**NYSFAAA EXEC-COUNCIL MEETING Agenda**

**Monday, October 8, 2012**

The Saratoga HiltonSaratoga Springs, NY

Attendees on 10/8/12:

Dan Tramuta

Kristina Delbridge

Dawn Langdon

Lisa Papke

Shalena Duprey

Michele Rizzo

Gene Rogers

Clair Jacobi

Steve Dwire

Lisa Simpson

Gina Soliz

Scott Atkinson

Jane Gilliland

Kathy Flaherty

Jan Scheutzow

Howard Leslie

Lou Palefsky

Dan Robinson

* Dan Tramuta began the meeting at 8:45am.
* **Reading & Approval of the June 14th-15th, 2012 Exec-Council Meeting Minutes – Gina Soliz**

A motion was made by Dan Robinson to approve the minutes, second Dawn Langdon. Motion approved.

* **HESC Update – Lisa Simpson**

Lisa made mention that she was hoping to attend many of the regional meetings across NY, but there are fewer HESC staff that are traveling.

* HESC TAP training modules on the web – between 3 and 12 minutes, the PowerPoints will go on the website soon. There is an online TAP coach, too.
* Web Chat – open for FAOs and for students and families. Saving some phone calls to the call center, hopefully it will save calls to the FA Office later on.
* Financial Coaching - HESC Financial Literacy Team
* TAP Training – combine TAP SED training
* Tuition Assistance Program Processing – running smoothly. Residency appeals and other out of the ordinary issues take a little longer.
* College Access and FA Training for school counselors – this year two workshops were added in NYC. They begin in October, registrations are coming in (hundreds!).
* Doc Trac – a service for school administrators (not for students to send in documents). It has been reported that schools think this is working very well.
* HESC has been having a lot of requests for high school nights.
* National College Finance Center – website up and running. They get big spikes when the advertising runs. The state resource page gets used a lot, in particular from west coast. There isn’t a call center yet.
* Wall charts were ordered.
* Jennifer Dwire is in charge with CACG and Gear Up projects.

* **Conference ’12 Update/Run through–L. Simpson & A. DelPlato**

The conference co-chairs were Kelly Robinson and Lisa Simpson. Anne Delplato and Beth Post-Lundquist did a great job on the program. The budget was based on having 280 full-time registrants. The final number is 314 registrations (249 full-time). There are a lot of one and two-day registrations. There are 24 vendors attending the conference. There will be a volunteer fair during the novice attendees’ reception.

* **Conference 2013 Update**

The conference will take place at the Long Island Hilton from Monday, 10/14/13 to 10/16/13. Room rate is $125/night. Tanya Patterson-Stanley & Vince Davis are getting the committees together. The budget is due by the February 2013 executive council meeting.

Hotel offers free shuttle to the W. Islip airport & train station.

* **Web Redesign Update**

Overall, the website redesign was well received. The P&P will be updated to include guidelines on who will coordinate the approval of blog postings.

* **Treasurer’s Report – Steve Dwire**
* The 2009-2010 audit was finished in early September. There was a comment on a $30,000 income item and where it went. For the future a deposit sheet will be used for membership and novice payments indicating where funds should go.
* The 2010-2011 audit: Steven has a few reconciliations to review. A message will be sent to Regional treasurers for selected details. The final audit may take a little longer as it will be submitted to the auditors during tax season. The typical cost for an audit is $10,000
* Profit and Loss statement – profit is currently at $69,000 but Novice figures are not complete. During the bank switch from HSBC to First Niagara, the account numbers were confused. The error was caught and corrected during Novice when payments were being issued.
* The transition to new auditors will require an in-person visit to First Niagara bank with documents of identity. The dues line is moved from 2010-11 to 2011-12 after the audit is completed by the auditors.
* The net profit for 2011-2012 is about $30,000 for Novice.
* Dan asked whether the End of Year checking balance is an issue. Steve’s recommendation is to leave the balance in the account. The question is then whether this will affect our tax-exempt status. Steve will check on this with the auditors.
* The investment report will be sent to the Secretary for inclusion in the Minutes. Dan commented that other organizations have had to pull money from their investments to pay their bills; NYSFAAA has not had to do this.
* A question was raised about whether the scholarships were being paid from the scholarship investments. Steve indicated the money was being reinvested. Should we be charging the scholarships to the investments. Other scholarship funding sources are donations, fund raising and the NYSFAAA budget. Wayne Harewood may be able to provide insight into College Goal funding and unpaid expenses.
* The Treasurer transition may take another month or so. Steve will continue as Past Treasurer. Conference reimbursement requests should be sent to Steve. Wayne and Curt’s names have been removed from the credit card accounts. The Certificate of Insurance for events can be provided by either the Treasurer or Secretary. There is no charge for the proof of insurance; however, if extra insurance is needed, we pay for a rider. The 8-sub account migration will be part of the Treasurer’s transition. This will be logistically difficult since our HSBC accounts went to First Niagara Bank and there is no branch downstate. This change was an audit recommendation and the treasurers are still looking into the issue.
* **President-Elect’s Report – Scott Atkinson**
* Nominations & Elections Update – formal announcement regarding elections and approval to destroy the ballots
* P & P Manual – additional changes suggested
	+ - Governance Committee has proposed combining several committees and restructuring the reporting structure.
		- School Outreach & Early Awareness – proposed to combine these two committees
		- Communications/Website/Technology – proposed to be Technology & Innovation & Communication Committee.
		- Governance & Ethics – proposed to combine these two committees

**MOTION**: A motion was made to accept the proposed changes to the P&P manual by Gina Soliz

SECOND: was made by Dawn Langdon.

Abstain: Howard Leslie

**Motion passed by majority vote**.

* The proposed constitutional changes will be reviewed at Wednesday’s “Business Meeting”
* Strategic Plan Update – a proposal has been made to change our strategic plan into a 3 year plan instead of a 5 year plan.
* Ad-Hoc Committee on Alcohol – distribute & review policy – research was done that most of the other states do not have alcohol policies, except for New Jersey. It was determined that we need to investigate this issue further. The ad-hoc committee will speak with an attorney for more guidance.
* HESC “College Access Challenge Grant Program” Sub-Grant Request for Proposals (CACGP) – any updates?
- any interest in applying?
- if so, who writes the grant proposal?
- who administers the grant?
* Scott is still looking for someone who might be a grant writer and/or a Development Committee chairperson.

**1st Vice President’s Report – Clair Jacobi**

* + - * Membership Update
			* Mentoring – a discussion took place about how to get buy-in, the value of mentoring & professional development and how to get people involved. We talked about getting volunteers on a regional and state-wide level. We discussed if the membership application should be updated to include more information about how to volunteer and sign up for committee work.
			* Awards – Kathy Flaherty

**2nd Vice President’s Report – Howard Leslie**

* 2012-13 Statewide Training Hand-Off
* NOVICE Update – Lisa Simpson
* “TIC Committee” Report

It was a very successful year of training. We trained over 6000 people (duplicated headcount) over the 11-12 year. The TIC & Training Committee did a test recently to ensure we can run a webinar and a “Go To Meeting” consecutively (it **can’t** be done). We need to be very careful about when access is granted, so that a small meeting doesn’t stop a state-wide webinar. We may need to get enhanced software that allows multiple meetings. We could consider an agency that offers non-profit organizations a discount.

The TIC chairs are fabulous and are doing a great job.

Scott formally recognized the outstanding job that Howard, TIC, and the Training Committee did over the past year.

The NASFAA fall training will be done on a regional basis. The training topic is Direct Lending and the materials will be distributed to the regions.

Novice Committee is already beginning to update the training manual and needs volunteers. They need to find out best dates that Brockport can accommodate summer 2013 due to annual campus construction.

**Secretary’s Report – Gina Soliz**

* Communications - 2011-12 Annual Report
* High School Counselor Outreach/Workshops – Pat Johnson

Committee chairs and officers provided reports to the NYSFAAA Secretary. The reports were edited into the complete 11-12 Annual Report. The Annual Report was distributed to the membership via the Listserv and it was posted on the website. Gina reminded officers to encourage their committees to respond to the request for committee reports and try their best to meet the secretary’s deadline.

Regional executive council representatives were reminded to provide regional reports to the incoming secretary for future Exec. Council meetings. The written reports will be included in the minutes.

Gina recommended that the minutes be distributed to the council promptly after the meeting, rather than waiting until the next meeting to distribute them and have the minutes read, approved, and posted to the website months after the meeting takes place.

Partnering with HESC has been beneficial. The agenda was set early in order to use CACG funds to cover the workshops. A federal/state joint update will be on the agenda, special circumstances/homeless youth, net price calculator & comparing FA award letters using the new shopping sheet, and “creating a college going culture.”

**2:00 pm President’s Report**

Federal Govt. Relations co-chairs are staying on in 12-13. The State Govt. Relations committee gave a copy of the white paper to the State LOB. Congressman Tom Reed’s office contacted Dan Tramuta on “cost and affordability” and removing the administrative burden on FA Offices. Dan served on a roundtable conversation in September. Cathy Patella and Dan Tramuta will be meeting with Congressman Reed’s legislative aide again.

**New Business (Scott’s Plan/Vision for NYSFAAA)**

* Strategic Plan – Scott has proposed changing the Long Range Plan from a 5 year plan down to a 3 year plan.
* New officers had a retreat in August
* An Operational Calendar is being developed and will be published later in October – putting all the different tasks that need to be completed each month.
* Increase the number of Executive Council Meetings done electronically (ex. through Go To Meeting)
* Spring 2013 we’ll need ballot for president-elect and treasurer-elect and new regional councilpersons.

Regional Reports

Region 1 Report

October 8, 2012

Region 1 had its first meeting of 2012-13 on September 27th at Hilbert College. Several of our officers were absent due to a variety of reasons.

The group was addressed by Ambrose Price, who continues to take an active role in the College Goal Program in our area. Ambrose has continued to keep open our lines of communication with the Buffalo Public School District and its new superintendent. By partnering with the school district and its Scholarship and Career Fair, we have been able to broaden our advertising for College Goal Saturday. Several dates were given by the superintendent and we are collaborating with her to schedule our program. Ambrose will continue his involvement.

We received a report that our Support Staff Workshop in June was moderately attended, but rated very high by the attendees. We discussed having the program every other year, to encourage interest.

We also discussed out Guidance Counselor Workshops to be held on November 14th in the Buffalo region and November 15th in the southern region at St. Bonaventure University. Both programs are being funded through HESC and the CAG funds. Plans are under way.

Our guest speaker was Carissa DiRado, Senior Director of Partnerships for the Consumer Credit Counseling Service of Buffalo. This is a non-for-profit agency that is now providing a program especially for students with student loan repayment issues. While there is a minimal charge for the program, there are grants available to help those who are unable to afford the counseling. Many of our members have already encouraged students to use the services of this agency. Many more indicated a willingness to begin referring confused students, especially with the growing numbers of graduates and former students seeking advisement.

Curt Gaume led a discussion on the Award Letter Shopping List and the possibility of sequestration. Many members found this roundtable discussion very enlightening and asked that we continue it in the future.

Our next meeting is scheduled in early December.

Respectfully submitted,

Michele Rizzo

Region 1 Executive Council Representative

**NYSFAAA - Region 2**

**Executive Council Meeting for October 8th, 2012**

**Saratoga Springs, New York**

**September 14th, 2012 - Region 2 Meeting - Held at Nazareth College**

Topics/Discussion –25 members attended the meeting.

Training Topic: Program Review, presented by Cindy Kolhman

**Support Staff Workshop – Cancelled**

Workshop was scheduled for September 21st at The College at Brockport. Due to only 12 people registering, the event was cancelled. Region 2 had hoped for 50 – 75 attendees and we will hold another workshop in the Spring.

We would also like to welcome our new Secretary, Laura Formella from Nazareth College and thank Jane Gilliland, Alfred State College, for serving in the position for the past two years.

**Tentative Scheduled for 12-13**

**October, 2012 – No Region 2 meeting/Annual Conference**

**November, 2012 - Region 2 Meeting – SUNY Geneseo**

Proposed Training Topic: Social Media

**High School Counselor Workshop – SUNY Brockport** - December 7th, 2012

**December, 2012- Region 2 Meeting**

Proposed Training Topic: Loan Forgiveness Programs

**January, 2013 – No Region 2 Meeting**

**February, 2013 – Region 2 Meeting - Genesee Community College**

Proposed Training Topic: Market Trends, College Readiness and how it affects our Services

**March, 2013 – Region 2 Meeting**

 Proposed Training Topic: New York State Programs

**April, 2013 - No Region Meeting**

**May, 2013 - Region 2 Meeting**

**No June, July or August, 2013 Meetings**

Respectfully Submitted,

Lisa E. Papke

NYSFAAA Executive Council Region 2 Representative

October 4th, 2012

Region 3 Report

NYSFAAA Exec Council Meeting

October 2012

Submitted By Dawn Langdon

**Meetings since 6/14/12**:

*September 27, 2012 at SUNY Oswego’s Fallbrook Lodge*

Discussion: Recent Exec Council report by Dawn Langdon

Training topic- Sarah Macri and Julie Rehder from the NYSFAAA Technology & Innovation Committee presented on social media for the FA Office—Twitter, Facebook and LinkedIn.

Bonnie Rooker presented the Robin Jaycox Region 3 Service Award to Darrin Rooker.

Committee Reports were given that were included in the June 2012 report to Exec Council, because we hadn’t had a meeting since then.

Treasury has $3198.67 in it. Haven’t received revenue sharing checks recently.

Kathy Flaherty gave the State Update that Lisa Simpson had provided to her since no one was able to make it to the meeting. The feedback on DocTrac was excellent. Also, Region 3 members were wondering about the phone number for the new National College Finance Center.

**Events:**

Region 3 Counselor Workshops will be held on November 16th in Binghamton and November 19th in Syracuse.

**News:**

Chris Walsh has retired from Say Yes. Say Yes staff member Ahmeed Turner and Danielle Griggs were also in attendance and discussed the FA Counselor Network that is being put together in Syracuse for the local school districts.

**Meeting Schedule:**

**11/2—LeMoyne College**

**12/7--- Justin’s in Syracuse for Holiday Meeting**

**3/8/13---Tompkins Cortland Community College**

**5/3/13-Cayuga Community College**

**Region IV Executive Council Report**

Region IVs main focus for the past several months has been the 44th NYSFAAA Conference. Today, as vendors arrive and check-in for the conference officially begins, we are looking forward to what we believe will be a wonderful conference. We have great sessions planned and speakers on some incredibly thought-provoking issues. We would like to acknowledge the tremendous work that Lisa Simpson and Anne DelPlato have done. Once this week winds down we look forward to planning our next meeting and, of course, our Holiday meeting. Currently, the hottest topic for our region is the Financial Aid Shopping Sheet and the future of Federal Aid programs.

Respectfully Submitted,

Kristina Delbridge

Executive Councilperson for Region IV

**NYSFAAA Region V Report**

**Submitted By Dan Robinson**

* Region V held had little activity since February. The region hosted a meeting/end of year gathering June 14, 2012 at Mohonk Mountain house
* Roberta Daskin from Sarah Lawrence and Janice Hilbrink from Pace (White Plains) will represent Region V on the Tri-Regional planning committee.

**REGION 6 CALENDAR OF EVENTS FOR 2012-2013**

**September 28, 2012** Friday – 9:30 a.m. – 1:30 p.m. – Fall kick off meeting at Julliard. “Professional Judgment” – Heather McDonnall. Possibly offer a preview membership, by allowing non NYSFAAA financial aid personnel to attend with the understanding that they will have to join NYSFAAA should they wish to attend another NYSFAAA event.

**October 26, 2012** Friday - a “Region 6 meeting “at NYIT at Columbus Circle including a training session on “Verification Changes for 2013-2014” provided by Nautashia Webb from the U.S. Department of Education. Possibly offer another preview membership, by allowing non NYSFAAA financial aid personnel to attend with the understanding that they will have to join NYSFAAA should they wish to attend another NYSFAAA event.

**November 2, 2012, December 7, 2012** Friday – “High School Counselor Workshop”. November 2 will be held at FIT, December 7 will be held at NYIT at Columbus Circle.

**November 16, 2012** Friday – a “Region 6 meeting at Teacher’s College with a training session on “Veteran’s Benefits Overview” by Cinda Quattrini, Education Liaison Representative/Education Compliance Survey Specialist, Buffalo Regional Processing Office, Veteran’s Administration.

**December 14, 2012** Friday – “Holiday Meeting”. Agenda items will include a State Update, Federal Update and possibly include a training session on a topic (hot) from the NYSFAAA Conference in early October, 2012.

**January/February, 2013** – “College Goal Sundays”.

**February 22 or March 1, 2013** Friday – “Region 6 Meeting” including a training session on a topic (hot) or a “Birds of a Feather” meeting for Directors and Associate Directors for them to meet and network over some pre-arranged topics (e.g. software products, reconciliation with COD, will need other specific topics). Maybe poll them as to what topics/issues they would like to discuss at such a meeting. **Venue TBA.**

**April 12 or April 19, 2013** Friday – “Tri-Regional Conference”. **Committee in place to set up venue and agenda.**

**May 10 or May 17, 2013** Friday – “Support Staff Workshop”. **VENUE TBA.**

**June 14 or June 21, 2013** Friday – “Summer Event in Conjunction With Region 7”. Need to coordinate with CUNY Conference 2013.

**June, July, August, 2013** – meeting to plan September 2013 kick off Region 6 Meeting. Possibly have new Co-Chairs, new Region 6 Membership Chair and new Executive Council Representative attend for orientation to enable a smooth transition.

Region 7 update Fall 2012

 Region 7 held our 1st meeting of the semester on Sept 14th. We had 35 people at the meeting. Topics included calls for Volunteers, a treasury report and update on progress with Conference 2013. A discussion on possible themes for the conference (a vote was taken and a decision was made) “Making Students Dreams Soar” will be next year’s theme. We also decided on many of the folks to chair certain parts of the conference in 2013.

We had a great interactive presentation on using Technology to communicate with your students by Tony Sozzo from NY medical college

We also had a ‘round table” discussion on troubling issues that all of us have been experiencing on our campuses and how they are being addresses. (Dealing with IRS transcripts, Vet benefits. To mention a few )

We have our next meeting scheduled for Nov 9th….that looks to have some star quality (Scott will be coming via Skype ).

We have decided upon a date for our Holiday party (Dec 5th)

Regards

Gene Rogers