Welcome and Call to Order/Open Public Meetings Statement – Dr. Nannette Wright welcomed all of the Board members and campus program staff in attendance. She called the meeting to order at 2:05 p.m., noting for the record that the date, time and location were provided to the Secretary of State and all the major newspapers in the state. She reminded the members that if there is a need to recuse themselves on any agenda item to do so before discussion of the item began.

Board members present - The following Board members were in attendance: Dr. Wright, Ivette Santiago-Green, Franklin Moore, Nacovin Norman, Lisa Pantel, Bader Qarmout, and Betsy Garlatti (participating as the designee for the Secretary of Higher Education). Board members participating by conference call were: Anthony Falcone, Susan Grierson and Saara Marte.

Dr. Glenn Lang, former OSHE Assistant Secretary for Office of Student Support Services/Office of Academic Programs/Licensure and Executive Director of the EOF Program attended the meeting. Dr. Lang is currently serving as a consultant to the EOF program. There were also a few EOF Directors and other campus program staff member in the audience.

Minutes of June 27, 2014 Meeting – Ms. Lisa Pantel offered a motion to approve the minutes of the June 27, 2014 meeting. The motion was seconded by Ms. Garlatti and approved. Mrs. Grierson and Mr. Moore abstained because they had not attended the June 27, 2014 meeting.

Resolution 2:15 Acknowledgement of Revised FY 2015 EOF Article IV Allocation for Salem Community College – Dr. Wright explained that one of the annual responsibilities of the Board is to approve the allocation of the fiscal year EOF appropriation to the participating campus programs. This occurred at the Board’s first meeting in May. In Resolution 2:15, the Board was asked to acknowledge a revision to Salem Community College’s FY2015 EOF Article IV allocation. Ms. Bennerson was asked to provide the Board with additional details on this resolution.
Ms. Bennerson explained that EOF campus programs are required to enter into annual contract agreements with the NJ OSHE/EOF Office. The contract includes a summer program budget and an academic year budget each institution creates demonstrating how their Article III and Article IV allocations will be spent. The EOF regulations under section N.J.A.C. 9A:11-6.9 “Institutional Commitment” requires that each institution must match the EOF Article IV academic year allocation on a dollar for dollar basis.

On May 9th, the Board approved a FY 2015 EOF academic year Article IV allocation of $157,358 for Salem Community College. Upon submission of Salem’s FY 2015 EOF contract agreement, the OSHE/EOF staff realized that the academic year budget did not meet the required match. Salem Community College was only able to contribute institutional resources totaling $146,898 for the academic year program, falling short of the EOF matching funds requirement by $10,460. Salem has participated in the EOF program since the 1970’s. EOF student enrollment at the institution exceeded 100 students in the early 1990’s but began to slowly decline through the next decade and has averaged approximately 50 students for the past five years. The program is currently staffed by an EOF director at 50 percent time, two full-time assistant coordinator/counselors, a part-time secretary and several part-time tutors. The college has been experiencing student enrollment issues and the Secretary of Higher Education and the Statewide Director of EOF (Ms. Bennerson) plan to visit the institution this fall to discuss this issue. The EOF Statewide Director intends to present the Board with an update on the future of Salem Community College’s EOF program prior to presenting a preliminary funding allocation for the FY 2016. The OSHE/EOF staff negotiated with the program administration regarding their inability to meet the matching funds requirement and now sought the Board’s acknowledgment of the college’s revised EOF Article IV allocation of $145,904.

Mr. Norman offered a motion to approve Resolution 2:15 which was seconded by Ms. Garlatti and unanimously approved.

**Resolution 3:15 Approval of Revised FY 2015 EOF Academic Year Article IV Allocations**

– Dr. Wright expressed pleasure, on behalf of all of the Board members, upon learning that the final FY 2015 EOF appropriation included an increase in funding. She asked Ms. Bennerson to provide the Board with an outline of the funding increase and additional details on Resolution 3:15 which called for the Board’s approval of revised fiscal year Article IV allocations to the campus programs.

Mr. Bader Qarmout recused himself from the discussion and voting on this resolution, because he is a member of the faculty at County College of Morris and Centenary College.
Ms. Bennerson also shared her gratification for the increase and emphasized that the additional funds actually restored the EOF annual appropriation to its FY 2010 appropriation level. The increase includes $891,000 for Article III, restoring annual appropriation to $26,910,000. The last increase in the Article III appropriation prior to this was in FY 2006. The Article IV increase provides an additional $674,000, restoring the appropriation to $13,477,000. The last increase in the Article IV appropriation prior to this was in FY 2005. Ideally, the EOF Central Office staff had hoped to use the Article III increase to support the summer 2014 program. Since the summer programs for EOF renewals (upperclassmen) began in May and the initial (freshman) students began in June that was not possible. The staff proposed applying a portion of the Article III increased funds to assist the campus programs that enroll returning, transfer and readmitted students that their original May 2014 allocation does not support. This increase would be limited to no more than 25% of each program’s original FY 2015 academic year Article III undergraduate grant allocation as needed. The Article IV appropriation increase represents a 5.26% increase above the FY 2014 appropriation. The EOF Central Office staff recommended that the Board approve increasing the FY 2015 EOF academic year Article IV allocation to campus programs by the same percentage to relieve some of the financial stress campus programs have been experiencing.

Ms. Santiago-Green offered a motion to approve Resolution 3:15. The motion was seconded by Ms. Garlatti and was approved unanimously.

**Resolution 4:15 Approval of Notice of Adoption of Amendments to Sector Nomenclature in the EOF Regulations at N.J.A.C. 9A:11-2.6(d) Undergraduate Grant Amounts and N.J.A.C. 9A:11-3.4(d) Graduate Grant Amounts** – Dr. Wright introduced Resolution 4:15 as a follow-up to a resolution that the Board initially considered at their first meeting in May 2014. The initial resolution asked the Board’s approval to notice in the New Jersey Register for a 60 day period proposed amendments to the “sector nomenclature” within the regulations, especially as it applies to EOF undergraduate and graduate grants. Having been noticed, Resolution 4:15 asked the Board’s approval to adopt those amendments. Ms. Bennerson provided the Board with additional details.

Ms. Bennerson informed the Board that agencies making changes to their administrative rules and regulations are required to follow a two-step process. Initially the agency is required to notice their intention to amend or propose new rules in the New Jersey Register for a 60-day public comment period. After the comment period has ended, the agency can put forth a notice of adoption of the proposed amendments or new rules. The amendments proposed to the sector nomenclature for the EOF undergraduate and graduate grants were published in the June 16,
2014 New Jersey Register. The public comment period concluded on August 15th and one adverse comment was received. The change in sector nomenclature for undergraduate and graduate EOF grants was needed because New Jersey restructured its medical and sciences degree granting institutions resulting in the establishment of Rowan University as a public research university rather than a state college and university. The former University of Medicine and Dentistry of New Jersey (UMDNJ) School of Osteopathic Medicine in Stratford, NJ is now part of Rowan University. All other UMDNJ schools in Piscataway and Newark are now part of Rutgers University, thus eliminating the University of Medicine and Dentistry. The OSHE/EOF staff proposed amendments to the nomenclature used in the EOF regulations regarding undergraduate and graduate grant by replacing the phrase “type of institution” with the phrase “sector of higher education”. With the undergraduate grant amounts [(N.J.A.C. 9A:11-2.6(d)], the words “and Universities” was added to “State Colleges”. In addition, the names “Rutgers, NJIT, UMDNJ-SHRP” were deleted and replaced with “Public Research Universities.” The amendments proposed in the graduate grant amount regulations [N.J.A.C. 9A:11-3.4(d)] deleted the words “Rutgers, NJIT” and replaced them with the phrase “Public Research Universities”. “UMDNJ” was deleted and replaced with the phrase “Biomedical and Health Sciences Schools”. The amended regulations will ensure that students enrolled at the newly restructured New Jersey medical and science public research universities are receiving the appropriate EOF grant amount for their sector of higher education.

Mr. Bader Qarmout offered a motion to approve Resolution 4:15 which was seconded by Ms. Garlatti and unanimously approved.

Resolution 5:15 Approval of Notice of Administrative Changes to EOF Regulations at N.J.A.C. 9A:2.3(a) 1 & 2 Financial Eligibility for Initial Article III Student Grants in the New Jersey Register – Dr. Wright stated that Resolution 5:15 seeks the Board’s approval to establish the income eligibility criteria for the 2015-2016 academic year and to publish the new criteria in a “Notice of Administrative Change” in the New Jersey Register. She added that Board members learned at their retreat in June that student eligibility for the EOF program is based on students meeting both the academic criteria established by the institution and an income eligibility criteria established by the EOF Board annually. Ms. Bennerson was asked to provide the Board with details on this resolution.

Ms. Bennerson informed the Board that the approval of administrative changes to the EOF financial eligibility criteria is brought to the EOF Board annually and allows the EOF Central Office staff to change the EOF financial eligibility criteria for receipt of Article III student grant funds. The EOF financial eligibility criteria are tied to the Federal poverty guidelines as adjusted annually. Based on the most recent Federal poverty criteria published in January 2014, the EOF
financial eligibility criteria were adjusted to remain within the 200% household size income range. The chart on Page 25 of the Board materials reflects the new EOF financial eligibility criteria that will be used by campus-based EOF programs to admit new students for the 2015-2016 academic year.

Ms. Santiago-Green offered a motion to approve resolution 5:15. The motion was seconded by Ms. Garlatti and unanimously approved by the Board.

Resolution 6:15 Nomination of EOF Board Member to Serve on Higher Education Student Assistance Authority Board – Dr. Wright reminded the Board that in their orientation as new members of the EOF Board they learned that the EOF Board also has an ex-officio membership on the Higher Education Student Assistance Authority Board. Mr. Bader Qarmout graciously volunteered to fill that role and Resolution 6:15 seek the Board’s approval of Mr. Qarmout’s nomination.

Ms. Lisa Pantel offered a motion for the Board to approve Resolution 6:15 which was seconded by Ms. Garlatti and unanimously approved. Mr. Falcone thanked Mr. Qarmout for volunteering to serve on the HESAA Board.

Information Items

EOF Statewide Director’s Report – Ms. Bennerson reported that the past summer for the EOF staff was primarily spent reviewing EOF contract agreements and budgets for the FY 2015. She mentioned that she had the opportunity to attend Stevens Institute of Technology’ Mathematics Immersion Program’s (MIP) closing ceremony. The MIP summer program is a special three-week residential summer program for students enrolled in an EOF program at any college who has math anxiety and a desire to immerse themselves in mathematics instruction for three weeks, and hosted by Stevens. Twenty students participated in this summer’s program from a cross section of EOF programs in every sector. The students were enrolled in calculus, trigonometry, or a statistic course as well as a career preparation course. The students do not receive college credit for these courses but did receive certificates of completion that were signed by the Chairperson of the EOF Board, Dr. Wright, and the EOF Statewide Director.

Ms. Bennerson then introduced Dr. Glenn Lang – the former OSHE Assistant Secretary for Office of Student Support Services/ Office of Academic Programs/Licensure and the Executive Director of the EOF Program. Dr. Lang is working as a consultant for the EOF program until the end of November. He is using all EOF data currently available to produce a comprehensive annual report of the EOF program and individual campus program outcomes data which is a
document that we refer to as the “program performance criteria (PPC)”. The EOF campus programs have not received a PPC report in over two years. The PPC report the EOF campus programs will receive later this academic year, as well as the comprehensive EOF annual report that Dr. Lang is working on, will lack the most recent EOF retention and graduation rate data because the OSHE does not have a dedicated programmer to extract information from the State’s data sources.

**Board Members Reflection of Summer Program Visits** - Mr. Norman, Ms. Pantel and Dr. Wright reported that they visited one or more EOF summer programs. Mr. Norman visited Rowan University - Glassboro campus for a program where Rowan alumni spoke to the EOF freshman regarding their current careers; and the role the EOF program played in helping them attain their goals. They also offered the students advice about specific careers. Ms. Pantel visited a joint EOF initial summer program event with Bloomfield College, Caldwell University and Montclair State University. She described the event as a “pep rally” where male and female students were broken into different groups. The female sessions discussed expectations of what it will be like to be the first in their families to attend college and the challenges and expectations that they would experience. Ms. Pantel also had an opportunity to visit the College of Saint Elizabeth, Drew University and the Fairleigh Dickinson University-Florham Campus where she met with the students and staff. At Drew University she also spoke with the dean. She found the common theme throughout the programs was that students are given an opportunity to become familiar with the school and the workload before the fall semester started.

During the Board member visits, all of the campus program staff expressed concern about the succession of the EOF Central Office staff, the need for more program funding and the monetary means to serve more students.

Dr. Wright mentioned that she had the opportunity to visit two very diverse initial summer programs. She attended the summer program closing ceremonies at Rutgers University School of Engineering and Camden County College. Both programs were family oriented. The School of Engineering’s program offered the students an opportunity to bond with upperclassmen and the Dean of the School of Engineering stayed for the entire program. At Camden County College student presented their dream board to the audience, which was a very moving experience for the students and staff. Dr. Wright noted a need for additional mentors for the students and an opportunity to expose students to professionals in the fields they wish to pursue.

**Old Business:** The Board members engaged in a lengthy discussion identifying the goals they hope to accomplish over the next two years. They include EOF Central Office’s present staffing
vacancies and the development of an EOF staff succession plan. The need to identify third party sources of funding was also brought up.

Lisa Pantel, Ivette Santiago-Green and Nannette Wright agreed to work as a sub-committee to identify the EOF Central Office staffing issue and to develop a flow diagram of the process to hire staff that could be shared with the other Board members.

**Date of Next Meeting** – The next meeting is scheduled for October 16, 2014, 10:00 a.m. at the Office of the Secretary of Higher Education, second floor, room #s 219/220

**Adjournment:** The meeting was adjourned at 4:00 p.m.