



NYSFAAA Executive Council
October 26 -27 2015
Buffalo, New York

Call to Order & Roll Call

President Kerrie Cooper
Past-President Scott Atkinson
President-Elect Darrin Rooker
1st VP- Jan Scheutzow
2nd VP- Howard Leslie
Secretary-Kathy Flaherty
Treasurer- Kerry Lubold
Past-Treasurer Pat Johnson
Treasurer-Elect Robert Zasso
Region 1- Sean Hudson
Region 2-Melissa Casselman
Region 3- Darrin Rooker
Region 4-Kristina Delbridge
Region 5- Roberta Daskin
Region 6- Lucy Villaquiran
Region 8- Todd Moravec
Region 7 Gene Rogers

Guests:

Region 1 Kathy Michalski
Region 2 Margaret Christian
Region 3 LaSonya Griggs
Region 5 Diane Donohue
Region 6 Melanie Williams-Bethea
Region 7 Amy Thompson
Adrienne King
Lisa Simpson
Dan Hunter
Curt Gaume

Kerrie Cooper called the meeting to order at 12:37 pm with a quorum of Executive Council present.

Meeting procedures including the use of name cards to be recognized by the President for questions/discussion were outlined. New Council members officially take office at the Business Meeting, so for this meeting they are guests. They cannot vote at this meeting.

Approval of August 19, 2015 Minutes

Motion: A motion was made by Scott Atkinson, seconded by Sean Hudson to approve the minutes. There was no discussion. The motion was passed with all in favor, no oppositions and no abstentions.

President's Report – Kerrie Cooper

Motion: A motion was made by Todd Moravec, seconded by Howard Leslie to approve an exemption of NYSFAAA's alcohol policy for the 2015 NYSFAAA Conference from October 27 – 29, 2015. There was no discussion. A vote was called: all were in favor, there were no oppositions and no abstentions.

Motion: a motion was made by Scott Atkinson, seconded by Todd Moravec that a permanent exemption be made to the alcohol policy for the annual Conference.

During discussion the following points were made:

- A permanent exemption might indicate that the organization does not take their alcohol policy seriously
- Due to insurance issues each exemption should be considered individually
- Should take into account the health and welfare of the members
- Protection of the Organization in a litigious society

A vote was called: no one was in favor, all opposed and there were no abstentions. The motion failed.

At this time it was recommended that the policies and procedures be amended to indicate that the request for an exemption from the alcohol policy be presented in writing to Executive Council for approval. A recommendation was made to develop a form for this purpose. A comment was made that a form would need approval by legal counsel. The suggestion has been referred to the Governance Committee for review.

- EASFAA report
EASFAA will meet the first week of November in Connecticut. They will be celebrating their 50th anniversary the same year that NYSFAAA will celebrate our 50th year.
- Government Relations
 - Federal
 - The continuation of the Perkins program has been a priority.
 - Maria Livolsi has provided valuable information and liaison help in the process. COHEO has also helped. The House approved a one-year extension which was blocked by Senator Alexander in the Senate. He favors the one grant; one loan, one job program funding plan. The next continuing resolution is due mid-December.
 - State
 - The prior-prior year regulation is being studied for New York aid. Such a change in New York will require legislative action. Kerrie is drafting a letter to Elsa Magee at HESC to consider the TAP process in light of these changes. Sue Mead will assist with this effort.
- Miscellaneous: Seeking legal opinion on vendor's offer of gift cards to Executive Council in light of SLATE.

Past-President's Report- Scott Atkinson

- Election Committee – report was previously presented
- Governance has nothing at this time.

Kerrie presented Scott with certificate showing that Executive Council had made a NYSFAAA scholarship donation in the name of Sue Atkinson, Scott's wife who has recently passed. Scott gratefully acknowledged Executive Council's donation and support.

First Vice-President's Report – Jan Scheutzow

- Membership
 - For the 2015-2016 year the goal is to have 1325 members
 - Goals for the coming year include holding more conference calls, getting a pulse from the membership on their concerns and needs, making a plan to engage affiliates, making a plan to encourage active members in leadership roles.
 - They continue to collect outstanding dues
 - Future recommendations include targeting the 600 members who did not renew membership for 2015-2016. 945 have already renewed.

Discussion followed on membership numbers. The following points were made: maybe some affiliates were dropped when the membership classification was clarified, affiliate membership can be encouraged at the Guidance Counselor workshops, there were originally 130 affiliates and now are 71, big issue is to coordinate our meetings with the high school calendars, NYSFAAA could better advertise the webinar topics of interest to affiliates, perhaps take training to the affiliates such as FSA id training at a counselor staff development day.

Second Vice-President- Howard Leslie

- Intermediate Training
 - No formal report yet
 - Enrollment was down; but feedback says it went well
 - Will be offered in alternate years
 - Designed for mid-level professionals
 - Timing could have been an issue
 - Content was perfect for target group
- State-Wide Training – Kristina Delbridge
 - About 12 webinars were held in 9 months
 - Statistics on members trained does not include the hits on the website from the viewed training videos
 - Request was made to have earlier notices of upcoming webinars
 - Jim Briggs tax training will be the winter topic scheduled for February 26th
 - Making a back-up plan to have individual training if weather interferes
 - November 20th webinar is on track; regions should provide their contact information
 - Regions need to monitor their attendance to be sure only members are viewing at their sites
 - Handouts will be available shortly
 - Discussion followed raising the following: this may encourage members to attend a regional meeting when the webinar training is combined with the meeting; there was a problem when membership access was removed on November 15th for non-membership renewal so close to the webinar date; topic of webinar drives meeting attendance; regions will

not turn people away at the door, but will encourage membership renewal

- Now the webinars can accommodate up to 1000 participants so may want to revisit including out of state webinar participants.
 - Concern about registering these people in the database: these are people whose institutions are not in the NYSFAAA database, but the individual has been/would like to be member of NYSFAAA. Novice currently registers such individuals as non-specific
 - Concern about interfering with EASFAA training topics
- Looking for upstate guidance counselor to be on panel for training

Secretary's Report – Kathy Flaherty

- The NYSFAAA Annual Report will be distributed at the Annual Business Meeting and was available for Executive Council at this meeting.
- School Outreach
 - Early Awareness
 - Department of Ed and HESC provide helpful brochures covering topics of interest to GEAR-UP families
 - College Goal is providing \$14,000 for 2016, but this is the last year for this funding and it must be spent this year and cannot be carried forward.
 - Most sites are self-sufficient at this time. The Buffalo, Rochester and Lehman High School sites are the only locations still needing funding for items like security, facilities and technical support.
 - College Goal folders used this year are quite popular.
 - Format will change this year as new sites are added. Going from 37 sites last year to 50 for this year. Each region will be responsible for the sites located in their areas. Lisa Simpson is helping to identify members in each area.
- Technology, Innovation and Communication (TICC)
 - Continues to encourage and support members' use of technology such as use of the website for calendar events, blogging, etc
 - Works with Statewide Training to support their efforts
 - Accepting comments from the membership regarding possible webpage redesign

Treasurer's Report – Kerry Lubold

- Status report was distributed for review
 - NYSFAAA is doing well financially
 - Budget is part of Quickbooks making the tracking of expenses easier
 - Met with the auditors this morning; draft audit has no significant findings
 - Discussed with auditors what services are provided
 - Retention of NYSFAAA records for 7 years
 - Build NYSFAAA financial statements
 - Journal transactions
 - File federal and state taxes
 - Audit two regions each year

- Review prior audits
- Random test of receipts
- Seasonal tasks
- We currently pay \$100 per hour for their services.
- Have delayed the formation of an investment advisory committee
- Scott Atkinson and Pat Johnson as outgoing officers have been removed from NYSFAAA credit card authorizations
- The Conflict of Interest Statement adopted last year must be signed by all voting members on Executive Council. These were signed.
- Susan Godreau, as the new Finance Committee Chair will send out preliminary budget requests soon. These will be reviewed by Council at the February meeting
- Tami Gilbeaux, as the Development Committee Chair as begun grant activity
- Rob Zasso won a SICAS partner award at the recent SICAS Summit
- Reestablished the NYSFAAA trademark and logo which had expired by mistake

Motion: A motion was made by Kerry Lubold, seconded by Scott Atkinson to revise the policy on credit cards as follows: The President, Treasurer, Past-Treasurer and President Elect or Past President are authorized to have credit cards revised to include the Past Treasurer as well. Also, that the Treasurer rather than the Secretary be responsible for requesting credit cards.

There was no discussion. A vote was called with all in favor, no oppositions and no abstentions.

Treasurer- Elect's Report – Robert Zasso

No report at this time

Past-Treasurer's Report- Pat Johnson

- For the 2014-2015 audit Regions 3 and 6 have been selected and will be providing all records for 2014.

HESC Update - Lisa Simpson

- Since some were not getting HESC notices, HESC is recreating their spreadsheet of Directors and Associate Directors to have a global sharing of information. Individuals may opt out or add more people.
- School Counselor Workshops
 - HESC partners with NYSFAAA
 - Workshops begin November 5 in Buffalo
 - Attendance is expected to be up
 - This year is paid from the CACG grant, but future funding is unknown
- College Application week begins October 26
- Processing updates highlights
 - Multiple rosters not available for Banner schools
 - NYS Achievement and Investment in Merit Scholarship (NY-AIMS)
 - Up to 5000 awards for 2016-2017

- 2016-2017 applications will be available in May 2016
- Get on Your Feet Loan Forgiveness Program
 - Applications are not yet available; however, HESC is accepting registrations and registrants will be contacted when they can apply.
- Standardized award letter

Discussion included the following points:

 - concerns about this replacing the institutional letters,
 - timing of the approved template,
 - some do not want to return to paper,
 - returning students do not need all these details,
 - do revised award letters need all this information,
 - can we give the information with our own look/feel,
 - adult students and transfer students-what is their year in school,
 - will the 4-year cost be displayed as a single number,
 - might be totally different from combination of SUNY award letter and shopping sheet.
 - what about direct vs indirect cost,
 - what about schools who use award letter as contract for institutional aid
 - wording such as minimum GPA will be lost
 - New York will be at disadvantage with other colleges in the country
 - December implementation?
- Prior PriorYear
 - now called early FAFSA
 - will application be ready Oct 1 2016
 - Jeff Baker had conference call with states all of which have problems.
 - NY is only state with a law requiring prior year
 - Kerrie is drafting letter from NYSFAAA.

Miscellaneous Business:

NYSFAAA Banners for those regions who ordered them, Regions 3,4,5,6,8, were distributed.

Conference 2016

- Theme: "All In for Student Success"
- Dates: October 18 – 20, 2016
- Location: Turning Stone Resort, Syracuse

2015-2016 Goals and Objectives- Kerrie Cooper

Kerrie presented a draft of the NYSFAAA Goals and Objectives for 2015-2016 as defined in initiatives outlined in the current Long Range Plan

Motion: A motion was made by Pat Johnson, seconded by Darrin Rooker to approve the draft NYSFAAA 2015-2016 Goals and Objectives making them final.

The discussion that followed raised the following points:

- Next year's annual report will comment on how these goals and objectives were achieved, primarily through the President's report
- The Governance Committee will review these each year

- These will be included in the Policies and Procedures and Operations Calendar
- These will be presented and approved during the June Executive Council meeting

Discussion ended and a vote was called. All were in favor, there were no oppositions and no abstentions.

Review of Operational Calendar – Kerrie Cooper

The following highlights/comments were made:

Annual Report evaluation should go to Governance earlier so assessment and approval of Goals and Objectives can be done earlier

November – there are no proposed constitutional amendments this year

December – will have an Executive Council remote meeting and preparation for February meeting and Advocacy Day

Miscellaneous Items

- White Paper Support
 - Howard Leslie distributed a white paper on “Accuracy in Determining a Student’s Cost of Attendance: Assuring Student Debt Reflects Actual Costs Incurred”, written by Marc Jerome, Monroe College. He is asking for support of this paper. The review was tabled while research is done on what level this should be presented, possibly at NASFAA?
- Exemption from NYSFAAA Alcohol Policy
 - **Motion:** A motion was made by Lucy Villaquiran, seconded by Gene Rogers to provide an exemption from the NYSFAAA alcohol policy to allow for a 2 drink per member maximum paid by the region for Region 6’s annual holiday meeting to be held January 2016.
 - There was no discussion. A vote was called with all in favor, no oppositions and no abstentions.

The NYSFAAA Executive Council Meeting recessed at 3:51 pm for the day.

The NYSFAAA Executive Council Meeting resumed October 27 at 8:32 am with a quorum of Executive Council present.

New guest: Theresa Weimer

Conference 2015 – Laura Worley

- There were 257 registered attendees; 24 vendors
- 35 concurrent sessions
- All is set with food, meeting rooms, receptions, set-ups
- The Conference planner and Hyatt representatives have been wonderful

Kerrie thanked the Conference Committee for everything.

Novice Update – Lisa Simpson and Theresa Weimer

- The annual report was distributed and is part of the NYSFAAA Annual Report
- Theresa was welcomed as the new lead person beginning with Novice 2016
- Lisa Simpson will continue to assist with transition
- Novice 2015 was held at Mercy College

- 88 attendees; 10 small groups
- Some staff will retire: Heather McDonnell, Dan Hunter, Curt Gaume
- Looking for new staff replacements
- Went to bid for a new location for 2016. 6 bids were received with 4 finalists. Visited the 4 final locations
- Mt. St Mary's, Newburgh was determined to be the best fit. New location will probably mean new cost to factor in increased dues coming from fee, move of supplies, etc
- Last year's evaluations are available from Lisa for review.
- Details to follow on Novice 2016

Discussion about TAP requirement for high school diploma.

Summary: it was brought to the attention of NYSFAAA that there were differing interpretations of this requirement which came to light when the SICAS Center modified their TAP certification program. Previously, if a student had completed 24 hours of college credit they were considered to have completed the high school requirement. If a student had an Associates' Degree this would also be included. SICAS programming removed the Associates' degree as the requirement causing some to be ineligible for TAP.

The State Education Department indicated that associates degrees are not eligible to replace the High School diploma requirement. This came as a surprise to schools and they are looking for written guidance on this requirement because currently both the State Ed and HESC websites do not contain this information. The final guidance will need to come from State Ed as they are the entity that sets the regulations.

Kerrie is collecting all the information. There should be further clarification forthcoming.

Regional reports

Reports were summarized by regional representatives and are available as part of the NYSFAAA Annual Report.

The Annual Report is available on the NYSFAAA website.

Future Meetings

- December: December 9, 2015, 2:00 – 4:00 pm (remote)
- February: February 8-9 Albany and Advocacy

As there was no further business a motion was made by Scott Atkinson, seconded by Pat Johnson to adjourn the meeting. The meeting was adjourned at 10:14 am