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NYSFAAA

New York State Financial Aid Administrators Association, Inc.

*Thirty-six years of volunteer service to
Financial Aid Administrators and the Families they serve*



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**NYSFAAA EXEC COUNCIL
MEETING MINUTES
DECEMBER 13-14 2001
BINGHAMTON REGENCY, BINGHAMTON, NY**

MEMBERS PRESENT: Cathy Bellomo, Anne Barton, Michael McGraw, Warren Hoffman, Michael Williams, Lisa Simpson, Kerri Cooper, Mim Brown, Evelyn DeStio, Tony Thompson, Gail Drapala, John Smith, Judi Miladin, Kevin Ryan.

MEMBERS ABSENT: Mike Pede

GUESTS: Tom Zarkos, Chair, Region 6, Jeanne McCarthy, Chair, Region 7, Tom Dalton, NYSHESC, Laura Augustine, member of the Statewide Gov't Relations Committee.

MOTION: APPROVAL OF MINUTES OF SEPTEMBER 20-21 2001, BUFFALO, ADAMS MARK

HOFFMAN/SIMPSON

UNANIMOUS

EXECUTIVE SESSION:

Appointment approved for Evelyn DeStio as NYSFAAA Secretary.

MEMBERSHIP REPORT:

Warren Hoffman gave an updated report on membership. Regional membership is down from last year. Applications still coming in. Confusion exists due to members not detailing which regions they are in.

Warren asked for a motion for permission to destroy Records prior to 2000/2001.

A decision was made to wait until after the Audit to pass this motion.

Paper directory as well as online directory: Discussed some options:

Cost last year was approximately \$15000.00. Warren received a quote from Amherst Binding and Laminating, Buffalo, NY. For the exact same service, \$10,500.00. Decision was made to use different thermal covers everything including colors and mailing \$8297.00.

We hope to have new directories in the mail by end of February, beginning of March.

TREASURER'S REPORT:

Mike McGraw reviewed the list of Regional Treasurers and their addresses. for Revenue sharing checks to be issued this month.

There have been several requests for monies for CAAN, & Guidance Counselor workshop expenses. Requests for reimbursements should be sent to the Statewide Chair of the respective committees..

The chair will then request Mike to make payments. There is still funding available for Regional training such as Support Staff Workshops. These requests should be made directly to Mike from the Regional Chairperson/Treasurer.

Every Chair received a copy of Sponsorship. There was some confusion by Regions as to what event Lenders were sponsoring. In the future it will be better set up and more precise.

Communication needs to be better planned. It was suggested that each Region have a discussion between lenders as to how they want to work out the support for regional events.

Mike will re-call the committee this January to review the procedures that were in place this year. At that time we will address all of the concerns that were expressed by lenders and committee chairs thus far.

An article for the WEB Letter might be written to explain the purpose of this committee.

Revenue Sharing:

Warren Hoffman suggested that at a future meeting we address the possibility of a permanent increase of revenue sharing.

Mike handed out a report on financial aid consultants and survey companies. Concern for these companies' practices and the fees they are charging for lists. This information has hit the press in the past few weeks. It was suggested that this information be shared with the regions and pass this information out to the high schools, to make them aware of how they are becoming a part of this. A suggestion was made to send a mailing out to guidance counselors in each region. Mike shared a letter he sent to Peter Keitel (President of HESC) on this issue. Cathy suggested a conference call on this issue in the near future in order to come to an agreement on an approach to the Attorney General.

Relief Fund.: Mike asked that we make a decision on what relief fund to send the NYSFAAA State contribution to. Lisa Simpson suggested we send it to the "New York Times Relief Fund.". It was agreed by Council to pursue this option. Lisa is responsible for getting Mike the information.

STATE LEGISLATIVE AGENDA:

In Brian Petraitis absence, (Co- Chair Legislative 2001 Forum) Cathy discussed the workshop day. The feeling is that the State is in a financial deficit. A non-money issue would be the better. There is a concern for how much/ what we should ask for.

A report from CICU (Commission on Independent Colleges and Universities) was handed out suggesting a legislative agenda for 2002/2003.

There was a suggestion to have Jeremy Weiss (SED) accompany us in Albany in February. If we can advise her on the issues.

A side by side document on EOP and HEOP could be presented. Mim is a Director of EOP.

NYSFAAA should reach out to the EOP/HEOP programs to help them to become proactive.

Cathy generated a discussion on how to proceed. Should we bring in EOP/HEOP before approaching Jeremy Weiss? Anne agreed that we should get the perspective of the program before going to Legislators.

Warren suggests we get someone who understands the programs to come to speak to us and then offer some recommendations on how to improve the programs. Those who are familiar with the programs can be of assistance in educating Jeremy on the issues at the next meeting. (Feb in Albany)

Three issues were suggested by Cathy:

1... Investing in Students: Continue to phase in a maximum Tuition Assistance Program award of \$5000 so that Freshmen, Sophomores and Juniors qualify. Investment for 2002-2003 - Cost Neutral

2... Improve Grad TAP by increasing the maximum award to \$3000.00 and raising the income ceiling.

Investment for 2002: CICU has requested a cost estimate from the Higher Educations Services Corporation..

3... A FEDUP piece

Cathy will make a draft of a piece and share in February.

PRESIDENT ELECT REPORT:

Anne has a timeline.

Election of officers' nominations, January..... due February

Ballots, March..... due in April .

Results to be announced end of April.

The issue of electronic ballot came up. There is a security issue with it at this time.

Anne shared a concept of EASF AA called a "Newbie Award" . Mike McGraw reminded us that the regional awards were originally structured for that purpose.

Anne asks for a motion to acquire a storage facility for

NYSFAAA materials. Mike Williams will investigate possible space availability at HESC. There were suggestions to use document imaging which is time consuming.

Wherever we decide, we must think about a list of contacts in order of priority to be able to keep track.

Hoffman/Simpson

Unanimous

March 12, 13 & 14 joint training with NYSOBBA , Full day of training. Looking for facility to accommodate break out sessions.

Anne will provide more information as she gets it.

"What you should know about Financial Aid " piece needs to be updated. We need to look over all of the pieces we do to see if there is duplication ie, wrapper.

Region 6 new Treasurer required a letter from the Secretary explaining who we are as an Association in order to change the name on the checking account. Anne sent a letter as President Elect .

CAAN:

A delay in approval of materials. Late decisions were made not to mail material. Hesc mailroom was prepared to mail it, due to bulk of mailing they had to start over. The mailing is done as of yesterday, 12/12/01.

Cathy questions HESC's commitment to this program. She wants a commitment from Peter or else we will get other funding for this program. This is not the first time the materials were not ready on a timely basis.

These materials were distributed to guidance counselors, but not in the agreed timeframe. Mike will get back to us with a response to our concerns regarding HESC's commitment to CAAN.

Peter's trip across the State.. "**PAYING FOR COLLEGE**" We do not have an agenda or information of where this will be held and when and who is picked to be involved. Site, staff, etc. etc.

January 17th in Syracuse might be the kickoff. CAAN Chairs will be made aware of the information when it is available especially if it is scheduled to be in a particular region.

Cathy brought up a question regarding a Q & A TAP modernization group. Being that another meeting is not planned at this time, Cathy requests another meeting to give input on some of the questions asked at the workshops.

LEGISLATIVE GAZETTE:

A decision was made to postpone the Special Supplement sponsored by HESC in January. NYSFAAA was approached to create a supplement to come out in February. Discussion to pursue this avenue was held by the Council. The Council decided since the deadline for a commitment to this was January 18th, we felt that we could not obtain enough articles in time for the deadline. Final decision was to wait until a later date possibly in June.

EASF AA:

There will be another EASF AA training in 2002. Training topics to be announced.

EASF AA will be putting a "PRIVACY STATEMENT" on their Website.

Cathy suggested that NYSFAAA may want to do the same. Cathy will discuss this with Vince Scalise. Agreement was made to look into this..

EASF AA " MENTORING COMMITTEE":

Jim Murphy (Past President of NYSFAAA) is Chair of the EASF AA "Mentoring Committee". A report of that committee was given out to all present. The major topic included the allocation of the funds set aside for the Mentoring Scholarships. EASF AA has allocated \$10,000 for this program. These scholarships will be awarded to one person from each State who has never attended an EASF AA Conference but wishes to become involved in the Association. The Committee is recommending that the selection of the candidate be left to the EASF AA representative from the individual States, with the approval of the State's Governing Board. It suggests that we fill that position with a person who never attended an EASF AA conference, but has been active in NYSFAAA.

It was suggested that all go back to the Regions to get qualified people who show interest. We will bring those names back to our next meeting and draw a name. That person will go to the EASF AA conference in Boston, in May 2002. The elected person must agree to work on an EASF AA Committee in 2002/2003 and become an EASF AA member for that year.

PRESIDENT'S REPORT:

Cathy would like to put together a brochure about NYSFAAA and the things we do throughout the year. ie, Committees, Workshops, success stories, etc, for the purpose of establishing a "PIECE" about ourselves.

A discussion took place as to whether we should do this "in house" (which would be time consuming) or use "Hunter Associates" to develop this piece.

It was decided that we would get a quote from Hunter Associates or someone that they would suggest.

Mike Williams volunteered to get a quote from the firm that HESC uses.

Things to consider:

Mentoring, Mission Statement, CAAN Website, Training, Conference, Scholarships, Guidance Counselor Workshops, Early Awareness, Gov't Relations, Awards. Success stories from Scholarship recipients.

Suggestions on where/who to distribute this piece to:

Guidance Counselors, School Presidents, Primarily to State and National Legislators.

Cathy will advise us of the information collected at the February meeting.

Cathy will start a "Task Force" on State Conferences to evaluate the manner in which we coordinate our State Conference, especially the location of sites. Everything pertaining to the conference will be explored. Example: Multi-year contracts. This will be a Committee appointed by Cathy. She has appointed Irv Bodofsky to chair this Task Force. Input should be sent to Irv. The committee will work on this for approximately 6 or 7 months. The end result will need to be approved by Exec Council and then go out to the membership for final approval.

JUNE 2002 EXEC COUNCIL MEETING:

Cannot be held in Cooperstown. Cathy would like for it to be three days, possibly June 12-15 at the Sagamore. Tom Dalton will coordinate this. Lodges should be coordinated to be together.

An alternate site could be in Lake Placid.

DECEMBER 2002 EXEC COUNCIL MEETING:

Will be held in New York City. Dates to be determined.. 1st or 2nd week in December.

TRAINING MANUAL:copies need to be sent to new Regional chairs.

NEW REGIONAL CHAIRS:

Cathy went over the responsibilities of New Chairs, the importance of communications at regional meetings and getting concerns of their members to the Exec Council Representative.

STATEWIDE TRAINING:

A Statewide NYSFAAA teleconference is planned for the Spring. The exact dates will be finalized at the February meeting. Regions who have scheduled activities need to contact Vince Scalise to have them posted on the NYSFAAA website calendar. All Region's Exec Council Reps agreed that their regional training is open to all members of NYSFAAA.

TOM DALTON: EMPN

Electronic Master Promissory Note...EMPN: HESC Admin. workshops has a piece on this project. Tom is going around the State giving presentations to regions which is a more in-depth presentation. Any region is welcome to request this presentation.

"How it is done" versus "Paper application".....speeds up the process. It is a mirror image of the Paper version. This is a work in progress and can be changed with ease. There is a link which will be ready in March, to go right into "Mapping Your Future" site for Entrance Counseling.

After authentication, a student must complete the form to let HESC know the school they will attend. If a certification is already there, the student can choose a Preferred Lender if the school has a list. If there is no Preferred List, then the student can choose from a drop down list of lenders.

Students have a right to request a paper copy be sent to them. The One Lender Rule can be changed with a form from the student.

CONFERENCE REPORT:

Conference 2002 - October 22-25, Adams Mark Hotel, Buffalo NY , OCTOBER 22-25 BUFFALO., ADAMS MARK HOTEL. The Budget will be made available in February.

Anyone wishing to give input, should contact Warren Hoffman.

Proposal for 2004 Conference, Region II, Rochester. October 25-29th is the only week available at the Hyatt Regency. They already have a Chair and Co-Chair designated. John Smith submitted a proposal. Overflow Hotel would be the Sheraton Four Points Hotel which has a crosswalk to the Hyatt..

Motion: to approve proposal for "Conference 2004 " to be hosted by Region II, Rochester, NY.

Barton/Smith

Unanimous

Comments were made by Region 7 requesting to consider submitting a bid. It was determined that Region 7 showed interest a while back and never followed through with an actual proposal. Since region II submitted the proposal and had a deadline to commit, it was determined that Region 7 should consider bidding for 2005.

Region 8 shared a regional event that was a positive experience. They used The Distance Learning Site to reach out to 7 schools.

REGIONAL REPORTS WERE HANDED OUT BY EACH REGION.

NASFAA CONFERENCE:

July 21-24 New Orleans, Louisiana

NEW BUSINESS:

There was another bank closure after the certification of Fall and Spring Loans. Mike McGraw wants to explore the possibility of HESC requiring lenders to contact borrowers and schools to alert them of their intentions.

Next Meeting February 10-12, Albany. Site to be announced.

Motion to adjourn:
Hoffman/Drapala

HESC Update:
NYSFAAA Executive Council Mtg./ December 2001

Grants and Scholarships

TAP Modernization Continues

Student Record Maintenance (SRM) was recently added to Grants and Scholarships Web functions located under Transaction Processing. This new function will replace the WinPATH data entry screen currently used to create TAP Maintenance Transactions. HESC strongly encourages schools to use SRM to submit changes online.

HESC is currently testing TAP's new online individual certification process which will be available this winter. The process will allow schools to submit certifications and certification changes or corrections on the Web, without accessing WinPATH or Web File Transfer. Batch certification on the Web is scheduled to be available in early 2002.

Available Reports and Rosters

The latest TAP Payment Roster for the 2001-02 Academic Year, including the first winter term roster, is now available for viewing and printing at <https://hescweb.hesc.org/hescweb/rf.asp>. The spring payment roster is scheduled to be available in late December. If you are authorized to access this data, you will be required to logon with the HESC User ID and password. For assistance in obtaining a User ID and password, contact HESC at 1-888-NYS-HESC.

Prepayment checks for the fall and winter terms will be sent this month. Schools that have elected to receive funds electronically will receive e-mail notification prior to funds transfer.

The latest payment documents (accounting reports), Remittance Advice, and Pending List for 2001-02 are also available for viewing and printing at <https://hescweb.hesc.org/hescweb/rf.asp>. Payments associated with this Remittance Advice will be mailed in 3 to 4 weeks. These payment files are also available for retrieval via mainframe, PC or Web File Transfer for schools who have chosen this option. Cartridges/tapes are being mailed to schools.

Change to Paper Distribution of State Funds

The Office of the New York State Comptroller has implemented a new process for the payment of all state funds. Auto Check Combining now combines all state funds payments processed on the same day into one check. This process eliminates the possibility of producing numerous checks for the same institution on the same day. The stub of the check includes details on the type of payments included in the check. Accounting Bulletin No. A-491, outlining this new procedure, can be accessed at the Comptroller's Web site at <http://www.osc.state.ny.us/agencies/abulls/a491.htm>.

Auto Check Combining will not change the distribution of funds for schools who receive state funds electronically from the Comptroller. Schools who are currently not enrolled in Electronic Payments are encouraged to participate. An Electronic Payments Authorization Form and information on the Electronic Payments program are available at <http://nysosc3.osc.state.ny.us/epay/guide.htm>.

World Trade Center Memorial Scholarship

In late September, Governor George E. Pataki announced his plan to provide scholarships for family members of those killed or seriously and permanently disabled in the September 11 terrorist attacks. The World Trade Center Memorial Scholarship is expected to cover full educational expenses at all SUNY and CUNY schools, or an equivalent amount of aid for students who attend private colleges in New York State. Although legislation has not yet passed, HESC is preparing a special database to identify those students who may qualify for the scholarship.

The Governor's World Trade Center Memorial Scholarship legislation would also expand the Memorial Scholarship, which guarantees a college education for the families of fallen police and firefighters. The expansion will extend the same benefit to Emergency Medical Services workers who are killed on the job, whether in the WTC attack or elsewhere. The initiative also expands the benefits available to police and firefighters, as well as EMS workers, who are seriously and permanently disabled in the ongoing WTC rescue and recovery efforts.

In compliance with the Governor's Executive Order, SUNY and CUNY have already implemented the WTC Scholarship for dependents of victims of the September attacks. Both SUNY and CUNY administrations have issued directives to their institutions to provide guidance.

HESC has created a page on its Web site (<http://www.hesc.com/WTC/Scholarship/Index.html>) that includes Governor Pataki's plan for the WTC Scholarship Program, SUNY's and CUNY's procedures for applying for WTC scholarships, NASFAA's list of scholarships for WTC victims, and information on the existing Memorial Scholarship.

Loans

Web Updates

HESC's new Phase III Web-based loans screens are now available on the Web. The major loans functions of Phase III include: Loan Summary, Anticipated Disbursement Date Changes, Hold and Release Changes, Loan Adjustments/Reallocations, Cancel/Reduce Disbursements, Borrower Inquiry/Update, Master Promissory Note (MPN) Location/Data, Enrollment Certification Data, and Loan Balance Data. For more information on this, please refer to EFAN Bulletin # 49 on the Web (you may also view EFAN Bulletin #47 on hesc.org under "Schools and Lenders," then click on "HESCWeb," and EFAN Bulletins).

e-MPN

HESC is planning to utilize the electronic Master Promissory Note (e-MPN) in early 2002. Students will be able to complete and electronically sign an e-MPN on HESC's Web site. HESC will utilize the federal Personal Identification Number (PIN) issued by the U.S. Department of Education and the Student Authentication Network (STAN) to authenticate a borrower for the completion of an e-MPN. Use of the e-MPN will not require schools to do any computer programming and the process will mirror HESC's current processes (i.e., the current Guarantee & Print (GP) process). This service will allow for an immediate electronic process versus the mailing of paper MPNs. HESC will issue a bulletin in the near future with more details.

Mapping Your Future

As a reminder, HESC can now retrieve student exit counseling data through Mapping Your Future's (MYF) ExitExpress (formerly Pathfinder).

ExitExpress sends exit counseling data from Mapping Your Future's database for the loans HESC has guaranteed. There is a regulatory requirement for schools to forward certain information obtained during exit counseling to guaranty agencies within 60 days of the student completing exit counseling. HESC can now serve schools that use Mapping Your Future's Exit Counseling by retrieving data on their behalf. For additional information, you may contact Frank Daggett at

Customer Service Bureau

e-Training

HESC's electronic training will resume in early 2002. Notification of the dates will be provided in the near future on HESC's Web site. Training will focus on the new TAP and Loans Web screens.

Administration

College Savings Program

September 28, 2001, marked the third anniversary of New York's College Savings Program, and with it, the earliest possible date that qualified withdrawals are allowable under New York State law. Using guidance provided by financial aid administrators, bursars, and registrars, HESC has enhanced its "one-stop shopping" approach to serving schools by incorporating the disbursement of New York's College Saving Program funds into the Corporation's existing Escrow Electronic Funds Transfer Service (EFT) and check disbursement systems. Schools which have an EFT agreement with HESC will receive funds by EFT. Schools which do not have an EFT agreement with HESC will receive funds by check. There are no unique reporting requirements associated with the receipt of these funds.

If a school has a question about the status of EFT or check disbursements, call 1-888-NYSHESC, and press 2, 2, 3, 3, when prompted.

WinPATH

HESC is continuing its focus on migrating WinPATH functionality to the Web. HESC will continue to support WinPATH in Windows 95 and 98 operating systems. As each function is completed for the Web it will immediately be available for use by constituents.

If you upgrade your PC and/or operating system, please be aware that you will continue to need access to a PC that is running Windows 95 or 98 if you wish to use Winpath.



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