

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9212**

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Policy and Information

DATE: July 19, 1993

**Policy**

1. Liaison Assignments - Ms. Jacqueline Kane, Associate in Higher Education Opportunity, will be returning to her position as of August 19, 1993. The attached liaison assignment chart will be effective as of September 1, 1993.
2. EOP Transfer Students - Attachment 2 is a copy of the memorandum sent by Mr. Larry Curtis - SUNY Central, Office of Special Programs--to all EOP Directors concerning EOP transfers. This will, hopefully, clear up many of the problems that were mentioned in ADM 9209.
3. Final Payment Vouchers for 1992-93 - This voucher should be sent to this Bureau no later than **August 1** in order to ensure prompt payment.
4. First Payment Vouchers for 1993-94 - This voucher should be sent to the Bureau by **September 1** if your program has an approved budget and your president has returned a signed Letter of Agreement for 1993-94.

**Information**

1. Fax Machine - The Bureau has recently received a fax machine. As of July 26, 1993, please use **(518) 486-5346** in order to fax materials to the Bureau.
2. HEOP 25th Anniversary Celebration - You should have received three mailings concerning the 25th Anniversary:
  - a) request forms, for two Distinguished Alumni/Students, Institutional Staff and Staff Service Awards. Reply date is **September 1, 1993**.
  - b) a request for Additional Staff Travel funds and Student Attendance. Reply

date is September 8, 1993.

- c) HEOP-PO Call for Papers - Submission of proposals to James M. Norfleet by August 15, 1993.

In addition, three programs never submitted mailing lists for their graduates. These programs should not be upset when none of their graduates are listed in the Anniversary Journal. A mailing to all HEOP alumni for whom there were mailing addresses was sent out in late June.

In order for the 25th Anniversary Celebration and the HEOP-PO Conference to be successful, it needs the support of staff, students, and institution officials.

The next meeting of the Committee will be on July 26, 1993.

3. 1993 ATW - Forty new program administrators and counselors will be attending the 1993 Administrative Training Workshop at RPI from July 18 to July 23.

4. Future Mailings:

September 1993-94 HEOP Report Formats and Manual  
November 1994-95 HEOP Guidelines

5. Dates to Remember:

1993

August 1 Final Voucher (with correct signature) for the 1992-93 program year must be received by the Bureau.

August 15 Call for Papers/Proposals due to J. Norfleet.

September 1 - First Voucher (with correct signature) for 1993-94 to be submitted.

- Distinguished Alumni/Student, Staff and Service nomination.

September 8 Requests for additional travel and student funds due.

October 15 October 15th Report to be submitted.

1994

January 24-27 **HEOP-PO Conference and 25th Anniversary Celebration Banquet**

Atts.

DPM:gs

**1993-94 LIAISON ASSIGNMENTS TO INSTITUTIONS**

<b>Geneva Miller</b>	<b>Barbara Leonard</b>	<b>Ann Marie Jann</b>	<b>Douglas Mercado</b>	<b>Jacqueline Kane</b>
<p>Audrey C. Cohen College                      College of Mt. St. Vincent                      College of New Rochelle                      College of St. Rose                      Cornell University                      Fordham Univ.-Lincoln Ctr.                      Fordham Univ.-Rose Hill                      Hobart &amp; Wm. Smith College                      Iona College                      Ithaca College                      Junior College of Albany                      Keuka College                      Manhattan College                      Manhattanville College                      Marymount College                      Mercy College                      Polytechnic Institute                      Pratt Institute                      Rensselaer Polytechnic Inst.                      Russell Sage College</p>	<p>Adelphi University                      Alfred University                      Consortium of Niagara Frntr.                      Junior College of Albany-                      Cocksackie CF                      Houghton College-Elmira CF                      Marist College-Fishkill CF                      Marist College-Greenhaven                      CF                      Mater Dei College/                      Ogdensburg CF                      Mercy College-Bedford Hills                      CF                      Skidmore College-UWW                      UC Syracuse-Auburn CF</p>	<p>Bard College                      Canisius College                      Cazenovia College                      Culinary Inst. of America                      Colgate University                      Daemen College                      D'Youville College                      Hamilton College                      Marist College                      Medaille College                      Mt. St. Mary College                      New York University                      Niagara University                      Nyack College                      St. Bonaventure University                      St. Thomas Aquinas College                      Siena College                      Union College                      Utica College                      Villa Maria College</p>	<p>Barnard College                      Boricua College                      Columbia Univ: Columbia                      College                      Columbia Univ: School of                      Engineering                      Columbia Univ: School of                      General Studies                      Marymount Manhattan Col-                      lege                      Paul Smith's College                      St. Lawrence University                      Skidmore College</p>	<p>Dowling College                      Five Towns College                      Hofstra University                      LeMoyne College                      LIU-Brooklyn Campus                      LIU-C. W. Post Campus                      LIU-Southampton Campus                      Molloy College                      Nazareth College                      NYIT-Metro                      NYIT-Old Westbury                      Parsons School of Design                      Rochester Inst. of Tech.                      St. John Fisher                      St. John's University                      Syracuse University                      UC Syracuse                      University of Rochester</p>



State University of New York  
State University Plaza  
Albany, New York 12246

STUDENT AFFAIRS AND SPECIAL PROGRAMS  
Office of Special Programs

April 16, 1993

## MEMORANDUM

To: EOP Directors  
From: Larry Curtis *LC*  
Subject: EOP Transfers

The Bureau of Higher Education Opportunity Programs has shared with us a copy of a memorandum that was sent to their HEOP Directors regarding an EOP transfer student from a SUNY community college. This student was deemed to be ineligible as a transfer student for HEOP by HEOP Central because the student was not enrolled in an opportunity program prior to being admitted to EOP.

The position of New York State Comptroller's Office on opportunity program transfers is, if the student has prior non-opportunity program college attendance, then the student will be declared ineligible for an opportunity program as a transfer student. This is the same position the EOP Guidelines promulgate, on page 20 Section C items 1. through 4. Where a student has prior non-opportunity program attendance in an EOP-type program, documentation of their participation must be submitted to OSP for approval. In this particular case, the documentation was submitted to OSP after denial by HEOP, and the student was determined to be eligible.

To prevent this situation from occurring in the future, all documentation pertaining to students who were enrolled in EOP-type programs must be submitted to this office for approval prior to admitting them into your programs.

We have also received questions regarding the eligibility of students transferring from community colleges that do not have an Educational Opportunity Program. In this instance, the students have to have been admitted under the Full Opportunity Provision in order to be eligible as a EOP transfer student. Documentation of their economic and educational eligibility, when the student was initially admitted, must be submitted to the admitting college prior to admission as an EOP student. Refer to the guidelines for further clarification under Section C. Transfer Eligibility.

EOP Directors

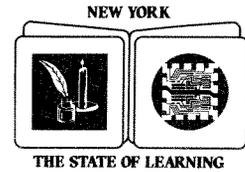
-2-

April 16, 1993

We encourage programs to get approval from OSP on cases involving student eligibility when there is reasonable doubt.

Should you have any questions regarding this matter, please contact our office.

cc: Mr. James



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9211**

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Information

DATE: April 13, 1993

1. 1993-94 State Budget Information - The approved State budget calls for an HEOP appropriation of \$19,953,400, the same amount requested by the Governor. This represents an increase of \$90,400 for supportive services.

Bureau Chief's Comment

Since the 1988-89 State fiscal year, the HEOP appropriation has decreased 0.8%. Inflation has increased 32% for this period and colleges and universities have increased their costs by at least 45% over the same period. It appears that HEOP does not have the support of the Legislative and Executive branches of New York State that would provide for a reasonable increase for program operation. The success of the program cannot be matched by any other opportunity program in our country and we constantly hear policy makers say, "We know that HEOP is a good program." However, this goodwill doesn't get converted into additional funds. Our participating institutions and program students have had to shoulder the enormous burden of meeting the ever increasing costs of higher education. As you know, HEOP-PO has been doing its best to lobby for the program for many years and CICU has identified HEOP as a priority, but TAP and Bundy Aid are usually higher priorities.

Program staff, students, alumni, and friends of HEOP have to start working **NOW**, at the grass-root level, to make our case with the Governor's Office and, more importantly, with the Legislative membership. HEOP will not continue to thrive and to "work" without the needed funds, both in student financial assistance and in supportive services. Therefore, we must work to firmly establish, in the minds and votes of our Legislative Leaders, HEOP's need for a significant Local Assistance allocation increase in grant monies. Our 25th Anniversary Celebration will provide

us with another opportunity to mount a serious effort to convey the inadequacy of the meager resources that we have and how the continuous underfunding and lack of attention will eventually lead to a decline of HEOP's effectiveness.

Other 1993-94 Budget Actions:

The Legislature restored TAP for the 1993-94 freshman class. These students will be funded at the same level as the 1992-93 class (\$3,650 minus \$75 for dependent and independents with dependents). Graduate TAP was also restored.

Bundy Aid was decreased by \$3 million to \$36 million.

The STEP/C-STEP and Liberty Partnership programs were not only restored but received significant increases. The 1993-94 appropriations total \$7.99 million for STEP/C-STEP and \$9.5 million for Liberty.

Teacher Opportunity Corps was restored to a \$1.1 million level.

2. President Clinton's Executive Budget Request for the 1994-95 Academic Year - The April 14 issue of The Chronicle of Higher Education, pages A29-33, contains what the President is recommending for higher education, especially in Federal student financial assistance:

Pell Grants - total dollars go up, but the maximum award is still \$2,300.

SEOG - a cut of 15% -- \$85 million.

College Work Study - a cut of 15% -- \$90 million.

Federal Family Education Loans - a cut of 25% in Stafford and \$25 million in Perkins, but a large increase in the Federal direct loans.

State Student Incentive Grants - a cut of 100% (New York State, in 1993-94 received \$6 million, that is used for TAP awards).

SEOG, Work Study and Perkins loans are supposed to be combined into one grant, and the colleges will decide how to use the funds. They will need to spend at least 10% of their funds on community service jobs. The combined cut in funding for these programs is \$200 million.

As you can see, this will not be favorable to our programs or students.

3. Correction - On ADM 9210, Information item #2, should have read the College Bound Program. (Thanks to Don VanLiew for pointing out our error.)

4. HEOP 25th Anniversary - Lists of graduates have not been received from 31 programs. If you have not submitted your HEOP graduate list and can submit them on IBM computer disks; it will be helpful to us.

If you know of any companies or individuals that would like to make a donation to HEOP for the 25th Anniversary, please let us know, so that a formal letter can be sent to them.

5. Dates to Remember:

1993

May 7            Last day for Final Report pages 1, 2, and 3 to be submitted for early review.

June 15        Last day for HEOP academic year budget transfer requests.

June 30        Final Report for 1992-93 is due.

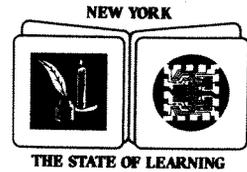
July 18-23     1993 ATW at RPI.

August 1       All final vouchers for 1992-93 must be sent.

1994

Jan. 24-27     **HEOP-PO Conference and 25th Anniversary Celebration and Banquet.**

DPM:gs



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9210**

**TO:** Project Directors  
**FROM:** Douglas P. Mercado *SPM*  
**SUBJECT:** Policy and Information  
**DATE:** April 1, 1993

### Policy

1. Change in the Economic Guidelines for 1993-94 - Effective **July 1, 1993**, the definition of an *independent student* used in determining economic eligibility for first-time HEOP students has been amended. The Board of Regents, at their March meeting, approved the changes for HEOP and the other State-funded opportunity programs. The amended definition will be exactly like the Federal definition of independent undergraduate students, which was changed by the Federal reauthorization of Federal student financial aid programs, that will also be effective as of July 1, 1993. Please share this information with your institution's Director of Financial Aid.

The 1993-94 HEOP Guidelines Section II.D.4.b. should read as follows:

- b. meets the requirements of the following paragraph. An individual meets the requirements if such individual:
  - 1) is an orphan or ward of the court;
  - 2) is a veteran of the Armed Forces of the United States who has engaged in active duty in the United States Army, Navy, Air Force, Marines, or Coast Guard and who was released under a condition other than dishonorable;
  - 3) is a married individual;
  - 4) has legal dependents other than a spouse;
  - 5) is a student for whom an opportunity program and financial aid administrator have made a documented determination of independence by reason of other unusual circumstances.

## Information

1. HEOP Annual Report, 1991-92 - Two copies of the report are enclosed for your use. A copy will be sent to your President under separate cover. The 1991-92 program year, which was our 23rd, was an extremely successful one for our students. You, your staff and institution should take great pride in your students' achievements.
2. HEOP Bureau Procedures - As a service, in connection with your 1992-93 Final Report, our Statistical Support Unit will again review and clear the roster pages, page 2, and page 3 of your Final Report in advance of the submission of the rest of the report. These pages are where most problems with the Final Report originate, thus, it will help you and us, to have them reviewed prior to finalizing the remainder of the report. To take advantage of this service, please send the roster pages, page 2 and page 3 of the 1992-93 Final Report to us no later than May 7, 1993. We will clear them and return them to you by June 7. The corrected pages should be submitted as part of the complete Final Report, with Columns 7 and 8 of the roster pages and Columns 6, 7 and 8 of page 3 filled in as appropriate for Spring 1993. Last year 71 programs took advantage of this service. [Don't submit these pages until your February 15 Report has been cleared and approved.]

Attached are some errors commonly made on report rosters, that should be noted and avoided.

3. College Board Program - New York City Public Schools - On Friday, May 28, the College Board will be conducting their Annual College/Career Day Conference at Bronx Community College, University Avenue and West 181 Street, Colston Hall. There is a \$50 Registration Fee. For further information, contact Adele Fink (718) 236-3358.
4. HEOP 25th Anniversary - The next meeting of the Committee will be held on April 16 in Albany. Attached is a copy of the letter that was sent on March 29 to your institution's President asking for his or her support of HEOP's 25th Anniversary. Lists of HEOP graduates have been received from 51 programs. If you are one of those that have not submitted as yet, please forward as soon as you can.

You will be receiving in the near future, a request from the Awards Committee that will ask you to select two of your HEOP graduates for recognition at the banquet. The Committee will also ask you to select members of your institution's support service staff and/or faculty who have made contributions to your program over the last 25 years. Certificates will be forwarded to you, so that you will be able to distribute them at your institution (hopefully during a local celebratory activity).

5. Developmental Student of the Year - Marina Henderson, a Junior in St. Thomas Aquinas College's HEOP program, was honored as the "*Developmental Student of the Year*" by the New York State College Learning Skills Association (NYCLSA), at their

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16th Annual Symposium on March 29, 1993.

6. Dates to Remember:

1993

- April 18-21            Tri-State Conference, Philadelphia, Penn.
- April 24-26            Inmate Higher Education Programs Conference - Saratoga Springs.
- May 7                    Last day for Final Report - pages 1, 2 and 3 to be submitted for early review.
- June 15                 Last day for HEOP academic year budget transfer requests.
- June 30                 Final Report for 1992-93 is due.
- July 18-23              1993 ATW at RPI.

1994

- Jan. 24-27              **HEOP-PO Conference and 25th Anniversary Celebration and Banquet, Albany.**

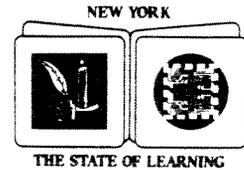
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Atts.

## **EARLY FINAL ROSTERS**

### **COMMON ERRORS**

1. Failure to carry over any corrections that were made from the October 15th and February 15th reports. For example, deletions, additions, change of date of entry or number of part-time hours, etc.
2. Omission of the "X" in column 7 or column 8 on the summer and fall rosters. These determinations were made at the time of the review of the February reports.
3. Failure to submit page 2 (Table 2) and/or page 3 (Table 3).
4. Use of roster pages from the February and October reports instead of the final roster pages.
5. Omission of one or more of the required semester rosters.

It is important to note that if any director disagrees with the FTE or headcount that SED comes up with, they should notify SED immediately and not assume that "SED is always correct"!



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9209**

**TO:** Project Directors  
**FROM:** Douglas P. Mercado *DPM*  
**SUBJECT:** Policy and Information  
**DATE:** March 2, 1993

### Policy

1. Transfer Students - It has come to our attention that students transferring from other New York State funded opportunity programs (particularly those coming from community colleges) may not be eligible for admittance into HEOP programs. The following is a typical situation:

A student attended a community college where the student was in the opportunity program and you receive a completed HEOP Transfer form. The form states that the student was in the program for "X" number of semesters and was academically and economically eligible for the program. In reviewing the applicant's application for admission, or the college academic transcript, or the financial aid transcript, you notice that the student attended a college or colleges prior to the community college where the student was in an opportunity program, and this has not been accounted for on the HEOP Transfer Form.

The afore mentioned situation has occurred at a couple of the State University of New York's Community Colleges (Hudson Valley C.C. and Monroe C.C.). HEOP-SED has notified EOP-Central of this situation and they are going to take action by sending a corrective communication to all of their programs.

The position taken by the New York State Comptroller's Office of State Audits, and one that HEOP-SED has to follow, is that if this information of prior, non-opportunity program college attendance is brought to our attention, then the student will be declared ineligible for HEOP as a transfer student. The exception to this ruling is if the sending college will submit a copy of the approval given by the Office of Special Programs of the State University of New York to accept this student into a EOP as an EOP transfer. If such a situation is established, the student will be HEOP eligible, with terms of eligibility remaining reduced by all of her/his prior

college enrollment.

Our recommendation is that you look very closely at the supporting documentation and if there appears to be a problem, you should call HEOP-SED for clarification.

2. Equipment - It is HEOP-SED policy that the purchase of equipment with HEOP funds be documented and kept on file with the program and with HEOP-SED. Form A - Equipment Inventory - should be filled out each year for all equipment purchased with HEOP funds. The form includes a description of the equipment with brand name and model, the serial number, the cost, and the building and room location of the equipment.

When equipment purchased with HEOP-SED funds is disposed of, Form B - Disposition of HEOP-SED Equipment - must be filled out, kept on file and a copy must be sent to HEOP-SED.

Forms A and B should be sent to HEOP-SED each year, by November 1st reporting the previous program year's purchases and/or dispositions. These forms will be provided to each program on an annual basis.

#### Information

1. Lobbying Efforts - the State Legislature is at this time studying the Governor's budget recommendations for 1993-94 and will be formulating their recommendations soon. It is very important that you, your staff, students, family and friends be involved in making the case for increases in HEOP, TAP and other Equity and Access programs. Visits to the local offices of legislators, letters, and telephone calls have to be made. HEOP Works but it needs additional funds to ensure its success and to drop the loan levels for its students.
2. Gertherine Phillips - Ms. Phillips, an HEOP Counselor at St. John's University, retired on December 29, 1992. On March 10, 1993, Gertherine will receive the President's Medal for service to the University. I know you will join me in wishing Gertherine much happiness in her retirement and congratulations on her recognition.
3. 1992 Directory of Minority Doctoral Recipients and Candidates in New York State - Enclosed is a copy of this directory. If additional copies are needed, the cost is \$10 per copy and can be obtained from the Bureau of Doctoral Program Review, Room 5A45, CEC, Albany, NY 12230.
4. Native American Education Conference - The enclosed is an announcement for this conference that will be held at St. Bonaventure University - July 18-21, 1993. Marlene Johnson at HEOP, St. Bonaventure, is the contact person.

5. HEOP 25th Anniversary Celebration - The Conference committee has been holding monthly meetings and much has been accomplished. Thirty-two programs have already submitted their lists of HEOP graduates to the Bureau. We need to receive the remaining lists as soon as possible.

6. Dates to Remember:

1993

March 15	Third voucher due.
April 1	State Budget for 1993-94 is passed (estimate)
April 18-21	Tri-State Conference - Philadelphia
June 15	Last day for HEOP transfer requests
June 30	Final Report for 1993-93 is due
July 18-23	1993 ATW at RPI

1994

January 24-27 - **HEOP-PO Conference and 25th Anniversary Celebration and Banquet - Albany.**

DPM:gs

Enclosures

FORM A

NAME OF INSTITUTION

NAME OF CONTACT

TELEPHONE

**EQUIPMENT INVENTORY**  
 NEW YORK STATE EDUCATION DEPARTMENT  
 BUREAU OF HIGHER EDUCATION OPPORTUNITY  
 PROGRAMS  
 CULTURAL EDUCATION CENTER, ROOM 5A55  
 ALBANY, NY 12230  
 (518) 474-5313

FINAL REPORT YEAR	ITEM DESCRIPTION (Include Brand Name)*	SERIAL NUMBER	COST**	BUILDING & ROOM LOCATION	STILL IN USE***
			HEOP _____ INST _____		
			HEOP _____ INST _____		
			HEOP _____ INST _____		
			HEOP _____ INST _____		

\* If equipment purchased was part of a package, list each component that was included in the total cost.  
 \*\* If cost was shared between HEOP and Non-HEOP funds, for continued HEOP/Non-HEOP use, please include an explanation.  
 \*\*\* Answer yes or no. Please fill out Form B if the equipment is no longer in use or has been disposed of by other means.

FORM B  
**DISPOSITION OF HEOP-SED EQUIPMENT**  
 NEW YORK STATE EDUCATION DEPARTMENT  
 BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS  
 CULTURAL EDUCATION CENTER, ROOM 5A55  
 ALBANY, NEW YORK 12230  
 (518) 474-5313

NAME OF INSTITUTION: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

TELEPHONE: (        ) \_\_\_\_\_

Please indicate below the disposition of any equipment purchased with HEOP-SED funds that meet one or more of the following criteria. Please use one for per piece of equipment.

- CRITERIA CODES**
1. Disposed of due to no longer being operational.
  2. Traded in for updated equipment.
  3. Stolen.
  4. Parts being used with another piece of equipment.
  5. Currently being used by another office.
  6. Other - explain in space provided.

FINAL REPORT - YEAR PURCHASED:				
ITEM DESCRIPTION	SERIAL NUMBER	COST AT PURCHASE	VALUE AT DISPOSITION	CRITERIA CODE
OTHER:				

**NATIVE AMERICAN EDUCATION  
ASSOCIATION OF NEW YORK**

**PRESENTS:** NATIVE AMERICAN EDUCATION CONFERENCE  
AT ST. BONAVENTURE UNIVERSITY  
JULY 18 - 21, 1993

**PROPOSED  
TOPICS:**

- REAUTHORIZATION OF INDIAN EDUCATION ACT
- N.Y.S. ED. CONTRACTS W/LOCAL SCHOOL DISTRICTS
- HIGHER EDUCATION FUNDING/FINANCIAL AID
- RETENTION ISSUES
- NEW COMPACT FOR LEARNING
- SPECIAL EDUCATION HANDICAPPED ISSUES
- PARENT RIGHTS/RESPONSIBILITIES/INVOLVEMENT
- POLITICAL ACTION/LOBBYING FOR EDUCATION
- LEARNING STYLES
- CURRICULUM ISSUES

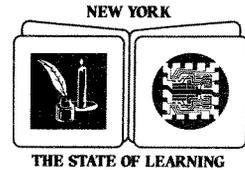
**WHO SHOULD  
ATTEND:** PARENTS OF N.A. CHILDREN, TEACHERS OF N.A.  
STUDENTS, SCHOOL ADMINISTRATORS, COLLEGE SUPPORT  
STAFF, COUNSELORS, TRIBAL LEADERS.

**PROPOSALS FOR  
WORKSHOPS:** DEADLINE FOR SUBMITTAL - MAY 15, 1993. SEND TO:

NANCY POTTER  
449 AVERILL AVENUE  
ROCHESTER, NEW YORK 14607  
(716)-473-2117

FOR MORE INFORMATION REGARDING MEMBERSHIP AND/OR REGISTRATION,  
CONTACT:

MARLENE JOHNSON, CHAIR  
N.A.E.A. OF NEW YORK  
(716)-375-2402 OR 2404



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9208**

**TO:** Project Directors  
**FROM:** Douglas P. Mercado *DPM*  
**SUBJECT:** Information  
**DATE:** January 25, 1993

1. Executive Budget 1993-94

The Governor released his Executive Budget for 1993-94. The recommended funding level for HEOP is \$19,953,400 for 6,544 students, at a rate of \$3,049 per student. This represents an increase of \$90,400 and 88 students but a decrease of \$30 per student in order to fund the additional students. If this is what is finally approved by the Legislature and Governor, it will mean \$30 less per student in financial aid, since the increase in dollars can only be used for "non stipend" expenditures. The Board of Regents requested \$29,265,252 for 1993-94. The Governor is recommending that the funds to administer the program, that were contained in a separate Local Assistance bill for 1992-93, be transferred back to the State Operations portion of the budget. The Governor is also recommending cuts in the State Operations budget for Higher and Professional Education.

April 1, 1993, is the established date for the Legislature to pass and/or amend the Governor's recommended budget, or approve one of their own. Last year the budget was approved by the first week in April for the first time in four years.

There are additional recommendations that the Governor has made which will have a direct or indirect effect on your program for 1993-94, if approved by the Legislature.

TAP/STAP

- a. The maximum awards will be reduced for 1993-94, as they were for 1992-93, by \$75 per year (e.g sophomore maximum will be \$3,575).
- b. For new dependent freshmen, the maximum award will be \$3,450 which will then reduced by \$75 to \$3,375. In addition, the awards reduced by income will be reduced by an additional four (4) percent-

age points for these students. Students, other than first time students, who receive awards below the maximum will have their awards reduced by one additional percentage point.

- c. Summer accelerated TAP and STAP will be allowed, but institutions will not be reimbursed until October 1, 1994.
- d. No new graduate TAP awards for 1993-94. If a student receive an award for 1992-93, the student will receive an award in 1993-93.

Liberty Scholarships and Challenger Scholarships - Will not be funded in 1993-94.

Tuition Awards for Part-time students - funded at \$11,130,000

Bundy Aid - reduced to \$36 million from \$39 million

STEP/CSTEP - funded at \$4.588 Million; a reduction of \$607,500

Teacher Opportunity Corps - not recommended for funding in 1993-94

Liberty Partnership Program - not recommended for funding in 1993

I strongly encourage each program to support the lobbying activities of HEOP-PO, CICU and your institution. You need to involve your students, parents, graduates and friends to speak on behalf of not only HEOP and TAP/STAP but other equity and access programs as well (STEP/CSTEP, TOC and the Liberty Partnership Program).

As you are preparing your 1993-94 Reapplication for HEOP funding, you need to take into account the reductions that I have outlined. They impact on your program and institution and your projections for the coming year. I will keep you and the Professional Organization informed of further developments concerning the 1993-94 State Budget.

- 2. SUNY Graduate Program Information  
Enclosed is information on two SUNY graduate program's that are available for eligible HEOP students.
- 3. HEOP Alumni Data Base - Sixteen programs have submitted their list of graduates and address to the Bureau. If you have not submitted your list, please do so immediately. We are preparing a mailing to go to all alumni this Spring and all addresses need to be added to our date base.

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4. Dates to Remember

1993

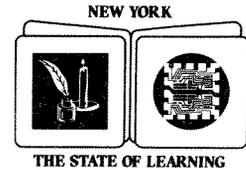
- Feb. 1 - Letter of Intent due
- Last day to resolve eligibility questions from Fall visits
- Feb. 13-15 - Black and Puerto Rican Caucus Weekend
- Feb 15 - Feb. 15 Reports due
- March 1 - All reapplications and new proposals due
- March 9 - HEOP Lobby Day - Albany
- March 15 - Third voucher due
- April 1 - State Budget for 1993-94 passed
- April 18-21 - Tri-State Conference

1994

- January 25-26 - **HEOP-PO Conference and 25<sup>th</sup> Anniversary Celebration and Banquet**

Enclosure

DPM:ym



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9207**

**TO:** Project Directors  
**FROM:** Douglas P. Mercado *DPM*  
**SUBJECT:** Information  
**DATE:** January 15, 1993

1. Tri-State Conference - April 18-21, 1993 - Philadelphia, Pennsylvania

Included with the ADM are two packets for the second Tri-State Conference. If you need more, you can xerox the registration form. Please make an effort to have at least one staff person attend.

2. Dates to Remember:

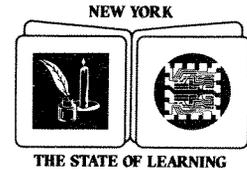
1993 -

- |             |  |
|-------------|--|
| February 1  | - Letter of Intent due - new programs only                   |
|             | - Last day to resolve eligibility questions from Fall visits |
| February 15 | - February 15 Reports due                                    |
| March 1     | - All reapplications and new proposals due                   |
| March 9     | - HEOP Lobby Day - Albany                                    |
| March 15    | - Third voucher due  |
| April 18-21 | - Tri-State Conference                                       |

1994 -

January 25-27 HEOP-PO Conference and 25th Anniversary Celebration and Banquet

DPM:ym



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9206**

TO: Project Directors

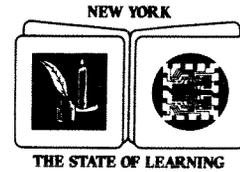
FROM: Douglas P. Mercado *DPM*

SUBJECT: Information

DATE: January 4, 1993

**1991-92 HEOP Annual Report** - Enclosed is a copy of the 1991-92 HEOP Annual Report that was sent to the Governor and the leadership of the Legislature on December 1, 1992. It was presented as a discussion item at the December meeting of the Board of Regents. It continues to show that "HEOP Works" more than ever. Use the report when you are lobbying for the program at your institution and elsewhere. When it is formally printed and bound, copies will be sent to you and your institution's President.

Enc.  
DPM:gs



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9205**

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Policy and Information

DATE: December 28, 1992

### **Policy**

1. 1993-94 TAP Application Update - The Bureau has received information from the Higher Education Services Corporation that when applying for TAP/STAP for 1993-94, the student must complete two forms: the TAP application form, which is to be mailed to a P.O. Box in Albany, New York, and also a Free Application for Federal Student Aid (FAFSA). The FAFSA is distributed and processed by ACT or CSS or the U.S. Department of Education and mailed to the respective address of the form processor. The TAP form will be made available during the first week of January, 1993.

### **Information**

1. HEOP Graduates - This is a reminder for those programs that have not returned their HEOP graduate lists with current addresses. Please remit to our office as soon as you can in order for the Bureau to develop a data base.
2. HEOP 25th Anniversary Steering Committee - The Committee will be meeting in Albany on January 7 and 8, 1993. Please submit any ideas and suggestions to the Committee.
3. Workshop on 1993-94 HEOP Reapplication for Funding - Will be held on January 13, 1992 in Room 5B01 Cultural Education Center, Albany, New York, from 10:00 a.m. to 2:00 p.m.
4. The Higher Education Equity and Access Act - Enclosed is a copy of the proposed 1993 act that the State Education Department hopes to get introduced to the State Legislature. Among its provisions, it requests \$9.848 million increase for HEOP. Please ask your institutions and other concerned parties to support this act. Have

your students, staff and friends visit the local offices of their State senators and assemblymen to solicit their support for HEOP and the bill.

5. Highlights of the 1990-91 Educational Opportunity Programs in New York State - Enclosed is a copy of the "Highlights" for the 1990-91 year. Each of the opportunity programs in the State will be receiving a copy. You may want to share it with your President and any other interested parties.
6. Dates to Remember:

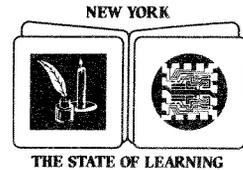
**1993**

Jan. 4	List of HEOP Graduates to be sent to HEOP-SED.
Jan. 7-8	HEOP 25th Anniversary Steering Committee Meeting - Albany.
Jan. 12	New Proposal Workshop - Albany.
Jan. 13	1993-94 HEOP Reapplication Workshop - Albany.
Feb. 1	Letter of Intent due - new programs only.
Feb. 1	Last day to resolve eligibility questions from Fall visits.
Feb. 15	February 15th Report is due.
March 1	All reapplications and new proposals are due.
March 9	HEOP Lobby Day - Albany.
March 15	Submit third vouchers.

**1994**

Jan. 25-27	HEOP-PO Conference and <b>25th Anniversary</b> Celebration and Banquet
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Encs.  
DPM:gs



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9204**

TO: Project Directors

FROM: Douglas P. Mercado *DM*

SUBJECT: Policy and Information

DATE: October 29, 1992

**Policy**

**Enrollment - Winter 1992 and Spring 1993 Semesters:**

The Bureau's 1992-93 policy toward Winter and Spring enrollment is that no program can admit any new freshman for the winter and spring terms unless written permission is granted by the Bureau. Readmits and transfers can be accepted as long as your enrollment does not exceed your budgeted academic year FTE.

The Bureau will try to ensure that programs will not suffer "contract rate problems" because of these restrictions.

**Information**

1. HEOP Graduate Lists - for 1982-83: Attached is the list of HEOP graduates for the 1982-83 program year that was not contained in the folder you received at the HEOP-PO Conference.
2. HEOP 25th Anniversary Steering Committee: The Committee met at the PO Conference and many items were reviewed and discussed. The next meeting will be held on January 7-8, 1993 in Albany. Your ideas and suggestions are appreciated.
3. Dates to Remember:

**1992**

November 15	Earliest date to mail in second voucher.
December 15	Last day to request transfer of unspent summer funds.

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**1993**

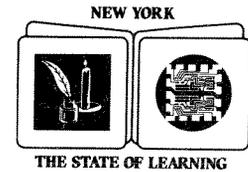
January 7-8 25th Anniversary Steering Committee Meeting  
January 12 Proposal Workshop - Albany.  
January 13 Reapplication Workshop - Albany.  
February 1 Letter of Intent due - New Programs.  
February 1 Last day to resolve eligibility questions from Fall visits.  
February 15 February 15th Report is due.  
March 1 All reapplications and new proposals are due.

**1994**

January 25-27 HEOP-PO Conference and **25th Anniversary Celebration and Banquet.**

DPM:gs

Enc.



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

ADM 9203

TO: Project Directors

FROM: Douglas P. Mercado *dpm*

SUBJECT: Policy and Information

DATE: October 7, 1992

### Policy

1. 1993-94 HEOP Guidelines - Enclosed are two sets of the Higher Education Opportunity Program Guidelines for 1993-94. Kindly forward one set, with the enclosed cover letter to your director of Financial Aid.

A copy has also been sent to your Chief Executive Officer.

Only new programs need to submit a Letter of Intent by February 1, 1993 and a two-year proposal for 1993-95 by March 1, 1993. All programs funded for 1992-93 will need to submit a Reapplication for funding for 1993-94 by March 1, 1993.

2. 1993-94 HEOP Economic Eligibility - The Federal definition of an independent undergraduate student has been changed due to the recently approved Federal reauthorization of student financial aid. The definition of an HEOP independent students is the same as the Federal definition. The Bureau will be amending the economic guidelines for all opportunity programs so that both definitions are the same. In the HEOP Guidelines for 1993-94, II.D.4.5) will be dropped from the definition. It will be effective for all new students accepted for the 1993-94 program year.

### Information

1. HEOP 25th Anniversary Steering Committee - The first meeting of the Committee was held on September 24, 1992 and it was a very productive one. The Committee is estimating that the attendance at the banquet may be around 1,400. Andre McKenzie, of St. John's University, is chairing the HEOP-PO 1993-94 Conference Committee. In the next fifteen months, the Committee will be calling upon you for your ideas, suggestions, and people power. All programs need to start working, if you haven't already started, on organizing your HEOP graduates and getting their latest

mailing address. The next meeting of the Committee will be Monday, October 26 in Buffalo at the HEOP-PO Conference. The Steering Committee is composed of the following:

Frank Smith - President - HEOP-PO, Hofstra University  
Chris Johnson - Treasurer - HEOP-PO, Hamilton College  
Bea Gonzalez - HEOP Director - University College, Syracuse University  
Bill Lindsey - HEOP Director - Mercy College  
Andre McKenzie - HEOP Director - St. John's University  
Jackie Curtis - HEOP Director - College of Saint Rose  
Douglas Mercado - Chief - HEOP-SED  
Barbara Leonard - Supervisor - HEOP-SED  
Beth Conlin-Tailleur - CICU

2. Program Roster - The latest HEOP program roster is enclosed.
3. Salary Update - The 1992-93 salary update is also enclosed.
4. Dates To Remember:

1992

October 15	October 15th Report to be submitted.
October 26-28	HEOP-PO Conference, Buffalo.
November 2-6	NYSFAAA Conference, Long Island.
November 15	Mail in second payment voucher.
December 15	Last day to request transfer of unspent summer funds.

1993

January 12	Proposal Workshop, Albany.
January 13	Reapplication Workshop, Albany.
February 1	Letters of Intent - new programs.
February 1	Last day to notify HEOP-SED on eligibility questions.
February 15	February 15th Report is due.
March 1	All reapplications and new proposals are due.

1994

January 26	HEOP 25th Anniversary Celebration and Banquet.
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DPM:gs  
Enclosures

DIRECTORS' SALARIES 1992-93

TABLE 1D - STATEWIDE

	AVERAGE	RANGE
STATEWIDE	\$39,086	\$21,500 - 65,520

TABLE 2D - REGION

REGION	AVERAGE	RANGE
N.Y.C.	\$40,958	\$24,200 - 59,096
WESTCHESTER CO.	\$39,524	\$29,424 - 57,531
LONG ISLAND	\$44,278	\$38,042 - 59,125
ROCHESTER	\$36,379	\$32,338 - 44,148
BUFFALO	\$37,206	\$21,500 - 65,520
MID HUDSON	\$34,704	\$30,241 - 38,465
ALBANY	\$36,344	\$27,422 - 42,860
SYRACUSE	\$38,668	\$25,714 - 56,095

ASSISTANT & ASSOCIATE DIRECTORS' SALARIES 1992-93

TABLE 1 AD - STATEWIDE

	AVERAGE	RANGE
STATEWIDE	\$29,636	\$19,100 - 54,720

TABLE 2 AD - REGION

REGION	AVERAGE	RANGE
N.Y.C.	\$32,553	\$19,250 - 52,203
WESTCHESTER CO.	\$26,712	\$24,400 - 31,080
LONG ISLAND	\$31,674	\$21,286 - 37,670
ROCHESTER	\$29,741	\$26,124 - 31,733
BUFFALO	\$31,671	\$19,100 - 54,720
MID HUDSON	\$26,223	\$25,008 - 27,581
ALBANY	\$27,909	\$20,735 - 36,000
SYRACUSE	\$28,055	\$19,500 - 36,864

TABLE 3D - SIZE

SIZE	AVERAGE	RANGE
0-50	\$36,695	\$21,500 - 56,095
51-100	\$38,482	\$24,200 - 53,404
101-150	\$38,321	\$28,744 - 59,125
151 AND MORE	\$50,108	\$40,800 - 65,520

TABLE 3 AD - SIZE

SIZE	AVERAGE	RANGE
0-50	\$28,068	\$25,008 - 37,670
51-100	\$27,571	\$19,100 - 34,900
101-150	\$29,492	\$21,286 - 36,000
151 AND MORE	\$37,683	\$24,583 - 54,720

TABLE 4D - HIGHEST ACADEMIC DEGREE

DEGREE	AVERAGE	RANGE
BACCALAUREATE	\$35,474	\$21,500 - 56,095
MASTERS	\$39,285	\$24,806 - 65,520
DOCTORATE	\$41,169	\$28,896 - 59,125

TABLE 4 AD - ACADEMIC DEGREE

DEGREE	AVERAGE	RANGE
BACCALAUREATE	\$26,818	\$19,100 - 37,670
MASTERS	\$31,775	\$19,500 - 54,720
DOCTORATE	\$29,064	\$27,048 - 31,080

TABLE 5D - SEX

SEX	AVERAGE	RANGE
MALE	\$42,150	\$25,714 - 65,520
FEMALE	\$36,838	\$21,500 - 53,404

TABLE 5 AD - SEX

SEX	AVERAGE	RANGE
MALE	\$29,020	\$19,250 - 54,720
FEMALE	\$30,340	\$19,100 - 52,203

TABLE 6D - CORRECTIONAL FACILITIES

	AVERAGE	RANGE
CORRECTIONAL FACILITIES	\$39,508	\$28,896 - 65,520

TABLE 6 AD - CORRECTIONAL FACILITIES

	AVERAGE	RANGE
CORRECTIONAL FACILITIES	\$32,690	\$24,696 - 54,720

DATA INCLUDES FULL-TIME EMPLOYEES OF THE INSTITUTION WORKING AT LEAST PART-TIME WITH HEOP. SALARIES EQUAL TOTAL ANNUAL SALARY FROM ALL SOURCES.

COUNSELORS' SALARIES 1992-93

TABLE 1 AD - STATEWIDE

	AVERAGE	RANGE
STATEWIDE	\$24,604	\$14,385 - 53,790

DATA INCLUDES FULL-TIME EMPLOYEES OF THE INSTITUTION WORKING AT LEAST PART-TIME WITH HEOP.

TABLE 2 AD - REGION

SALARIES EQUAL TOTAL ANNUAL SALARY FROM ALL SOURCES.

REGION	AVERAGE	RANGE
N.Y.C.	\$27,572	\$18,079 - 53,790
WESTCHESTER CO.	\$22,369	\$14,385 - 30,200
LONG ISLAND	\$25,323	\$18,992 - 38,000
ROCHESTER	\$26,372	\$21,000 - 35,802
BUFFALO	\$22,079	\$15,002 - 25,667
MID HUDSON	\$21,093	\$19,381 - 22,730
ALBANY	\$22,941	\$18,913 - 31,378
SYRACUSE	\$23,305	\$15,368 - 30,600

TABLE 3 AD - SIZE

SIZE	AVERAGE	RANGE
0-50	\$24,412	\$17,252 - 35,802
51-100	\$23,658	\$15,002 - 33,437
101-150	\$23,415	\$15,368 - 31,378
151 AND MORE	\$26,271	\$14,385 - 53,790

TABLE 4 AD - ACADEMIC DEGREE

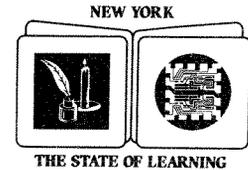
DEGREE	AVERAGE	RANGE
BACCALAUREATE	\$22,796	\$14,385 - 38,000
MASTERS	\$26,304	\$15,368 - 38,763
DOCTORATE	\$33,401	\$25,560 - 53,790

TABLE 5 AD - SEX

SEX	AVERAGE	RANGE
MALE	\$24,862	\$14,385 - 53,790
FEMALE	\$24,697	\$15,002 - 38,000

TABLE 6 AD - CORRECTIONAL FACILITIES

	AVERAGE	RANGE
CORRECTIONAL FACILITIES	\$23,640	\$18,913 - 31,378



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9202**

**TO:** Project Directors  
**FROM:** Douglas P. Mercado *dpm*  
**SUBJECT:** Report Formats & Manual and Information  
**DATE:** September 8, 1992

Report Formats and Manual - Enclosed with this ADM are the October 15, February 15 and Final Report formats and the Manual for use with all of the report formats.

#### Information

1. Call for Papers - Tri-State Consortium Second Biennial Conference - April 18-21, 1993. Enclosed are copies of the Call for Papers for this conference. Please distribute to your staff and other interested parties at your institution.
2. Voucher Information Sheet - Enclosed is the information sheet for filling out the vouchers for 1992-93.
3. Dates to Remember:

#### 1992

September 1	First voucher for 1992-93 program year to be submitted.
October 15	October 15th Report to be submitted.
October 26-28	HEOP-PO Conference, Buffalo.
November 2-6	NYSFAA Conference, Long Island.
December 15	Last day to request transfer of unspent summer funds.

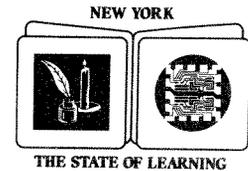
#### 1993

January 12	Proposal Workshop, Albany.
January 13	Reapplication Workshop, Albany.

#### 1994

January 26	<b>HEOP 25th Anniversary Celebration and Banquet</b>
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DPM:gs  
Enclosures



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ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9201**

**TO:** Project Directors

**FROM:** Douglas P. Mercado *DPM*

**SUBJECT:** Policy and Information

**DATE:** July 16, 1992

### Policy

1. Liaison Assignments - Ms. Jacqueline Kane, Associate, will begin a one year leave of absence on September 10, 1992 and will return on September 10, 1993. During this period, programs that were assigned to her will be handled by Ms. Jann, Ms. Miller, Ms. Leonard, and myself. The attached liaison assignment chart will be effective as of September 1, 1992.
2. TAP Law Amended - Attached is a copy of the amendment to the section of the Education Law which governs the Tuition Assistance Program. It is related to the definition of an independent student and it adds a new subsection to section b.

### Information

1. SED Reorganization - As a result of the recent reorganization of the State Education Department, the HEOP Bureau is now part of the Office of Postsecondary Equity and Access and reports to Ms. Jeanine L. Grinage - the Executive Coordinator of this Office. Ms. Grinage reports directly to Donald J. Nolan who is now the Deputy Commissioner for Higher and Professional Education.
2. HEOP Bureau Office - Will be closed on August 6, 1992. There will be no staff available to answer any questions on that day.
3. HEOP Contracts for 1992-95 - Your President will be receiving, or has already received, copies of the new three-year HEOP contract. Please check to see if it has been received, signed and returned to the State Education Department's Office of Counsel.

4. Vouchers - Enclosed are your vouchers for payment in the 1992-93 program year. Your first voucher, for 25% of your grant, is due on September 1. Keep in mind that your second and third vouchers should be mailed to our office thirty (30) days after the submittal of the October 15th and February 15th reports, respectively. The fourth voucher should be mailed no later than August 1, 1993, after the final report is submitted.

Reminder - The fourth voucher for 1991-92 should be submitted by August 1, 1992.

5. HEOP-Administrative Training Workshop - The workshop is being held this week at RPI. Forty-eight HEOP field personnel are attending and learning about what makes HEOP work. Our 1993 ATW is being planned for the week of July 18-23, 1993.
6. HEOP -25th Anniversary Celebration - Please mark on your calendars the dates of January 25, 26 and 27, 1994. These are the dates of the HEOP-PO Conference that will be held in Albany in 1994. On January 26, the HEOP 25th Anniversary banquet and festivities will be held in the Convention Center at the Empire State Plaza. The Planning Committee will start its work next month. We will look for you to submit ideas and suggestions, and be willing to support this event wholeheartedly.

7. Future Mailing Schedules -

September	1992-93 HEOP Report Formats and Manual
November	1992-93 HEOP Guidelines

8. Dates to Remember

August 1, 1992 - Final Voucher for the 1991-92 program year must be received by HEOP.

August 6, 1992 - HEOP Office Closed.

September 1, 1992 - First voucher for 1992-93 program year to be submitted.

October 15, 1992 - October 15 report to be submitted.

**January 26, 1994** - HEOP 25th Anniversary Celebration and Banquet.

Attachments

DPM:ym