call in September to select the recipients of the 2012 NYSFAAA Scholarships.

Recipients were selected in each of the 5 categories.

Direct donations were received totaling \$804.00, and the raffle at the conference yielded \$1,769.

The committee will be contacted later in the spring to discuss our current processes and alternative or additional activities that we can try to increase income for the scholarship fund. I have received word that Bill Cavin is once again running the Golf outing at the conference in October, which will generate additional income for the scholarship fund.

I will also discuss with the members the possibility of having two or three (if there are enough volunteers) committee members from each region. I think this would be a good idea as it will give the region a chance to have more than one person making the decisions on the candidates.

I have not had a chance yet to contact any potential new committee members, but will be reaching out in the next month or so.

Region 7 update- FEB 2013

Region 7 has been hard at work on Conference 2013. We have all the committees with their respected chairperson and/or co-chair named. We expect to have a planned meeting with the Hilton Hotel upcoming next month to go over some remaining details.

Meetings since 2012 Conference

We had a meeting on Friday Nov 16th over at NYCOM. Presentations included a Skyped in session from Scott A (which went over great I might add). A HESC update from Mike Turner which included some TAP updates and APTS updates. We had discussions on the upcoming conference. We also took part in a NASFAA webinar on the proposed shopping sheet info.

We held our Holiday meeting/party on Wed Dec 5th at the Milleridge inn. In Jericho NY We had 26 attendees. Our main presentation was done by a Doctor Hassan on work place morale. We feel it was very well received. Gail and Tanya gave some updates on the conference progress and also continued on a call for volunteers moving forward. We also had a HESC update from Mike Turner

Future Meeting and Events

We have our next meeting this Friday Feb 8th over at NYIT and will be offering a presentation from the DOE. We solicited questions from our region members and expect to have an informative session. Our Region is very involved in College Goal NY events over the next month or so. One event will be this coming Sunday Feb 10th over at Hempstead High school. Region 7 also is very involved in another CGNY event over at Brentwood HS on March 2nd.

NYSFAAA Executive Council
Region VIII Report
February 11, 2013

December 18th meeting in Lake Placid- location High Peaks Resort

Treasurer's Report- no Activity since our last meeting on September 28, 2012

Member ship Update- We currently have 45 members which is down slightly. Discussion ensued and there seemed to be a couple of Colleges encouraging membership of their staff so hopefully that number will go up in the coming months with the online trainings that are offered.

Mentoring Update- We received 2 cards with information of members that attended Novice that are interested in being mentored. Both are from Clarkson. Kerrie Cooper has reached out to both of them.

Training Update- Amanda Prescott is serving as the region 8 representative on the training committee. We talked about getting the training on how to use gotomeeting and gotowebinar knowing that we will be having many more meetings that we have in the last couple of years in order to prepare for Conference 2014.

College Goal Sunday- Clarkson is hosting again this year on February 2nd. We are hopeful that the weather cooperates this year so that more families come out.

We also talked about needing to get the Region 8 page on the NYSFAAA website updated for our current leaders with pictures. We also will begin posting minutes from all meeting on website since this has not been done in the last couple of years.

Conference 2014- Region 8 is excited that because our numbers are a little smaller, we have options of where the conference can be held in 2014. Following the meeting on 12/18, we toured High Peaks Resort as well as the new Lake Placid Conference Center.

Conference meetings: We met on January 4th to set Conference chairs and begin looking at our options in more detail. This meeting was also held at the Lake Placid Conference Center. The Conference Steering Committee also met on January 28th at the Crowne Plaza Hotel in Lake Placid for a tour, discussion with the owners, and more conference decision making discussions. There is one more meeting scheduled for 2/5/12 about food so that the Steering Committee can hopefully make a recommendation to Executive Council on location of the conference. More during the Conference 2014 report.