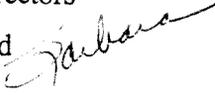


THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: HEOP Project Directors

HEOP ADM # 01-06

From: Barbara J. Leonard 

Date: May 3, 2002

Subject: Information

1. HEOP Annual Report

A copy of the 2000-01 report is enclosed for your use. A copy is also being sent to your president under separate cover from Stanley S. Hansen, Jr., Executive Coordinator of the Office of K-16 Initiatives and Access Programs. The 2000-01 program year produced many successes that your institutions, staff and students should take great pride in.

2. Final Report Reminders

Attached please find a listing of portions of the HEOP Final Report that seem to cause the most problems for you and us. We have tried to expand on what the particular table requires you to provide and what the common errors have been in past submissions. We hope that you will be able to use this information to help you produce a question free report! As always, we are available for telephone, e-mail, fax or other consultation should you have concerns or issues as you work on your report.

3. 2003 Tri-State Opportunity Programs Conference

The next Tri-State Conference is being planned for: March 30 - April 2, 2003
Sheraton Atlantic City Convention Center Hotel
Atlantic City, New Jersey

This is a non-gambling hotel that is a short distance from the Boardwalk and Casinos. The Amtrak/ New Jersey Transit railway station is a block away. More details to follow.

4. Dates to Remember

June 15 - Last day to request transfer of HEOP Academic Year funds.
June 30 - 2001-02 HEOP Final Report is due
August 1 - Last day to submit final 2001-02 Voucher for HEOP expenditures.

HEOP FINAL REPORT REMINDERS

Generally, the Final Reports received by HEOP-SED have improved over the past few years resulting in fewer questions and simple questions which can be responded to quickly. We appreciate your efforts to generate timely and accurate reports. Please keep in mind that changes made on the October Report must be reflected in the Final Report. When these changes are made on the hard copy they must also be entered into the computer if your report is computer generated or on MERS.

The following represents the areas of the report which seem to cause the most problems. We are providing this listing for you to use as checklist before submitting your report.

Table 3 This page seems to cause the most confusion. Column 3 is used to report the attrites from the previous year's final report that didn't get reported before. It is possible to report a student here and again in the graduate column. The graduate columns, 8 and 9, should reflect graduates from the previous spring roster who graduated in the summer or during the present year as well as the graduates from the current year rosters. When we do the October 15 Report, we go over the list of graduates and attrites who will be reported with the Final Report. You should keep a list of names and the reasons for leaving to use with your Final Report. The students who graduated (from the current rosters) should be counted in columns 8 or 9. Students who left for any reason other than graduating, should be counted in columns 4 through 7.

Table 4 The numbers in Parts A & B should reflect the referenced numbers on Table 3, including the attrites and graduates from the previous year that were not submitted with your previous Final Report. The total number of students in Part C should be the Total Headcount, not the Academic Year Headcount. The number of males and females should be exactly the same as those on page 11 or 10 (or combined pages 10 and 11 in some cases).

Table 13 The figures entered on this page should total the figures found on the Table 12s.

Table 14 There are two types of errors commonly made on this page:

- including Prefreshmen, who should **not** be included;
- putting the summer continuing student figures on Line 1, when they should be on Line 5 (except for the Culinary Institute of America).

Tables 8, 9, 10, & 11

The total on these pages should reflect the Total Headcount, not the Academic Year Headcount. Column 3 on Tables 8 and 9 should have exactly the same number of students line for line. With an occasional exception, col. 9 on page 8 should be the same as or less than col. 8.

Table 7 The Academic Year Headcount should be the total in Part A.

Table 22 Column 4, lines 1, 6, 24, and 25 should be the same as line 18, columns 1, 2, 3, and 4 respectively on page 15. Column 6, lines 1, 6, 24 and 25 should be the same as line 16, columns 1, 2, 3, and 4 respectively on page 18.

Table 25 It is important to submit this page as the accomplishment of your student will become a part of the Annual Report which is distributed to the Governor and selected Legislatures.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: HEOP Directors HEOP ADM # 01 - 05
From: Barbara Leonard 
Date: April 16, 2002
Re: Update and Information

1. HEOP Special Legislative Grant

As each of you are receiving the "Good News" e-mail regarding the Special Legislative Grant HEOP that has been allocated, I urge you to take a few moments to send a note of thanks - to Ed Sullivan, Chair of the Assembly Higher Education Committee and to Arthur Eve, Deputy Speaker of the NYS Assembly, as well as to your local assemblyperson.

2. HEOP Staff Salary Survey

As a service to you, after each proposal cycle we have produced a series of tables that provide salary information on HEOP Directors, Assistant/ Associate Directors and Counselors. On the attached tables, this information is provided in several ways; statewide, regionally, size of program, degree earned, and gender. We hope that you will find this information useful as you wrestle with compensation issues for you and your program staff.

3. Bundy Aid

At the Director's Meeting held on April 8 at the Comfort Inn in Albany, a question was asked regarding the amount of Bundy Aid an institution receives for each degree awarded. I am attaching a chart of the rates that have been in effect since 1969 for your information.

4. HEOP Economic Eligibility Guidelines Update

We are in the process of convening an Ad Hoc Advisory Group to review and update the Economic Eligibility Guidelines for 2003-2006. The Committee will have representatives from CUNY, SUNY, CUC and the NYS Division of the Budget. If you have any issues, concerns or suggestions that you would like to have considered by this committee, please submit them to me by May 15th.

5. HEOP List Serve

As requested at the April 8th Director's Meeting, we are in the process of establishing a List Serve for HEOP Directors. Please check the attached HEOP Roster and confirm that the e-mail address and other contact information we have listed for you is correct. If any changes are needed, please contact Doris Waiters at dwaiters@mail.nysed.gov

Dates to Remember

June 15 - Last day to Transfer Academic Year funds amongst lines

June 30 - 2001-02 Final Report is due.

August 1 - Final Payment Voucher

DIRECTORS' SALARIES 2001-02

TABLE 1C - STATEWIDE

	AVERAGE	RANGE
STATEWIDE	51,652	26,300 - 99,250

TABLE 2C - REGION

REGION	AVERAGE	RANGE
N.Y.C.	57,450	26,300 - 99,250
WESTCHESTER	55,815	42,153 - 69,790
LONG ISLAND	61,831	43,333 - 89,502
ROCHESTER	54,308	48,912 - 59,860
BUFFALO	40,214	30,755 - 60,570
MID-HUDSON	43,514	41,886 - 44,772
ALBANY	46,473	29,900 - 79,040
SYRACUSE	44,993	38,000 - 52,570

TABLE 3C - SIZE

SIZE	AVERAGE	RANGE
0-50	44,282	30,755 - 69,790
51-100	51,018	26,300 - 79,040
101-150	69,591	52,322 - 89,502
151 AND MORE	68,495	51,662 - 99,250

TABLE 4C - HIGHEST ACADEMIC DEGREE

DEGREE	AVERAGE	RANGE
BACCALAUREATE	44,890	26,300 - 60,276
MASTERS	50,884	30,755 - 79,040
DOCTORATE	51,014	69,790 - 99,250

TABLE 5C - SEX

SEX	AVERAGE	RANGE
MALE	58,320	39,500 - 99,250
FEMALE	49,333	26,300 - 89,502

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

ASSOCIATE & ASSISTANT DIRECTORS' SALARIES 2001-02

TABLE 1C - STATEWIDE

	AVERAGE	RANGE
STATEWIDE	37,779	15,000 - 68,950

TABLE 2C - REGION

REGION	AVERAGE	RANGE
N.Y.C.	42,444	21,476 - 68,950
WESTCHESTER	35,604	31,469 - 44,640
LONG ISLAND	43,312	33,000 - 52,156
ROCHESTER	31,627	30,000 - 33,253
BUFFALO	34,099	29,145 - 39,623
MID-HUDSON	31,175	22,121 - 40,229
ALBANY	34,036	26,147 - 44,022
SYRACUSE	33,309	15,000 - 46,237

TABLE 3C - SIZE

SIZE	AVERAGE	RANGE
0-50	32,971	22,121 - 51,371
51-100	35,733	15,000 - 52,156
101-150	39,667	38,230 - 41,200
151 AND MORE	48,317	33,718 - 68,950

TABLE 4C - HIGHEST ACADEMIC DEGREE

DEGREE	AVERAGE	RANGE
BACCALAUREATE	37,593	15,000 - 68,950
MASTERS	37,917	22,121 - 54,662
DOCTORATE	NA	

TABLE 5C - SEX

SEX	AVERAGE	RANGE
MALE	34,262	15,000 - 50,058
FEMALE	39,300	24,820 - 68,950

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

COUNSELORS SALARIES 2001-02

TABLE 1C - STATEWIDE

	AVERAGE	RANGE
STATEWIDE	32,241	22,400 - 66,271

TABLE 2C - REGION

REGION	AVERAGE	RANGE
N. Y. C.	33,971	23,000 - 66,271
WESTCHESTER	32,142	27,000 - 41,008
LONG ISLAND	32,073	23,708 - 56,700
ROCHESTER	33,997	29,079 - 38,617
BUFFALO	28,607	25,456 - 32,275
MID-HUDSON	34,260	26,025 - 46,908
ALBANY	28,601	22,400 - 31,834
SYRACUSE	31,260	23,000 - 45,000

TABLE 3C - SIZE

SIZE	AVERAGE	RANGE
0-50	34,775	26,400 - 46,908
51-100	30,198	22,400 - 49,794
101-150	27,944	25,577 - 30,042
151 AND MORE	34,868	23,000 - 56,700

TABLE 4C - HIGHEST ACADEMIC DEGREE

DEGREE	AVERAGE	RANGE
BACCALAUREATE	31,187	24,500 - 66,271
MASTERS	32,657	22,400 - 51,800
DOCTORATE	43,911	31,122 - 66,271

TABLE 5C - SEX

SEX	AVERAGE	RANGE
MALE	33,338	24,700 - 56,700
FEMALE	32,303	22,400 - 66,271

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

Aid to Independent Colleges and Universities
BUNDY AID
Rate Per Degree Conferred
1969-70 - 2001-02

*Years [Paid]	<i>Rate Per Degree Conferred</i>			
	Associate	Bachelor	Master	Doctor
1969-70 - 1972-73	-0-	\$400	\$400	\$2400
1973-74 - 1975-76	\$300	\$800	\$600	\$3000
1976-77 - 1979-80	\$330	\$940	\$650	\$3100
1980-81 - 1984-85	\$450	\$1200	\$900	\$4500
1985-86 - 2001-02	\$600	\$1500	\$950	\$4550

Office of Research and Information Systems
6/01

*For Degrees awarded previous year

HIGHER EDUCATION OPPORTUNITY PROGRAMS
New York State Education Department
ROSTER OF PROGRAMS AND PROJECT DIRECTORS

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr AMJ	Alfred University Alfred, NY 14802	Nadine Shardlow SHARDLND@Alfred.edu	(607) 871-2283	(607) 871-2490
4-yr DW	Bard College Annandale-on-Hudson, NY 12504	Idahlia Stokas STOKAS@Bard.edu	(845) 758-7491	(845)758-7628
4-yr AMJ	Barnard College 11 Lehman, 3009 Broadway New York, NY 10027-6598	Francesca Cuevas-Cruz Fcuevasc@barnard.columbia.edu	(212) 854-3583	(212) 854-7491
4-yr AMJ	Boricua College 3755 Broadway New York, NY 10032	Ms. Rosalia Cruz Rcruz@boricuacollege.edu	(212) 694-1000	(212) 694-1015 (Manhattan) (718)782-2050 (Brooklyn)
4-yr AMJ	Canisius College of Buffalo 2001 Main Street Buffalo, NY 14208-1098	Lilly Adams-Dudley ADAMSL@CANISIUS.edu	(585) 888-2575	(585) 888-3266
2-yr DW	Cazenovia College Cazenovia, NY 13035	Jesse Lott, Director Jlott@cazcollege.edu	(315) 655-7370	(315) 655-7398
4-yr AMJ	Clarkson University 316 Science Center Potsdam, NY 13699-5512	Susan Owen SPO@Clarkson.edu	(315) 268-7974	(315) 268-4409
4-yr DW	Colgate University Office of Undergraduate Studies Hamilton, NY 13346	Marc David mdavid@mail.colgate.edu	(315) 228-7375	(315) 228-7975
4-yr AMJ	College of Aeronautics (The) LaGuardia Airport 86-01 23rd Avenue Flushing, NY 11369	Abdel Haiber abdelh@aero.edu	(718) 429-6600 Ext 160	(718) 429-0256
4-yr DW	College of Mount St. Vincent Riverdale Avenue at 263 rd Street Riverdale, NY 10471	Audrey Rose Arose@cmsv.edu	(718) 405-3275	(718) 405-3733
4-yr AMJ	College of Saint Rose (The) 432 Western Avenue Albany, NY 12203	Mary Fitzsimmons- Tschantret Fitzsimm@mail.strose.edu	(518) 454-5280	(518) 337-2329
4-yr AMJ	Columbia Univ: Columbia College & School of Engineering & Applied Sciences 530 SW MUDD, Mail Code 4747 New York, NY 10027	Sunday Coward SFC15@Columbia.edu	(212) 854-7052	(212) 854-2458
4-yr AMJ	Columbia Univ: School of General Studies 2970 Broadway, Mail Code 4102 New York, NY 10027	Deirdre Goss Dg259@columbia.edu	(212) 854-2766	(212) 854-6316
4-yr AMJ	Cornell University 227 Day Hall Ithaca, NY 14853	Ginia Anderson Gjal@cornell.edu	(607) 255-6384	(607) 254-2773
4-yr AMJ	Daemen College 4380 Main Street Amherst, NY 14226-3592	Beverly Weeks Bweeks@Daemen.edu	(585) 839-8249 or 839-8255	(585) 839-8516
4-yr DW	Dowling College Idle Hour Boulevard Oakdale, NY 11769	Anthony Nese Nesea@dowling.edu	(631) 244-3262 or 244-3263	(631) 589-6644

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr AMJ	D'Youville College 320 Porter Avenue Buffalo, NY 14201-1084	Sr. Mary Brendan Connors Connorsm@dyc.edu	(585) 881-7775	(585) 881-7790
4-yr DW	Five Towns College 305 North Service Road Dix Hills, NY 11746	Susan Barr <u>Sbarr@FTC.edu</u>	(631) 656-2129 or 2128	(631) 424-7006
4-yr DW	Fordham University-College at Lincoln Center New York, NY 10023	Dr. Elena Lozano Vranich Vranich@mary.fordham.edu	(212) 636-6238 or 636-6235	(212) 636-7036
4-yr DW	Fordham University-Rose Hill Campus Freeman Hall, Room 102 Bronx, NY 10458	Stephie Mukherjee Bhowmick@fordham.edu	(718) 817-4205	(718) 817-2421
4-yr DW	Hamilton College Clinton, NY 13323	C. Christine Johnson Cjohnson@hamilton.edu	(315) 859-4399 or 859-4398	(315) 859-4632
4-yr DW	Hobart & Wm Smith Colleges Geneva, NY 14456	Pamela Thomas <u>Pthomas@HWS.edu</u>	(315) 781-3319	(315) 781-3888
4-yr AMJ	Hofstra University 113 Hofstra University Gallon Wing, room 132 Hempstead, NY 11550-1090	Cynthia Diaz-Wilson Noapzk@hofstra.edu	(516) 463-6982 or 463-6976	(516) 463-5139
4-yr AMJ	Ithaca College Danby Road Ithaca, NY 14850	Sue Van de Voorde <u>Svandevoorde@Ithaca.edu</u>	(607) 274-3381	(607) 274-1224
4-yr DW	LeMoyne College LeMoyne Heights Syracuse, NY 13214	Carl Thomas Thomasca@oak.lemoyne.edu	(315) 445-4190 or 445-4198	(315) 445-4540
4-yr AMJ	Long Island University Brooklyn Campus One University Plaza Brooklyn, NY 11201	Okarita Stevens/Diana Voelker Co-Directors Okarita.Stevens@liu.edu Dvoelker@hornet.liunet.edu	(718) 488-1043	(718) 780-4054
4-yr AMJ	Long Island University C.W. Post Campus Brookville, NY 11548	William Clyde, Jr. Wclyde@liu.edu	(516) 299-2241 or 299-2397	(516) 299-2849
4-yr AMJ	Long Island University Southampton Campus Southampton, NY 11968	Al Gee, Director <u>AGEE@southampton.liu.edu</u>	(631) 287-8356	(631) 287-8357
4-yr DW	Manhattan College Academic Support Services/HEOP Manhattan College Parkway Riverdale, NY 10471-4098	Marilyn Carter Mcarter@manhattan.edu	(718) 862-8000 Ext 7958	(718) 862-7808 *let them know is for HEOP
4-yr DW	Manhattanville College 2900 Purchase St. Purchase, NY 10577	Amanda Vasquez <u>VASQUEZA@mville.edu</u>	(914) 694-2200	(914) 323-5225
4-yr DW	Marist College 82 North Road Poughkeepsie, NY 12601-1387	Iris Ruiz-Grech Iris.Ruiz-Grech@marist.edu	(845) 575-3204	(845) 471-6213
4-yr AMJ	Marymount Manhattan College 221 East 71 st Street New York, NY 10021	James Scagliola <u>Jscagliola@mmm.edu</u>	(212) 517-0591 or (212) 517-0592	(212) 517-0413

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr DW	Mercy College 555 Broadway Dobbs Ferry, NY 10522	Larry Elcock Lelcock@MERCY.edu	(914) 674-7212 Bronx (718) 518-7710 Ex 4423	(914) 693-9455
4-yr DW	Molloy College 1000 Hempstead Avenue Rockville Center, NY 11570-1199	Pamela Branham Pbranham@molloy.edu	(516) 678-5000 Ext 6241	(516) 678-7295
4-yr DW	Mount Saint Mary College 330 Powell Avenue Newburgh, NY 12550	Rosana Reyes reyes@msmc.edu	(845) 569-3245	(845) 562-6762
4-yr DW	Nazareth College 4245 East Avenue Rochester, NY 14618	Clemont Lynch Calynch@naz.edu	(585) 389-2513	(585) 586-2452
4-yr AMJ	New School University 66 Fifth Avenue New York, NY 10011	Keisha Davenport - Ramirez Davenpok@NewSchool.edu	(212) 229-8996	(212) 489-6355
4-yr AMJ	New York Institute of Technology Metropolitan Center 1855 Broadway New York, NY 10023	Hazel Campbell Hcampbel@iris.NYIT.edu	(212) 261-1545	(212) 489-6355
4-yr AMJ	New York Institute of Technology Old Westbury Campus Wheatley Road Old Westbury, NY 11568	Frank Rodriguez Frodriagu@iris.NYIT.edu	(516) 686-7574 or 686-7575 OW (516) 348-3039 CI	(516) 626-9004
4-yr AMJ	New York University Opportunities Programs 239 Greene Street New York, NY 10003-6674	Dr. Param Chawla Param.chawla@nyu.edu	(212) 998-5670	(212) 995-4193
4-yr AMJ	Niagara University P.O. Box 1916 Niagara University, NY 14109-1916	Constance Mathews-Banks Associate Director Cm@niagara.edu	(585) 286-8068	(585) 286-8753
4-yr DW	Nyack College Nyack, NY 10960	Dr. Joyce Simons Simonsj@nyack.edu	(845) 358-1710 Ext 560	(845) 353-6334
2-yr AMJ	Paul Smith's College P.O. Box 265 Paul Smiths, NY 12970-0265	Terrye Wilson Wilson@paulsmiths.edu	(518) 327-6480	(518) 327-6369
4-yr DW	Polytechnic University 6 Metro tech. Center Brooklyn, NY 11201	Teresina Tam Ttam@duke.poly.edu	(718) 260-3031	(718) 260-3136
4-yr DW	Pratt Institute 200 Willoughby Avenue Brooklyn, NY 11205	William Bland Wbland@pratt.edu	(718) 636-3783	(718) 636-3455
4-yr AMJ	Rensselaer Polytechnic Institute 110 Eighth Street Troy, NY 12181	Mark Smith Smithm@rpi.edu	(518) 276-6272	(518) 276-4034
4-yr DW	Rochester Institute of Technology One Lomb Memorial Drive Rochester, NY 14623	Linda Meyer Llmheo@rit.edu	(585) 475-2221 or 475-6617	(585) 475-7350
4-yr AMJ	Russell Sage College 45 Ferry Street Troy, NY 12180	Tammy Parsons, Director parsot@sage.edu	(518) 244-2208	(518) 244-4598
2-yr AMJ	Sage Junior College of Albany 140 New Scotland Avenue Albany, NY 12208	Linda Seaman Gingol@sage.edu	(518) 292-1764	(518) 292-1910
4-yr AMJ	St. Bonaventure University St. Bonaventure, NY 14778	Margaret T. Bryner MBRYNER@SBU.edu	(585) 375-2402 or (2208 Voice)	(585) 375-2677

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr DW	St. John Fisher College 3690 East Avenue Rochester, NY 14618	Clarence Norman Norman@sjfc.edu	(585) 385-8036	(585) 385-8305
4-yr AMJ	St. John's University Grand Central & Utopia Parkway Jamaica, NY 11439	Anna Donnelly Donnelat@stjohns.edu	(718) 990-1371	(718) 990-5952
4-yr AMJ	St. Lawrence University Canton, NY 13617	William Short, (Interim Director) <u>wshort@stlawu.edu</u>	(315) 229-5580	(315) 229-7415
4-yr DW	St. Thomas Aquinas College Route 340 Sparkill, NY 10976	Peggy Brady-Amoon Pbradya@STAC.edu	(845) 398-4026	(845) 359-8136
4-yr AMJ	Siena College Loudonville, NY 12211	Carol Sandoval Sandoval@siena.edu	(518) 783-2335	(518) 786-5069
4-yr AMJ	Skidmore College Saratoga Springs, NY 12866-1632	Susan Layden, Director <u>Slayden@skidmore.edu</u>	(518) 580-5770	(518) 580-5781
4-yr DW	Syracuse University 804 University Avenue, Suite 009 Syracuse, NY 13244	JoAnn K. May Jamay@syr.edu	(315) 443-3867 or 443-4260	(315) 443-5020
4-yr DW	Syracuse University Continuing Education 700 University Ave. Syracuse, NY 13244-2530	Joey Tse Jttse@uc.syr.edu	(315) 443-3257	(315) 443-3806
4-yr AMJ	Union College Schenectady, NY 12308	Gloria Taylor-Neal <u>Taylorg@Union.edu</u>	(518) 388-6115	(518) 388-6520
4-yr DW	University of Rochester 310 Morey Hall - RC Box 270445 Rochester, NY 14627-0445	Norman Burnett <u>Nbbt@uhura.cc.rochester.edu</u>	(585) 275-0651	(585) 473-6494
4-yr DW	Utica College Burrstone Road Utica, NY 13502-4892	Ms. Johnni Mahdi Jmahdi@utica.ucs.edu	(315) 792-3209	(315) 792-3316
2-yr AMJ	Villa Maria College of Buffalo 240 Pine Ridge Road Buffalo, NY 14225-3999	Vanessa Lillard Lillard@villa.edu	(585) 896-0700 Ext 313/201	(585) 896-0705

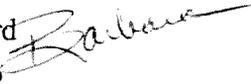
Higher Education Opportunity Program
New York State Education Department
Roster of Program Staff

SED-HEOP STAFF	E-Mail Addresses
Barbara J. Leonard, Supervisor	<u>Bleonard@mail.nysed.gov</u>
Ann Marie Jann, Associate in Higher Education Opportunity	<u>Ajann@mail.nysed.gov</u>
Doris Waiters, Assistant in Higher Education Opportunity	<u>Dwaiters@mail.nysed.gov</u>
Chris Graves, Keyboard Specialist	<u>Cgraves@mail.nysed.gov</u>
Sherry Werner, Secretary I	<u>Swerner@mail.nysed.gov</u>

Phone: (518) 474-5313
Fax: (518) 486-5221

Office Address: New York State Education Department
Collegiate and Pre-Professional Programs Unit
Room 1071, Education Building Addition
Albany, NY 12234

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: HEOP Directors
From: Barbara Leonard 
Date: March 18, 2002
Re: Update and Information

HEOP ADM #01-04

1. Congratulations!

In our research for the 2000-01 HEOP Annual Report, we were extremely pleased to learn that 18 HEOP projects had student graduation rates that exceeded their institution wide rates for students admitted in 1994, and graduating by 2000. Our sincere congratulations go out to the HEOP graduates, students and staff at:

- Barnard College
- Boricua College
- Colgate University
- Daemen College
- Five Towns College
- Hobart and William Smith Colleges
- Ithaca College
- Long Island University - Brooklyn Center
- Manhattanville College
- Mercy College
- Mount St. Mary College
- New York Institute of Technology - Manhattan Center
- New York Institute of Technology - Old Westbury/ Central Islip
- St. Bonaventure University
- St. Thomas Aquinas College
- Siena College
- Skidmore College

2. Early Final Report Rosters.

At the time I am writing this memo, 38 out of 62 programs have submitted Early Final Rosters (Pages 1,2 and 3 of the HEOP Final Report) for Marianne Esposito to review. This review allows us to confirm student headcount and FTE for you to use in compiling your 2001-02 HEOP Final Report. We believe this service assists you in developing a more accurate report that will generate fewer questions to be resolved in the summer.

In addition, submission of Early Final Rosters allows us to get a much better estimate of our statewide enrollment. As you know, we were severely overenrolled in Fall 2001. As a result, I had to place restrictions on new student enrollment for the Spring 2002 semester and am not approving line item transfer of funds until we can get a better picture of our statewide enrollment for the year. I encourage you to submit your Early Final Report Rosters as soon as possible.

3. 2002-03 Prefreshman Numbers.

I want to alert you to the very real possibility of a reduction in Prefreshman numbers for all programs in 2002-03. If the Governor's Budget recommendation for \$16,400,000 for HEOP remains in the final budget, we will need to reduce the number of Prefreshmen by approximately one-third.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

Collegiate and Pre-Professional Programs Unit- Higher Education Opportunity Program
Room 1071 Education Building Addition, Albany, New York 12234
Tel. (518) 474-5313
Fax (518) 486-5221
E-mail: bleonard@mail.nysed.gov

TO: HEOP Project Directors

FROM: Barbara J. Leonard *Barbara*

DATE: December 16, 2001

HEOP-ADM-01-03

Information

1. No New Students for Spring 2002

I must advise you that no new HEOP students will be approved on your report rosters for the spring 2002 semester. Based on our review of most of the October 15 Reports the fall 2001 enrollment exceeds our funded numbers by more students than we have ever encountered in recent years. This over enrollment must be managed by not approving any new students. If you have any questions or concerns regarding this policy, please don't hesitate to contact us.

2. Part II of the 2001-02 HEOP ATW

The second part of the HEOP 2001-02 Administrative Training Workshop series will be held on Wednesday, January 9th at the State Education Department. A reminder letter with directions and other information is being sent to training participants. This session will focus on the Reapplication process and HEOP student eligibility.

3. The Governor's 2002-03 Budget Recommendations

The Governor's 2002-03 Budget was expected to be released around December 17th, however we have recently learned that revenue projection discussions will delay release of his budget until sometime in mid-January.

Dates to Remember

- Tuesday, January 8 - New Applicants HEOP Proposal Writing Workshop
- Wednesday, January 9 - Continuing Programs Reapplication Workshop
- Part II of the 2001-02 Administrative Training Workshop.

- January 31 - New Applicant Letters of Intent due.
- February 1 - Outstanding student eligibility documentation due
- February 28 - Reapplications and new Proposals for 2002-03 are due
- March 9 - Part III of the 2001-02 Administrative Training Workshop.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

Collegiate and Pre-Professional Programs - Higher Education Opportunity Program
Room 1071 Education Building Addition, Albany, New York 12234
Tel. (518) 474-5313
Fax (518) 486-5221
E-mail: bleonard@mail.nysed.gov

ADM 01-2

TO: HEOP Project Directors

FROM: Barbara J. Leonard *Barbara J. Leonard*

SUBJECT: HEOP Information

DATE: September 5, 2001

Information

I. 2001-02 NYS Budget

There has been no progress on the development of a Supplemental Budget at the time I write this memo. As soon as any definitive action is taken, we will be in contact with you.

II. HEOP Project Budgets

Thanks to those of you who have returned your proposed 2001-02 HEOP Budget. We are completing our review and will be in contact with you regarding any questions that need to be resolved before we can finalize your budget. Once we have approved it, a letter will be sent by Deputy Commissioner Gerald Patton to your President, with the approved budget attached. A copy of this correspondence will be sent to you as well.

If you have not yet returned a proposed 2001-02 HEOP Budget using the funds we awarded in our August 2001 letter to your President, please do so as soon as possible.

III. HEOP Project Contracts

Once your program budget has been finalized, SED's Office of Counsel will issue a 3-year contract to your institution. Six copies of the 2001-02 HEOP Contract will be sent to your President, to be signed and returned to SED's Office of Counsel. Then SED will process the Contract and return a fully executed copy to your President.

IV. HEOP Vouchers and Payments

SED cannot process a voucher for an HEOP payment until a fully executed Contract is on file. Once that has occurred, we will be able to make your first payment, which is 50% of your approved budget.

Enclosed with this ADM are 3 State Aid Vouchers for 2001-02. Please submit the first voucher as soon as you receive your copy of the final approved 2001-02 HEOP Budget. (It will have a copy of the letter from Deputy Commissioner Gerald Patton on the top.)

IV. HEOP Report Formats and Instruction Manual

Attached to this ADM (both hard copy and electronic copy) are the 2001-02 HEOP Report Formats and Instruction Manual. The first report due is the October 15, 2001 Report which provides us with your summer 2001 enrollment and expenditures and your fall 2001 enrollment.

Please note that if you are completing the October 15 Report via the Mercado Electronic Reporting System (MERS), you will still need to submit one hard copy with the appropriate signatures affixed.

V. 2001 HEOP Administrative Training Workshop (ATW)

Since we were unable to offer the traditional Summer ATW this year, we have devised an alternate approach that we hope will be equally effective in orienting and training new project directors and other selected staff to SED program requirements and expectations. We will be issuing letters of invitation and providing a firm schedule of planned activities as soon as all of the logistical arrangements have been confirmed.

In the interim, if you feel you need one-on-one personal interaction with your SED Liaison, please don't hesitate to call and arrange an in-office appointment with her. Our phone number is (518) 474-5313.

VI. Mercado Electronic Reporting System (MERS) Training

In August, five new Regional Liaisons were trained to assist in implementing the MERS across the State. They in turn will be scheduling training sessions in local areas to help each of you get your program's reporting system on-line. The MERS Regional Liaisons are:

Buffalo - Melissa Erne; St. Bonaventure
Rochester - Connie Genduso; St. John Fisher
Syracuse - Kevin Harris; Cornell
 - Carol Raymond; Cornell
Albany - Gloria Taylor-Neal; Union
Mid Hudson/Westchester - Rosana Reyes; Mount St. Mary
New York City - Lisa Medina; Fordham-Lincoln Center
Long Island - Frank Rodriguez; New York Institute of Technology - Old
Westbury

During the summer a survey was sent to all HEOP directors asking for a listing of their current administrative computer equipment. If you have not completed this survey yet, I urge you to do so now. We need to know what institutions do not have equipment that will enable them to participate in the MERS.

VII. 2002-03 HEOP Economic Eligibility Guidelines

We have received several calls in recent days asking if the HEOP Economic Eligibility Guidelines will change for 2002-03. The answer is no. The Economic Eligibility Guidelines for 2002-03 will be the same as they are for 2001-02.

In the spring of 2002 we hope to convene a 3-sector (CUNY, SUNY and Independents) committee to change the Economic Eligibility Guidelines for 2003-04.

Dates to Remember

October 15 - October 15, 2001 Report due

October 16-18 - NYSFAAA Conference; Ellenville, NY

November 6 - Election Day--Get out the vote!

November 7 - First Day of the 2001-02 ATW; La Guardia Marriott

November 8, 9, 10 - HEOP - PO Fall Conference; LaGuardia Marriott



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

Collegiate and Pre-Professional Programs Unit- Higher Education Opportunity Program
Room 1071 Education Building Addition, Albany, New York 12234
Tel. (518) 474-5313
Fax (518) 486-5221
E-mail: bleonard@mail.nysed.gov

TO: HEOP Project Directors

FROM: Barbara Leonard

SUBJECT: HEOP Information

DATE: July 20, 2001

HEOPADM 01-1

Information

I. Staffing at SED

A. New SED/HEOP Staff Member

Please join me in welcoming Doris V. Waiters, our new Assistant in Higher Education Opportunity. Doris has most recently served as the Associate Dean of Students/Academic Enrichment for the Sage Colleges in Troy and Albany. She has also held the position of Director of the Academic Support Centers at the Sage campuses and is a former HEOP Director and Assistant Director at Russell Sage College. We are delighted to have Doris joining our SED/HEOP team!

B. Correction to K-16 Initiatives and Access Programs Staff Roster

You should have recently received an "Office Reorganization" memo dated July 6, 2001 from Stan Hansen. Attached to that memo was a roster of the staff working in the Collegiate and Pre-Professional Programs Unit and their program assignment. Please note that Nancy Lyng works with VTEA projects, not HEOP. Sorry for the confusion.

II. HEOP Institutional Liaison Assignments

Attached please find the "2001-02 HEOP Liaison Assignments to Institutions," which takes effect August 1, 2001.

III. Final Reports and Final Payment Vouchers

- A. As the Summer progresses we must remind you that the 2000-01 Final Reports are being reviewed and as soon as your report is cleared with us, you should send in your Final Payment Voucher, if you have not already done so. The latest date to submit a Final Voucher is August 1.
- B. Please remember to include a letter to us (on your letter head) that states that you have FERPA releases on file in your office for: _____ (list the individuals by name for those included in the Comments section of your Final Report - page 25). We will not be able to include your information in the HEOP Annual Report without this additional assurance.

IV. 2001-02 NYS Budget Update

The Legislature is still working on the 2001-02 State budget. As soon as it is passed we will call you with your budget figures so that you can begin drafting a final budget right away. It will be critical for you to return budgets to us as soon as possible, since this is a new contact year and we won't be able to make payment to your institution until we finalize your program budget and get a signed contract back.

We must remind you that the Governor only recommended \$16.4 million for HEOP in his Executive Budget. This is \$5.6 million less than was awarded in 2000-01. We hope that the final budget will result in a higher appropriation, but we must be ready to work with whatever amount is passed.

We do know that 2001-02 Pell will have a maximum award of \$3750, which is + \$450 above the 2000-01.

V. MERS Users Only

Please note that you must notify Marianne Esposito when your Final Report is ready for her review. Either call her at (518) 486-1698 or e-mail her at mesposit@mail.nysed.gov.

VI. Dates to Remember

August 1 - Deadline for the submittal of Final Vouchers to SED
August 15 - Final day to clear Final Report questions

2001-2002 HEOP LIAISON ASSIGNMENTS TO INSTITUTIONS

(effective of August 1, 2001)

Ann Marie Jann	Doris Waiters
Alfred University	Bard College
Barnard College	Cazenovia College
Boricua College	Colgate University
Canisius College of Buffalo	College of Mount St. Vincent
Clarkson University	Culinary Institute of America (The)
College of Aeronautics (The)	Dowling College
College of Saint Rose (The)	Five Towns College
Columbia Univ.: Columbia College/SEAS	Fordham University-College at Lincoln Center
Columbia Univ.:School of General Studies	Fordham University-Rose Hill Campus
Cornell University	Hamilton College
Daemen College	Hobart & William Smith Colleges
D'Youville College	LeMoyne College
Hofstra University	Manhattan College
Ithaca College	Manhattanville College
Long Island University-Brooklyn Campus	Marist College
Long Island University C.W. Post Campus	Mercy College
Long Island University Southampton Campus	Molloy College
Marymount Manhattan College	Mount Saint Mary College
New School University	Nazareth College
New York Institute of Technology	Nyack College
-Metropolitan Center	Polytechnic University
New York Institute of Technology - Old	Pratt Institute
Westbury Campus	Rochester Institute of Technology
New York University	St. John Fisher College
Niagara University	St. Thomas Aquinas College
Paul Smith's College	Syracuse University
Rensselaer Polytechnic Institute	Syracuse University Continuing Education
Russell Sage College	University of Rochester
Sage Junior College of Albany	Utica College
St. Bonaventure University	
St. John's University	
St. Lawrence University	
Siena College	
Skidmore College	
Union College	
Villa Maria College of Buffalo	