NYSOBBA Quarterly

Issue XIII Summer 2000

A Word from Our President

I'd like to thank the Western Region for the successful conference held in Buffalo. This was the first time in many years that a conference was held without the benefit of our former conference coordinator, Jack Edwards. It was a learning experience and brought many from the region together. The associate members (vendors) played an active role in the planning and implementation and were very helpful with their many contacts.

I'd also like to thank those members who continue to support the conference with their attendance. It is a big responsibility to host one of these events and it means a lot when the membership turns out to support you when it's your turn to host such an event.

Diane Lucchesi is working with her region (Mid-Hudson) and the board to plan the 2001 conference. Your comments and feedback are welcome. If there is an issue brewing that you would like to have addressed at the conference, please do not hesitate to let us know about it. We will gladly look into getting the appropriate, most knowledgeable persons there. This is your conference, and we want to address your needs.

Also, I'd like to encourage all of the membership to submit articles for the newsletter. Michelle Brown-Nevers does a fantastic job of putting this together each quarter. It is almost a second job trying to get sufficient information to generate such a document and all contributions are welcome. As you know, the newsletter contains a variety of articles so just keep this in mind as you come across various tid-bits that you could share with the rest of us via the newsletter.

Well, it's the start of the semester and we all know how that is! Hope you had a great summer and now it's back to servicing our students.

Sincerely,

Shirley J. Walker, Ed.M.

TRENDS AND PREPARATION TO ADVANCE IN HIGHER EDUCATION

Shirley J. Walker, Ed.M.

The opening session for the conference began with a presentation on Trends and Preparation to Advance in Higher Education. This session was presented by Dr. Elmira Mangum from the University at Buffalo. Based on her own personal experience and research, Dr. Mangum relayed to us some of the following trends:

- Business and finance officers are using their management skills to reach the president's office
- Nontraditional career paths are becoming more common
- Business officer actions which focus resources to create desirable opportunities are bridging the gap between action and ideas
- Business oriented Presidents believe the ranks will increase because of --increased competition from corporate universities, distance learning institutions, and for profit institutions offering educational services
- Boards are aware that a competitive edge requires close attention to financial issues.

Dr. Mangum pointed out that the job skills that we as bursars and business administrators bring to the table are highly desirable and valuable to the university. In terms of advancement, she stressed several points, which included having a solid understanding of financial fundamentals; stay in a job long enough to develop a track record; be involved in communities, be an ambassador; know technology and what it can do; know the "big" picture and attend national meetings.

Dr. Mangum's presentation went on to include discussion on leadership, being politically savvy, do's and don't for cover letters, and the job interview. She was able to share with us realistic expectations of how these processes worked. I guess you could say it could also have been called "What your career planning class never taught you".

> *In terms of advancement, she stressed several points, which included having a solid understanding of financial fundamentals; stay in a job long enough to develop a track record; be involved in communities, be an ambassador; know technology and what it can do; know the "big" picture and attend national meetings.*

As an experienced bursar, one could relate to much of what Dr. Mangum presented. Individuals new to the area received encouragement as to the many options that this career path will make available to them. We all learned how we can take advantage of our total experience and be a real asset to our organization in our current position and in future opportunities.

About the presenter:
Dr. Elmira Mangum is currently serving as Associate Provost for Resource Management at the University at Buffalo. In this capacity, she is responsible for ensuring that the budget of the Office of the Provost is managed and implemented across twelve professional schools, the College of Arts and Sciences, four Vice Provosts and two Vice Presidents. Elmira started her career at UB in the Office of Student Accounts as an associate director and she has continuously maintained her NYSOBBA membership.

HOW TO JOIN THE NYSOBBA LISTSERV

To join the list, send email to listserv@listserv.buffalo.edu with the following command in the body of the email message (do not include your signature file in any mail sent to listserv):

sub nysobbalist their-first-name their-last-name
example: sub nysobbalist Shirley Walker

Once you are successfully subscribed, you will receive an acknowledgment email with additional information regarding the list.

NYSOBBA CONFERENCE 2000

By Richard Augustine

This year's Conference in Buffalo, New York (Western Region) was a very successful venture. My understanding is that we were in the black financially. Figures should be finalized by the first board meeting in October. We will then publish the results for the general membership.

All reports received have been positive. The facilities - Hyatt Hotel - were excellent from the meeting rooms, dining facilities, and individual rooms. Anything and everything we needed was provided. The staff was courteous and helpful in every way. My sincere thanks go out to them for all of their assistance. The program was praised! It was also recommended that we continue the extensive multi-session offerings. Also everyone enjoyed our main speakers and the in-service training session that were presented. Many people expressed a sincere desire to continue on this type of presentation in future conferences. This information is being passed on to next years' conference chair.

The last thing I have to comment on is the lack of attendance by many of our colleagues from the eastern half of the state. Many of these were my SUNY colleagues. We must remember that NYSOBBA is the organization that pushed for many reforms in the loan and TAP programs with HESC. Your commitment and involvement in NYSOBBA is critical to assure that changes continue to be made to satisfy the needs of the financial officers, bursars, at every public and private college in the State of New York. Next year, our conference is scheduled for June 12 - 15th. I sincerely hope my SUNY Bursars Committee counterparts keep this in mind as not to conflict with their separate SUNY Financial Aid, Registrar, Bursar meeting.

I look forward to seeing everyone at next year's conference and hope that we can all better participate in the annual conference and, yes, hopefully the local regional meetings and exchanges.

PERKINS-UPDATE

Included for your benefit are the main bullets from the PowerPoint presentation made by Anne-Marie Miller. One of the items that Anne Marie continuously stressed was reading the Preamble to the Perkins Loan Rehabilitation. Anne-Marie stated that many issues in her presentation were more clearly defined in the preamble but not so in the regulation. You can find the preamble and regulation at www.IFAP.ED.GOV. A copy of the complete presentation will be sent to the NYSOBBA listserv.

Perkins Loan Rehabilitation
Regulation-Section 674.39

- Each institution must establish a loan rehabilitation program.
- Rehabilitation is available to all defaulted Perkins borrowers.
- Defaulted borrowers must be notified of the option and consequences of rehabilitating a loan.
- Rehabilitation is making one on-time, monthly payment, as determined by the institution, each month for twelve consecutive months.
- Borrowers must request rehabilitation.
- A written agreement is not required, but recommended.
- Borrowers may rehabilitate a defaulted loan only one time.
- For a loan with a judgement, the borrower must sign a new promissory note after rehabilitating the loan, and before receiving the benefits.
- Within 30 days of receiving the borrower's twelfth on-time, consecutive, monthly payment, the institution must- - return the borrower to regular repayment status; treat the first payment made under the 12 consecutive payments as the first payment under the 10 year repayment maximum; and instruct any credit bureau to which the default was reported to remove the default from the borrower's credit history.

After Rehabilitation:

- Borrowers regain the balance of the benefits and privileges of the promissory note
- Borrowers again may borrow Title IV funds, if they are otherwise eligible

Collection costs on a rehabilitated loan

- If charged to the borrower, may not exceed 24% of the unpaid principal and accrued interest as of the date following application of the twelfth payment; and
- Cost in excess of 24% may be charged to the Fund until July 1, 2002 in accordance with Sec. 674.47(e)(5).

Benefits to the Borrower

- The borrower is returned to a regular repayment status and regains the balance of the benefits and privileges of the promissory note.
- The borrower may borrow additional Title IV Aid, if otherwise eligible
- All negative credit is removed from the borrower's credit history.

Institution's Responsibilities

- Have a plan in place by July 1, 2000
- Notify all defaulted borrowers before July 1, 2000
- Design a Rehabilitation Agreement form (optional).
- Monitor 12 consecutive, on-time, monthly payments.

About the presenter:
Anne-Marie Miller is Director of Government Relations and Compliance at EFG Technologies. In this position, she is responsible for interfacing with Department of Education personnel, congressional representatives and other government officials, for reviewing proposed and final regulations, and making recommendations to EFG management for compliance with new laws and regulations. Anne-Marie announced that as of October 2000, she will be retiring.

ADVICE FOR NEW BURSARS - SUMMARY

Michelle H. Brown-Nevers, Ed.D.

I recently hired a Manager of Student Accounts and was preparing training materials for her arrival. I decided to survey the national listserv on their advice for new bursars. The responses were wonderful. Below is my synopsis of their responses based on themes.

A. Professional Associations/Networking

1. Know your federal regulations and Anne Gross at NACUBO.
2. There is a group called Professional Development Group "PDG" that may have some insights.
3. Use this list as much as possible because we're all incredible founts of knowledge and we support each other like no other.
4. Attend conferences geared to the beginner.
5. Make contacts then keep in touch with those contacts even if you do not have a question or issue to resolve.
6. Sign on to the bursar's listserv

B. Student Population

1. Know your population - who is your customer? Grad? Undergrad? Commuting/resident?
2. Know your schools and who to contact in each.
3. By whatever means, usually computer, monitor the school's population.
4. Enjoy the students - they are our business.
5. Students are human, and we humans read aren terribly good at reading procedures. You'll be lucky if they read it at all.

C. Financial Aid/Registrar/Admissions Relationship

1. Really, really get to know the financial aid folks or at least one really good contact.
2. Foster a good relationship with the financial aid and registrar's office and remember that we are all working towards the same goal.
3. Learn what you can about financial aid, a little knowledge can go a long way.
4. Monitor admissions and registrar and whatever department affects student charges.
5. Make sure that other enrollment services staff and faculty are aware of and SUPPORT student account policies.

D. Staff Support

1. Know your staff and do things, not necessarily monetary, to reward them for the hard work they do.
2. Adore, honor and worship your cashiers.

3. Support your staff, but make sure they hold students in a positive light. It is easy to get for staff to get jaded when most of their dealings are with the handful of problem students, even though the vast majority are wonderful.
4. Treat your systems person like gold, he/she is worth their weight in it.

E. Office Operations
1. Know what your office does and what the business cycle for your school is - quarters, semesters, special sessions, etc.
2. Always follow the rules and always be flexible!
3. BALANCE, BALANCE, and BALANCE AGAIN!
4. Think STREAMLINE and CONTROLS.
5. Bill frequently and consistently.
6. Make a Billing schedule and follow it.
7. Constantly review your Accounts Receivable and compare it to the same period in the prior year. If it is up, find out why.
8. Evaluate internal controls in your office immediately. Too many people with too much access can cause too many problems.

> ***Support your staff, but make sure they hold students in a positive light. It is easy to get for staff to get jaded when most of their dealings are with the handful of problem students, even though the vast majority are wonderful.***

F. Distance Education
1. Be prepared to discuss distance ed and come up with payment alternatives for distance students.

G. Customer Service
1. Customer Service is of the utmost importance treat every complaint seriously, remember that the students are the ones who make our jobs possible.(bad news travels fast)
2. Learn to say no, politely but firmly.
3. Seek to solve problems yourself without directing student through a maze of personnel.
4. Be unfailingly polite.
5. Return phone calls.

H. Training
1. Cross train your staff. This will minimize your exposure in the event of absences.

I. Hiring Skills
1. Hire primarily for problem solving skills and analytical thinking skills, having a balanced grasp of customer service, and the proven ability to team build, motivate and supervise staff, ie. Help them find meaning in a somewhat traditionally boring or meaningless job.

J. Internal Publications
1. Review published information to make sure it is clear, concise and uniform.
2. Read your policy and procedure manuals. If you don't have any, develop them. It is a good way to learn the job and to identify areas for improvement. Make sure that they are designed to benefit the greatest number of students. Don't let exceptions rule.

K. Other
1. Get organized, Be organized and follow up on issues to be solved.
2. Take one day at a time.
3. Don't let all the Federal Regulations overwhelm you
4. Keep your sense of humor. Always laugh, it helps.
5. Keep learning - you never have a handle on it - it changes faster than handles can be attached.
6. Keep a diary - you will need to write that book one day - the one called "Just When You Think You've Heard it All."

L. Definition of Bursar
I also feel it is important for this new person to be able to tell people what a "bursar" is when asked. We DO NOT work on cruise ships! See below.

With all the discussion about the definition of the word "bursar", I decided to do some research myself. Kathy, I also consulted Webster on the matter, and found that bursar is derived from the Medieval Latin word "bursarius" or "bursa" which means purse. Therefore, a bursar is a keeper of the purse. For those of you who read the Bible, you will recall that Judas Iscariot was the keeper of the purse for Jesus and his apostles.

So Judas was a bursar! No wonder we have such a bad reputation!

TIPS FOR EFFECTIVE SUPERVISION

1. Learn to Do the Jobs of Each of the Employees That You Supervise.
WHY IMPORTANT - It is necessary to understand the processes involved in order to be able to understand problems and recommend solutions. Learning to perform the job function will assist the supervisor in writing and reviewing procedures, job descriptions, and evaluations. Working with an employee to learn to perform their job function demonstrates interest in the employee.

2. Have Written Job Descriptions for Each Employee.
WHY IMPORTANT - Written job descriptions assist the employee in understanding the scope and limits of the work functions assigned to that employee. It is beneficial in developing the functional work relationships between employees and can assist in avoiding problems of overlapping duties or transfer of responsibility. Written job descriptions are necessary for the performance evaluation process.

3. Have Written Performance Program for Each Employee and Update Them for Each Evaluation Period.
WHY IMPORTANT - A performance program sets the expectations for each evaluation period. It is used to measure actual performance. Expectations will change over time and the evaluation criteria in the performance program need to reflect the changes.

4. Conduct Employee Evaluations.
WHY IMPORTANT - This is important for both the supervisor and the employee. Performance needs to be measured in order to determine if expectations are being met, if additional training is needed, if criticism is warranted and if praise and reward are appropriate. Evaluations are the key to improving employee performance. They must be done on a regular basis and must be honest.

5. Establish a Set of Values for the Work Environment.
WHY IMPORTANT - Values such as honesty, trust, and respect can make the difference between an effective work environment as opposed to one that is intolerable.

6. Be an Effective Communicator.
WHY IMPORTANT - Effective communication is the key to ensuring that the job is done the right way. Without effective communication, there is little chance for success. Communication is a two-way process. You need to listen effectively. You must also learn that different people conceptualize ideas in different fashions. You need to learn the different styles that people use and use them accordingly. Follow up to make certain that your communication has been understood.

7. Conduct Staff Meetings with All Subordinate Staff on a Regular Basis.
WHY IMPORTANT - Planning for upcoming events or processes is important that each employee understands the process, what is expected from them, and how it will impact them. Problems and issues need to be identified and resolved. Not all problems or issues will be resolved during the staff meeting, but this is the first step.

8. Encourage Training and Staff Development.
WHY IMPORTANT- The successful work environment is one in which all staff members are working together as a team. Each employee contributes to the overall function of the office. Each employee supports other employees in the operation of the office. Improving individual skills through training contributes to the overall effectiveness of the office.

9. Empower Employees to Act.
WHY IMPORTANT - Empowering employees to make decisions or to take action is a more effective, efficient way to conduct business. It avoids multiple employees dealing with the same issues. It also gives ownership to the employee with a vested interest in taking the best action or making the best decision possible. Employee grows in an empowered environment and supervisor have more time for their direct responsibilities.

Effective communication is the key to ensuring that the job is done the right way.

10. Learn to Use Praise and Criticism Effectively.
WHY IMPORTANT - Both appropriate and inappropriate behavior need to be addressed. Appropriate behavior needs to be reinforced. Inappropriate behavior must be confronted. Public acknowledgment is not always the best approach for either.

NOVICE BURSAR TRAINING

The information below is a synopsis of the handouts provided at the Novice training session.

General Responsibilities may include:

1. Supervise all Student Accounts (Accounts Receivable) procedures and policies
2. Supervise Office Staff (professional and Clerical)
3. Maintain information in publications such as the college catalog, brochures, payment plan promissory notes, etc. relating to tuition and fee charges and financial policies
4. Comply with all Institutional, State and Federal policies regarding the disclosure of costs to prospective and current students, calculation of financial adjustments due to withdrawals and timely refunds of Title IV overpayments
5. Reconcile various financial accounts to the General Ledger
6. Prepare various reports for analysis of receivables and revenues
7. Serve as an Administrator to the college community in functions such as Strategic Planning, Professional Development, Accreditation and Audit Review.

"THE LIFE OF A STUDENT ACCOUNT"

This session was designed to provide the participants with an overview of the student accounts process. It answers the question: How is a student account (account receivable) created?

The main components of a student account are:
* Charges
* Credits
* Estimates of financial aid

Charges
Registration for courses creates a tuition charge for full or part-time tuition. The Registrar of Office of Student Records manages the initial registration process and any subsequent changes during the drop/add period. After drop/add, the Registrar records withdrawals. Registration, drops & adds and withdrawals all impact upon the student account. A full-time student may drop to 9 credits thereby, creating a part-time charge and subsequent change in the bill. Withdrawals are reviewed for appropriate recalculations of charges and perhaps financial aid awards. Refer to the new regulations regarding the return of Title IV funds. Contracts for on-campus residents will also create a charge for room and board costs. A security deposit may be assessed also. Other charges may be assessed for unpaid traffic fines, library fines, etc. These non-institutional charges may not be paid with Title IV funds without the written consent of the student. Some institutions have all students sign a waiver to allow such payment. Reductions of aid/scholarships, refunds, return of Stafford loan proceeds, cash advances, bookstore charges are other items that may be recorded as a charge on the account.

Credits
Payments by cash, check, or charge (VISA, MasterCard, Discover, and American Express) are recorded as credits on the account through cash receipt system. Federal Stafford Loans and Federal Direct Loans are usually receipted electronically (EFT) and credited to the student's account through a cash receipt or batch system. Payments from outside agencies such as VESID, Chapter 31 Veterans, Native American, Seneca Nation, etc. are credited. All finalized financial aid grants and scholarships are credits. Adjustments for partial or complete withdrawals in accordance with the refund schedule are credits. Reversal of any fees charged such as removal of traffic fine, may be recorded as a credit or as a negative charge.

Estimates
Some institutions list the estimated financial aid grants and loans that are calculated but not yet finalized for deferment purposes. Processed Stafford loans may appear as an estimated amount until the funds are received.

Other Topics for Discussion

1. Billing
2. Payment Plans
3. Book vouchers/Emergency Cash Advances
4. Collection of Accounts Receivables
5. Submitting accounts to a Collection Agency or Attorney General
6. Writing off balances
7. Bankruptcy
8. Third party billing
9. Employer Reimbursement
10. Federal Refund Calculations
11. Tap Certification/Reconciliation
12. Preparing Refunds (14 day rule)
13. Reconciliation of accounts to the General Ledger
14. Preparing Audit Reports
15. Generate various performance reports (Bad Debt Expense, Aging Receivables, % of total charges)

LEGAL ISSUES

By Paul Danieu

A well attended and interesting presentation/ discussion was led by Kerry Flynn, Mercantile Adjustment Bureau and Bob Dixon, Security Credit Systems. The two-way discussion covered litigation, loan rehabilitation, signature processes and bankruptcy. Bob and Kerry presented each of the topics in a broad method that drew upon their years of experience and wisdom and allowed for good discussion among the attendees. The presentation was held in both the morning and afternoon as part of our break out sessions. The discussions varied a bit but the messages conveyed and the topics covered were basically the same.

When discussing the subject of bankruptcy and the various forms of bankruptcy it was made clear that the school should always follow up and never assume a bankruptcy has been finalized until it receives notification from the courts. Proceeding are sometimes begun by a debtor and never actually followed through to completion. Many times these accounts are already with an agency and it is best to put a hold on them until the issue is finalized. The agency will always follow up with you to make sure the debt has or has not been discharged and the appropriate steps can then be taken. This also prevents the account from falling through the cracks and sitting in your files inactive.

The discussion on signatures covered electronic signatures and billing signatures.

When possible you should try to get your students t[o] sign their actual schedule/bill that acknowledges their debt to the institution. If possible refer to collection costs and legal fees that will be assessed in the event they become necessary. The more you can disclose and have the student sign for on their bill, the stronger your case will be in the event you are forced to litigate. It is also a good idea to refer to your catalog and other specific policies that are related to liability in this acknowledgment. Many schools do this with the use of preprinted forms that outline many of the students responsibilities or relevant college policies and procedures. The bottom line was to get signatures on anything you could that related to the students' liability to your school.

The signature discussion also covered phone registration and internet registration. While it was not immediately known if cases were pending (we assumed there were), it was hoped that the requirement of PIN numbers and other personal information would be considered the equivalent of an actual signature. This issue will be decided shortly a[s] these conveniences become more prevalent on ou[r] campuses and a challenge is made.

The session wrapped up with a brief review of the new loan rehabilitation. Loan rehabilitation is more or less designed to help delinquent debtors clean up their past credit problems. After making twelve consecutive payments the debtors' flags must be changed accordingly. They also regain their Title IV eligibility at this point if they should decide to return to school. This option must be made available to all delinquent accounts.

In closing the session provided a good forum to here some recommendations from the experts and to see what other schools are doing in these areas. The session was not intended to be an area where you would obtain legal advice. If you or your institutions are at a sticking point on some issue it would be best if you sought professional legal advice from your institutions' counsel.

NYSOBBA ANNUAL MEETING

June 15, 2000

President Shirley Walker called the meeting to order at 2:40 P.M. Copies of last year's minutes were given to all that were present. Annette Lyszczynski motion that the minutes be accepted as recorded. Diane Lucchesi seconded the motion. The motion was carried.

In the absence of the treasurer, Larry Brennan, President Walker presented the group with explanations of the financial statements that included a Statement of Revenues Expenditures & Fund Balance for the period ending June 12, 2000, Membership Dues Report for 1999-2000, Scholarship Recipients report for 1999-2000, a Statement for the current June 2000 NYSOBBA Conference held at the downtown Hyatt in Buffalo, New York, and a proposed NYSOBBA budget for 2000-2001.

President Walker stated that if the scholarship budget for each region is unused, the funds would go to regions with applicants.

In the proposed budget of 2000-2001, there will be a new line added to cover the newsletter publisher, postage and printing of the newsletter.

It was moved by Diane Lucchesi and seconded by Mike Broderick that the proposed budget be accepted. Motion was carried.

NOTE: Three regional directors are up for promotions. Carol and Diane will remain directors as in previous years.

The president apologized for not being able to get a directory out this year. Unfortunately, there was no one to update the database. For the year 2000-2001, a directory will be printed and all vendors will be included.

Ten years of service plaques award were presented to:

Cheryl Alting
Kathleen Blackmon
Linda Chrzan
Peg Ehmann
Diane Lucchesi
James Sunser

Absent 10 Year Awardees:

Valerie Alter
Edward Boss, Jr.
Patricia Connolly
Theresa McAllister
Joan Golden
Harriet Inker

The year of 2001 NYSOBBA conference will be held at the Hudson Valley Resort located in Kerhonkson, NY.

President Walker thanked all the regional members for their commitment, dedication and hard work before, during and after the conference. She stated that, "it was because of their efforts, that the conference was an absolute success".

President Walker asked if there was any new business. There was none. The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Kim Hall Sprague
Secretary

2000 CONFERENCE RECEPTION AND TOUR AT THE ALBRIGHT-KNOX ART GALLERY

Tuesday, June 13, 2000

Kathie Owens

Bursars, business administrators, vendors and works of art provided a stimulating evening at the Albright-Knox Art Gallery on Tuesday evening, June 13, 2000. After a short bus ride, NYSOBBA Conference attendees arrived at the gallery of one of the oldest public arts organization in the United States. The Albright-Knox building itself has seen several changes in its structure since it first opened in 1905. Its latest wing addition, which was designed by the distinguished architectural firm of Skidmore, Owings, and Merrill of New York, was opened in 1962. Since that time, the Gallery has developed a worldwide reputation as an outstanding center of modern art. Thus, we enjoyed viewing some of the outstanding examples of abstract expressionism pop art, and contemporary art of the last quarter of the 20th. century as we journeyed from the entrance into the reception area of the Gallery.

. . . we enjoyed viewing some of the outstanding examples of abstract expressionism pop art, and contemporary art of the last quarter of the 20th. century as we journeyed from the entrance into the reception area of the Gallery.

There, along with munchies and beverages, we were able to enjoy the "James Tissot: Victorian Life/Modern Love" retrospective exhibit. Tours, with gallery personnel, introduced us to the preeminent chronicler of the Victorian era, James Tissot (1836-1902). Paintings, prints, and watercolors conveyed the artist's fascination with the drama of flirtation, subtleties of body language and eye contact, and other manners and customs of Victorian era love.

A particularly fascinating aspect was the way that Tissot was able to bring the viewer into the painting by making the subject in the work appear to be actually gazing at the viewer. The artist's interest in the fashion of the Victorian era as a way of conveying important social information and his highly detailed renderings was also extremely riveting.

JOHN KARRER SCHOLARSHIP

Larry Brennan

The 2000-01 John Karrer scholarship winners to date include:

Central:
Szumach, Leah - Ithaca College
Winston, Catherine - Herkimer County Community College

Genesee Valley:
Marvin, Heather - SUNY Brockport
Deanna Hansen - Keuka College

Long Island:
Gibbs, Mark - Nassau Community College
Jones, Aheesha - SUNY, Stony Brook

New York City:
Haves, Elizabeth - Barnard College
Ortiz, Taina - City College

North East:
Martin, Debra - Schenectady County Community College
Mouthorp, Mandie - Clarkson University

Western region
Mitchel James George - Daemen College
Krista Gillette - Canisus College

Mid Hudson region
received no applications for the 2000-01 year.

NYSOBBA - OPEN GOLF TOURNAMENT

by Dick Augustine

The annual NYSOBBA Open Golf tournament was held at this years' conference on June 13, 2000. We had one of the largest groups ever to sign up to play. However, the weather did not cooperate with us. It began to rain early and by the fifth hole everyone was completely wrenched. I had taken a prize picture of Sherrie Hoadly with a camera given to me by a vendor at EASFAA conference. Unfortunately th film put in backwards by the vendor causing the prize shot to be ruined. You can imagine how elated Sherrie was to hear that no one would see her as a drowned mouse. We will try next year Sherrie.

The NYSOBBA prize winners were Jim Vetucky from SUNY Brockport and Laurie Freeman from SUNY Brockport. We have to get more people out there to end the Brockport control on these outings. Only kidding Brockport!! Keep up the good work. The overall winner of this year's event was Bill Horton of Pioneer Credit. Our congratulations to Bill and we hope the infamous "GREEN JACKET" and plaque will be displayed with pride during the balance of this year. Remember Bill you are now obligated to return next year to retain your title or pass on rewards to the new champ.

Have a great summer and see you all next year at Hudson Valley Resort and Spa.

INFORMATION TECHNOLOGY BULLETIN

Shirley Walker, Ed.M.

An article that appeared in the April 28, 2000 issue of the Chronicle of Higher Education discusses electronic billing and payment for the University of Maryland Baltimore Campus. The article can be found in it's entirety at the following web site: http://chronicle.com/free/2000/04/2000042801t.htm

HESC UPDATE - SEPTEMBER 2000

TAP Modernization Project

The **TAP Accounting System Changes** discussed at the HESC presentation at the NYSOBBA conference on June 16 are in place for the 2000-01 academic year. The fundamental change is the reconciliation of payments by ***term*** which replaces ***roster*** reconciliation. Bulletin #141 dated August 15, 2000 describes, in depth, the changes to the TAP accounting system. The bulletin is available at the HESC Web site: www.hesc.com. Samples of the new accounting reports associated with the accounting changes are included with the bulletin.

Upcoming changes to the **TAP certification** process which will become available during fall 2000 include: keeping a student on one roster (A student who had been incorrectly decertified for TAP can be recertified in one step without having to appear on a new roster.); online certification transaction status inquiry; and rosters, RA's, and accounting reports available for inquiry on the Web. These changes are also described in Bulletin #141.

New York's College Savings Program

Progress continues on the development of New York College Savings Program fund disbursement procedures. HESC and TIAA staff have been working closely to develop user-friendly processes which maximize use of existing disbursement methods, while minimizing additional workload for colleges and universities receiving these funds. Planning is currently underway for a focus group in early October, which will provide Bursars with the opportunity to evaluate the proposed disbursement process and suggest modifications.

Web Processing - An institutional focus group convened this summer and as a result, a new prototype was developed that allows the most logical and easy to navigate integration, or grouping of functionalities by the way they are used. Grants & Scholarships transactions will be added to already available loan transactions. Watch for announcements this fall.

Web Tools - The following tools are available at HESC's Web site at www.hesc.com to provide information to students and schools:

TAP Student Information - This online feature allows students to check the status of their application and/or their award amount by entering their date of birth and social security number at **https://students.hesc.com/si/TAPInquiry.asp**

TAP Award Estimator - This online feature allows students to learn if they are eligible for a TAP award and the amount of that award by answering a series of questions at **http://www.hesc.com/tools/tapstatus.htm**

TAP Award Estimator for Financial Aid Professionals - This online feature allows professionals to quickly estimate a student's TAP award using a short form. This Estimator is the Web equivalent of what was previously provided through HESC ABLE. The Estimator for Financial Aid Professionals can be accessed at
http://www.hesc.com/tools/Quicktap.htm

TAP Duplicate Forms - This online feature allows students to request electronically a duplicate of the TAP Change Form, ETA, Request for Information, Residency Affidavit or Award Certificate. This feature can be accessed at
http://www.hesc.com/tapinfo_request_form.html

Common Manual - Posted on www.hesc.com with search capabilities.
http://www.hesc.com/common.html

Guide to Alternative Loan Booklet - Available on www.hesc.com, again with search capabilities.
http://www.hesc.com/alternativeloans.html

Lender Directory - The directory is a tool for administrators, providing searchable lender contact, program, and policy information, as provided to HESC.
Http://209.4.49.203/lender+directory.nsf

1-888-NYSHESC - HESC's Customer Communication Center staff has doubled, and staff training has increased. Answers to Frequently Asked Questions have been placed on www.hesc.com to provide information around the clock.

E-Training @ HESC - HESC recently completed a very successful series of hands-on electronic training on our software, mainframe, and Web-based products. The next series is being offered now through November. If you are interested in attending E-Training @ HESC, call (518) 473-3410, or e-mail kgriffith@hesc.com.

HESC Administrative Workshops, the annual statewide training program for college aid administrators, bursars, and others with HESC program responsibilities, will be offered from November 28 to December 14. The agenda will focus on review of rules and regulations that govern the loan program, many aspects of State award administration, and upcoming plans to move toward Web-based processing. An announcement with complete information on locations and times will be distributed in October.

Tax Reporting - HESC continues to offer efficient federal tax credit reporting (1098-T) service at one of the lowest costs in the industry. HESC services include: Data collection and reporting to students & IRS; ongoing corrections processing; elimination of dead lettering; multiple processing runs; electronic file transfers; and Web site data entry. For more information, contact Charles Treadwell at ctreadwell@hesc.com or (518) 474-3342.

NYSED FEDERAL UPDATE - 8/1/00

Clesson Bush

Report on Federal Legislative Activities

Recess. The Congress has recessed until after Labor Day for their usual summer vacation, which this year will feature the national conventions.

Education Funding. House and Senate conferees have tentatively finished work on the Labor, Health and Human Services and Education spending bill. Although a conference report has not yet been filed, House and Senate Republicans agreed on numbers and the remaining policy issues that would increase spending by almost $2.7 billion over last year, or about 16 percent. According to Representative David Obey (D-WI), Ranking Member of the House Committee on Appropriations, Democrats view the conference report as a baseline for fall negotiations. While the aggregate funding for education was acceptable, the Democrats opposed the end result because it ignored several of their priorities.

Title I received a significant increase of $300 million over last year. The conference report includes a revised Title VI block grant, which now also would fund the new Teacher Empowerment Act, Class-Size Reduction, and construction activities. The block grant is funded at $3.1 billion. The President had requested that these programs be funded separately, a combined amount of $3.9 billion. There are som details of the uses for this block grant that need to be agreed upon in the coming weeks. The following table reflects additional selected programs as they were agreed to in the conference report.

Program	FY 2000	President's Request	Conference Report
IDEA State Grants	$4.98 billion	$5.28 billion	$6.28 billion
Immigrant Education	$150.0 million	$150.0 million	$150.0 million
Bilingual Education	$248.0 million	$296.0 million	$297.0 million
Reading Excellence Act	$260.0 million	$286.0 million	$286.0 million
Eisenhower State Grants	$335.0 million	$0.0	$435.0 million
21st Century Learning Centers	$453.4 million	$1 billion	$600 million
Technology Literacy	$425.0 million	$450 million	$450 million
Safe and Drug Free Schools State Grants	$439.3 million	$439.3 million	$439.3 million
Charter Schools	$145.0 million	$175.0 million	$190.0 million
Pell Maximum Award	$3,300	$3,500	$3,650

The President is expected to raise several concerns with this conference report once it is filed. The lack of separate funding streams for Class-Size Reduction and construction are particular issues. Congressional Democrats will continue to push for the President's priorities as well as their own, including an additional increase to the Pell Grant maximum.

Additionally, conservative Republicans may object to the conference report as budget rules were largely ignored by conferees to ensure high funding levels.

Elementary and Secondary Education Act (ESEA) Reauthorization. There was an unfulfilled effort to bring the ESEA reauthorization back to the Senate floor before the recess. The move was generally considered to be politically motivated and actually connected to needing a vehicle for a controversial, unrelated amendment concerning trade with China.

UPCOMING EVENTS

PDG www.prodev.com Student Loan and Receivables workshop Adams Mark Hotel Orlando, Florida October 1 - 4, 2000 or Wyndham Emerald Plaza Hotel San Diego, California Oct. 29 - Nov. 1, 2000

NYSFAAA www.nysfaaa.org 32nd annual NYSFAAA Conference, "Making Dreams Come True" October 10th-13th, 2000 Syracuse, NY.

EACUBO www.eacubo.org October 15 - 17, Boston, MA, Westin Copley Place

Access Group Financial Aid Conference www.accessgroup.org/conf2000 November 2-5, 2000 Hyatt Regency San Antonio, Texas

USA Group Student Loan Workshop
November 7, 2000 Tarrytown Hilton 455 South Broadway 914-631-5700
November 8, 2000 NYC Columbia University Faculty House 400 West 117th Street 212-854-7194
November 9, 2000 Laguardia New York Marriott 102-05 Ditmars Blvd 718-565-8900
November 14, 2000 Buffalo Niagara Marriott 1340 Millersport Hwy 716-689-6900
November 15, 2000 Syracuse Hotel Exit#37 Holiday Inn 441 Electronic Pkwy 315-457-1122
November 16, 2000 Albany Holiday Inn Turf 205 Wolf Road 518-458-7250

NACUBO www.nacubo.org November 12-14 Collecting Student Loans Baltimore, MD

AAMC Health Professions Financial Aid Conference www.aamc.org January 10-13, 2001 Hyatt Regency Austin, Texas bemccray@aamc.org 202-828-0892

EARMA http://www-rci.rutgers.edu/~earma/ April 3rd and 4th, 2001 8:30 am to 4:30 pm The National Conference Center at the Ramada Inn, East Windsor, New Jersey Price: $50.00 for one day; $70.00 for two days (must be paid by March 17, 2001) Please book your room by March 1, 2001 for discount rate (see reservations) Note: You may also fax your registration form to 732-445-5851

PDG www.prodev.com April 8 - 11, 2001 15th National Conference for College & University Bursars, Cashiers & Treasury Managers Washington, D.C. Hyatt Regency on Capitol Hill

EASFAA May 20-23, 2001 Baltimore, MD www.easfaa.org

NASFAA July 22-25, 2001 Nashville, TN www.nasfaa.org

US DEPARTMENT OF EDUCATION TRAINING SESSIONS

R2T4 Informal Lab Session

The Region II Direct Loan School Relations Office is pleased to sponsor an informal lab session on the Return of Title IV Funds software. This session has been designed to assist you in utilizing the Return of Title IV Funds software. This training course will last for a half day.

What to Expect at the R2T4 Informal Lab Session:

* General Information on the setup and use of the Return of Title IV software.
* Free time to practice with the Return of Title IV software utilizing examples or case studies from your own institution or those handed out at the session.

Who should attend the training?

The training is offered to financial aid directors and assistant directors, comptrollers, bursars, accountants, consultants, servicers, and other financial aid professionals who wish to learn more about the Return of Title IV software. We strongly recommend that attendees at the lab have at least one year of administrative experience in the Title IV student financial aid programs. You should also have attended one of the recent Spring 2000 Reauthorization Training workshops, which included the regulatory requirements for the Return of Title IV Funds.

When and where is the training?

Our workshop is scheduled for September 26, 2000 from 9am-12noon at the US Department of Education's Regional Training Facility (RTF) in New York City. Our facility is located at 75 Park Place, 12th floor, New York, New York and is easily accessed by public transportation.

How do I register for the workshop?

Important: Registration is on a first-come, first-served basis. You must register for this training session by calling the New York Regional Office at (212) 264-8012, or by sending an e-mail to Linda_devito@ed.gov.

What materials will be provided, and what do I need to bring to the workshop?

The training has no registration or material fees. However, registrants should arrange and pay for their own travel transportation, meals and lodging. Information on nearby hotels, parking and directions to the RTF is available by contacting the New York Regional Office at (212)264-8012

Direct Loan EDExpress Training for Proprietary Schools

The Region II Direct Loan School Relations Office is pleased to sponsor a Direct Loan EDExpress training session for Proprietary Schools. This hands-on session has been designed for Direct Loan participants from proprietary schools that currently use or intend to begin using EDExpress.

Who should attend the training?

The session is intended to be a hands-on training session for new financial aid staff at proprietary schools that participate in the Direct Loan program; financial aid staff at proprietary schools that formerly contracted with a 3rd-party servicer but wish to begin processing Direct

Loans on-site; financial aid staff at proprietary schools that are approved to participate in the Direct Loan program but have not yet begun to do so; and financial aid staff at proprietary schools that formerly participated in the Direct Loan program, stopped processing DLs, and would like to begin again. If you're curious about whether the Direct Loan program can work at your proprietary school, you are welcome to attend.

When and where is the training?

Our workshop is scheduled for September 27, 2000 from 9am-3pm at the US Department of Education's Regional Training Facility (RTF) in New York City. Our facility is located at 75 Park Place, 12th floo

New York, New York and is easily accessed by public transportation.

How do I register for the workshop?

Important: Registration is on a first-come, first-served basis. You must register for this training session by calling the New York Regional Office at (212) 264-8012, or by sending an e-mail to Linda_devito@ed.gov.

What materials will be provided, and what do I need to bring to the workshop?

The training has no registration or material fees. However, registrants should arrange and pay for their own travel transportation, meals and lodging. Information on nearby hotels, parking and directions to the RTF is available by contacting the New York Regional Office at (212)264-8012

What's New in Direct Loans for 2000-2001?

The Region II Direct Loan School Relations Office is pleased to sponsor a workshop on "What's New in Direct Loans for 2000-2001?" This class has been designed for Direct Loan participants who don't use EDExpress or aren't new to the Direct Loan program. EDExpress users who were unable to attend EDExpress Direct Loan training in the spring are also welcome. You will learn about the new features in the Direct Loan program for 2000-2001. This training course will last for a half day.

Scheduled "What's New in Direct Loans for 2000-2001?" topics include:

* New functions of the MPN
* 20 Disbursements
* PLUS Online Credit Decision

Who should attend the training?

The training is offered to business and financial aid staff who are responsible for managing the Direct Loan program. We strongly recommend that all participants have prior Direct Loan experience, or have attended a Department of Education Direct Loan training course. This class is not intended for new participants in the Direct Loan program.

When and where is the training?

Our workshop is scheduled for October 5, 2000 from 9am-12noon at the US Department of Education's Regional Training Facility (RTF) in New York City. Our facility is located at 75 Park Place, 12th floor, New York, New York and is easily accessed by public transportation.

How do I register for the workshop?

Important: Registration is on a first-come, first-served basis. You must register for this training session by calling the New York Regional Office at (212) 264-8012, or by sending an e-mail to Linda_devito@ed.gov.

What materials will be provided, and what do I need to bring to the workshop?

The training has no registration or material fees. However, registrants should arrange and pay for their own travel transportation, meals and lodging. Information on nearby hotels, parking and directions to the RTF is available by contacting the New York Regional Office at (212)264-8012

Loan Origination Web-site Training

The Region II Direct Loan School Relations Office is pleased to sponsor a workshop on the Loan Origination (LO) Web-site. This class has been designed for any Direct Loan participants who would like instruction on the use of the new LO web-site. All participants must have a LO web-site user ID and password prior to attending this class. This training course will last for a half day.

Scheduled "LO Web-site Training" topics include:

* How to check on a rejected record.
* How to check the status of a promissory note

Who should attend the training?

The training is offered to business and financial aid staff who are responsible for managing the Direct Loan program and have access to the LO web-site. You must obtain a LO web-site user id and password prior to the class. If you have questions on how to obtain the user id and password please contact the Regional Office at (212) 264-8012 or the Loan Origination Center at (800) 848-0978.

When and where is the training?

Our workshop is scheduled for October 5, 2000 from 1:30pm-3:30pm at the US Department of Education's Regional Training Facility (RTF) in New York City. Our facility is located at 75 Park Place, 12th floor, New York, New York and is easily accessed by public transportation.

How do I register for the workshop?

Important: Registration is on a first-come, first-served basis. You must register for this training session by calling the New York Regional Office at (212) 264-8012, or by sending an e-mail to Linda_devito@ed.gov.

What materials will be provided, and what do I need to bring to the workshop?
The training has no registration or material fees. However, registrants should arrange and pay for their own travel transportation, meals and lodging. Information on nearby hotels, parking and directions to the RTF is available by contacting the New York Regional Office at (212) 264-8012.
All registrants must have an established LO web-site user id and password to attend this class.

Misty Parkinson
U.S. Department of Education
Direct Loan School Relations Office
Region 2
(212)637-6407
Misty_parkinson@ed.gov

RETURN OF TITLE IV FUNDS (ADDITIONAL RESOURCES)

An additional resource for information on the new Return of Title IV Funds can be found in the Common Manual Bulletin (CMB2000-04). This can be found through the HESC Web Site by visiting http://www.hesc.com/bulletins/bulletins.html

REGULATORY ACTION- TAX RELIEF ACT

Taken from the NACUBO TRA 97 Resource Page http://www.nacubo.org/website/tra97/

FEDERAL REGISTER UPDATE

Information Reporting for Payments of Qualified Tuition and Payments of Interest on Qualified Education Loans

June 16, 2000 Federal Register, page 37728
AGENCY: Internal Revenue Service
ACTION: Notice of proposed rulemaking

SUMMARY: This document contains proposed regulations relating to the information reporting requirements under section 6050S of the Internal Revenue Code for payments of qualified tuition and related expenses and interest on qualified education loans, including the filing of information returns on magnetic media. The regulations reflect changes to the law made by the Taxpayer Relief Act of 1997. The regulations provide guidance to eligibl educational institutions and insurers receiving payments of, or making reimbursements or refunds of, qualified tuition and related expenses. The regulations also provide guidance to payees receiving interest payments on qualified education loans. This document also announces that a public hearing will be held on the proposed regulations upon request and that persons outside the Washington, DC, area who wish to testify at the hearing may request that the IRS videoconference the hearing to their sites.

DATES: Written or electronically generated comments must be received by September 14, 2000. Requests to videoconference the hearing to other sites must be received by August 15, 2000.

ADDRESSES: Send submissions to: CC:DOM:CORP:R (REG-105316-98), room 5226, Internal Revenue Service, POB 7604, Ben Franklin Station, Washington, DC 20044. Taxpayers may also submit comments electronically via the internet by selecting the "Tax Regs" option on the IRS Hom Page, or by submitting comments directly to the IRS internet site at http://www.irs.ustreas.gov/prod/tax_regs/regslist.html.

CONTACTS: Donna Welch, (202) 622-4910

THE JOB CORNER

Associate Director of Financial Aid
Hobart College for men and William Smith College for women invite applications for the position of Associate Director of Financial Aid. The Colleges provide a distinguished program of study in the liberal arts and sciences to a total enrollment of 1,800. The Office of Financial Aid supports both colleges and awards over $31 million in aid. The Associate Director provides leadership in the office in the absence of the Director. Major responsibilities include: processing of current student applications and handling current student appointments, administration of the NYS TAP program and the federal Pell Grant program, assist in developing a

implementing financial aid policies and procedures, assist in preparation of the annual report and the FISAP report, provide leadership in the planning and evaluation of all aspects of financial aid as it relates to recruitment and retention.

Qualifications: Requires a BA/BS (Master's preferred) plus at least 3-5 years of progressively responsible experience in financial aid. Demonstrated knowledge of student financial aid regulations and program administration, strong communication (oral and written) and leadership skills, and an interest in promoting private higher education to a diverse student body. The ideal candidate must have excellent computer skills including experience with PC based computerized financial aid systems. Desirable software skills include: Microsoft Word and Excel, PowerFAIDS, EDConnect, ELM, NSLDS, Pell Payment.

Application Instructions: Review of applications will begin immediately. Send a letter of interest, resume, and the names, addresses and telephone numbers of three professional references to:
Samantha Veeder
Director of Financial Aid
Hobart and William Smith Colleges
Geneva, NY 14456
Or e-mail to veeder@hws.edu

EOE/M/F/V/D

Scholarship Coordinator
SUNY Potsdam invites applications for a full-time, twelve-month position as Scholarship Coordinator. Responsibilities of the position are the oversight of the campus scholarship program including monitoring of funding levels, coordinating the awarding of scholarships, maintaining scholarship database, reviewing and verifying aid application materials, certifying aid and counseling students and parents. A bachelor's degree and one year experience in a college financial aid office with knowledge of federal aid regulations and the ability to work well with others required. Send a letter of application, resume and the phone numbers of three current references to: Ms. Susan Aldrich, Financial Aid Director, SUNY Potsdam, Potsdam, NY 13676. For full consideration applications should be received by September 6, 2000. SUNY Potsdam is an equal opportunity, affirmative action employer committed to excellence through diversity.

Associate Director of Enrollment Services for Student Aid
Teachers College seeks a professional in the field of financial aid to lead the Student Aid Office. The position reports to the Executive Director of Enrollment Services, and works closely with the Director of Admission, Director of Student Accounts and Registrar. Position responsibilities consist of the overall coordination and management of the daily operations of the Student Aid Office, including training and supervising staff; enhancing technology systems, understanding and complying with federal and state regulations, maintaining accurate and thorough reports, managing the unit's budget, and providing quality of service to students.

The successful candidate will have at least eight years of experience in financial aid and/or bursar areas, including a minimum of five years experience supervising and training financial aid personnel. Knowledge of and compliance with all applicable federal and state laws and policies regarding financial aid programs, a track record of creative problem solving, analytical and critical thinking skills, strong oral and written communication skills, a history of participation in professional associations, strong customer service and computer skills are required. A master's degree is preferred.

Review of applications will begin on September 15, 2000 and will continue until the position is filled. Nominations of individuals for this position may be made to The Spelman & Johnson Group as indicated below. A resume, with an accompanying cover letter, may be submitted by email attachment to mail@spelmanandjohnson.com or on-line at www.spelmanandjohnson.com. If you are unable to submit materials electronically please mail a resume and cover letter to:

The Spelman & Johnson Group
CU - Associate Director (E)
Martha H. Smiles, Senior Associate
38 Mulberry Street, Box 304, Leeds, MA 01053
Phone: 413-584-7089

FIT - positions available
Fashion Institute of Technology, a State University of New York (SUNY) College of Art and Design, Business and Technology seeks:

Part-time Counselor Assistant
Responsibilities include performing basic needs analysis for financial aid applicants, Advise students and parents of financial aid availability, procedures, policies, guideline and eligibility requirements. Assist in the management of the operations of the financial aid front desk. Assist in the administration of financial aid programs.

Qualifications: High school diploma and completion of two years in an accredited post secondary institution of learning plus four years of appropriate experience. Ability to utilize computerized systems and perform data entry. Banner experience a plus! Strong verbal and written communication skills.

Salary $18.51 per hour, 19 hrs/wk (Monday-Friday)flexible hours

Full Time Clerical Assistant.
Responsibilities include performing a wide range of clerical tasks for the Financial Aid Office, including filing and data entry. Provide front counter coverage, screen and direct telephone and infernos inquires from students, as well as take and relay messages. Assist in clerical projects as required.

Qualifications: High School diploma and completion of two years in an accredited post secondary institution of learning plays two years of appropriate experience; or high school graduate and four years of appropriate experience. Ability to type 30-35 wpm. Proficiency in use of personal computer using WordPerfect software. Ability to follow instructions. Ability to effectively communicate information and provide customer service. Must be able to handle multiple tasks.

Salary $22,840, Excellent Benefits

Part-time Counselor Associate.
Responsibilities include performing needs analysis, as well as determining students budgets for packaging. The Counselor Associate will advise students and parents of financial aid availability, procedures, policies, guideline and eligibility requirements. Serve on Financial Aid comittee to determine eligibility regarding dependency override and other special circumstances. Conduct pre-loan interview for Stafford loans, process student (Stafford, Plus, Alternate)loans.

Qualifications: Bachelor's degree required. Experience in financial aid in an educational institution required with a full knowledge of financial aid processes and functions. Ability to make determinations n student eligibility for financial aid programs. Knowledge of file transfers and computerized systems. Banner experience a plus! Strong verbal and written communication skills.

Salary $24.03 per hour, Hours 21 hours per week (flexible)

Application Instructions: Send cover letter and resume to: Fran Kalish
Administrator, Financial Aid
Fashion Institute of Technology
7th Avenue at 27th Street
New York, NY 10001

A NOTE FROM YOUR PUBLISHER

We continue to search for a volunteer to assist in maintaing the NYSOBBA Website. If you are interested, please contact anyone on the NYSOBBA board, including your regional director.

As always, we welcome your articles, updates, and feedback in delivering information to you.

As you know, we strive to deliver the Quarterly to you on a timely basis. We hope you are pleased with its content.

If you have a brief update, announcement, and/or vacancy you would like to share with the membership, please let me know and I will include it in the upcoming Quarterly.

We hope to publish the next Quarterly on or before December 30th. However to accomplish this, we need your continued support. Please e-mail your articles to me no later than December 15, 2000 at mhb14@columbia.edu.

Thank You.

NEW YORK STATE ORGANIZATION OF
BURSARS AND BUSINESS ADMINISTRATORS

2000-2001 INDIVIDUAL/INSTITUTIONAL MEMBERSHIP FORM

Please complete this section if you are requesting an **INDIVIDUAL** membership and attach payment of $60.00. Make check payable to NYSOBBA. Please write/print legibly.

NAME last ______________________ First Mr./Mrs./Ms./Miss ______________________

Title ______________________

Institution ______________________

Address ______________________ City, State Zip Code ______________________

Telephone ______________ Region ______________ Fax # ______________

Please complete this section if you are requesting an **INSTITUTIONAL** membership and attach payment or $175.00. Make check payable to NYSOBBA. Institutional memberships allow five (5) members on NYSOBBA database.

NAME Last ______________________ First ______________________

Title ______________________ Telephone # ______________________

NAME Last ______________________ First ______________________

Title ______________________ Telephone # ______________________

NAME Last ______________________ First ______________________

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NAME Last ______________________ First ______________________

Title ______________________ Telephone # ______________________

NAME Last ______________________ First ______________________

Title ______________________ Telephone # ______________________

Institution ______________________

City, State, Zip Code ______________________

Region ______________________ Fax # ______________________

Please return this form with your payment to: **Mr. Larry Brennan, Bursar**
SUNY Health Science Center
155 Elizabeth Blackwell Street
Syracuse, NY 13210

REGIONS: Western, New York City, Genesee Valley, Long Island, Central, Mid-Hudson, Northeast

NYSOBBA

c/o Office of Student Administrative Services
Columbia University - Health Sciences Campus
630 West 168th Street, 141 Black Building
New York, New York 10032

Peg Ehmann
Bursar
University of Rochester - Med/Dent
601 Elmwood Ave, Box #601
Rochester, NY 14642

Highlights of what's inside....................