



NYSOBBA

Quarterly

Issue XII

Winter/Spring 2000

Board of Directors

President

Shirley Walker

Vice President

Paul Danieu

Secretary

Kim Sprague

Treasurer

Larry Brennan

Past President

James Sunser

Conference Coordinator

Jack Edwards

Newsletter Editor

Michelle Brown Nevers

Regional Directors

Central

Kathie Owens

Genesee Valley

Sandy Argentieri

Long Island

Deborah Weber

New York City

Jean Belmont

North East

Carol Gladding

Mid-Hudson

Diane Lucchesi

Western

Richard Augustine

A Word from Our President

From February 4-8 I had the opportunity to attend the fourth annual AAU Bursar's Conference in Longboat Key, Florida. This was the third conference that I have had the opportunity to attend and found it again to be very beneficial. The format of this conference is unlike the NYSOBBA conference in that there are no vendors or guest presenters in attendance. All topics are handled in a round table discussion format where schools participate equally.

It was comforting to know that some of the same issues that are facing us here in New York are being dealt with among our colleagues across the country. I came from this experience feeling better about the things that we have been able to accomplish and with new ideas and approaches for others.

Major discussion surrounded issues such as:

Credit cards: *Who is accepting them, who charges a convenience fee and if anyone is using a third party processor?*

Direct Loans vs. FFEL: *Is anyone considering switching and are you comfortable with your current program?*

INS Fee: *What is your institution position on the legislation and is your institution going to respond? If we must collect this fee, what office on your campus would collect it?*

Refinement of an AAU Benchmarking survey

System issues: *Peoplesoft and other ERP updates*

Web based billing and/or electronic check payment

Campus Cards and banking

I am looking forward to our annual conference this coming June and hope that all of you will be able to attend. There will be more information regarding that conference in this newsletter and/or in an upcoming mailing.

Sincerely,

Shirley J. Walker, Ed.M.

HESC NEWS

Update on Grants and Scholarships

Since May of 1998, HESC's Division of Grants and Scholarships has undertaken an organized effort to modernize the Tuition Assistance Program's processing environment. Our objectives have been to achieve a more simplified, efficient and cost effective partnership between HESC, schools and students.

Already, our efforts at making progress have paid off. With the input and guidance of the financial aid community, there have been a number of substantial improvements made to TAP processing. Fewer errors and backlogs occur as a result. Applicants are processed and posted on rosters faster than ever before. Several other processing enhancement projects, including TAP payments redesign and multi-year applications processing, will take effect in 2000.

In order for you, the financial aid community, to successfully utilize these new features, HESC will be detailing these new processes in upcoming bulletins, and will cover these topics at the workshops to be held March 28 in Syracuse and April 5th in New York City. HESC plans to be out in the field this Spring and over the Summer, supporting schools and providing the technical assistance necessary to make these initiatives work.

In Albany on March 14th, Grants and Scholarships will be convening another working group of financial aid professionals to discuss future TAP Modernization projects. Setting overall project priorities and student certifications will be on the table, and we look forward to reaching out to you and getting your input as we move forward.

If you have any further need for information or have questions related to these initiatives, you may call Mr. Geoffrey Flynn, Vice President of Grants and Scholarships, at (518) 473-0431.

Lender Directory@hesc.com

HESC's Lender Directory will be available on HESC's website on March 22, 2000. The Directory provides lender contact information and, when provided to HESC, individual lender's program participation and policies. Lenders will maintain this information to provide you with an up-to-date resource.

HESC TRA Processing Growing

HESC now processes the 1098-T form for 57 schools, and 214,000 students have received a 1999 1098-T from us. Schools can now request re-prints using our website, and they can data-enter new or revised form information using the web. Unlike other vendors, there is no surcharge for using the web-based tools. HESC is processing corrections, forwarding files to the schools for their records, and will file electronically with the IRS on March 31, 2000. New clients can contact us now for setting up year 2000 1098-T reporting arrangements.

HESC Spring Training

HESC will be offering several training opportunities for Bursars this spring. TAP Certification will be the focus of two workshops being offered on March 30 in Syracuse, and on April 5th, in New York City. In addition to a thorough case-based TAP Certification review, these workshops will provide basic instruction on TAP eligibility standards and the application process.

Later this spring, we are planning a statewide series of workshops that will focus on day-to-day processing of HESC FFEL Loans and New York State TAP. Topics are expected to include student/parent loans application processing and loan funds disbursements; as well as TAP multi-year applications processing update, and a view of the upcoming modifications in 2000-2001 TAP payments processing.

Announcements and invitations to these workshops will be sent to schools, beginning in March. As usual, HESC plans to present information on these and other topics at the upcoming NYSOBBA Conference in June.

HELP THE FUTURE OF YOUR PROFESSION BY HELPING THE STUDENT OF THE FUTURE

College Savings Program

New York's College Savings Program was developed to help New Yorkers save for the critically important goal of their children's college education. The Program is jointly implemented by Governor Pataki's Higher Education Services Corporation and the Office of the State Comptroller, with investment management provided by TIAA, a part of TIAA-CREF.

"A distinguishing feature of the New York Program is its generous New York State income tax deduction," says HESC President Peter Keitel. "Individual New Yorkers can take a New York State income tax deduction for contributions of up to \$5000 annually. Married couples contributing to individual accounts may take the deduction for contributions of up to \$10,000 when filing jointly."

New York's College Savings Program has been recognized nationally as an excellent college savings opportunity. *The New York Times* recently called New York's program "one of the most flexible." *Kiplinger's Personal Finance Magazine* rated New York's program as one of the two best state-sponsored college savings programs in the nation.

Anyone can open an account and there are no age, income or residency restrictions. Funds may be used to pay for qualified expenses including tuition, room and board, books, supplies and required equipment at eligible institutions anywhere.

Since beginning in September 1998, more than 86,000 people have opened accounts and saved nearly \$408 million. The Program's investment strategy uses equity, fixed income and money market investments

to achieve an appropriate balance between growth and safety.

"Clearly, large numbers of people have recognized the Program's value in helping them save for their children's or grandchildren's college education," adds Keitel.

It is easy and convenient to make contributions to New York's College Savings Program accounts. Accounts can be opened for as little as \$25. Account owners who make contributions through payroll deduction or electronic funds transfer may do so for as little as \$15 per deposit.

"Automatic deductions are proving very popular with account owners," said Keitel. "And more than 150 employers are offering their employees the opportunity to contribute to the Program through payroll deposit."

HESC will disburse qualified withdrawals to eligible educational institutions beginning in October, 2001. Disbursement processes and procedures are currently being developed. HESC will ask the higher education community to help refine these procedures.

Descriptions of the Program and application forms are available on the Web site www.nysaves.org or by calling 1-877-NYSAVES.

REPORT ON FEDERAL LEGISLATIVE ACTIVITIES

March 3, 2000

Elementary and Secondary Education Act (ESEA)

The Senate Health, Education, Labor, and Pensions Committee is marking up its ESEA reauthorization bill. No date is set for concluding the work and sending the result to the full Senate. The Chairman's mark, the starting point for the debate, generally represents a sound basis on which to build a strong bipartisan ESEA reauthorization.

There are, however, important issues to be resolved before the bill is acceptable to most of the education community. We are working through our congressional delegation and others to ensure that the legislation benefits our State. Most prominently, the bill includes a version of the "Straight A's" legislation passed by the House that would combine most Federal elementary and secondary money and send it to governors as a form of revenue sharing with little accountability or targeting to people most in need of help.

There also are a number of amendments expected to be offered on the measure, including proposals related to school construction and vouchers. Additionally, as you may recall, the House has broken its reauthorization into separate bills and still must develop additional legislation to cover all programs that are subject to review.

Education Savings Accounts.

The Senate passed a bill 61-37 to allow parents to set aside up to \$2,000 per child per year in tax-sheltered savings accounts that can be used for public or private K-12 school expenses. The Secretaries of Education and Treasury have recommended a veto, which the President has done twice before on similar measures. We urged Senators Moynihan and Schumer to vote in opposition, and they did.

HIGHLIGHTS OF THE PRESIDENT'S FFY 2001 BUDGET PROPOSAL

February 9, 2000

The Clinton Administration released a record \$1.84 trillion budget proposal for Federal fiscal year (FFY) 2001, including \$40.1 billion in discretionary spending for the Department of Education. This "farewell" request from the President represents a 12.6 percent increase, the largest ever proposed for education.

According to the Department of Education, the proposal has 20 new initiatives and zeroes out funding for 19 established programs, including Goals 2000

and Title VI Innovative Strategies State Grants. While several programs received large requested increases, other more traditional programs would get only incremental increases.

Elementary and Secondary Education

Reinforcing the Administration's proposal last year for reauthorization of the Elementary and Secondary Education Act (ESEA), elementary and secondary education programs would rise \$2.8 billion or 19.5 percent over FFY 2000. Some selected programs are listed below.

- ◆ Title I would increase \$416 million to \$8.4 billion. From the new money, \$250 million would be reserved for efforts to increase accountability. The request would also direct a greater share of Title I funding to school districts with the highest concentrations of poor children by shifting almost \$1.7 billion from Basic Grants to the Targeted Grants formula, which Congress has never funded.
- ◆ Class Size Reduction Program would increase 25 percent to \$1.75 billion in its third year.
- ◆ A School Renovation program would make available \$1.3 billion to help high-poverty LEAs repair or renovate schools through grants and loans.
- ◆ Reading Excellence Grants would rise by \$26 million (10 percent) to \$286 million.
- ◆ 21st Century Community Learning centers, the Federal after-school and summer program, would go up 121 percent, bringing that program to \$1 billion.
- ◆ Bilingual Education would increase 19 percent to \$296 million.
- ◆ Charter Schools would go up 20.6 percent to \$175 million.

- ◆ Indian Education would rise 50 percent to \$116 million.
- ◆ A new competitive grant program, known as OPTIONS, would allow forty states to implement and test approaches to public school choice.
- ◆ A new Recognition and Reward program would provide \$50 million to reward states for improving student achievement and for reducing the achievement gap.
- ◆ A new Small School initiative would allocate \$50 million to help 700 high schools create smaller schools-within-schools.

Teacher Quality

An array of new or expanded programs is proposed to promote quality teachers, including:

- ◆ \$690 million for the Teaching to High Standards State Grants, a new formula program to replace Eisenhower Professional Development State Grants (funded at \$335 million last year). This new activity was offset by eliminating the \$458 million Goals 2000 program;
- ◆ \$50 million for Teacher Quality Incentives, a new program to support rewarding high-poverty school districts that make an effort to hire more fully certified teachers;
- ◆ \$40 million for a new program called the School Leadership Initiative to train and recruit principals and superintendents;
- ◆ \$30 million for a new Early Childhood Educator Professional Development initiative;
- ◆ \$25 million for Troops-to-Teachers; and
- ◆ \$50 million for a new program called Higher Standards, Higher Pay to help high-poverty districts implement peer review systems to

raise standards and increase salaries for teachers.

Special Education and Vocational Rehabilitation

Special education services receive a relatively low 5.5 percent increase. The basic grant program would go up by \$290 million (5.8 percent). Preschool grants are level funded at \$390 million. Most rehabilitation programs are at or near level funding. The state grants program increases 2.6 percent.

Vocational and Adult Education

The President proposes to move \$200 million from vocational education state grants to the Tech-Prep program to reinforce the perceived trend toward vocational education students needing postsecondary studies to succeed in a more sophisticated job market. Adult education state grants would grow by 2.2 percent from \$450 million to \$460 million.

Higher Education

The total amount of Federal student aid available would increase to \$54.2 billion under the Administration's proposal. This is a 5.5 percent increase over the FY 2000 level. The Department of Education estimates this would allow the number of recipients of loans, grants, and work study to grow by 217,000 to up to more than 8.6 million students served.

Cultural Education

Outside the Department of Education and in the face of continuing congressional opposition, the President supports significant increases for the National Endowments for Arts and Humanities with the former rising from \$99 million to \$150 million, and the latter from \$116 million to \$150 million. Additionally, the Institute for Museum and Library Services museum funding would increase from \$22 million to \$31 million, and library grants from \$163 million to \$168 million. Corporation for Public Broadcasting allocations for digital conversion would go from \$10 million to \$20 million. Funding for the "S

America's Treasures" program remains at \$30 million but that is considered at risk because it is closely identified with the First Lady.

NONRESIDENT ALIEN FEE COLLECTION *(Excerpt from ACE webpage)*

CIPRIS Foreign Student Fee Collection System Issue
January 10, 2000

The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 required the Immigration and Naturalization Service (INS) to develop an electronic information reporting system for nonimmigrant foreign students and exchange visitors. The system is designed to make the federal government aware of changes in a foreign student or exchange visitor's status that may affect the student or visitor's eligibility to remain in the United States.

To implement this requirement, the INS is developing an Internet-based reporting system formally known as the Coordinated Interagency Partnership Regulating International Students (CIPRIS). While CIPRIS is behind schedule, it receives generally high marks from schools that participated in the pilot project.

INS is required by law to collect a fee, not to exceed \$100, for each student and exchange visitor who is registered in the system. This fee has been set at \$95. These fees are to be collected when the student or scholar "first registers, enrolls, or transfers into a program of study at the school."

INS published a draft regulation in the Federal Register on December 21, 1999 that outlines its plans for collecting the fee. Under the regulation, schools will be responsible for informing students about the fee, collecting and remitting the fee, and verifying that the student is registered in the CIPRIS system and that the fee has been paid. Schools that do not do this will be billed for fees not remitted and may be made ineligible to accept foreign students.

Below is the draft regulation from the December 21, Federal Register, page 71323

Department of Justice, Immigration and Naturalization Service

This rule proposes to amend the Immigration and Naturalization Service's (Service) regulations to: Establish a \$95 fee, that schools and exchange visitor programs must collect and remit on behalf of F-1, J-1, and M-1 nonimmigrants who are subject to this fee when they first register or enroll in school or first commence exchange program participation in the United States; explain which F-1, J-1; and M-1 nonimmigrants are required to pay the fee; describe the consequences that an F-1, J-1, or M-1 nonimmigrant faces upon failure to pay the fee; specify the consequences that an approved school or exchange program faces if it fails to collect the fee and remit it to the Service; and to specify which F-1, J-1, and M-1 nonimmigrants are exempt from the fee.

This rule is necessary to implement section 641 (regarding the Program to Collect Information Relating to Nonimmigrant Foreign Students and Other Exchange Program Participants) of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), as well as the authority that the Service already has under sections 103 (regarding the Powers and Duties of the Commissioner of the Service) and 214 (regarding Admission of Nonimmigrants) of the Immigration and Nationality Act (Act) and under 31 U.S.C. 9701 and section 286(m) of the Act.

NYSOBBA/JOHN G. KARRER SCHOLARSHIP APPLICATION

The NYSOBBA John G. Karrer Scholarship (Application on page 13) was created to recognize students enrolled in a member institution who embody the ideals of the organization through meritorious service in an on-campus business related activity, through either volunteer work or employment. The scholarship was renamed to honor a former president of NYSOBBA, the late John G. Karrer. John was a gentle man and a pioneer of higher education. He was a promoter of human talent and a motivator of humankind.

If you are a NYSOBBA member, feel free to make copies of the scholarship application and share it with your students. Your students should be instructed to return the completed application to you. As a NYSOBBA member, you should submit applications in bulk to your regional director. Your regional director will evaluate all applications and notify all

winners. A list of regional directors according to region is presented below. *The deadline for your students to submit the applications to you is May 1, 2000. You must submit the applications to our regional director by May 15, 2000.* Should you have any questions, contact your regional director directly.

Regional Directors

Central

Kathie Owens
Student Accounts Specialist
Ithaca College
210 Job Hall, Bursar
Ithaca, NY 14850- 7032
(607) 274-3800
(607) 274-1709 fax

Genesee Valley

Sandy Argentieri
Director, Student Accounts
SUNY Genesee
1 College Circle
Genesee, NY 14454
(716) 245-5621
(716) 245-5070 fax

Long Island

Deborah Weber
Director, Student Fin'l Affairs
Nassau Community College
One Education Drive
Garden City, NY 11530
516-572-7328

New York City

Jean Belmont
Bursar
Yeshiva University
500 West 185th Street
New York, NY 10033
(212) 960-0899
(212) 960-0037

North East

Carol Gladding
Student Accounts Administrator
Clarkson University
PO Box 5548 Main Street
Potsdam, NY 13699-5548
(315) 268-3994
(315) 268-3899 fax

Mid-Hudson

Diane Lucchesi
Assistant Director
SUNY New Paltz
75 S. Manheim Blvd.
New Paltz, NY 12561
(914) 257-3159
(914) 257-3495 fax

Western

Richard Augustine
Director of Student Accounts
Buffalo State College
1300 Elmwood Avenue
Buffalo, NY 14222
(716) 878-4301
(716) 878-4063 fax

WANTED REGIONAL DIRECTORS

If you've ever wondered how you could get more involved in the organization, please consider becoming a regional director. Elections will be held this year for regional directors in the Central, North East and Mid-Hudson regions.

Regional directors hold office for two years from the time of election until a successor is elected. Directors are responsible for organizing regional communications, coordinating regional professional

development activities and as requested, designate representatives to standing committees.

Regional directors are also members of the NYSOBBA Board of Directors. They are expected to attend the Board meetings that are held two-three times a year alternating between the Albany and Syracuse areas. (Travel expenses are reimbursed.) The current directors will conduct a regional election in the upcoming months. If you would like to put your name on the ballot or recommend someone, please contact the appropriate director .

TRAINING EVENTS

The US Department of Education has announced a series of one-day, training workshops at the Regional Training Facilities (RTFs) of the U.S. Department of Education (ED) and postsecondary schools participating in the Title IV programs of the Higher Education Act.

Based on recommendations from members of the financial aid community, the workshops will feature the following topics:

- ◆ *Student Eligibility Issues (lecture)*
- ◆ *Return of title IV Funds (lecture)*
- ◆ *Return of Title IV Funds (case studies and demonstration software)*
- ◆ *Master Promissory Note (for the FFEL and Federal Direct Loan Programs)*

For a complete curriculum outline of these sessions, go to <http://ed.gov/offices/OPE/announce/trng/> or <http://www.ed.gov/offices/OPE/announce/trng/reauth.html>

Professional Development Group Presents. . . the 14th National Conference for College & University Bursars, Cashiers, & Treasury Managers -- Palm Springs, California April 16-19, 2000.

This conference is the premier event in higher education for Bursars, Cashiers, and Treasury Managers. Network with other higher education professionals about projects, purchasing software packages, converting packages, trends, procedures and much more. We expect between 350 and 400 people at this conference. They will be from well over 150 private, public and proprietary colleges, universities, trade and technical schools from throughout the US. Participating exhibitors will include collection agencies, billing services, tuition management firms, software houses, hardware companies, skip trace specialists, and law firms.

Professional Development Group Announces. . . . 21st National Student Loan/Receivables Collection Conferences -- West Coast Location -- San Diego, CA

October 30,2000 - November 01, 2000 Wyndham Emerald Plaza Hotel. Located in the heart of Downtown San Diego, this 4 Diamond hotel is just two miles from the San Diego International Airport. With stunning views of the San Diego Bay, Pacific Ocean, Mexico and Balboa Park. Just minutes away from the San Diego Zoo, Sea World, Old Town and miles of pristine beaches. Horton Plaza, golf driving range and Seaport Village are within walking distance. Single/Double Room \$139. For reservations call 619-239-4500, be sure to mention that you are attending the PDG Student Loan Conference!

REGIONAL NEWS

The **New York City and Long Island** regions are hosting a joint event on April 3, 2000 at FIT. This meeting will provide members with a HESC presentation and information on the Return of Title IV Funds. For more information contact Jean Belmont at (212) 960-0899 or jbelmont@ymail.yu.edu.

The **Central and Genesee Valley** regions are hosting a joint meeting on March 31, 2000 at Abigail's Restaurant in Seneca Falls. Look for your invitation in the mail or call your regional director for more information.

Central Region Kathie Owens 607-274-3800
Genesee Valley Sandy Argentieri 716-245-5621

MONEY ISN'T EVERYTHING - 1001 WAYS TO REWARD EMPLOYEES: THE MOST BEAUTIFUL SOUND.... YOUR NAME

1. A good way to personalize any reinforcer is to use the person's first name when delivering the comment. Tell him or her why the behavior or result is important to you.
2. Greet employees by name when you pass their desks or pass them in the hall.
3. When discussing an employee's or a group's ideas with other people, peers, or higher management, make sure you give credit.

4. Acknowledge individual achievements by using employees' names when preparing status reports.
5. Name a continuing recognition award after an outstanding employee.

NYC COLLEGE FAIR VOLUNTEERS

Volunteers are still needed, despite various pleas, to help distribute information and answer general questions at the nation's largest college fair. The NYC College Fair is on Sunday, March 26, 2000 at the Jacob Javits Center in NYC. Volunteers are needed to help with the financial aid booth from 11am - 4pm. Any amount of time during the day you can volunteer would be appreciated.

Contact Doug Bucher at 212/998-4497 or Douglas.Bucher@nyu.edu for any questions/concerns, or to volunteer.

THE JOB CORNER

Associate Bursar - New School University, Office of the University Bursar, seeks an experienced individual to oversee daily Bursar operations. The Associate Bursar will work closely with the Accounting Dept., Financial Aid Office, and Office of the University Registrar to increase and streamline financial services to our students and families, while reporting directly to the University Bursar.

Job Responsibilities:

- ◆ Work closely with the Office of the Controller regarding accurate reconciliation of accounts, as well as meeting all state and federal reporting requirements in a timely manner.
- ◆ Manage the Cashiering Office including banking and deposits, reconciliation's, audit, grant controls, payment plans, state and federal reporting, while focusing on improving the financial services offered in a multi-campus environment.
- ◆ Ensure that a high level of service is offered to students and families, while working closely

with the Registration Office and Financial Aid Office.

- ◆ Streamline processing with all administrative offices serving our students and families to offer a seamless level of communication to better serve our community.
- ◆ Implement and present financial services to our community in cooperation with the Financial Aid Office to offer a comprehensive financial service package to our community.
- ◆ Effectively manage all day to day Bursar operations whenever necessary.
- ◆ Serve on committees including Financial Aid, Student Affairs, Enrollment Services, and Billing and Collections.

Requirements

Bachelors Degree in Accounting or Business Administration with accounting experience. Experience in managing office operations in a Financial Services area. Knowledge of on-line computer systems, preferably SCT Banner 2000 software is a plus. Knowledge of Federal and state cash management regulations, Financial Aid regulations, A133 audit requirements and financial control audit requirements. A demonstrated record of leadership in a customer service environment, preferably in an educational environment.

Benefits: Free tuition, paid vacation, comprehensive health insurance.

Interested applicants should submit a resume, the names and telephone numbers of three professional references, and a cover letter including salary requirements and position number, which is 20024 to Peter Ljusic, University Bursar, New School University, 66 West 12th Street, New York, NY 10011.

New School University is committed to a policy of equal opportunity in all its activities and programs. For additional information regarding New School University, please visit our website at <http://www.newschool.edu>

SUNY College at Cortland, Financial Aid Office is seeking a Staff Assistant (SL-2) Full-Time Permanent Position

Qualifications: Bachelor's degree with two years of responsible work experience. Skills in microcomputer operation, word-processing, and spreadsheets required. Experience with large electronic database, and supervisory experience is highly desirable.

Responsibilities: Primary duties include coordinating the Federal Pell Grant Program, managing the technical aspects and retrieving and sending electronic data; TAP certifications and corrections as well as being the contact person with Higher Education Services Corporation (HESC); supervising clerical staff and providing technical training for staff; supervising work-study students; supervising and maintaining all of the Emergency Loan programs within the office; primary manager of all electronic data files and records within the Financial Aid Office.

Starting Date: April 2000

Application: The committee will begin reviewing applications on March 20, 2000 and will continue until the position is filled.

Send letter of application and resume, including the names and telephone numbers of at least three (3) references to: Dr. Antoinette Tiburzi, Associate Vice President for Enrollment Management, SUNY Cortland, PO Box 2000, Cortland, NY 13045.

SUNY Cortland is an AA/EEO/ADA employer.

NYSOBBA NEWSLETTER - Working for You

Michelle H. Brown-Nevers, Ed.D., Newsletter Editor

Since the Conference of 1996, I have served as your newsletter editor. In this position, I have strived to keep you up to date on regulatory changes and NYSOBBA's actions. Thanks to the membership, the board of directors, the New York State Education Department and especially New York State Higher

Education Services Corporation, we have continued to provide up to date information to you.

As I review my directory of newsletters, I have noticed some misnumbering in our issues and/or misnaming of the Quarterly. If you retain these issues, please note the corrections as follows:

<u>Season and Year</u>	<u>Issue #</u>	<u>Correction</u>
Summer/Fall 1996	Issue I	
Autumn 1996	Issue II	
Spring 1997	Issue II	Issue III
Summer 1997	Issue IV	
Fall 1997	Issue IV	Issue V
Winter 1998	Issue VI	
Summer 1998	Issue IV	Issue VII
Autumn 1998	Issue VIII	
Winter 1999	Issue IX	
Summer 1999	Issue X	
Winter 1999	Issue XI	Fall/Autumn 1999

As I continue to serve as your newsletter editor, I will strive to move this information piece forward; however, I need your help. If you have any ideas for serving you better, please share them with me. My e-mail address is mhb14@columbia.edu.

Also, we are looking for someone in the membership to update monitor our web page. If you know someone who is interested, please share that information with me as well.

As always, we welcome your articles. If you plan to attend the upcoming conference and are interested in writing about a session, please inform me. This year, the conference will be in Buffalo, New York. The conference will be held from June 13-16, 2000. A highlight of the agenda is provided on page 9. Please plan to attend.

Thank you for your continued support and we look forward to serving you better.

Look for us on the web.

<http://wings.buffalo.edu/services/stu-acc/nysobba/>

FAREWELL TO OUR CONFERENCE COORDINATOR

Goodbye....

I would like to take this time to bid farewell to all of my NYSOBBA colleagues and friends. As of March 31, 2000, I resigned from my position at New School University, to pursue a new adventure in California.

Serving as the Conference Coordinator for the past five years has been an awesome and rewarding experience. For me, planning and attending the annual conference has always been an opportunity to step away from the daily grind of the office and meet with fellow bursar's to discuss "what's happening in higher education" today, with of course, a little fun on the side. It was always comforting to know that others were facing the same challenges brought upon by the ever popular, "reauthorization".

Looking back over the years, I have met so many wonderful, exciting and special people through NYSOBBA. Some of you have even been mentors who inspired me to become active in this association. A special thanks must go to those individuals who were serving on the board at the time I proposed the creation of a conference coordinator for the association and then allowed me to serve in this position. By doing so, you have allowed me to build the credentials necessary for me to pursue a new career in Event Planning.

Regrettably missing this year's conference in June will be a disappointment for two reasons. First, it was at the last conference in Buffalo that I became inspired to become actively involved in NYSOBBA. Secondly, for those of you who attended the June 1992 conference, you will remember that it was there that I took the fearless plunge and "Bungee Jumped" at Niagara Falls (I still have the video). I was so looking forward to returning to the scene of crime and maybe even trying it again.

I wish much happiness to all of you and hope for the continued success of NYSOBBA. If any of you have the slightest inkling to become actively involved in the association, I want to encourage you to do so. It can be both educational and very rewarding and only takes a little time out of your otherwise hectic schedule. I will miss all of you.

To use the saying of truly great friends, "Ciao for now".

Jack Edwards

NYSOBBA SPRING 2000 CONFERENCE AT A GLANCE (TENTATIVE)

JUNE 13, 2000 - JUNE 16, 2000

HYATT REGENCY BUFFALO, NEW YORK

Tuesday - June 13

6:30 a.m. All golfers meet in the lobby to leave for our Annual Golf Tournament
3:00 - 4:30 p.m. Opening of Conference
5:00 p.m. Board busses for private tour of Albright Knox Art Gallery -- reception to follow
Dinner on your own
8:00 p.m. Board busses to return to Hotel
9:00 -12:00 p.m. DJ for your pleasure at hotel

Wednesday- June 14

7: 30 - 8:30 a.m. Breakfast
7: 30 - 8:30 a.m. Board Meeting at Breakfast
8:45 a.m. Welcome Remarks -by Shirley J. Walker, NYSOBBA President
9:00 - 10:30 a.m. HESC -- Loan and Tap Update
10:30 - 11:00a.m. Break in Vendor Area
11:00 - 12:30 p.m. Break out Sessions
A) HESC Technology Training
B) Novice Training Workshop Forum for New Bursars/Directors of Student Accounts.
C) Legal Issues Surrounding College Collections
12:30 - 2:30 p.m. Lunch- Guest Speaker Norman Bossio, Team Building
3:00 - 3:30 p.m. Golf Prizes and Awards
3:30 - 5:00 p.m. Break Out Sessions (Repeat Sessions)
A) Team Building
B) HESC Technology Training
C) Novice Training Workshop Forum for New Bursars/Directors of Student Accounts.
D) Legal Issues Surrounding College Collections
5:00 - 5:30 p.m. Break - Visit Exhibits and Vendors
6:00 - 7:00 p.m. Cocktail Reception in the Vendor Area
7:00 - 9:00 p.m. Dinner in Main Dining Hall
9:00 p.m. - 1:00 a.m. Live Music

Thursday. June 15

7:00 - 8:00 a.m. Breakfast
8:00 - 12:30 p.m. Career Track - Professional Development Program, Customer Services Corporation
10:15 - 10:30 a.m. Break
12:30 - 2:00 p.m. Lunch- Guest Speaker, Dr. Carol Harrison - Reevaluations on Student Account
2:00 - 2:30 p.m. General Business Meeting
2:30 - 3:30 p.m. Office Security
3:30 - 3:45 p.m. Break, Vendor Area
3:45 - 4:45 p.m. Federal Perkins Update
5:30 - 6:30 p.m. Cocktail Reception and Vendor Raffles
6:30 p.m. Night in the City (or)
9:00 - 12:00 a.m. A Trip to Casino in Canada

Friday, June 16

7:00 - 8:30 a.m. Breakfast
9:00 - 11:00 a.m. Hesc- Major Presentation of Tap Redesign for Certification, Roster Definition, Payments, Certification Code Expansion, Etc.
Box Lunch

ARTICLE II
MEMBERSHIP AND MEETINGS

SECTION 1 - Classifications of Membership: There shall be two classifications of membership in the corporation, institutional voting membership and associate non-voting membership.

(a) Institutional voting membership shall be limited to individuals who are responsible for duties in the direct administration of student-related business functions at institutions of post-secondary education; for example, bursars, business administrators, controllers, business managers, accountants and individuals with similar responsibilities.

(b) Non-voting memberships shall be available to individuals interested, but not directly involved in, student related business functions; for example, vendors and federal and state agencies.

1. Complimentary, non-voting membership shall be granted to certain officials and/or agencies. The Board of Directors will determine who shall be so classified. The purpose of this classification shall be to provide information in the form of organizational mailings and publications.

2. Retired membership, a non-voting classification, shall be granted to active members who retire. All organizational mailings will continue to be sent until the retired member requests that such mailings be discontinued, or at the direction of the Board.

SECTION 2 - Application for Membership: Application for membership in the corporation shall be made to the Secretary for processing as instructed by the Board of Directors. A vote of a majority of the Board must approve the application.

SECTION 3 - Dues: The dues structure shall be determined by the Board of Directors so that all members of any category shall be treated equally. Bills for annual membership dues shall be sent to each member before the beginning of the fiscal year and due upon receipt.

SECTION 4 - Resignation: Any member may withdraw from the corporation by presenting a written statement of resignation to the Secretary.

SECTION 5 - Expulsion From Membership: Any member whose dues are unpaid may be expelled from membership pursuant to uniform guidelines established by the Board of Directors.

SECTION 6 - Meetings of Members: Meetings of the membership shall be held once a year at such a place and time as determined by the Board of Directors. Other meetings or changes to meetings shall be called by the President or by the Secretary at the request in writing of a majority of the members, or of a majority of the Board of Directors.

SECTION 7 - Notice of Meetings: Notice of any meeting of members shall be mailed to all members entitled to vote not less than two to three weeks before the meeting.

SECTION 8 - Waiver: A meeting of the members may be held at any time if notice and lapse of time are waived in writing by every active member.

SECTION 9 - Voting: Each institutional member shall be entitled to one vote, provided that dues are paid in full.

SECTION 10 - Quorum: Twenty percent of the active membership entitled to vote (or 100 such institutional members whichever is less) shall constitute a quorum.

SECTION 11 - Voting by Proxy: Every institutional member entitled to vote at any meeting may vote by proxy (I give up my right to vote and give it to you to vote for me). A proxy shall be in writing and revocable at the pleasure of the member executing it. Unless the duration of the proxy is specified, it shall be invalid after 11 months.

ARTICLE III DIRECTORS

SECTION 1 - Duties and Number of Directors: The property, affairs, and management of the corporation shall be vested in and controlled by a Board of Directors. The Board of Directors shall consist of the officers of the corporation, the immediate Past President and the institutional members, one from each of the designated regions that is represented by five or more institutions having an institutional member of the corporation. If any region is not represented by five or more institutions having an institutional member of the corporation, the director may be from any region including that region.

SECTION 2 - Election of Directors: The institutional member Directors shall be elected in Regional elections conducted within each region. The incumbent Regional Director shall appoint an election chairperson to conduct a regional election, the results of which shall be reported to the President not later than two weeks prior to the general membership meeting.

SECTION 3 - Term of Office: Each Director shall hold office for two years from the time of election until a successor is elected. Regions will be elected each year, as follows: Western, New York City, Genesee Valley, and Long Island in one year; Central Northern and Mid-Hudson in the alternate year.

SECTION 4 - Representation: Each of the Directors who represents a region or the appointed or elected delegate, shall organize regional communications, coordinate regional professional development activities, and as requested, designate representatives to standing committees. When attending a Board meeting, an appointed or elected delegate shall have all the delegate's voting power of the absent Director.

SECTION 5 - Policy: The Board shall operate within a statement of policy which shall be ratified by the membership annually.

SECTION 6 - Removal and Vacancies:

(a) Each Director shall be subject to removal before the expiration of his term by a vote of the majority of the members. When a Director ceases to be an institutional member as defined in these by-laws, tenure in office will expire automatically.

(b) Vacancies on the Board occurring between annual meetings, for any reason whatsoever, shall be filled from within the Region affected, if possible, for the unexpired term by a vote of the remaining Directors upon nomination by the President. Election in this manner shall not prejudice the election of the incumbent to a regular term of office.

SECTION 7 - Meetings: Meetings of the Board of Directors shall be held immediately following the annual membership meeting, and at any other time and place specified by the President. The President or Secretary shall call a meeting whenever requested to do so in writing by three members of the Board of Directors. The President shall preside at all meetings of the Board.

SECTION 8 - Notice of Meetings: Notice of each meeting of the Board of Directors shall be given by the President, or by the Secretary, to each member of the Board not less than three days before the meeting. Any Director may waive notice of any meeting of the Board of Directors.

SECTION 9 - Voting: Any action to be taken by the Board of Directors shall, except as otherwise provided, be authorized by a majority of votes cast at a meeting of the Board.

SECTION 10 - Quorum: At any meeting of the Board of Directors, a majority of the Board shall constitute a quorum. A majority of those present at a valid meeting may decide any question that comes before the meeting.

SECTION 11 - Action by Written Consent: Whenever, pursuant to the Certificate of Incorporation for these by-laws, the Directors are required or permitted to take any action by vote, the action may be taken without a meeting on written consent setting forth the action taken, signed by all the Directors.

NYSOBBA/ JOHN G. KARRER SCHOLARSHIP APPLICATION

N.Y.S. Organization of Bursars & Business Administrators, Inc.

PURPOSE

The New York State Organization of Bursars and Business Administrators, Inc. (NYSOBBA) is a not-for-profit corporation organized to promote excellence and professionalism among its members in carrying out student related business functions at institutions of higher education in New York. In 1993, the NYSOBBA membership instituted a student scholarship program to recognize students enrolled in a member institution who embody the ideals of the organization through meritorious service in an on-campus business related activity, through either volunteer work or employment. The scholarship is a \$400.00 award, which is disbursed in two \$200.00 payments over the course of the academic year.

CRITERIA

- * New York State resident
- * Registered for at least half time
- * Good academic standing
- * Meritorious service in a business related function on campus
- * Enrolled in a degree granting program

APPLICATION DIRECTIONS

- * The deadline for application is May 1st each year.
- * Fill in appropriate information on the reverse side of this form.
- * Attach a one-page typed essay on your educational and career goals.
- * Attach pertinent school information (grades, enrollment, etc.).

- Over -

NYSOBBA SCHOLARSHIP APPLICATION
N.Y.S. Organization of Bursars & Business Administrators, Inc.

Student Name _____

Address _____

City _____ State _____ Zip _____

Social Security # _____ Major _____

Home Telephone (____) _____ Local Telephone (____) _____

College/University _____ Class level _____

Degree Objective _____ Anticipated Graduation Date _____

Grade Point Average (GPA) _____

New York State Resident Yes/No

Matriculated Yes/No

Enrolled at least half time Yes/No

Explain your work plans or activities during this academic year:

APPLICANT'S STATEMENT

I certify that, to the best of my knowledge, all the information I have submitted is accurate. I authorize the Scholarship Committee to obtain any school information needed (grades, enrollment, etc.) for their review. I also understand that this award could affect my financial aid award package.

Signature _____

Date _____

**YOUR ESSAY AND ANY OTHER PERTINENT MATERIALS MUST ACCOMPANY THIS
COMPLETED APPLICATION.**

**NEW YORK STATE ORGANIZATION OF
BURSARS AND BUSINESS ADMINISTRATORS**

1999-2000 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 of \$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 _____
Title _____ Telephone # _____
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 Genesee Valley Central Northeast
 New York City Long Island Mid-Hudson

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

NYSOBBA CONFERENCE INFORMATION INSIDE

Highlights of what's inside.....

<i>HESC NEWS</i>	<i>Page 2</i>
<i>Report on Federal Legislative Activities</i>	<i>Page 3</i>
<i>Highlights of the President's FFY2001 Budget Proposal</i>	<i>Page 4</i>
<i>Nonresident Alien Fee Collection</i>	<i>Page 6</i>
<i>NYSOBBA/John G. Karrer Scholarship Application</i>	<i>Page 6</i>
<i>Wanted Regional Directors</i>	<i>Page 7</i>
<i>Training Events</i>	<i>Page 8</i>
<i>Regional News</i>	<i>Page 8</i>
<i>The Job Corner</i>	<i>Page 9</i>
<i>NYSOBBA Newsletter-Working for You</i>	<i>Page 10</i>
<i>Farewell to Our Conference Coordinator</i>	<i>Page 11</i>
<i>NYSOBBA 2000 Conference At-A-Glance</i>	<i>Page 12</i>
<i>Article II Membership and Meetings</i>	<i>Page 13</i>
<i>Article III Directors</i>	<i>Page 14</i>
<i>NYSOBBA/John G. Karrer Scholarship Application</i>	<i>Page 15</i>
<i>Membership Form</i>	<i>Page 17</i>

LOOK FOR THE NYSOBBA DIRECTORY IN YOUR MAILBOX
