

# NYSOBBA Quarterly



Vol. 8 No. 2

APRIL 1995

## From the Desk of Larry Cass

I hope to see many of you at the NYSOBBA Conference in Kiamesha Lake. The conference at the Concord Resort Hotel will focus on many of the issues that confront us in our daily operations. Topics such as Pro Rata Refunds, Federal Direct Lending, Electronic Data Processing as well as updates on HESC activities and the Federal outlook on Title IV funding is one which will affect everyone.

Presently, the news on the State front offers little more than what has been revealed in the Governor's budget and the resulting comments and criticisms. The budget as presented will reduce TAP funding with the maximum award for dependent undergraduates being \$3575 or 90% of tuition or whichever is less. The independent student TAP award would be a maximum of \$2450 or 90% of tuition, or whichever is less. Programs scheduled for elimination include graduate TAP, Aid for Part Time Study (APTS), STAP, and Educational Opportunity Program funding. Not surprisingly, these measures have evoked a wide range of protest from various segments within the State and until the Legislature passes a budget, it's anyone's guess as to what the outlook might be for the upcoming year.

The overall outlook for educational financing will mean higher cost to students with a greater emphasis upon loans and self help. With regards to loans, the current debate over Direct Loans vs. Stafford is shaping up as one which requires close attention to separate fact from fiction. Regardless of which program one favors, the proposal to eliminate interest subsi-

*Larry Cass of SUNY Binghamton was elected as President of NYSOBBA June 15, 1993.*

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dies is a very important topic and one that hopefully will not fall prey to the current quick fix mentality. Unfortunately, after reading minutes from a NASULGC (National Association of State Universities and Land Grant Colleges) of it's meeting on March 10th, I am afraid this issue will also be decided on the leisure intellectual plane. An example of this can be seen in statements attributed to Rep. McKeon (R-CA) who stated he was in favor of removing the in school interest subsidy because it would cost students only \$21 more a month in paying off their loans. There are even some reports suggesting that this would only increase students' payments by \$4 a month. Obviously, this type of an assessment falls under the category of getting statistics to prove whatever you wish depending on how the information is manipulated.

In the midst of all the budget cutting talk and the vaunting over the Republicans "Contract with America", there will be a significant change in the Pell Grant processing beginning with the 1995-1996 academic year. The SAR (Student Aid Report) will no longer be generated as a paper document and mailed to students. The SAR process is going paperless and all processing will be handled electronically. From this, one can see that conference sessions dealing with the paperless office notion is something that should prove interesting and beneficial, considering the cost factors that can be realized in certain areas.

Finally, I think that the challenge to all of us in the current climate of becoming leaner and doing more with less is to make sure that leaner does not begin to translate into a deterioration of service to our institutions and students.

\* \* \* \* \*

## Scholarship News

The Board of Directors has voted to increase the NYSOBBA Scholarship from \$200.00 per year to \$250.00 per year (or \$125.00 per semester). Two scholarships are awarded in each of seven regions yearly. Applications are now available through your regional director. Deadline for submission for the 1995-96 school year is May 1. If you have a student employee in your office who qualifies, encourage him/her to apply today. Completed applications should be sent to your regional director or his/her appointee.

There was an error in the January issue of NYSOBBA QUARTERLY. The Long Island Regional scholarship winner was listed as Ms. Heather Ronek of Hofstra University. The winner of the scholarship from the Long Island Region was Mr. Jon Jurgensen.

Also, at time of press for the January issue I did not have the names for the Western Region. The scholarship winners for the Western Region are Ms. Meghan Maska and Sownya Varadarajan.

B Dupre

NYSOBBA

# HOW TO KEEP FILES LEAN AND MEAN

It has been said that 80% of what is filed is never needed again. Unfortunately, we often don't know immediately which 80% that is so the tendency is to save everything.

## Selecting What to File

To decide whether a particular document is worth filing, ask yourself, "What is the worst thing that could happen if I threw this away?" If the answer is "Nothing much," toss the document out. If you're not sure about the consequences, ask "Is a duplicate available?"

If you still feel uneasy, keep the document-but only for as long as it is useful. Two ways to prevent a piece of paper from becoming file deadwood:

### \* Give it an expiration date.

Many papers have natural life spans. If the budget you get in September will be outdated by next February, write at the top of the page **TO** (for toss out) **FEB `95**. When you come across that budget in February or afterward, you can throw it away without thinking about it.

### \* Set up a halfway house.

This is a good way to handle items that you will only need for a week or two, such as certain weekly sales figures or receipts for overnight

delivery. Assign a desk drawer or small file box for those materials, check it once a week and throw away what's no longer useful.

## Deciding What to Name Files

The surest evidence of an inefficient filing system is lots of skinny folders with just a few pieces of paper in each.

If file names are too specific, you and your staff won't be able to remember them, resulting in long searches for information. A few relatively thick files are better than many thin ones.

To make sure you name files in such a way that makes their contents easy to find again, use these strategies:

### \* Umbrella principle.

Choose file names that cover a lot of territory.

**Example:** Instead of three separate files for "Time Management," "Paperwork Tips" and "Efficiency," I put all these categories together into one general "Organizing" file.

\* **Sponge principle.** Make sure all your files are general enough to soak up a lot of material.

**Example:** "Photography" would be a fine file heading for a camera buff. But if all you have on the subject is one flyer from a camera store, put it in a more general folder titled "Hobbies" or "Gift Ideas."

\* **Begin file headings with nouns rather than adjectives.** "Prospects-New" is easier to remember and retrieve than "New Prospects."

\* **Make a file index - a simple list of all your file headings.** Update it every few months.

### **Keeping Files Lean and Mean**

Files have a way of growing exponentially. Without a system for periodically pruning them, these files will become overwhelming-leading to wasted time and files space. **To keep your files under control:**

\* Whenever you pull a file folder, quickly flip through the contents and toss out any outdated material. (Setting expiration dates, as described earlier, makes this job easy.)

\* Instead of automatically adding file drawers when the ones you have currently are filled, use crowding as a signal to clean them out.

Article reprinted from  
Bottomline

*You may be on the right track, but don't just sit there or you'll be run over.*

## TUITION RISES AGAIN

An article in the Chronicle of Higher Education states:

The pace of tuition increases slowed in 1994-95 at most types of institutions but, even so, the rise in the cost of attending college outstripped inflation.

Announcing the results of its annual tuition survey, the College Board last week reported the following:

\* Undergraduates at public four-year colleges and universities are paying an average of \$2,686 for tuition and required fees, 6 per cent more than last year.

\* At private four-year institutions, tuition also went up 6 per cent, to an average of \$11,709.

\* The average tuition at public two-year colleges is \$1,298, up 4 per cent from last year.

\* Students at private two-year colleges are paying an average tuition of \$6,511, 5 per cent more than in 1993-94.

For the 12 months ending in August, the rate of inflation, as measured by the Consumer Price Index, was 2.9 per cent.

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## Directory Information Update

Nassau Community College  
One Education Drive  
Garden City, NY 11530  
Tel: (516) 572-7327  
Fax: (516) 572-8132

Ms. Madeline DiFiglia, Student  
Finance  
Mr. Stanley Bergman, Student Grants  
Ms. Vivian Rudden, Student Finance  
Mr. Ludwig V. Rodriguez, Asst. VP/  
SFA  
Mr. Robert Schnitzer, Assoc. VP/  
Comptroller

### The Information Superhighway

The Student Loan Service Center staff is accessible through the SUNY Financial Aid and Bursars Discussion Lists. However, if you want to reach any of us directly, here are our bitnet address:

Joseph M. Catalano  
CATALAJM@SNYCENVM  
Thomas Dixon  
DIXONTG@SNYCENVM  
Maria Livolsi  
LIVOLSMA@SNYCENVM  
Tyron Reid  
REIDTR@SNYCENVM  
Diane Spinelli  
SPINELDF@SNYCENVM  
Sharon Monroe  
MONROESM@SNYCENVM  
Anthony Kehrer  
KEHRERAP@SNYCENVM

Linda Button, Assistant Bursar at New York Chiropractic College, resigned last fall. Linda's position has been filled by Renee Van Deventer. According to Teresa Donnelly-Major, Bursar, Renee is anticipated to attend the June Conference. I hope everyone says hi and makes her feel welcome.

As of March 6, 1995 New York City's Regional Director has changed employers. Steve Green can now be reached at Ross University, 460 West 34th Street, New York, New York 10001. His phone is 212-279-5500 ext. 189. His FAX is 212-629-3147.

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### Dues Renewal

Dues renewal notices will be in the mail in late June. Please take a moment to process whatever paperwork you need to insure payment in a timely fashion. Dues are due August 1, 1995.

### NEXT ISSUE DEADLINE

The next newsletter will be published the end of July 1995. Articles need to be submitted by July 1, 1995. Please submit your articles to Barbara Dupre at Suny Brockport, Rakov Center, Brockport, NY 14420. Or Fax to me at (716) 395-5445. Thank you.

B Dupre

# NYSHESC UPDATE

STATE BUDGET - Information about the student aid proposals contained in the 1995-96 Executive Budget request appeared in NYSHESC TAP Bulletin #110 and in the March NYSFAAA Newsletter. At the time of this article's submission (3/7), the Budget was still being reviewed by the Legislature. NYSHESC is currently monitoring the budgetary process. When final decisions are reached, NYSHESC will post updates on the EFAN Bulletin Board and the NYSFAAA Hotline. A Bulletin will also be issued to provide additional information.

ESCROW EFT - NYSHESC disbursed over \$219 million through EFT during the 1994-95 state fiscal year. Initiatives for 1995-96 include the development of an electronic refund system. Suggestions about this and other future directions were shared during the March meeting of NYSHESC's EFT user's group. For additional information about EFT, contact Ed Noonan at (518) 473-1669

1995-96 TAP Processing - NYSHESC began receiving TAP application data from NCS and CSS in late February, and began processing applications at the beginning of March. As has been the case in the past two years, the first phase of processing includes the issuing of letters to students requesting missing information or corrections. When the State budget is enacted, NYSHESC will determine what TAP schedules will be used for 1995-96 awards and make any changes, if necessary, to the processing systems. As soon as this is done, the

eligibility of students will be determined and award certificates and denials will be mailed.

Redesign Update - The preliminary design phase for the redesign of the TAP system is completed. This phase includes the documentation of the system requirements (hardware, operating software, and database structure) and the data and processing requirements defined in current law and regulations.

Funding for the continuation of the redesign has been proposed in the 1995-96 Executive Budget. If funding for the redesign is provided in the state budget passed by the legislature and signed by the Governor, NYSHESC will involve NYSOBBA and others in the financial aid community in the detailed design of elements of the system. NYSHESC has asked NYSOBBA to reactivate the Liaison Committee to form a core group for discussions on the payments portion of the redesign. We expect that the membership will forward their ideas and concerns to the committee.

TAP Data Elements Bill - This proposal will allow students to use the Free Application for Federal Student Aid (FAFSA) as their application for State student financial aid. The award would continue to be based on net taxable income but would be calculated using reported deductions and exemptions. The bill has been revised based on recommendations of the financial aid community.

The most recent copy of the Bill has been approved by the Gov-

ernor's office to be resubmitted to the legislature.

Pre-Approved Loan Application (PAL) Processing Pilot Underway - Currently, seven schools are participating in NYSHESC's PAL application processing pilot program. The Pre-Approved Loan (PAL) Application Process eliminates the need for schools and lenders to handle paper as part of processing FFEL Program loans. NYSHESC will receive data electronically from schools and will then handle, edit, and control the exchange of the Application/Promissory note directly with the student. NYSHESC issues daily reports to both the school and the lender. It is anticipated that the PAL process will be available to all schools in Spring '95.

Paperless Office Project - In October 94, NYSHESC began providing toll-free access to inquiry and high speed file transfer transmission at selected pilot schools and lending institutions. Participants are using NYSHESC provided electronic products and services to completely replace the exchange of paper.

NYSHESC Joins ELM - In New York State, the ELM Program will allow students to apply for TAP, FFEL loans and federal aid using a single diskette. The system offers a flexible method of receiving automated financial aid data from a variety of sources, delivering financial aid information to the school and loan data to the designated lender for processing, and then sending disbursement information and funds electronically to

the school in a single transmission and format. NYSHESC plans to begin working with ELM in the coming months.

New Fact Sheets - NYSHESC recently mailed to schools an initial supply of new fact sheets including, "How to Apply for Financial Aid for 1995-96," "Student Financial Aid Programs for Graduate and Professional Students in New York State" and a series of Loans Fact Sheets. To request a supply, call NYSHESC at (518) 473-7087.

Financial Aid Videos Now Available - Two videos in NYSHESC's "Paying for College" series have been aired on Crosswalks, the public service cable system for New York City. Videos were also distributed to many cable stations throughout the State. College financial aid offices, high school guidance offices, lending institutions, libraries and community-based organizations are now receiving order forms for the "What To Know About Financial Aid" and "How to Apply for Financial Aid" videos. The cost of each video tape is \$10.

Article Submitted by:  
Kathy Crowder  
NYSHESC

*Tact is the ability to hold your tongue until it is under control.*

# THE FOUR GREATEST TIME WASTERS

Most people who have trouble managing time at work face similar disruptions. **The biggest time wasters and how to avoid them:**

## Hunting for Lost Paper

When works get buried on your desk, it isn't a neatness problem - it's a decision-making problem.

**Solution:** Use the **TRAFF** system. There are only five things you can do with a piece of paper ...

- \* Throw it away
- \* Refer it to someone
- \* Act on it
- \* File it
- \* Follow up

Make one of these five decisions every time a piece of paper crosses your desk - instead of putting it aside to think about later. Your desk will soon be free of clutter.

**Helpful:** Have a garbage can handy for the throwaways and a separate box or file for each of the other categories - and mark follow-up dates in your calendar.

## Interruptions

There are two ways to minimize drop-ins and telephone calls:

\* **Create privacy.** Every day, schedule an hour for priority tasks. Set up your environment so

that you can't be reached during that time. Transfer all your calls to voice mail or the receptionist ... duck into an empty office or conference room ... leave the premises and work in a public library or park ... put a sign on your door that says "Working - please call or stop by later."

Some executives have worked out other creative ways to ensure privacy.

**Example:** One executive had two desks in his office - one was visible from the door, the other was not. When he sat at the desk where he could be seen, the message was "Y'all come." When he sat at the other desk, out of sight, his staff knew he was not to be disturbed.

- \* **Minimize interruptions.**

**On the phone:** after a friendly greeting, start with "What can I do for you?" rather than "How are you?" Also - practice polite conversation-enders such as "Let me recap those points ... Thanks for the information ... I'll talk to you soon."

**In person:** Hold spontaneous meetings in other people's office rather than in your own - it's easier to excuse yourself from someone else's office than to kick somebody out of yours. And if someone drops into your office, stand up and walk them out of the door as if you were leaving.

## Procrastination

Most procrastination occurs



because a task seems overwhelming.

**Solution:** Break big tasks into smaller parcels. Ways to do it:

\* **Chunking.** Identify the components of a job. Tackle them one at a time.

**Example:** For a transportation report, elements might include research history of monorails, draw up outline, draft introduction, etc.

\* **Set aside time.** Allocate a time period that you devote to the project. One entrepreneur spent every Sunday morning from 6 a.m. to 8 a.m. - her only "free time" - preparing her business plan.

### Meetings

Unnecessary or rambling meetings are probably the worst time wasters. To keep meetings from eating up valuable time ...

\* **Eliminate any unnecessary meetings from your schedule.** Hold meetings by conference call, if possible ... don't attend meetings at which your presence isn't mandatory ... when you do attend and if it is not offensive to others, stay only as long as the discussion is relevant to you.

\* **Set an action agenda.** When you're in charge of a formal meeting, have a list of meeting objectives and topics types and distributed in advance. Note which

papers and other information participants should bring.

\* **Set time limits.** Start at the announced time, even if not everyone is present. Colleagues will recognize you're serious about punctuality. Five minutes before the meeting is scheduled to close, review decisions and assignments.

**Helpful:** Meetings held shortly before lunch or at the end of the workday provide built-in time limits.

Article reprinted from  
Bottomline

\* \* \* \* \*

Tuition Rises Again con'td from pg 4

Even though tuition is rising faster than inflation, higher education is "still affordable for most students," according to Donald M. Stewart, President of the College Board.

Mr. James B. Appleberry, President of the American Association of State Colleges and Universities, stated, "I expect that the tuition increase next year will not be above the current level, and it may drop again. All of us would love to see it continue to come down."

Obviously, Mr. Appleberry's comment will be upset by Mr. Patacki's budget plans for New York State public and private schools in the coming year.

B Dupre

To the Wonderful Folks at  
Brockport -

## Editorial

You did a fantastic job at your DIRECT LENDING WORKSHOP. Not only did you teach us all you know, including warning us of the few pitfalls, but you made us feel so welcome. You treated us like family!

The team from our school came back with enthusiasm for the task facing us and with a sense that maybe this is do-able after all. It was so generous of you to share the "hard lessons" you have learned in addition to the nuts and bolts of the specific jobs that each of you performed in preparation and implementation of Direct Lending. It was also very helpful to have the opportunity to discuss these issues with other schools who are in the struggle phases as we are right now.

On behalf of all of the people who were fortunate enough to attend, I would like to say a very hearty THANK YOU.

Peg Ehmann, Bursar  
University of Rochester  
School of Medicine

Every January as a new year dawns the federal and state governments start the budget process for their respective fiscal year budget (Federal-October, State of New York-April). And with that process news writers from every medium earn a living trying to keep their readers informed. Some sensationalize, some state the facts, some get creative, some slant but all of them write to much.

Beyond that you have TV, Radio, and the computer internet.

During these early months each year my desk appears to be a waste receptacle for volumes of this paper which you feel compelled to read or scan at least, for that one piece of information that may change your work style.

You find yourself reminding your staff at every turn that their job is probably safe. But what is "SAFE".

This is already a stressful time for the Financial Aid Community charged with the task of supplying as much accurate information to students early enough for them to decide if they will attend or return. Couple that with the thought that all that work could be for naught if the federal or state budget changes the rules.

The dust from all these stressors usually settles by May and then we go on our way for the next

eight months almost as if nothing happened back at the beginning of the year. Patacki and other politicians wonder why government doesn't work well? They only give us eight months to do our job.

That may be why GOLF and other sports were created! You notice how most sporting events start in the spring.

B Dupre

## Spotlight on Buffalo State College

Pictured below

The largest of the 13 State University of New York four-year colleges of arts and science and the only one with an urban campus. Buffalo State is the choice each year of approximately 2,600 entering freshmen and transfer students.

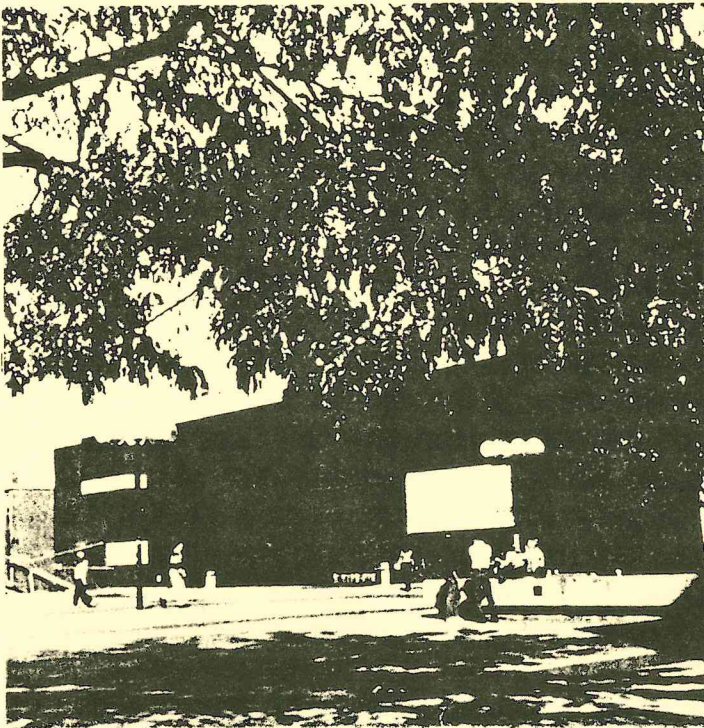
Physically, the 115 acre campus of 36 buildings is equipped for academic achievement with such facilities as Butler Library with half a million volumes and 2,000 periodicals, as well as a state-of-the-art online catalog system. Other points of interest on campus is Ferguson Planetarium, the Theater Arts Building, and Rockwell Hall which is the oldest building on campus.

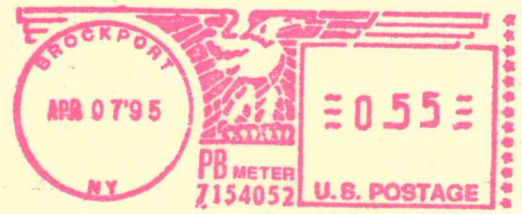
At Buffalo State, nearly 70 majors in the traditional liberal arts and contemporary career preparatory disciplines can be combined with almost 50 minors, allowing students to virtually design their own degree program.

In addition to conventional course offerings, Buffalo State provides some flexible ways to broaden intellectual horizons, among them independent study, projects, internships, and topics courses.

Buffalo State's most important resources for its student body is undeniably its faculty and staff, some 1,000 strong. Included in their number are 18 winners of the SUNY Chancellor's Award for excellence in teaching.

B Dupre





## NYSOBBA NEWSLETTER

SUNY Brockport  
Brockport, NY 14420

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