

NYSFAAA Executive Council February 9, 2015 Albany, New York

Call to Order & Roll Call

President Kerrie Cooper

1st VP- Jan Scheutzow

2nd VP- Howard Leslie -call in

Secretary-Kathy Flaherty

Treasurer- Kerry Lubold

Past-President - Scott Atkinson

Past-Treasurer -Pat Johnson

Region 1- Sean Hudson

Region 2- Melissa Casselman- call in

Region 3- Darrin Rooker

Region 4-Kristina Delbridge- call in

Region 5- Roberta Daskin

Region 6- Lucy Villaquarin -call in

Region 7- Gene Rogers

Region 8- Todd Moravec

Lisa Simpson - HESC Liaison- call in

Guests: Carolyn Corcoran: 2014 Conference Co-Chair

Rob Zasso:

Budget Committee Chair

Susan Mead:

State Government Relations Chair

Kerrie Cooper called the meeting to order at 8:34am with a quorum of Executive Council present.

Approval of December 16, 2014 Minutes

Motion: A motion was made by Roberta Daskin, seconded by Pat Johnson to approve the minutes. There was no discussion. The motion was passed with all in favor, no oppositions and no abstentions.

Treasurer's Report - Kerry Lubold

Points provided in Treasurer's report to Executive Council

- Financial Statements and Reports provided:
 - budget versus actual report
 - balance sheet
 - o transaction report
 - o investment portfolio.
 - All reports are as of January 31, 2015.
- 13-14 Audit Status Region 1 and 8 documents have been provided to the auditors. The statewide documents are being prepared now to supply to them.

- Transition Status It has been complicated to get the accounts shifted and accesses granted. Each entity has required a different process. The treasurer's manual will be updated with the transition activities to assist future transitions.
- State Tax Exempt Status We do not have a current ST-119 with either Pat or Kerry's signatures. There appears to be a re-application process involved with acquiring a new form. It is a work in progress.
- Revenue Sharing Checks were mailed to the regions in January. Based on dues paying member counts from June 30, 2014.
- Conflict of Interest Policy Draft emailed last week to Executive Council, for discussion and vote at this meeting.
- Discussion with Regional Treasurers Conversation took place on January 8, 2015.
 Pat, Rob and Kerry were on the call with the regions. Highlights of the conversation include:
 - Pat summarized our audit activity, and it was agreed that all transactions (deposits and expenses) need to have supporting documentation.
 - All regions will confirm access or seek access to cancelled checks or check images. Before depositing checks, a copy of the check should be made.
 - The auditors encouraged all checks received to be stamped "For Deposit Only" and stored in a locked file cabinet until deposited.
 - We discussed what the protocol should be when a member's personal check does not clear. It was agreed that the payment should try to be collected from the member.
- Policy & Procedure Updates Two additions desired; related to second reviewer for monthly bank reconciliation activity and bounced checks.

Auditors were asked for an opinion on regional debit cards. The response was that each region should have the chair and treasurer sign off on monthly statements. All policies should be reviewed for consistency. A policy on transparency should be addressed. Credit card readers are not pci compliant.

A motion was made by Scott Atkinson, seconded by Darrin Rooker to approve the proposed policy and procedure change offered by Kerry Lubold that would include a second review of the monthly bank reconciliation. A vote was called and the motion was carried with all in favor, no oppositions and no abstentions.

A motion was made by Sean Hudson, seconded by Todd Moravec to approve the proposed policy and procedure change offered by Kerry Lubold to seek payment from the check issuer when a deposited check does not clear, including a change of wording to the accompanying procedure as follows: Unreconciled checks and fees should be presented to the Finance, Audit and Budget Committee (or to the Region Officers if a regional bank account) at the end of each fiscal quarter (changed from fiscal year) for consideration of write-off. A vote was called and the motion was carried with all in favor, no oppositions and no abstentions.

Conflict of Interest Statement

NYSFAAA is required by IRS law to have a conflict of interest statement to receive tax exempt status. It must be signed and updated each year. Kerry presented a statement for Council approval that was provided by the auditors and meets with IRS requirements.

After a short discussion the following changes to the wording were proposed: Item 3 Procedures for Addressing the Conflict of Interest.

- a. "at the Executive Council meeting while in Executive session" (this would allow for only the final decision to be part of the official minutes)
- d. "the Executive Council while in Executive session shall determine by a majority vote..." (while in Executive Session has been added)

After the discussion a vote was taken to approve the Conflict of Interest statement with the wording changes. The motion was carried with all approving, no oppositions and no abstentions.

President's Report-Kerrie Cooper

- Save Perkins committee is still meeting at least once a month. The next meeting is scheduled for February 25. The new priority is to get students mobilized to be more proactive. An informational video created by Cobleskill will be shared. Kerrie will meet with Congressional representatives the week of February 16th to discuss this topic.
- Patrick Ziegler, our new Federal Government Relations Chair, will assist with these appointments.
- In December Kerrie went to Albany for the New York Student Aid Alliance luncheon to discuss Advocacy Day. There were many representatives from EOP programs.
- The TAP Coalition is still at work. On January 26th, Kerrie met with the Assistant Secretary of Education for the Governor's Office to discuss the structural parts of TAP. He suggested advocating for schedule consolidation. The state government surplus is preferred to be spent on short term changes, such as the delay for accelerated TAP payment (summer) rather than long term changes.
- Have been talking with new Representative, Elise Stefanik. She is interested in economic development and education and would like to discuss simplification (Lamar Alexander's agenda).
- Justin Draeger will be at NYU the end of March. He would like to meet with Directors in area in an open forum and give a federal update.
 - Lucy offered to make this part of a tri-regional meeting; Kerrie will be in touch for meeting specifics.

Past-President's Report- Scott Atkinson

- Election Committee is getting ready to prepare for the election of President-Elect,
 Treasurer-Elect and regional representatives.
 - Regions 3 and 6 need representatives to this committee
- Anne Barton, Heather McDonald, Curt Gaume and Scott will be reviewing the Long Range Plan
- An amendment to the Policy and Procedures Manual is needed to create a Historian Committee.

A motion was made by Darrin Rooker, seconded by Kerry Cooper to create a Historian Committee. Discussion followed which included that SUNYFAP had created this committee within the last few years. A vote was taken and the motion was passed with all in favor, no oppositions and no abstentions.

First Vice President's Report- Jan Scheutzow

- Membership
 - o Committee had a conference call last Thursday
 - There are 1192 members as of today. 188 more members are needed to reach the 2014-2015 goal of 1380 members
 - The income goal is \$74,000 which can be reached by collecting outstanding invoices.
 - The revised Associate and Affiliate membership definitions have been posted
 - Developing email communication to solicit new memberships
 - o Membership survey results: 238 responded
 - Will send results to committee chairs and regional chairs
 - Jan has already sent it to Council
 - Council representatives should provide results to regional chairs for discussion and reaction
 - o Affiliate members status:
 - As of January 23 there are 50 affiliate members; 43 are good by definition
 - For the February 12 statewide training must be active paid member to attend
- Revenue Sharing Determination

A motion was made by Todd Moravec, seconded by Scott Atkinson to accept Kerrie Cooper's proposed change to the Policy and Procedure manual: Under procedures for revenue sharing, item 3 "The amount of the check is based on the region's number of **dues paying** members as of June 30th of the preceding year. A vote was taken with all in favor, no oppositions and no abstentions.

Second Vice President's Report - Howard Leslie

Points provided in Vice-President's report to Executive Council

- Support from TICC member Lea Nuwer is greatly appreciated
- Goals and Objectives (Long Range Plan):
 - To continue to provide relevant and timely training to our members via distance.
 - This training should work in conjunction with Regional activities and meetings to add to the members' overall experience.
 - Engagement at the regional level via webinar intertwined with in-person activities will be further explored as a way to heighten the members' involvement.

Summary of Activities:

- Webinars provided via distance to our members.
- Committee members assist with the development of possible webinar topics, identifying potential trainers and panelists, marketing, testing the session, providing supplemental materials prior to the session, the session itself.
- Making the session (if recorded) and supplemental materials available on the NYSFAAA training site.
- Develop the survey, providing the survey to the members and compiling survey results.

Sessions held:

- September 8, 2014: R2T4 for Modules in Term-Based Programs
- October 16, 2014: Washington Update: Reauthorization and More
- November 20, 2014: Gainful Employment 2.0

- January 22, 2015: FAFSA Update and Introducing the FSA ID-The FSA PIN Replacement
- o February 12, 2015: Needs Analysis Statewide Training

Upcoming Meeting and Events:

- Feb 26, 2015: Jim Briggs: Verification and Taxes- a focus on all related new 2015-2016 regulations
- o March 5, 2015: Verification- Beginner with JoEllen Soucier
- March 19, 2015: Verification- Intermediate with JoEllen Soucier
- April 2,2015: Verification-Advanced with JoEllen Soucier
- Notes: We would like to continue to explore ways of creating an environment that
 fosters participation of members of regional meetings. We also need volunteers and
 will be reaching out to the Regions asking if anyone willing to assist.
- Finalizing arrangements for Feb 12th webinar
- Intermediate Training will get in touch with Jane Gilliland to plan training for November 2015 workshop
- Novice Training Lisa Simpson
 - o Future organization may include chairs for various novice functions.
 - o Transition will include job descriptions, timelines, etc
 - Lisa will stay on as resource for 2016 to help with transition
 - For 2015, Novice Training will be at Mercy College, Saturday May 30 –
 Thursday June 4 at 2:00 pm Registration fee of \$600(includes membership) is
 same pricing; (housing, food and room charges did go up a little) Many of staff
 will be returning; a few large group presenters may be added.
 - Will recruit at EASFAA
 - In answer to a question: EASFAA members attending Novice pay the \$600 registration fee, but it does not include NYSFAAA membership

Secretary's Report- Kathy Flaherty

- School Outreach Gene Rogers
 - College Goal NY
 - About half-way through this year's program
 - Unofficially, attendance has been great
 - There were 37 Sites (up from last year)
 - Members are encouraged to advertise high school nights on the NYSFAAA site
 - Link to "Start Here, Get There" (HESC site)
 - This is the last year for CACG grants (which provides \$500 scholarships at sites)
- Technology, Innovation and Communication Committee
 - Members are encouraged to use the NYSFAAA web calendar
 - Regions should post regional minutes on the NYSFAAA website
 - o Members are encouraged to use the NYSFAAA blog
 - Involved in NYSFAAA membership survey
- Annual report is now available on NYSFAAA website

HESC Update – Lisa Simpson

- Working with Financial Aid Awareness Month
- More FAFSA filing workshop requests than in previous years

- On-line chat is very busy and successful
- "Start Here, Get There" divides state by regions for workshops
- TAP closeout for 1314 must be certified by March 25, 2015
 - Check on transaction processing
- 1516 Student Status listing is available; but do not load because these are "dummy awards", Use only as application resource until budget passes
- 1516 TAP survey is now available: March 31,2015 is deadline for reporting
- State Education (SED) 24 credits completed vs GED as used to fulfill the Ability to Benefit (ATB) requirement. New ruling is that 24 credits is not enough per SED which is a change in direction. The high school equivalency is now needed by the start of the semester for TAP eligibility. There still appears to be some confusion about eligibility requirements
- For TAP awards, the number of family members in college for the formula is redefined to include only family members attending college in New York State. This interpretation will take effect in the 2015-2016 school year. Upper class students will be "grandfathered in".

Standing Committee Reports

No additional reports

Old Business:

- Conference 2014 Final Report
 - Kerrie Cooper and Carolyn Corcoran co-chaired
 - o Overall registration was low
 - Need feedback from Executive Council on:
 - Speakers who ask to attend balance of conference: need a policy
 - Temporary solution: could attend balance of day, but would have to pay for other days
 - Additional areas of concern:
 - People who submit session proposal vs. those we invite directly needs to be addressed
 - Keynote vs concurrent session speakers should be addressed
 - Are they asking to attend additional sessions or asking for a room
 - Updates will be added to Conference manual regarding phone line and extended access to registration numbers until the post-February Conference report is filed.
 - Chairs need access to registration until post-February final report timeline
- Conference 2015- Sean Hudson
 - Met January 27, 2015 at the Buffalo Conference Center
 - Troy Martin is looking for presentations: sent note on February 2, deadline is February 27, 2015
 - Looking for ideas for keynote/motivational speakers
 - Elise Stefanik, new congresswoman from 121st district who has been assigned to Higher Education Committee was suggested

A motion was made by Jan Scheutzow, seconded by Scott Atkinson to approve the 2015 Conference budget as presented. A vote was taken and the motion was passed with all in favor, no oppositions and no abstentions.

• Conference 2016 Proposals - Scott

- o Region 2 submitting proposal for 2016 Conference
 - 3 site options: Rochester Hyatt, Radisson, Turning Stone
 - Available dates:
 - Turning Stone: October 18 -20
 - o Hyatt: October 3 6
 - o Radisson: October 10-13 or October 3-6
 - Food cost is similar
 - Parking (free at Turning Stone and small cost at other sites)

After a short discussion about dates and sites a motion was made by Kerry Lubold, seconded by Pat Johnson to accept Region 2's proposal to host the 2016 NYSFAAA Conference. A vote was taken and the motion passed with all in favor, no oppositions and no abstentions.

- Conference 2017- Regions 5 & 6 may be interested in hosting
- Operational Calendar Review
 - o March items:
 - Conference budget
 - Regional treasurers to provide quarterly reports
 - Elections committee in motion
 - No questions regarding Conference 2015

New Business:

- Review of Long Range Plan Governance Committee will review annual committee reports in light of Long Range Plan
- 2015-2016 Budget Preview/Discussion Rob Zasso
 - First time requests were sent out early. Only 5(Development, Training, TICC, Region 7 and 2015 Conference Committee) were returned, so estimates from the prior year were used for those not received
 - Comments: would rather pull money from scholarship account to pay for scholarships than increase dues to cover scholarships
 - FDIC only insures up to \$250,000 so funds should be moved from checking to another account to be protected
 - Scott asked for an investigation of sound financial principles regarding whether profits from a prior year's conference can be used to balance the following year's budget.
 - At this time dues may not need to be raised.
 - It's a good practice to review the budget status mid-year to determine whether spending is on target.

Regional Updates

- Full reports are included at the end of the minutes
- February Meeting and Advocacy Day
 - Packets of information including the white paper and talking points have been prepared

- New York is one of a few states which does not use Federal Methodology (FM) to determine state awards
- Bullet points
 - Multiple tap schedules to be reduced
 - TAP and NYNTI vs Federal Methodology used to determine awards
 - Independent student definition and professional judgement
 - Allow Financial Aid Officers to use professional judgement for override
 - Accelerated TAP payment (summer payment)

Next Meetings:

- April (remote): April 15 2015 2:00 pm-4:00 pm
- June retreat: June 11-12, 2015 Buffalo (tentative)

Adjournment

As there was no further business, a motion was made by Scott Atkinson, seconded by Howard Leslie to adjourn. All were in favor, no one opposed and there were no abstentions. The meeting was adjourned at 2:14 pm

Region 1 Report

NYSFAAA Exec Council Meeting

February 9, 2015

1. MEETINGS SINCE LAST EXEC COUNCIL MEETING

A. November 6, 2014 - Erie 1 BOCES

Attendees = 24

Topics and Training details: Higher Education Act (HEA) Reauthorization Discussion & discussion on Financial Literacy products that schools use

B. December 11, 2014 - Millennium Hotel, Buffalo

Attendees = 54

Topics and Training details: Christmas Party – collected items for Haven House Women's Shelter

- Other Training events that Region was involved in: Guidance Counselor Workshops held in Buffalo on November 19 & St. Bonaventure on November 20.
- 3 Treasury update: Information to be updated.
- 4 Committee Reports: 2015 Conference Committee has met several times, individual committees have also met separate. The Program Committee is making great progress and recently solicited ideas from the membership.
- 5 Conference news (If your region is involved in Conference planning): See Above
- 6 **Upcoming meetings and events:** State Wide Training on February 12th. Next Region 1 Meeting is on March 12th at Daemen College. Buffalo College Fair at the Buffalo Niagara Convention Center on March 18th.
- 7 Regional comments/Recommendations (If you region has a pressing issues that needs to be brought to the attention of Council): None

Region # 2 Report

NYSFAAA Exec Council Meeting

February 9, 2015

Submitted by Melissa Casselman Nazareth College

1 MEETINGS SINCE LAST EXEC COUNCIL MEETING

One Meeting: Date and Location: December 9, 2014, Finger Lakes Community College, Canandaigua, NY

This day was Region 2s annual holiday luncheon with 21 attendees. Members were asked to pay \$10.00 towards the cost of their lunch with the region covering the remaining cost.

Discussion on the February 12th Statewide Training Event being hosted at Nazareth College for Region 2.

Membership update: currently 117 members.

Lenders update: Wells Fargo has a private loan restructure in place for students in trouble with repayment. PNC Bank also is working on a similar plan.

2 Other Training events that Region members were or will be involved in:

Rochester College Access Network presenting "2015 FAFSA FEST" at several locations:

East High School, Sun., Feb. 8, 2015 from 1 to 3pm.

MCC Damon Campus, Wed., Feb. 18, 2015 from 2 to 6pm.

Phyllis Wheatley Library, Thurs., Feb. 19, 2015 from 5 to 8pm.

Sully Branch Library, Sat., Feb. 21, 2015 from 12 to 3pm.

Other members of Region 2 will be participating Monday, February 9th at Genesee Community College Dansville location for a College Goal event.

3 Treasury update: - as of December 2014, \$2572.43 balance.

Region 3 Report

NYSFAAA Exec Council Meeting

Date 02/09/15

1. MEETINGS SINCE LAST EXEC COUNCIL MEETING

Date and Location:

November 20, 2014 / New York Chiropractic College

Attendees = 19

Topics and Training:

Business meeting

HESC Update via conference call with Lisa Simpson

Exec. Council update - Darrin Rooker

Region discussed possibility of hosting future conference

Discussed feedback from attendees of the Lake Placid Conference

U.S. Department of Ed.s concern with 3rd party servicer enrollment reporting

Allison Cass presented Judith Miladin with lifetime achievement plaque

Date and Location:

December 12, 2014 / Justin's Grill restaurant

Attendees = 19

Topics and Training:

Business meeting / FSA Conference roundtable discussion / Holiday Party

2 Other Training events that Region was involved in:

College Goal New York

7 sites and workshop event held in Syracuse/Rome area

Corcoran High School, Fowler High School, Henninger High School, Institute of Technology at Syracuse Central, Nottingham High School, and Rome Free Academy

Guidance Counselor Workshop

Syracuse workshop - held at Embassy Suites in Syracuse, 125 registrants

Binghamton workshop – held at Vestal Quality Inn, 70 registrants

3 Treasurer's Report:

Region 3 current bank account balance: \$5954.70

4 Upcoming meetings and events:

Next meeting/statewide training webinar, February 12th, Le Monye College

Region IV Report

NYSFAAA Exec Council Meeting

February 9, 2015

1. Meetings:

- a. Last meeting was Nov. 18 at Albany Law School. We had 2 guest speakers Perkins update for COHEAO (Maria Livolsi) and provided a HESC update.
- 2 Other Training events that Region was involved in:
 - a. College Goal Sunday
- 3 Treasury update: we did not receive an update from our treasurer.
- 4 Committee Reports
 - a. Membership: 107 members
- 5 Conference news
 - a. None-our Region IV is not hosting the 2015 conference and therefore no information needs to be presented.
- 6 Upcoming meetings and events
 - a. Feb 12 event will allow us to have a Regional meeting update with our members.
 - b. We are in discussions regarding when we will hold our next meeting- will be surveying those who attend February 12.
- 7 Regional comments/Recommendations:
 - a. Strategic Long Range Plan goals:
 - i. ADVOCACY: We would like to increase advocacy efforts of Region IV members due to our location. Over the next year we would like to continue to incorporate guests from state legislature, SED, OSC and HESC into our meetings in order to strengthen our relationships with those agencies.
 - ii. LEADERSHIP and DEVELOPMENT: Over the next year we will encourage other members to attend Executive Council meetings so that they can have an opportunity to learn more about NYSFAAA. This will provide a targeted mentoring opportunity for those who may be interested in becoming future leaders within NYSFAAA.

Region 6 Report

NYSFAAA Exec Council Meeting

Date: February 6, 2015

1. MEETINGS SINCE LAST EXEC COUNCIL MEETING

Date and Location: October 10, 2014 - Region 6 Fall kick off meeting at Berkeley College

Attendees = 22

Topics and Training details: "Ethics, Prejudice and Professional Judgement" – Catherine Boscher-Murphy.

"Federal Update" - Zachary Goodwin

"Region 6 Updates" - Melanie Williams-Bethea, Michael Turner

The meeting was only for NYSFAAA members.

Date and Location: January 16, 2015 - Region 6 Post Holiday Meeting at Mercy College

Attendees = 35

Topics and Training details: "How to Properly Appeal your Cohort Default Rate Draft from Soup to Nuts" – Clemente LaPietra

"Federal Update and Recent Changes to Gainful Employment" - Zachary Goodwin

"Region 6 Updates" - Melanie Williams-Bethea, Michael Turner

The meeting was only for NYSFAAA members.

Other Training events that Region was involved in : Example – CGNY, Guidance Counselor workshop?

Region 6 assisted in two high school counselor workshops: Friday, December 5th, 2014, High School Counselor Workshop at Fordham University – Lincoln Center Campus and Friday, December 12th at SUNY Fashion Institute of Technology. Region 6 had over 100 attendees at each event.

January/February 2015 College Goal NY events:

Saturday, January 22, 2015 ElbridgeT. Gerry Club House Saturday, January 24th, 2015 Barnard College in Manhattan Saturday, January 24th, 2015 The Marion McMahon Abbe Clubhouse in Flushing Saturday, January 31st, 2015 at Wagner College in Staten Island Saturday, February 1st, 2015 at Herbert H. Lehman High School in the Bronx Saturday, February 7th, 2015 John Bowne High School in Queens Saturday, February 7th, 2015 Monroe College in New Rochelle Saturday, February 7th, 2015 The Kurt Hahn School in Brooklyn

- 3 Treasury update: 2nd quarter report submitted
- 4 Committee Reports
- 5 Conference news (If your region is involved in Conference planning)
- 6 Upcoming meetings and events

February 12th - Hybrid Statewide Training
March 30th/31st - Justin Draeger will be a guest at NYU on March 30th/31st. Region 6 is anticipating on having a meeting
April 24, 2015 - TAP Training - Location TBA.
June 2015 - Summer Meeting: TBA

7 Regional comments/Recommendations (If you region has a pressing issues that needs to be brought to the attention of Council)

Justin Draeger will be a guest at NYU on March 30th/31st. Region 6 is anticipating on having a meeting. Should Region 6 communicate directly with Justin Draeger to iron out the details for this meeting or should Executive Council be the organizer of this event? Can we invite Region 5 and 7 to this event since we are not having Tri-Regional Meeting this year?

Region 8 Report NYSFAAA Exec Council Meeting Date: 2/6/2015

1. MEETINGS SINCE LAST EXEC COUNCIL MEETING

Date and Location: No Meetings

Attendees = ##

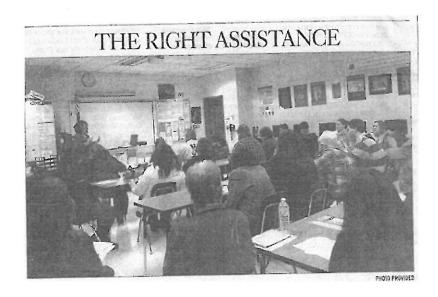
Topics and Training details:

2 Other Training events that Region was involved in:

Example - CGNY, Guidance Counselor workshop?

This academic year Kerry Lubold has performed 21 high school night visits in primarily Clinton and Essex counties. About 600 students and family members attended these workshops.

SATURDAY, JANUARY 31, 2015 A5



- 3 Treasury update:
- 4 Committee Reports
- Conference news (If your region is involved in Conference planning)
 Carolyn and Kerrie submitted the final report for the 46th NYSFAAA Conference.
- 6 Upcoming meetings and events
 - Our next regional meeting will occur on 2/12/2015 in conjunction with the NYSFAAA statewide training day. We currently have 21 members registered from our region.
- 7 Regional comments/Recommendations (If you region has a pressing issues that needs to be brought to the attention of Council)