



NYSFAAA Executive Council
Remote Meeting
August 18, 2021
Time: 1:00pm-4:00pm

Call to Order & Roll Call

Adrienne King/Anne Sullivan Polino

President – Adrienne King
Past President - Howard Leslie
1st Vice President – Renee Swift
2nd Vice President – Brian Smith
Secretary – Anne Sullivan Polino
Treasurer – Shalena Clary Susan Godreau
Past Treasurer- Susan Godreau
Region 1 – Lea Nuwer
Region 2 – BJ Revill
Region 3 – Patti Donahue
Region 4 – Rochelle Filler
Region 5 – Joseph Weglarz
Region 7 – Clair Jacobi
Region 8 – Stacey Hawkins

Guests:

Lisa Simpson
Debra Evans
Jeanne McCarthy
Sonya Stein

The meeting was called to order at 1:04 pm with a quorum

Discussion via Email

MOTION: A motion was made by Howard Leslie, seconded by Clair Jacobi that we allow Brent Tener to register for membership and the conference and then we void the \$120 invoice.

Additional information and discussion on the operational details of managing this billing/crediting process was presented during the discussion stage.

Brent is NASFAA’s National Chair and is presenting the NASFAA update; however, he asked to attend to the entire conference. This would be a way of thanking Brent and NASFAA for providing NYSFAAA with 5 sessions, as well as showing casing NYSFAAA.

A vote was called-the motion passed with 12 in favor, no oppositions and 1 abstention.

Motion: A Motion was made by Howard Leslie, seconded by Susan Godreau to accept the minutes with small edits.

A vote was called – the motion passed with 12 in favor, no opposition and no abstentions.

President’s Report

Adrienne King

EASFAA (October Meeting/NJASFAA)

Adrienne King reported that EASFAA’s next meeting will be held in in Baltimore, Maryland on October 17 through October 19, 2021. She asked the Council to review language NJAFAAA added to contracts for meetings and indicated that she would like this language added to future NYSFAAA contracts given the state of the world and potential for future issues of this nature.

NJASFAA Shared item:

ROOMS/F&B ATTRITION FORGIVENESS

Hotel recognizes that the group may have a reduction in attendees/registration and will allow an adjustment in the contracted attrition from 20% to 50%. This number will be evaluated again (30) days prior if further adjustment is needed.

Additionally, the hotel will allow the F&B minimum to be adjusted according to the number of registered attendees, without penalty, up to (30) days prior to the program start date.

**Thw above item NJASFAA added to their contract and will continue to add it to their contract because of the new world that we live in They graciously shared it with the other Presidents at the EASFAA meeting.

Sincerely,

Patti Donahue asked if this language could be added to the contract for next year’s conference. Stacey Hawkins indicated that we reduced the count for next year and have approval from the hotel for future reductions in costs and counts. The hotel indicated that they would be flexible with the organization this year and potentially for the 2023 conference date, if necessary. Stacey and Sonia will follow up with the 2022 Conference location.

TAP Regulation Working Group

Adrienne reported on the July 13, 2021 meeting attended by herself, Anne Sullivan Polino, Joe Weglarz, Howard Leslie. The agenda included discussions on academic advising of students on the path towards graduation and discussion of when students must declare a major. As part of the discussion it was noted that proprietary schools’ students need to declare major at enrollment as part of Title IV regulations. Additionally, COVID and the impact on NYS aid programs was discussed.

Howard Leslie will add a poll to the NYSFAAA website asking schools how they will handle return to school in the Fall. Howard asked if a survey would be better as it is not as limited as a poll. It depends on what Adrienne was looking for in the data. Renee will help develop questions for Howard to post.

Governance and Ethics

There is no update at this time. An ethics session will be held at the conference as indicated in the Policy and Procedures.

First Vice President's Report

Renee Swift

Membership

Renee Swift provided the following update on Membership.

Membership in 2020 compared to 2021 is 1148 to 785 for July. Renee Swift anticipates that membership will increase as people register for the conference and renew their membership.

Mentorship Committee Renee Swift indicated that she has the list of Novice participants and will be parceling this information out by region to give the region chairs to continue the great work begun during Novice. The list was also shared with Tayler Kruetter so that she can kick start mentoring going forward.

Second Vice President's Report

Brian Smith

Technology, Innovation, & Communication Committee

Committee Members:

Howard Leslie, Lea Nuwer, Sean Sherwood, Sonya Stein, Joli Patel, Tanya Patterson-Stanley, Andrea Damar, Tristia Kayser, Brian Smith, Calette Fagan-Murdock, Diedre Strutz

Send information to Lea Nuwer for the website, including minutes

Summary of Activities:

- Membership invoicing
- Conference support with Whova and Zoom
- Recruitment of new members
- Social media survey
- Investigation of cloud service for conference

Upcoming Projects:

- Continued work on the Whova virtual platform for Conference
- Call for Team of Techies for the Conference
- Increase social media presence and investigate MemberClicks options
- Assist rebooted Diversity & Inclusion Committee, as requested
- Continuous updates to BOT knowledge
- Continued support of SWT
- Continued updates to website

Assistance Requested from Executive Council:

- Continual update of names for committees and regional leadership, minutes, and calendar events

Future Meetings and Events:

September 23, 2021

SWT

The Committee has a full training schedule for Fall, including: Robert Weinerman on Having Fun with Taxes, FAFSA and TAP Application Update and a Verification Update. Coordination will be done with Howard Leslie to add this information to the websites.

The Committee is working on finalizing a date for return to in-person training sessions. Bestsy Mayotte training is complete and surveys were sent out as well as on the NASFAA Credential programs.

Howard provided some survey results on Credentials
It was a lot of work for relatively low attendance and put forth a recommendation to continue with this training but delay a year.

Stacey Hawkins indicated that this program was a good training opportunity, and that she took 5 and passed all 5. exams

There was some discussion on the future of credentials being a requirement in the next reauthorization with grandfather clause because, while a good qualification for employment requirements, finding qualified candidates will be difficult. As of now, it does not appear to be a requirement of most job postings. .

There is also a feeling that these sessions are better held in person and a training opportunity for future in person training/conferences.

The Loan Bootcamp Survey produced a small number of responses with 72 attendees with 68 paid. All in the sessions were deemed a success even though not as many people attended as expected.

The Committee also reported that they will be transitioning to GOOGLE Surveys from Survey Monkey in the near future.

Social Media Survey - There were 176 responses to the survey. Adrienne King gave the recommendation to determine how to improve/increase our social media presence. Sonya Stein questioned whether the response is enough to take the time to make this type of decision to move forward with a social media plan.

Howard Leslie indicated that 20% is a good response level.

The discussion continued with Adrienne providing feedback that she believes that social media would be useful to the organization and a place to meet financial aid individuals from other schools and states.

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She was hoping to use it for outreach and communication on NYSFAAA when attending conferences and outreach meetings.

Anne Sullivan Polino asked how the platform will be monitored and organized. Rochelle Filler asked for clarification on the proposed audience. Howard indicated a need for monitors and plans for managing posts coming in and going out.

Given the size of this undertaking, a longer discussion must be held on this topic and how it will be managed.

Adrienne asked the regional chairs to bring the idea back to their individual regions to help formulate a plan. Feedback should be included in the October and December meetings.

Howard also indicated that he sends out Hot News Items that drive conversation.

Howard also provided a website conference update. Sponsorship emails are out for the raffle and 50/50.

We have approval for conference recordings using a service costing \$44/month. It is the Cloud version of ZOOM and has recording capability. Moderators are needed to hit record button to record to the sessions in the Cloud.

Howard asked Adrienne if the Executive Council meetings in the Cloud can be deleted to provide room in the Cloud. All meetings through the October meeting will be deleted to save some money.

Secretary's Report	Anne Sullivan Polino
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Annual Report

Anne asked that all regions and committees provide her with a copy of their annual report by September 17, 2021. Templates will be sent out to the various chairs and corresponding Executive Council members this week. Reminder emails will go out to the Council overtime.

A notice of the Annual Membership meeting will be sent to the membership prior to the meeting date.

It was confirmed that there are no constitutional amendments being proposed at this time that require notice to the membership.

HESC Update	Lisa Simpson
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September 2021

New Application to open on October 1, 2021

The 2022-23 TAP application (NYS payment application) is set to open on October 1, 2021. In addition, the STEM application will open as well on October 1, 2021.

- Students can apply at the end of the FAFSA application which is the easiest way to apply.

- If the student missed the link at the end of the FAFSA, they will receive an email or postcard (if no email provided) with a link to the TAP application. Students cannot apply until the results of the FAFSA are on the HESC system if they miss the link at the end of the FAFSA.
- Processing of 2022-23 will begin in mid to late October.
- Student Status listings (SSL) will not be produced until early spring 2022.
- Please make sure you provide student ID's for your students as schools will not receive and information about the students account without a student ID associated with the student

FAFSA Completion Events

HESC will be offering several FAFSA completion events virtually in partnership with NYSFAAA. There are currently four dates set, with more to be added shortly.

Events will be held on:

- Tuesday, October 12, 2021 from 3-7pm
- Thursday, October 14, 2021 from 3-7pm
- Wednesday, October 20, 2021 from 3-7pm
- Thursday, November 18, 2021 from 3-7pm

Students can receive more details and register (opening soon) at startheregetthere.ny.gov/events.

Volunteers are needed to assist with the FAFSA completion which will be held via Zoom. As I'm sure those who assisted last year would agree, the process is very smooth, with the volunteer and student/family moved to a breakout room to complete the FAFSA and TAP application in private. For those who have not yet participated in a Zoom meeting, HESC can assist with some instructions. The process is very easy.

If you are able to assist at any or all of these events, please contact Lisa Simpson at lisa.simpson@hesc.ny.gov with your available hours to assist.

Certification using the COVID flag

HESC has begun processing students whose certifications indicate the COVID flag indicator. If you have not already submitted your certifications, please do so immediately. The 2019 certifications should already be processed as we close out that year. 2020 certifications should be sent at this point.

- Students can be certified using COVID flag for any term in which the Governor's Executive Order declaring a State disaster emergency for the entire state, remains in effect.
 - Spring 2020, Fall 2020, Spring 2021
- NYS financial aid award recipients who are:
 - Eligible for financial aid at the 100% liability date
 - Impacted by COVID-19
 - School makes determination

- Information currently on HESC website.
- More written details by program type will be sent shortly
- Schools who indicated the COVID flag in error should send a request to have the flag removed to priorityservices@hesc.ny.gov

Aid to Part Time Study (APTS) for academic year 2021-22

The 2021-22 APTS allocations are available for view in Secure Transaction Processing in HescWeb. The following outlines the schedule for submitting the APTS Recipient lists and APTS Certifications for the 2021-22 academic year:

- Schools must submit the initial recipient lists no later than 52 days of the end of the add/drop period.
- Within 15 days of the receipt of the roster, submit an APTS Recipient Transaction for any deletions or replacements.
- All Certifications must be submitted to HESC within 45 days after the end of the term.

Colleges should be aware that some schools will see two records for their institution. If two records appear, use the top record for your institution as the bottom record is last year's data and should not be used for the 2021-22 academic year.

If you have any questions, please contact APTS.Administration@hesc.ny.gov.

2021 Winter and Spring Prepayment Percentages

TAP Prepay Percentages for winter and spring 2021-22 are now available on HescWeb. Carefully review the prepayment percentage for each of your terms to ensure information is accurate as these rates affect roster prepayments to your school.

Please inform any other school officials who should have this information as this is the only notice of prepayment rates for the winter and spring terms which will be sent to your school.

Click here to view your school's [prepayment percentages](#).

After entering your college code and year, select "Term Information" at the top of the page.

Please forward your questions to payments@hesc.ny.gov.

2020-2021 Processing

Schools should be completing any pending certifications for the 2020-21 academic year for all programs at this time. In addition, all schools should utilize the error reports on the HESC website to review and resubmit any outstanding errors for this time period.

Clarification of Rules of Declaring a Major

- Bulletin sent 5/27/21 from HESC

- This notification is to make you aware of the clarification of rules regarding the declaration of a major by matriculated students prior to their fourth term. Clarifying language is available on the New York State Education Department website [here](#), and on TAP Coach [here](#)

For State financial aid purposes, a student must declare a major within **30 days of the end of the institution's add/drop period of the sophomore year in a 2-year program** or within **30 days of the end of the add/drop period of the junior year of a baccalaureate program** so that the student is able to complete the requirements for the degree within the timeframe specified in the academic program as registered with the commissioner. Please note that these requirements are meant to reflect the academic timeframes of the typical curriculum term lengths needed to earn a four-year degree. Students who reach their junior year status early because of credits earned prior to matriculation, **may** declare a major prior to their 4th term. However, such students **must** declare a major upon reaching their junior year status at the end of their fourth term as noted above.

2019-20 Processing

- All certifications should be processed at this time
- Schools will only be able to make changes until September 23, 2021
- Check error reports for TAP, Excelsior, and ETA
- Schools are able to use Student Record Maintenance and the certification links on the website through July 15, 2021 to submit 2019-20 AY transactions.
 - Update and recertify errors
 - Errors must be corrected and processed before closing out of the year or students will not get paid.
- 2019 Rosters will no longer be created
- Excelsior and ETA processing will cease after September 23, 2021.
- On September 24, 2021, all pending certifications for all programs will be decertified.
- On September 28, 2021, Final Roster Processing, RA/CA, and SSL will be completed.

Treasurer's Report

Shalena Clary/Susan Godreau

Shalena Clary provided the following account balance information to the Council.

NYSFAAA Balances as of August 17, 2021

Bank Accounts

Key Bank	\$207,790.16
Key Bank Scholarships	33,012.62
Key Bank CD	<u>52,952.45</u>
Total	<u>\$293,755.23</u>

	<u>Current Value (8/18/2021)</u>	<u>January 1, 2021</u>	<u>Difference</u>
Reserve Fund	\$416,685.46	\$392,545.66	\$24,139.80
Scholarship	<u>318,679.33</u>	<u>295,509.66</u>	<u>18,169.67</u>
Total	<u>\$735,364.79</u>	<u>\$688,055.32</u>	<u>\$42,309.47</u>

Shelena also reported that 68 members attended and paid for the Loan Bootcamp. The cost for this program was \$7,000. NYSFAA paid \$3,940.00. She is continuing to follow up on 4 payments that could be delayed by inconsistent mail service. She is attempting to circumvent these delays by having the mail go directly to her home rather than her campus.

Shalena also indicated that budget sheets would be put together and sent to the Executive Council.

Other items discussed included an update on conference registration fees paid to date and Survey Money renewal.

Motion: A motion was made by Howard Leslie, seconded by Anne Sullivan Polino to accept the Treasurer's report. There was no discussion and the motion passed with all in favor, no opposition and no abstentions.

Conference 2021	Debra Evans/Jeanne McCarthy
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Debra Evans and Jeanne McCarthy provided an update on the 2021 Conference.

As of August 13, there were 67 registered participants, including 15 novice attendees who will have their conference fee waived.

There are also seven business partners, one of whom donated more than \$300.

Debra and Jeanne asked Council members to please sign up for moderator role and indicated moderators will be provided with scripts and training on how to use Google.

Stacey Hawkins and Sonya Stein can provide a teaser for the 2022 Conference at the closing session.

Emails were sent out notifying the community that donations for scholarship and 50/50 ticket links are live. Updates will be provided when available. Debra asked regional Executive Council members for reminder on donations for raffles and asked that they be generous with these donations in the range of \$150 to \$200 gift values. Susan asked the Committee to keep in mind that smaller regions get a smaller share of revenue and need to watch their budget.

Regional blasts can go out for raffle and 50/50 along with a reminder that you don't have to attend conference to win.

They also indicated that there is an opportunity to offer regional meeting rooms at the end of one of the conference days and to please let Debra or Jeanne know if interested.

Conference 2022	Stacey Hawkins/Sonya Stein
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Stacey Hawkins reported that the chairs went back to the conference site and renegotiated contract. A follow up meeting date is set for mid-September with the committee. Jeanne McCarthy and Debra Evans indicated that they will be happy to assist in any way possible.

Old Business:

Remembering People Lost

A discussion was had concerning the follow up with family members and others who make donations to the Scholarship Fund in memory of deceased members of the organizations. Funding may come through Executive Council members or others.

Generally, the Secretary will send the communication unless the Region wishes to communicate on behalf of the organizations.

A discussion followed on the logistics of the process for managing these donations including the following steps:

- The Donation Button will be moved up on the website with an option to donate an optional amount,
- Notification will be sent to the President who will initiate the request for Council to send message.

Adrienne assume Donation button is on scholarship notice that went out today. The link in email the email is live and is working. Donations are coming in. Howard is aware and will correct any issues with this process.

A review will be conducted into past donations to ensure communication went out, as appropriate. Susan Godreau or Shalena Clary will provide the amount of any donations in the past year to Adrienne and Anne. Notification for this year should be sent to Adrienne for communication to Anne.

Debra suggests that acknowledgement is sent for anyone who donates. SLMA matches donation and NYSFAA Address was a no match on the state site so match could not be made. Per Susan CHARs are not updated on a time on the NYS Website.

New Business

Motion: A motion was made by Patti Donahue, seconded by B J Reville that the Executive Council of NYSFAAA authorize the creation of a statewide award to be given to any individual or individuals who have demonstrated their dedication to the principles of diversity, equity, and inclusion in their personal conduct and their professional lives.

The following discussion points were made:

- When will the first award be given.
- Can this award be added to website given nominations are already on website, for this year

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

Review of Operational Calendar

Next Meeting

- Monday, October 25th (remote)

Motion: a motion was made by Patricia Donahue, seconded by Susan Godreau to adjourn meeting at 3:37 pm.

The motion passed with all in favor.