



NYSFAAA Executive Council
April 10, 2019
Remote Meeting
1:00 p.m. - 4:00 p.m.

Call to Order & Roll Call

Present:

President – Howard Leslie
Past President – Darrin Rooker
1st VP – Adrienne King
2nd VP – Brian Smith
Secretary – Anne Sullivan Polino
Treasurer – Susan Godreau
Past Treasurer – Robert Zasso
Region 1 – Kathy Michalski (via phone)
Region 2 – Shalena Clary
Region 3 – Patti Donahue
Region 4 – Randi Moore
Region 6 – Ajana Wilkinson
Region 7 – Debra Evans

Guests:

Lea Nuwer
Lisa Simpson
Tami Gilbeaux
Gina Soliz
Kerrie Cooper
Nancy Teodeci
Lynn Sabulski
Kathy Flaherty
Lucy Villaquiran

Howard Leslie called the meeting to order at 1:00 P.m. with a quorum of Executive Council present.

Discussion via Email

MOTION: A motion was made by Debra Evans, seconded by Darrin Rooker to release Podcast 8, in an unprotected format, on Free Student Loan Advice website (<http://freestudentloanadvice.org/>) subject to approval after review by Executive Council. This vote indicates that the Executive Council members reviewed the site and are comfortable with the release of the podcast.

Discussion Points:

There is a concern that this may result in the loss of future members due to free sharing of podcast. The content of this podcast was about Betsy Mayotte and her experience and what she will cover in an upcoming webinar.

A concern was expressed about limiting carte blanc sharing of podcasts in an unprotected format without review and approval by Executive Council

A vote was called-the motion passes with 12 in favor, no oppositions, and no abstentions.

Discussion via Email

MOTION: A motion was made by Ajana Wilkinson, seconded by Patti Donahue to allow an alcohol exemption for this year's (2019) Novice event

There was no discussion. The motion passed with 12 in favor, 0 no oppositions, and 0 abstentions.

Discussion via Email

MOTION: A motion was made by Debra Evans, seconded by Ajana Wilkinson that the Executive Council approve the release of Podcast #7 to Association of Proprietary College's website for access that is not password protected for individuals outside of NYSFAAA

There was no discussion. The motion passed with 12 in favor, 0 no oppositions, and 0 abstentions.

Discussion via Email

MOTION: A motion was made by Darrin Rooker, seconded by Kathy Michalski to give TICC the authority to make appropriate decisions on the construction of the new website, while knowing when to come to Executive Council for questions that need its consultation; particularly decisions that involve the handing of monetary issues. i.e.: membership fees, additional MemberClicks costs.

There was no discussion. The motion passed with 12 in favor, 0 no oppositions, and 0 abstentions.

Discussion via Email

MOTION: A motion was made by Darrin Rooker, seconded by Robert Zasso to use MemberClicks Vinings Template for the design of the NYSFAAA Website.

There was no discussion. The motion passed with 13 in favor, no oppositions, and 1 abstention.

Discussion via Email

MOTION: A motion was made by Kathy Michalski, seconded by Shalena Clary to end our grace period for the membership at the end of October

There was no discussion. A vote was called -the motion passed with a quorum of 12 in favor, no oppositions, and no abstentions.

Discussion via Email

MOTION: A motion was made by Patti Donahue, seconded by Susan Godreau to set up the website to distribute revenue, as received via credit cards, into appropriate buckets.

Discussion followed where the following points were made:

Susan and Howard agreed that it would be useful to have separate buckets, especially because there is no additional cost if it is set up that way.

A vote was called-the motion passed with a quorum in favor of the motion

Discussion via Email

MOTION: A motion was made by Susan Godreau, seconded by Ajana Wilkinson to set up Member Click to allow an option for members to select automatic annual membership renewal (with a reminder) as well as the option to donate money in addition to payment for membership

Revised Motion:

The motion was revised set up MemberClicks to allow members to select automatic annual membership renewal payments, as well as two additional options to donate money to NYSFAAA's Operations Fund or the George Chin Memorial Scholarship Fund.

Approved by Susan Godreau and seconded by Ajana Wilkinson

Discussion followed where the following points were made:

Can MemberClicks (MC) provide our membership (1) an automatic renewal option, (2) a donation option in addition to the dues?

A question about how a member chooses the auto renewal option and who will retain the credit card information, MC or the credit card service?

The following items are automatic processes:

- It was also clarified that a month prior to renewal, the member would receive an email advising that membership will soon expire and their credit card will be charged.
- When the credit card is charged, a receipt is sent to the member.
- Dues and donations would go into separate buckets with the receipt indicating the split.
- If the credit card charge is rejected, an email will go to member to resend their credit card information.

Questions were also asked about the opportunity for members to increase or decrease prior year donations and whether or not donations can be directed to the general fund or the scholarship fund.

Darrin Rooker offered an update to the motion to read: "I make a motion to set up MemberClicks to allow members to select automatic annual membership renewal payments, as well as two additional options to donate money to NYSFAAA's Operations Fund or the George Chin Memorial Scholarship Fund."

A number of members agreed to this change

Susan reaffirmed her motion using the updated language, Ajana seconded this update.

A vote was called-the motion passes with 13 in favor, 0 oppositions, and 0 abstentions.

Discussion via Email

MOTION: A motion was made by Ajana Wilkinson, seconded by Randi Moore for Howard Leslie (NYSFAAA President) to sign the contract with Collegiate Productions (David Garelick) so as to open the NYSFAAA Store ASAP.

A vote was called-the motion passed with a quorum in favor of the motion

Discussion via Email

MOTION: A motion was made by Brian Smith, seconded by Robert Zasso to accept the FATV contract

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

Discussion via Email

MOTION: A motion was made by Darrin Rooker, seconded by Kathy Michalski to require NYSFAAA members located within NYS to select a region when applying for NYSFAAA membership.

There was no discussion. The motion passed with 14 in favor, no oppositions, and no abstentions.

Approval of Minutes (April Remote Meeting Minutes)

MOTION: A motion was made by Randi Moore, seconded by Patti Donahue to accept the February 11, 2019 Executive Council Meeting Minutes, with a spelling correction of Adrienne King's name

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

President's Report – Howard Leslie

MemberClicks and Conference App

Website

- MemberClick – Website Design and Hosting was presented by Howard Leslie, Brian Smith, Lea Nuwer and Ideta Daniel.
- The cost of the website is confirmed at \$5,400 for one year, \$10,800 for two years or more. An initial payment of \$9,89.00 includes a onetime fee for set up. The annual cost from ATEC for prior website was \$9,917.50.
- With MemberClicks we will have support and more control over content
- There is no limit on storage
- There is also a \$16.95/month fee if we use credit cards for membership or any purchases through the website plus a variable fee of \$0.30 per transaction.
- The annual rate increase will be limited to a maximum of 5% per year.
- The term of the contract will begin upon signing with the first payment due in May unless paid in advance.

A Motion was made by Darrin Rooker and seconded by Robert Zasso to have MemberClicks host the NYSFAAA website.

A vote was called and passed with all in favor, 0 no votes, and 0 abstentions.

A Motion was made by Darrin Rooker and seconded by Susan Godreau to pay the first-year cost of \$9,985 in advance to obtain an upfront savings of 5% on the annual fee.

A vote was called and passed with all in favor, 0 no votes, and 0 abstentions.

Conference App

- The Conference App through MemberClicks, while \$500.00 more expensive than the conference app used last year, it is superior in quality and can be used multiple times during the year. Vendor support for the App is also available.
- The MemberClicks cost is \$2,500.00 per year.
- The App content is editable and includes the following:
 - Check-in Capabilities
 - Handouts
 - FAQs
 - Maps
 - Vendor Information
 - Sponsors
 - Attendance
 - Sessions Organization

A Motion was made by Kathy Michalski, seconded by Robert Zasso to purchase the conference app from MemberClicks for all applicable NYSFAAA events.

A vote was called and the motion passed with all in favor, no opposition and no abstentions.

FATV ChatBot

- FATV will provide ChatBot for free, with the tag line, "Powered by FATV".
- This ChatBot will launch with the website
- The ChatBot will use Artificial Intelligence to scan the website and provide answers.
- TICC Committee reviewed and like the product.
- All video content is managed by FATV
- FATV will provide transcripts of questions and answers so that NYSFAAA will know who is asking questions, be they members or nonmembers.
- FAQs can be built from this information

A Motion was made by Anne Sullivan Polino, seconded by Randi Moore to add FATV to the website.

A discuss followed where the following points/questions were made"

- Are there copyright concerns with placing FATV on the website? Howard will review the contract and cancel the plan to use FATV ChatBot if there are concerns.

A vote was called and the motion passed with all in favor, no opposition and no abstentions.

Strategic Plan

- A review of the Strategic Plan was conducted with the following actions:
 - Action Step 1.1.1 – Create updated and effective marketing materials to attract more members was assigned to Region II with a projected completion date of June 1, 2019
 - Action Step 1.1.2 - Communication – was placed on hold due to requirements to convert to new website
 - Action Step 1.1.3 – Sister Associations – bringing them in to NYSFAAA Membership Includes – Bursars, Guidance Counselors, and out of state individuals. Promoting membership and our special events such as novice and our Conference was assigned to Region II with a projected completion date of 6/1/19.
 - Action Step 2.1.3 – Advocate on behalf of the Association was assigned to the Executive Council and was marked completed through the following motion.

A Motion was made by Kathy Michalski and seconded by Darrin Rooker to mark Action Step 2.1.3 of the Strategic Plan complete.

A vote was called and the motion passed with all in favor, no opposition and no abstentions.

The Strategic Plan will be updated and placed on the website.

Sharing Podcasts

- The Executive Council discussed the sharing of podcasts on sites such as NASFAA and/or those of outside presenters in an effort to drawn membership. These podcasts will not be password protected.

- Betsy Mayotte’s May 2 podcast is one example of a podcast under consideration. This podcast is about Betsy, her experiences and her upcoming webinar. The topic is not the upcoming webinar. Statewide Training committee is also interested in having Betsy’s assistance with future webinars. Betsy may charge for future training events.
- One member of the Executive Council expressed concerned that unprotected (free) podcasts might cause NYSFAAA to lose current or future members. Another member expressed concern with carte blanc sharing of podcasts and feels the topic warrants further discussion.

A Motion was make by Debra Evans, seconded by Darrin Rooker to release a not password protected version of Podcast 8 on FreeStudentLoanAdvice.org website, subject to approval after Executive Council reviews the content. A vote will occur on Friday, April 12, 2019.

A vote was called and the motion passed with all in favor, no opposition and no abstentions.

<p>Past President – Darrin Rooker</p>
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EASFAA Update:

- Larry Chambers represented NYSFAAA at the EASFAA meeting in Baltimore. Howard Leslie will begin representing NYSFAAA In June.
- Topics included a Conflict of Interest Policy
- Harassment Policy Drafts
- Maree Johnson, President Elect is heading a committee to look for a website.
- There will be an EASFAA Get Together at the NASFAA Conference.
- Membership Update including a discussion on Institutional Membership for Institutions with five or more members. This brought in 103 new members as of this update.
- EASFAA Future Conferences
 - 2019 will be held in Portland, Maine
 - 2021 will be held in Mystic, Connecticut.
- EASFAA is also having a discussion on how to handle credit card charges. These charges are currently running approximately \$7,000 per year. No formal decision has been made on this topic
- EASFAA Training - Purchase package of NASFAA credentialed training to provide training for EASFAA.
- EASFAA Website Committee – EASFAA also needs a new website host and it was recommended that Howard Leslie touch base with EASFAA to discuss our progress with MemberClicks.

Election Committee

- Work will begin on upcoming elections for President Elect, Treasurer Elect, and Regional elections, where needed.
- There are 2 candidates for each officer position.
- The committee will review the slate and move it forward so that elections are done in time for the June meeting.

NYSFAAA Policy and Procedures

- The Policy and Procedure Manual was updated to include the Code of Conduct Policy and posted to the website by Anne Sullivan Polino

First Vice President's Report – Adrienne King

The First Vice President's Report was provided by Adrienne King with assistance from Lucy Villaquiran.

At this time, there are 1,067 members with the proration of membership dues resulting in the addition of 46 members.

We've had a request from an organization for membership in NYSFAAA.

1. The Cure Center (CURE.edu) mission is to educate students through highly specialized diagnostic medical sonography, vascular technology and echocardiography programs utilizing extensive clinical laboratory training coupled with comprehensive didactic instruction and collaborative research projects to provide a vital service to the patient and to the physician by efficiently and accurately identifying disease.

A motion was made by Adrienne King and seconded by Darrin Rooker to all the Cure Center to become a new institutional member of NYSFAAAA.

A vote was called and the motion passed with all in favor, 0 no votes and no abstentions.

Second Vice President Report – Brian Smith

A Statewide Training update was also provided by Lynn Sabulski.

- Lynn presented survey results that indicated the membership preferred Statewide Training (SWT) be held on Fridays instead of Thursdays. Thursdays will remain a backup date, if needed.

A motion was made by Brian Smith and seconded by Adrienne King to change SWT meeting day of the week from Thursday to Friday.

A vote was called and the motion passed with all in favor, 0 no votes and no abstentions.

It was also reported that recruiting of new members to the committee has closed. Kelly Kelly has joined as the third Co-Chair of the Committee, along with Mark McGinnis and Lynn Sabulski.

Members now include the following:

Linda Athearn-Forster
Perry G. Brown
Abigail A. DeCastro
JannatulFerdous-Hypolite
Calvin Brian Ghanoo
Wendy G. Rizzo
Brian D. Smith
Deidre Strutz
Michael S.J. Turner
Robert Weirnerman

It was also reported that registration for the May 30, 2019 Webinar is about to open. Attendees will be eligible for 1 continuing education credit.

Brian also thanked the TICC Committee.

Secretary Report – Anne Sullivan Polino

Anne Sullivan Polino provided a brief update from the School Outreach and Early Awareness Committee based on an email from Gene Rogers, indicating that Lisa Simpson ran an event in early March and Gene has a meeting planned for early May.

Treasurer’s Report – Susan Godreau

Treasurer’s Report to Executive Council – April 10, 2019

Account	Amount	Notes
Key Bank Checking Account	\$146,894.34	As of 04/10/2019
Key Bank Scholarship Account	\$25,228.09	As of 04/10/2019
Key Bank CD	\$52,017.44	As of 04/10/2019

Susan Godreau also reported that all payments are up to date and that she now has full access to all accounts.

Darrin Rooker asked Susan to send out a copy of the budget statement

HESC Update – Lisa Simpson

The New York State Budget has passed. The budget does not include any new student aid programs.

ETA and Excelsior Applications are expected to be made available within the next two weeks.

The Dream Act passed and will impact all programs. Watch for more information on this topic.

The College Data Survey is available and open until May 31.

The VA asked HESC for clarification on how to use ETA and Excelsior for Chapter 33 recipients.

Novice Workshop Update – Lisa Simpson

Lisa Simpson provided the following update on Novice. The training will take place from June 3 to June 7 at Mercy College. Darrin Rooker also put an announcement about the Novice Workshop on EASFAA Website.

Lisa introduced the following new staff members for this year and asked the we welcome these new members:

1. Jarrett Foster from CUNY John Jay College who will serve as our athletic director.
2. Courtney Rust from SUNY Canton who will be a small group leader replacing Kerry Lubold. Thank you, Kerry, for all you have done for novice. Kerry will be assisting with the manual and other novice tasks remotely.

3. Cristina Ortiz-Harvey from CUNY Guttman Community College who will be a large group leader doing the Pell presentation.

Lisa also indicated that we currently have 54 people registered which is about double what we had from last year (we did open early) so she expects a big crowd. She also provided the agenda for review and indicated that she switched up the small groups this year a bit.

At your earliest convenience, can you let her know what size tee shirt you want, when you will be arriving, and if you want the manual in paper, jump drive or google drive. Rob and Kerry have been very instrumental in getting the manual together.

Lastly, she wanted to let us know that this will be her last year doing novice. She is happy to announce that she will be leaving it in the good hands of Renee Nunziato. Lisa has full faith that Renee will carry on the mission of novice and do a great job. Lisa will be around next year for remote assistance and any support Renee may need. She will be a small group leader this year and transition for next.

Standing Committee Reports

Conference 2018

Kathy Flaherty reported that the committee is projecting a \$12,000-\$14,000 profit for Conference 2018. Gina Soliz has the financial information and is still waiting for some information to finalize her report. She will follow up when the information is available

There were 256 participants and 25 vendors.

83 people responded to the survey with 80 participants giving a rate of very good to excellent.

The NYSFAAA App was used and a multiple year contract is available for future use. The goal is to go more paperless and utilize vendor support through sponsorships.

The committee also used a dropbox application to share information and papers throughout the planning process.

The Committee felt the conference was a good mix of celebration of the 50th Anniversary and training

Recommendations for future committees:

- Continuity with prior year's committee members is helpful
- Use counsel to help with conference policies
- Dietary restrictions can be a challenge.

Conference 2019

Lisa Simpson reported on Conference 2019 Plans to date.

Arrangements have been finalized for both the Key Note Speaker and NASFAA. It is also likely that the U.S. Department of Education will attend.

The email requesting presentations has been sent out.

There will be an event on Monday at the NYS Museum.

The committee would like registration to open early but that will be dependent on the status of the website. Howard Leslie will reach out to the committee to help them plan for a registration launch the third week of July.

A plan for an early bird discount was discussed with a \$25 discount if registered by September 15.

Conference 2020

The 2020 Conference will be held on Long Island with Debbi Evans and Gene McCarthy as Co-Chairs.

The core committee has been formed and the co-chairs are reaching out to others to flush out the remaining members. The plan is to use a combination of newer and experienced NYSFAAA members to build continuity from one year to the next.

The Committee reviewed three hotels.

- The Marriott Melville at a rate of \$183/night
- The Huntington Hilton at \$169 to 175/night
- Marriott in Uniondale at a rate of \$169/night.

Certain room and food and beverage guarantees apply. Dates may also be an issue.

The New Hampshire State Conference is scheduled for the same week.

A motion was made by Debra Evans and seconded by Adrienne King to investigate holding the conference at the Huntington Hilton with week of October 18 -22 if that hotel is already booked for October 25-29. A second option to consider is moving the date to October 11-14.

A vote was called and the motion passed with all in favor, 0 no votes and no abstentions.

Update: The week of October 25-29 is available at the Huntington Hilton at the same room rate and will all other items remaining unchanged. A deposit of 35% of the food and beverage guarantee is due. Howard will sign the contract after review by Lisa Simpson.

Leadership/Mentorship

Brian Smith, Nancy Teodeci, Kerrie Copper and Lynn Sabulski provided an update on Leadership and Mentorship.

The survey was conducted to help with the planning. Response to the survey was light.

- 33% of respondents indicated that members would like the Leadership sessions to occur during the conference
- 33% indicated that the sessions should be stand alone
- 33% indicated that they should not be held at all.

Very few of the respondents fell within the 1-5-year experience range.

There are concerns with holding the Leadership Conference beginning on Monday of the Conference week because that would require Sunday travel and stretch out the time away for individuals who are attending the conference, beginning on Tuesday.

One option is to offer leadership sessions during the conference which would give participants the opportunity to attend the leadership portion of the agenda and one day of the conference. It will also allow the mentors to meet with their mentees during lunch or at other times during the conference.

If this trial format works; it could help build interest for future Leadership Conference. This proposed format could save time and money for participants.

Lisa Simpson stated that there is room at the hotel to run these sessions but would need the plan sooner rather than later to work through the agenda.

Since this option does not require Executive Council approval, the Leadership and Annual Conference committees will discuss and make the decision.

Mentorship

The list of mentors was sent to the Executive Council for discussion.

The committee is discussing a couple of options for assigning mentors including a password protected list that will allow for confidentiality and a form for members to complete. The committee is also looking for ways to use the website to drive interest and help the initiative move forward.

Nancy Teodeci, Co-chair, sent the following email to Executive Committee members on April 2, 2019

“On behalf of the Mentor Committee I will be presenting a 'Mentor List' proposal at the meeting on the 10th. The list will provide an opportunity for members (based on their individual needs) to select a Mentor and develop a Mentor/Mentee partnership, or for members to just reach out to consult with a colleague who has experience in a specific area.

We have developed a 'Mentor Submission Form' for members to complete. In turn, we will compile a 'Mentor list' and then post it to the website. Access will be password protected. If a member does not wish to have their information posted to the site, the committee will house the list and distribute upon request.

If you have a few moments, please review this form at the following link for further discussion at the meeting.

https://docs.google.com/forms/d/15s5sPZK_XibFEar6suWj8UfK2xoBEHgbEa8CX0KUfCA/edit?usp=sharing.”

A motion was made by Debra Evans and seconded by Patti Donahue to approve the survey to gather information on the areas of expertise of mentors available for the member and place this password protected information on the website splash page.

Discussion points were as follows:

The list should include experience in areas such of Ed Express/ED Connect, NSLDS, COD, Federal websites.

We will need to determine what information will be placed on the website and when. This is dependent on when the information is ready to be posted and the status of the website conversion.

We need to make sure that there is enough time to get the information organized and complete to build the resources.

A vote was called and the motion passed with all in favor, 0 no votes and no abstentions.

Review of Operational Calendar

The Executive Committee will meet in Saratoga, NY on June 17 and June 18. Lisa Simpson will send out hotel information to the group.

August 14 is the next remote Executive Committee meeting.

Treasurer will work with the Finance, Audit & Budget Committee to prepare proposed budget for June Executive Council meeting.

Old Business

There was no Old Business discussed.

New Business

Howard Leslie is scheduled to have shoulder surgery in November.

Regions 1,2 and 3 should schedule regional visits with Howard for September and October as he will be unable to travel after surgery.

Future Meetings

August 14 is the next remote Executive Committee meeting