



**NYSFAAA Executive Council
December 2017
Remote Meeting
2pm-4pm**

Special Executive Council Meeting – Remote Conference Call

November 29th 2:00p.m. to 2:40 p.m. Remote Conference Call: President Rooker called a Special Executive Council Meeting

Meeting Topic: To discuss an invitation for NYSFAAA to testify before the NYS Assembly Higher Education Committee. Hearing topic: To examine the implementation of the scholarship programs included in the 2017-18 State Budget, the Excelsior Scholarship and the Enhanced Tuition Awards Program, and to examine the impact they are having on New York State families and institutions of higher education.

In Attendance

President – Darrin Rooker

1st VP – Adrienne King

Secretary – Kelly Kelly

Treasurer – Robert Zasso

Treasurer Elect – Susan Godreau

Region 1 – Kathy Michalski

Region 2 – Shalena Clary

Region 3 – Patti Donahue

Region 5 – Joseph Weglarz

Region 7 – Debra Evans

Region 8 – Stacey Hawkins

Guests: Kerrie Cooper – Past-President

Susan Mead – Chair, State Government Relations Committee

Discussions occurred concerning the hearing topic, NYSFAAA's options in responding to the invitation, and the drafting of possible testimony.

No motions were made during the meeting.

Discussion via Email – prior to meeting

MOTION: A motion was made by Howard Leslie, seconded by Robert Zasso that the president seek to find someone to testify on behalf of NYSFAAA to testify. In consideration of the short window of time allowed, should that fail, then alternately, for the president to submit written testimony to State Assembly's standing committee on education on the Excelsior Scholarship and ETA programs.

Discussion on the motion followed and testimony was agreed upon.

A vote was called and the motion passed with a quorum in favor of the motion. Darrin will forward the written testimony to Assembly Higher Education Committee Chairperson Glick.

Call to Order & Roll Call

President – Darrin Rooker

Past Elect - None

1st VP – Adrienne King

2nd VP – Howard Leslie

Secretary – Kelly Kelly

Treasurer – Robert Zasso

Treasurer Elect – Susan Godreau

Region 1 – Kathy Michalski

Region 2 – Shalena Clary

Region 3 – Patti Donahue

Region 4 – Michelle Fontaine

Region 5 – Joseph Weglarz

Region 6 – Ajana Wilkinson

Region 7 – Debra Evans

Region 8 – Stacey Hawkins

Guests: Gina Soliz – 2018 50th Anniversary Conference Co-Chair

Lynn Sabulski – Intermediate Training Co-Chair

Brian Smith – Intermediate Training Co-Chair

Darrin Rooker called the meeting to order at 2:08pm with a quorum of Executive Council present.

Approval of October 9, 2017 Minutes

Motion: A motion was made by Debra Evans, seconded by Ajana Wilikinson to accept the minutes. A correction was made under 2nd VP minutes-changing “not” to “now.” There was no further discussion. The motion was passed with all in favor, no oppositions, and no abstentions.

President’s Report – Darrin Rooker

- EASFAAA update (meeting/training)
 - Was October 15th in Burlington, VT
 - Recognized Pat Johnson as treasurer
 - Catching up on reporting transactions
 - Articles on website – compliance requirement
 - Thought force – could not come up with a common mission statement and as a result will go no further with this
 - Looking for ways to share services within EASFAAA
 - Strategic plan review

- Adopted new reserves/investment policy – one policy now and reserves over one year of operation
- Photo policy reviewed – took NYSFAAA policy and adopted it
- Discussion on institutional membership vs individual membership
 - Coming up with recommendation – proposal to have some type of hybrid membership – details still in process
- Onsite training opportunities – one today at University of Rochester on c-codes
- Planning another onsite training downstate in mid-March
- 2018 conference at the The Sagamore May 6th-9th Currently working on program
- Working on new vision and mission statement
- 2019 in Portland Maine
- 2020 in Manchester New Hampshire
- 2021 in Washington DC
- CICU & Student Aid Alliance meeting
 - Timing of bill will get finalized in committee now – will go to the house floor late winter or early spring – things will slow down
 - Representatives in NYS in higher education committee – key players in reauthorization bill
 - Anticipate a tight budget year
 - Private schools to watch Bundy Aid
 - Focus on increase in TAP amount
 - Focus on reinstatement of Grad TAP
 - Sending letter to respond to house bill
- Assembly Higher Ed. Committee testimony
 - Thank you for input
 - Written testimony sent in and response that they received it
 - Included that we will be in Albany for visit in February and will make appointments
- HESC Board of Directors meeting – cancelled for December 13th, will reschedule

Past-President's Report – Kerrie Cooper (update provided by Darrin Rooker)

- Kerrie Cooper reinstated in advisory role until we find a new president-elect
- Have candidates and working on the ballot-will send out email soon to begin voting

First Vice-President's Report – Adrienne King
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- Membership
 - Five check to post
 - Membership = 1023 with goal of 1350
 - Funds = \$64320.00
 - Email sent out for outstanding invoices and those who have not renewed membership

MOTION: A motion was made by Adrienne King, seconded by Robert Zasso that NYSFAAA Executive Counsel accept Marielle Foster, Coordinator for Buffalo Public Schools Adult Education Division as an active membership.

- Active Membership

- Currently applying for Federal Financial Aid
- <http://www.upskill.org/>

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

- There are three more to vote on-the motions were tabled as it was recommended to take more time to review-will vote through email.

Second Vice-President's Report – Howard Leslie

- Statewide Training Report
 - Past one went very well
 - Almost 300 attended

MOTION: A motion was made by Howard Leslie, seconded by Adrienne King, to have the next State Wide Training goes to your Region meeting on Friday, February 23, 2018. There was no discussion. The motion was passed with all in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Howard Leslie, seconded by Shalena Clary to have the subject matter as Data Security.

Discussion followed where the following points were made:

- Just data security information

The motion was passed with all in favor, no oppositions, and no abstentions.

- TICC
 - Current Activity
 - TICC has contacted unrepresented regions in an attempt to secure new members. Tayler Kreutter from University of Rochester has joined us, and the existing members have committed to continue with us
 - Members have been assigned portions of the website to re-write. This will clean up the existing text and modify to include PPY and Excelsior/Enhanced Tuition
 - Upcoming Activity
 - Work with the regions and committees to update their pages
 - Work with committees to provide breaking news and community service on the homepage
 - Will encourage the use of #NYSFAAA
 - Website
 - Feedback has been all positive
 - Working on getting pictures from the conference on the main page

Secretary's Report – Kelly Kelly

- School Outreach & Early Awareness (information provided by LaSonya Griggs)
 - LaSonya is still working on the committee but now has more co-chairs: Gene Rogers, Lisa Simpson, Patrick Ziegler, and Amy Thompson – will updated organizational chart
 - Handful of College Goal New York events on the schedule for spring 2018. However, most sites held their events from October to December

- Don't have a final count of student numbers but should have by the February meeting

Treasurer's Report – Robert Zasso

- Status reports distributed for review
- No updates from committees
- Audit started for 2016-2017
 - Still on track to try to finish in December – maybe first of the year
- Reviewing Development Committee – not really any grants available, going to see what else the committee can do

MOTION: A motion was made by Kathy Michalski, seconded by Joseph Weglarz to accept the Treasurer Report. There was no discussion. A vote was called- the motion was passed with all in favor, no oppositions, and no abstentions.

HESC – Lisa Simpson

- Novice
 - Sent out bid - 3 institutions: Alfred State, Brockport, Mercy College
 - Mercy – Offering free dorms and meeting rooms, \$187.50 meal per person/week, all else is free
 - Brockport - \$16400.00 dorm, \$500.00 rooms, \$160.00 meal per person/week
 - Alfred - \$14500.00 room, \$163.00 meal per person/week
 - Discussion on the three bids. Clearly the best one to go with is Mercy as all that they are charging is for meals. Allows for funds that come in to be used where items are low

MOTION: A motion was made by Kathy Michalski, seconded by Patti Donahue to authorize the President of NYSFAAA to sign the contract with Mercy College for the 2018 Novice training. There was no discussion. A vote was called- the motion was passed with all in favor, no oppositions, and no abstentions.

- Going to keep fee at \$625.00. Use funds to recoup with supplies to keep efficient
- Charges \$30.00 last year for materials. Not going to do this for the next Novice-will allow person attending to choose their type of training material
- Electronic material worked well
- Looking to have people review the manual
- Moved Novice from Monday – Friday
- Last year comment: focused too much on manual calculation as there are other issues to spend more time on
- Lisa will send out HESC update via email

Old Business

- 2018 Conference (Gina Soliz)
 - Co-chairs: Gina Soliz, Kathy Flaherty, Tami Gilbeaux
 - Location: Marriott Syracuse Downtown
 - When: October 23-25 (Executive Council meet October 22nd)
 - At the early stages
 - Working on committee co-chairs and scheduling meetings to plan

- Will be sending out email to NYSFAAA for session ideas
- Working on entertainment
- Just had region meeting at the hotel – tour included in meeting
- New renovations at hotel
- Save the date going out soon
- Will have ample vendor space
- Rooms: \$149.00 for single/double, \$159.00 for triple, \$169.00 for quad – Wi-Fi included and parking will cost \$5.00/night
- 2017 Conference (Melanie Williams-Bethea)
 - 241 total registered
 - Additional 20 with pre-conference
 - 131 full conference registration
 - 63 one-day registration
 - 46 two-day registration
 - 1 retiree registration
 - Goal was 280 for conference
 - 28 vendors – vendor game went well
 - Received good feedback
 - Complaints were too much fluff, food, temperature (ones to be expected)
 - Many liked the federal sessions as some do not attend FSA
 - Wanted more free time to socialize and be in the vendor area
 - Review the length of award ceremony as many left after dinner
 - Short with room bookings as majority were day travelers
 - Enjoyed the food and the staff workers
 - Will have final report at February meeting
- 2019 Conference (Darrin Rooker)
 - Proposal needed from regions
 - Downstate? Cooperstown?
 - Region 5 will look into it. Joe Weglarz will talk to his region and get back to council
- Intermediate Training event update
 - Two-day training
 - Looking at June 12th and 13th
 - Now called.....Financial Aid Leadership Symposium
 - Various topics – looking to groom next generations of leaders
 - Want to add an excel intermediate class
 - Budget apx \$5000.00
 - \$150.00 per person
 - Apx 30 people
 - Blocked 30 rooms

New Business

- Region 2 request for financial support for \$1000.00 – letter:

Hi Darrin,

Deidre and I are working to clean-up many items in Region 2. The three items we are focused on are our finances, increasing membership and revitalizing activities. These items are interdependent and we want to be sure they are in line with NYSFAAA's goals, mission, and long-range plans. We have done a significant amount of reviewing of the governing documents, including our Region 2 Policies and Procedures document. As the document was written in May 2001, it is well passed the time that we should review and revise it. However, I do not see documentation of a procedure to update and/or revise this document. Do other regions have a similar document? Deidre is reaching out to some of the Region 2 members that have been around a bit for some context and perspective, too.

Deidre and I are actively working a plan to increase membership in the region to assist with establishing a healthier budget. A key component of the plan is providing an opportunity for professional volunteerism and enhancing our identity as a resource to the greater Rochester and surrounding areas. Upon review of the NYSFAAA Manual of Policies & Procedures, available on the website, it appears that we are able to request Regional Training Funds. A budget and formal requests for financial assistance with our planned High School Counselor Workshop (February 2nd at SUNY Geneseo) and Support Staff Training (June 14th at RIT) will be forthcoming. These events very clearly meet the definition provided in the P&P and we look forward to support in the reestablishment of these initiatives to support our outreach efforts.

Thank you for your time. We look forward to your assistance in reestablishing NYSFAAA's Region 2 as a vital resource to professionals, support staff, and our communities.

All the Best,

Megan

Megan Kennerknecht

- Discussion on this in the past
- Region has guidance council workshop in February with 78 registered. According to the Policy and Procedure Manual, there should be funds available if a region was to request (up to \$2000.00 per year). Why was this denied to the region?
- Wording of the P&P can be interpreted in a few ways
 - Could be read to set aside \$16000.00 per budget (\$2000.00 per region request)
 - Policy was revised in 2012 – does anyone remember the discussion?
 - Never an automatic approval – should be voted with Executive Council
 - At the time of the revised policy, budgets were slim in regions but to ask at a later date if funds are available to give out
 - Suggested to go back and review policy
 - The way it is worded, it does not seem clear
 - Need to have policy cleaned up
 - No current line item for this in budget
 - Would need to be approved – Treasurer cannot just write a check over to a region without approval from council
 - Currently no extra money to put in budget
 - Where should the funds come from if there is currently no line item for this?

MOTION: A motion was made by Howard Leslie, seconded by Adrienne King to give Region 2 \$1000.00 and pull it from the State Wide Training budget. There was no further discussion. A vote was called- the motion was passed with all in favor and one abstention.

- George Chin Service Award
 - Howard to work with the awards committee on an additional scholarship – excellence of mentorship

Future Meetings

- **February (Advocacy Day-Albany) – February 12th and 13th**
- **April (Remote) – Tuesday, April 17th 2pm-4pm**

As there was no further business, a motion was made by Howard Leslie, seconded by Adrienne King to adjourn the meeting. The meeting was adjourned at 4:26pm.

**NYSFAAA Executive Council Update on the Financial Aid Leadership Symposium (FALS)
(f.k.a. Intermediate Training)**

Date: 12/12/2017

Submitted to: Howard Leslie

Presented by: Lynn Sabulski and Brian D. Smith, Committee Co-Chairs (both new)

Event Description: This is a biennial (every 2yrs), 2-day training event held in the Albany area. The last event was in Fall 2015.

Typical session topics include: Leadership, P&P Manuals, Budgeting/Funds Management, Industry Resources and Tools, FISAP Reporting, Audits/Program Reviews, Personnel Management/Staffing, and Strategic Planning.

Dates Proposed for Approval by Executive Council: June 12-13, 2018 (Tues./Wed.)

Observations and Rationale for the Name Change:

- Content cannot rightfully be called “Intermediate” – it is advanced content being presented by those already in leadership positions
- This is where we are directing and grooming our next generation of leaders; and the topic of “leadership” tends to generate interest
- Intended audience of current and aspiring directors may not feel compelled by the term “intermediate”
- Since this event only occurs every 2yrs, it seems like poor placement for truly intermediate content. Intermediate content should be made more accessible.
- Ongoing discussion among appropriate committees will be necessary to determine the best placement of training content – via Novice, SWT, annual conferences, FALS, partner organizations, etc.

Plans and Current Progress:

- We need to send a Save-The-Date announcement ASAP – **How??** 😊
- Budget: Approx. \$5000. Lisa needs to know how many sleeping rooms to request to start researching hotels. Last time we fell short of a 50-room block. At \$150pp, we would need 33 people. **Thoughts on a 30-block??**
- Once site identified, committee can begin planning of meals, cash bar, etc.
- Committee in process of being assembled – we anticipate keeping some members from last time
- Keynote speaker has already been confirmed: Dr. Hassan Abdulhaqq. He will also do breakout sessions. Budget for our speaker is \$1200: \$1000 speaking fee plus travel expenses not to exceed \$200. **Do we have a standard contract to fill out/what does our process look like?**
- We plan to keep most of 2015’s content and presenters and are in the process of confirming their availability (context: recent weather events)
- We are adding an Excel Intermediate-Advanced class. We need to find an instructor in the Albany area who would be willing to teach