



**COUNCIL** *for OPPORTUNITY in* **EDUCATION**



## **Board of Directors Meeting Materials**

**May 17-20, 2011  
Hyatt Regency Washington  
On Capitol Hill  
400 New Jersey Ave, NW  
Washington, District of Columbia**

# Insert Tab; Meeting agenda



COUNCIL for OPPORTUNITY in EDUCATION

**Board of Directors Meeting**  
May 17-20, 2011  
**Hyatt Regency Washington On Capitol Hill**  
400 New Jersey Ave, NW  
Washington, District of Columbia, 20001-US  
*Tel: 1-202-737-1234 Fax: 1-202-719-8419*

**Tuesday, May 17**

*Casual attire is suggested for today's events*

11:00 am – 5:00 pm  
Working lunch will be served (12:30-2:30 pm)  
**Yosemite Room**

**Resource Development Committee Phone-a-thon**

5:30 pm – 7:30 pm  
Snack  
**Bryce Room**

**Personnel Committee**

**Wednesday, May 18**

*Professional attire is suggested for today's events*

7:45 am – 9:00 am  
Breakfast  
**Regency A**

**Governmental Relations Committee Meeting and Hill Briefing**

9:00 am – 12:00 pm  
**Capitol Visitors Center,  
North Meeting Room**

**Congressional Briefing**

12:00 pm – 3:00 pm  
**Capitol Hill**

**Scheduled Meetings w/ Senators and Members of Congress**

3:30 pm – 5:00 pm  
Snack  
**Columbia AB**

**Candidate Presentations**

5:15 pm – 6:30 pm  
**Bryce Room**

**Finance Committee Meeting**

**Thursday, May 19**

*Casual attire is suggested for today's Committee Meetings;*

8:00 am-10:00 am Breakfast <b>Grand Canyon</b>	<b>Conference Committee</b>
10:00 am-12:00 pm <b>Bryce Room</b>	<b>State Leadership Committee</b>
12:30 pm - 1:30 pm Lunch <b>Bryce Room</b>	<b>By-Laws Committee</b>
1:45 pm - 2:45 pm <b>Olympic Room</b>	<b>International Access Committee</b>
3:00 pm - 4:00 pm <b>Coffee Break/Snack</b> <b>Bryce Room</b>	<b>Professional Standards and Initiatives Committee</b>
3:00 pm -4:00 pm <b>Coffee Break/Snack</b> <b>Grand Canyon Room</b>	<b>Evaluation and Compensation Committee</b>
4:15 pm - 5:15 pm <b>Olympic Room</b>	<b>TRIO Achievers and Alumni Committee</b>
5:30 pm -7:30 pm <b>Snack</b> <b>Grand Canyon Room</b>	<b>Strategic Planning Committee</b>

**Friday, May 20**

*Professional attire is suggested for today's events*

8:30 am – 9:30 am Breakfast set for whole Board <b>Capitol Room</b>	<b>Election of Officers</b> <b>Regional Presidents and Nomination Committee Members Only</b>
9:45 am – 12:00 pm <b>Capitol Room</b>	<b>Council Board of Directors Meeting</b> <ol style="list-style-type: none"><li>1. Call to Order <i>Action: To approve the agenda</i> <i>Action: To approve the December 2010 Minutes</i> <i>Action: To approve Executive Committee Conference Call Minutes</i></li><li>2. Board Chair's Report <i>Mateo Arteaga</i><ol style="list-style-type: none"><li>a. By-Laws Committee</li><li>b. International Access Committee</li><li>c. State Leadership Committee</li><li>d. Personnel Committee</li><li>e. Professional Standards and Initiatives Committee</li><li>f. Resource Development Committee</li><li>g. Strategic Planning Committee</li><li>h. TRIO Achievers &amp; Alumni Committee</li></ol></li><li>3. President's Report <i>Arnold Mitchem</i></li></ol>

4. I3 Update
5. Finance Committee Report  
*Dan Connell, Chair, Finance Committee*  
*Action: To approve the FY012 Budget*

6. Treasurer's Report  
*Mike Wade*

12:00 pm – 2:00 pm  
**Capitol Room**

**Luncheon Buffet**

**Dr. Eduardo Ochoa, Assistant Secretary for Postsecondary Education  
(12:00-1:00)**

**Dr. Linda Byrd Johnson, Director, Student Services Division  
(1:00-2:00 pm)**

2:00 pm – 5:00 pm  
**Capitol Room**

**Council Board of Directors (continued)**

7. Report on the 2011 Annual Conference  
*Tracy Lyons, 2011 Chair*

8. Using Your State and Regional Associations to Market Your Program  
*Heather Valentine and Tia Gordon*

9. Member Association Reports

AEEE-Beth Olivares

ASPIRE-Dawn Eckhardt

CATP-Jose Vargas

MAEOPP-Sidney Childs

MEAEOPP-Corris Davis

NASP-Vicki Trier

NEOA-Reggie Jean

SAEOPP-Tracy Lyons

SWASAP-Deborah Evers

WESTOP- Rafael Topete

10. .New Business

Adjournment

# Insert Tab BOARD

**Council for Opportunity in Education**  
Board of Directors  
2010-2011

**Board Chair:**

Mateo Arteaga  
Director, Educational Outreach Services  
Central Washington University  
**Fed Ex address:**  
**803 S. 30th Ave**  
**Yakima, WA 98902**  
1113 S. 14<sup>th</sup> Street PO Box 22520  
Yakima, WA. 98907-2520  
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arteagam@cwu.edu

**Past Board Chair:**

Deborah Northcross  
Executive Director, SAEOPP Center  
75 Piedmont Avenue NE, Suite 408  
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**Board Chair-Elect:**

Ngondi Kamatuka  
Director, Educational Opportunity Programs  
University of Kansas  
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**Treasurer:** Michael Wade  
Associate Director  
Student Educational Opportunity  
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**Secretary:** Ruth W. Johnson  
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Southern University at New Orleans  
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**Parliamentarian:** Ronnie D. Gross  
TRIO Executive Director  
Eastern Tennessee State University  
P.O. Box 70714  
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**President:** Arnold L. Mitchem  
Council for Opportunity in Education  
1025 Vermont Ave. NW, Suite 900  
Washington, DC 20005  
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arnold.mitchem@coenet.us

**Association for Equality and Excellence in Education, Inc.**

**AEEE**

***Elections: April***

***Officers change: July***

**1<sup>st</sup> Year  
Board Member:**

Barbara Thompson, Director  
CSTEP/McNair Program  
C-18 Cooper Hall  
The College at Brockport  
State University of New York  
Brockport, New York 14420  
Phone: 585-395-2367  
bthompso@brockport.edu

**2<sup>nd</sup> Year  
Board Member:**

Beth Olivares  
Associate Dean for Diversity Initiatives  
University of Rochester  
717 Hylan Building  
Box 270415  
Rochester, NY 14627  
Ph: 585-275-7531  
beth.olivares@rochester.edu

**3<sup>rd</sup> Year  
Board Member:**

Anthony Culpepper  
Assistant Director, Upward Bound Program  
New Jersey Institute Of Technology  
Center For Pre-College Programs  
182 Central Avenue  
Central Avenue Building, 2nd Floor, Room 2020  
University Heights,  
Newark, New Jersey 07102-1982  
Ph: 973.596.6503  
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culpeppe@adm.njit.edu

**Association of Special Programs in Region Eight**

**ASPIRE**

*Elections: October*

*Officers change: October*

**1<sup>st</sup> Year  
Board Member:**

Rachel Martinez  
Advisor  
Student Support Services  
Laramie County Community College  
1400 East College Drive  
Cheyenne, WY 82007  
307-778-4387 (office)  
307-760-6542 (cell)  
rmartine@lccc.wy.edu

**2<sup>nd</sup> Year  
Board Member:**

Dawn Eckhardt  
Assistant Director, Talent Search  
University of North Dakota  
2891 2<sup>nd</sup> Avenue N, Stop 9027  
Grand Forks, ND 58202  
701-777-4373; (701) 777-3627 (fax)  
dawneckhardt@mail.und.edu

**3<sup>rd</sup> Year  
Board Member:**

Lynne Brown  
Executive Director  
Southern Utah University  
Student Support Center  
351 W Center St  
Cedar City UT 84720  
435-865-8753  
brown\_lj@suu.edu

**Caribbean Association of TRIO Programs**

**CATP**

*Elections: May*

*Officers change: May*

**1<sup>st</sup> Year  
Board Member:**

Dr. Angel Olivares  
Director SSS  
University of Puerto Rico  
Rio Piedras Campus  
P.O. Box 23323  
San Juan, Puerto Rico 00931-3323  
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angel.olivares1@upr.edu  
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**2<sup>nd</sup> Year  
Board Member:**

José Vargas  
Director, Upward Bound  
ASPIRA Inc. de Puerto Rico  
Programa Upward Bound  
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PO Box 29132  
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**3<sup>rd</sup> Year  
Board Member:**

Evelyn Rivera Torres  
Director  
Programa Talent Search  
Universidad de Puerto Rico  
Recinto de Río Piedras  
Facultad de Estudios Generales  
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evrivera@uprrp.edu

**Mid-America Association of Educational Opportunity  
Program Personnel**

**MAEOPP**

*Elections: November*

*Officers change: November 10*

**1<sup>st</sup> Year**

**Board Member:**

Janet Tauer  
Director, Educational Opportunity Centers  
Minneapolis Community and Technical College  
1501 Hennepin Avenue  
Minneapolis, MN 55403  
Ph: (612)659-6538  
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janet.tauer@minneapolis.edu

**2<sup>nd</sup> Year**

**Board Member:**

Sidney Childs  
Executive Director, TRIO Programs  
318 Math Science Building  
Bowling Green State University  
Bowling Green, OH 43403  
Ph: (419)372-2677  
Fax: (419) 372-2124  
sidneyc@bgnet.bgsu.edu

**3<sup>rd</sup> Year**

**Board Member:**

R. Renèe Hampton  
Director, TRIO Programs/ Special Assistant to the Provost  
for Diversity  
223 Franklin Hall  
Columbus State Community College  
550 E. Spring St.  
Columbus, Ohio 43215  
(614)287-5707; (614) 287-6296(fax)  
rhampton@csc.edu

**Mideastern Association of Educational Opportunity**

**Program Personnel**

**MEAEOPP**

*Elections: April*

*Officers change: July*

**1<sup>st</sup> Year  
Board Member:**

Rebecca Craft  
SSS Program Manager  
Delaware Technical and Community College  
100 Campus Drive  
Dover, DE 19904  
(302) 857-1033 TEL  
(302) 857-1092 FAX  
rcraft@dtcc.edu

**2<sup>nd</sup> Year  
Board Member:**

Corris Davis  
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University of Maryland, Baltimore County  
1000 Hilltop Circle  
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Baltimore, MD 21250  
(410) 455-2700  
(410) 455-1062  
cdavis4@umbc.edu

**3rd Year  
Board Member:**

Diane Sandefur  
Director, Veterans Upward Bound  
University of Pennsylvania  
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Philadelphia, PA 19104  
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(215) 898-9301  
sandefur@exchange.upenn.edu

**Northwest Association of Special Programs**

**NASP**

*Elections: December*

*Officers change: December*

**1<sup>st</sup> Year**

**Board Member:**

Lucila Loera, M.Ed.  
Assistant Vice-President/Research and External Support  
Washington State University  
Lighty Student Services,  
Room 370A  
PO Box 641067  
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(509) 335-7944  
lucila@wsu.edu

**2<sup>nd</sup> Year**

**Board Member:**

Vicki Trier  
Director, Ronald E. McNair Program  
University of Idaho  
College of Graduate Studies  
Box 443017  
Moscow, ID 83844-3017  
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**3<sup>rd</sup> Year**

**Board Member:**

Neil McFarlane  
Director SSS/AAP  
Central Washington University  
400 East University Way  
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mcfarlan@cwu.edu

**New England Educational Opportunity Association**

**NEOA**

*Elections: April*

*Officers change: September*

**1<sup>st</sup> Year  
Board Member:**

Patricia Gregson  
Vice President of Access and Transition  
Mount Wachusett Community College  
444 Green Street  
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**2<sup>nd</sup> Year  
Board Member:**

Reggie Jean  
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**3<sup>rd</sup> Year  
Board Member:**

Karen Madden  
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karen.madden@jsc.edu

**Southeastern Association of Educational Opportunity Program Personnel**  
**SAEOPP**

*Elections: October*  
*Officers change: March*

**1<sup>st</sup> Year  
Board Member:**

Michael Maxwell  
Program Manager, UBMS  
Morehouse College  
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**2<sup>nd</sup> Year  
Board Member:**

Tracy Lyons  
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Student Support Services  
The University of Alabama at Birmingham  
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**3<sup>rd</sup> Year  
Board Member:**

Celeste Brooks  
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Student Support Services  
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**Southwest Association of Student Assistance Programs**

**SWASAP**

*Elections: November*

*Officers change: November*

**1<sup>st</sup> Year**

**Board Member:**

Lynette Bates  
Director, Classic Upward Bound  
University of New Orleans  
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**2<sup>nd</sup> Year**

**Board Member:**

Deborah Evers  
Director, Talent Search  
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**3<sup>rd</sup> Year**

**Board Member:**

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blofton@uco.edu

**Western Association of Educational Opportunity Personnel**

**WESTOP**

*Elections: March*

*Officers change: July*

**1<sup>st</sup> Year  
Board Member:**

Donelle Davis  
Program Director  
TRIO Scholars Program (SSS)  
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**2<sup>nd</sup> Year  
Board Member:**

Rafael Topete  
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**3<sup>rd</sup> Year  
Board Member:**

Michele Scott  
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COUNCIL for OPPORTUNITY in EDUCATION

**Board of Directors  
(2010-2011)**

***Board Chair***

**Mateo Arteaga**

Director, Educational Outreach Services, Central Washington University  
1113 S. 14<sup>th</sup> Street, PO Box 22520  
Yakima, WA. 98907-2520  
Ph: (509) 574.6800 ext. 3267, E-mail [arteagam@cwu.edu](mailto:arteagam@cwu.edu)

Mr. Arteaga is the director of Educational Opportunity Centers (EOC), High School Equivalency (HEP), and College Assistance Migrant Program (CAMP), now under one unit known as the Educational Outreach Services (EOS) for Central Washington University. He serves on several boards and is president of the Mount Adams Foundation and the Hispanic Academic Achievers Program (HAAP). He received a bachelor's degree in technology from Eastern Washington University in 1982 and a master's of education from Central Washington University in 1996. He is a past president of the Northwest Association of Special Programs (NASP) and has served on the COE Board of Directors for the last three years.

***Past Board Chair***

**Deborah Northcross**

Executive Director, SAEOPP Center  
75 Piedmont Avenue NE, Suite 408, Atlanta, GA 30303  
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1832 South Parkway East, Memphis, TN 38114-1911  
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Ms. Northcross has more than 35 years of service in higher education administration, program and resource development, and student services. Her TRIO service began as counselor and later director of the Special Services for Disadvantaged Students Program [now Student Support Services] at Shelby State Community College, where she also served as director of Development and Public Relations, Title III director, and assistant director of Student Development. During 18 years at the University of Tennessee Health Science Center, she was the director of the Memphis McNair program. She is currently the executive director of the SAEOPP [TRIO Training] Center. Her TRIO service spans the state, regional, and national levels: as a former president of the Tennessee Association of Special Programs [TASP]; secretary, vice president, and president of the SAEOPP Board of Directors; faculty for the SAEOPP Center TRIO Training Workshops and the Penn State University TRIO Training Institute. She has served as a field reader for TRIO and Title III grants for the U.S. Department of Education since 1983. After earning a bachelor's degree in French at Mount Holyoke College, she served on the Alumnae Association Board of Directors and the Board of Trustees. She also earned a master's degree in special education from Memphis State University. As a volunteer, she serves on the advisory councils of the Memphis Knowledge Is Power Program [KIPP] and the YWCA of Greater Memphis, and on the board of directors of the Memphis Child Advocacy Center and the Memphis Youth Guidance Commission.

### ***Board Chair-Elect***

#### **Ngondi Kamatuka**

Director, Educational Opportunity Programs, University of Kansas  
301 Joseph R. Pearson Hall, 1122 West Campus Road, Lawrence, KS 66045-3101  
Ph: (785) 864-3401, Fax: (785) 864-0399, E-mail: [kamatuka@ku.edu](mailto:kamatuka@ku.edu)

Dr. Kamatuka is the immediate past president of MAEOPP and the director of the Educational Opportunity Programs at the University of Kansas. He has been at KU since 1987, previously serving as academic services coordinator for the Upward Bound program and interim director for the Institute for Educational Research and Public Service. Dr. Kamatuka holds a Ph.D. and M.S.Ed. in higher education from the University of Kansas and a B.A. in education from Tabor College. He is the recipient of several awards and honors, including the University of Kansas Unclassified Employee of the Year, the University of Kansas' School of Education Achievement Award for Professional Staff, and the University of Kansas Chapter of Phi Delta Kappa Outstanding Educator.

### ***Treasurer***

#### **Michael Wade**

Associate Director for Student Educational Opportunity, University of Wyoming  
1000 E. University Ave, Dept 3808, Laramie, WY 82071  
Ph: (307) 766-6189, E-mail: [mwade@uwyo.edu](mailto:mwade@uwyo.edu)

Mr. Wade earned his baccalaureate degree as a first-generation college student at the University of Wyoming (UW). After graduating with an M.A. in sociology from the University of California-Davis, he returned to UW in 2001 as an advisor in the SSS program and was promoted to SEO associate director in 2007. During his tenure at UW, he has a strong record of service to his state chapter, regional association, and COE. He is a past president of ASPIRE, INC. and Wyoming ASPIRE, and has served on the COE Board for the past three years.

### ***Secretary***

#### **Ruth Johnson**

Director, Talent Search, Southern University at New Orleans  
6801 Press Drive/Building 39, New Orleans, LA 70126  
Ph:(504) 284-5445; Email:[rjohnson@suno.edu](mailto:rjohnson@suno.edu)

Ruth Williams Johnson, native New Orleanian, directs the Southern University at New Orleans Educational Talent Search Program. Johnson has served as LASAP President 2005-2006; SWASAP President 2007-2008; COE Conference Co-chair 2009. Johnson is wife to Dr. Vincent T. Johnson and mother of David, Niani, and Henry Price.

### ***Parliamentarian***

#### **Ronnie Gross**

Executive Director, TRIO Programs, East Tennessee State University  
P.O. Box 70714, Johnson City, TN 37614  
Ph: 423-439-4002, E-mail: [grossrd@etsu.edu](mailto:grossrd@etsu.edu)

Dr. Gross is a past chair of the COE Board. He has been involved with the TRIO programs since 1982. He participated in and worked for the Special Services program (Student Support Services) and as a tutor counselor in the Upward Bound Program while he was at Lincoln Memorial University. He graduated with a bachelor's degree in mining engineering and reclamation. While working full time as a counselor for LMU Upward Bound, he completed his master's degree in curriculum and instruction with a concentration in mathematics education. In 1990, he became the director of the Upward Bound program at East Tennessee State University. In May 1996, he completed his doctorate of educational leadership and policy analysis with a concentration in Educational Administration. He currently serves as the executive director of TRIO Outreach Programs at East Tennessee State University.

***President***

**Arnold L. Mitchem**

President, Council for Opportunity in Education

1025 Vermont Ave. NW, Suite 900, Washington, DC 20005

Ph: (202) 347-7430, Fax: (202) 347-0786, E-mail: [arnold.mitchem@coenet.us](mailto:arnold.mitchem@coenet.us)

Dr. Arnold Mitchem, President of the Council for Opportunity in Education, has been a voice for low-income, first-generation students and individuals with disabilities his entire career.

Thanks to his work, the federally funded TRIO Programs (the largest discretionary program in the U.S. Department of Education) have expanded by nearly 400% and now serve more than 872,000 students at 1,200 colleges and universities.

Dr. Mitchem graduated from the University of Southern Colorado in 1965. Before receiving his Ph.D. in Foundations of Education at Marquette University in 1981, he studied European History as a Woodrow Wilson Fellow at the University of Wisconsin.

He began his career on the History faculty at Marquette University in Milwaukee. In 1969 he was named Director of the Educational Opportunity Program at Marquette, serving in that role until 1986, when he relocated to Washington, D.C. to represent low-income and disabled students nationally. Dr. Mitchem is the first and only President of the Council for Opportunity in Education.

Dr. Mitchem is a member of the Executive Committee of the European Access Network as well as a former Trustee of the College Board, and Past-President of the Committee for Education Funding, a Washington-based coalition of national education associations. He currently serves on the Board of Trustees of Marquette University. He was named Marquette Alumnus of the Year in 2011.

Dr. Mitchem has been awarded Honorary Doctorates from ten universities: CUNY-Lehman College in New York; DePaul University; University of Illinois, Champaign-Urbana; University of Liverpool, England, Marquette University; Marycrest College ; University of Massachusetts at Boston; Lewis University; St. Joseph University in Philadelphia, and St. Louis University.

**AEEE**  
**Association for Equality and Excellence in Education, Inc.**  
**Elections: April, Officers change: July**

**1st Year Board Member**

**Barbara Thompson**

Director, CSTEP/McNair Program, The College at Brockport  
State University of New York  
C-18 Cooper Hall, Brockport, New York 14420  
Ph: 585-395-2367, **Email:** [bthompso@brockport.edu](mailto:bthompso@brockport.edu)

Barbara Jean Thompson is Director of the Ronald E. McNair Post Baccalaureate Program and the Collegiate Science and Technology Program; two grant programs that assist low income, first-generation and underrepresented students in pursuing their goals of professional licensure or graduate study. She is a lecturer in the African and African American Studies Department and the Department of History at The College at Brockport. Ms. Thompson serves on the Research Foundation Advisory Board, The Human Subjects Review Board, the President's Diversity Conference Committee, the Undergraduate Admissions Minority Recruitment Team, the Pre-Law Advisement Committee, the Women and Gender Studies Board, and is a member of the Provost's Council. Barbara attended the University at Buffalo for doctoral work in Educational Leadership and Policy, received her MS in History (1995) and her BA in American Studies (1992) from the State University of New York College at Brockport and teaches Early and Modern America, Slavery in the Ante-bellum South and African American Cultural Issues. Barbara is the President-Elect of the AEEE after serving on the board in various capacities for the past 7 years.

**2nd Year Board Member**

**Beth Olivares**

Assistant Dean for Diversity Initiatives, University of Rochester  
717 Hylan Building, Box 270415, Rochester, NY 14627  
Ph: 585-275-7531, Email: [Beth.olivares@rochester.edu](mailto:Beth.olivares@rochester.edu)

Dr. Olivares received her Ph.D. in 19<sup>th</sup> century American literature in 1999, from Fordham University in the Bronx, NY. Currently, she serves as Assistant Dean for Diversity Initiatives and executive director of the David T. Kearns Center for Leadership and Diversity in Arts, Sciences and Engineering at the University of Rochester. The Kearns Center is comprised of pipeline programs that serve students from middle school through the doctorate, and include several TRIO programs, including Upward Bound, Upward Bound Math/Science, and the Ronald E. McNair Post-baccalaureate Achievement Program. Dr. Olivares' current teaching and research is in the area of preparing low-income, first-generation, and underrepresented minority students for success in the academy.

**3rd Year Board Member**

**Anthony Culpepper**

Assistant Director, Upward Bound Math/Science, New Jersey Institute of Technology  
182 Bleeker Street, 2nd Floor, Newark, NJ 07102  
Ph: (973) 596-6503 E-mail: [culpeppe@adm.njit.edu](mailto:culpeppe@adm.njit.edu)

Mr. Culpepper is a TRIO alumnus of the Stevens Technical Enrichment Program (STEP) Upward Bound project at Stevens Institute of Technology. He is a 1985 graduate of Rutgers University, Livingston College. In August 1998, Anthony returned to Stevens Institute of Technology and STEP to become the Upward Bound project director. He joined the TRIO staff at New Jersey Institute of Technology in February 2002. Previously, he worked for more than 14 years at Rutgers University in the areas of residence life, computer operations, and cultural activities.

**ASPIRE**  
**ASPIRE, Inc.**  
**Elections: October, Officers change: October**

**1st Year Board Member**

**Rachel Martinez**

Advisor, Student Support Services, Laramie County Community College  
1400 East College Drive, Cheyenne, WY 82007  
307-778-4387; 307-760-6542; E-mail: [rmartine@lccc.wy.edu](mailto:rmartine@lccc.wy.edu)

Since 2005, Rachel Martinez has worked as an advisor with the SAGE (Students Achieving Goals in Education) TRiO Project, Student Support Services, at Laramie County Community College in Cheyenne, Wyoming. She is currently President Elect of ASPIRE and has held the position of Chair of the ASPIRE Regional Government Relations Committee and WY Past President of ASPIRE (2006-2007). Rachel holds a BA degree in Journalism and a Master's of Public Administration from the University of Wyoming. She enjoys traveling, family nights, and being involved with the local community including theater, sports, clubs and organizations including the Hispanic Organization for Progress in Education, Wyoming Latina Youth Conference, and Association of Latinos Achieving Success.

**2nd Year Board Member**

**Dawn Eckhardt**

Assistant Director, Talent Search, University of North Dakota  
2891 2nd Avenue N, Stop 9027, Grand Forks, ND 58202  
Ph: (701) 777-3816; (701) 777-3627 (fax), E-mail: [dawneckhardt@mail.und.edu](mailto:dawneckhardt@mail.und.edu)

Ms. Eckhardt holds a bachelor of arts in liberal studies from University of Washington and a master of education in student development administration from Seattle University. She has worked in a variety of positions in the field of higher education student services since 1986, and in TRIO programs since 2001. She joined the TRIO Talent Search program team at the University of North Dakota as an instructor/advisor in 2001, and currently serves as the assistant director. Within ASPIRE, she served as the president of the North Dakota chapter for the two-year term of 2006-07 and 2007-08, including one year on the region's finance committee. She also has acted as the membership committee chair since 2004 and as co-chair of ASPIRE's 2008 regional conference.

**3rd Year Board Member**

**Lynne Brown**

Executive Director, Southern Utah University, Student Support Center  
351 W Center St, Cedar City UT 84720  
Ph: (435)865-8753; E-mail: [brown\\_lj@suu.edu](mailto:brown_lj@suu.edu)

Lynne Brown is the Executive Director of the Student Support Center at Southern Utah University. This Center oversees the federally funded TRIO programs SSS,UB and ETS as well as SUU Disability Support Services and the Multicultural Center (MCC). She has worked in Student Services at SUU since 1985 and enjoys administrative work as well as teaching. She holds a BS degree from Cornell University in Human Ecology and a Master's of Education in Counseling from University of Arizona. Lynne served as ASPIRE secretary in 1998-99 and ASPIRE President from 2001-03. She is especially active in her community and campus in assisting first-generation students to achieve their educational goals.

**CATP**  
**Caribbean Association of TRIO Programs**  
**Elections: May, Officers change: May**

**1st Year Board Member**

**Angel Olivares**

Director SSS, University of Puerto Rico  
Rio Piedras Campus. P.O. Box 23323, San Juan, Puerto Rico 00931-3323  
Ph: (787) 764-0000 ext. 2242 / 2159; fax (787) 763-7305; cell (787) 644-1888  
Email: [angel.olivares1@upr.edu](mailto:angel.olivares1@upr.edu); [aolivar@onelinkpr.net](mailto:aolivar@onelinkpr.net)

Dr. Angel F. Olivares Chicon, completed a Master Degree in Biology at the Lomonosov Moscow State University in Russia and a Doctoral Degree in Biological Oceanography at the University of Puerto Rico in Mayaguez. He has been a faculty member of the University of Puerto Rico since 1993. Since that time, he has actively worked in linking his field of study to education, not only at the university level, but also at Kindergarten to 12th grade public school level. He has worked with undergraduate students in several programs at the University of Puerto Rico and with the community at large.

**2nd Year Board Member**

**Jose A. Vargas-Figueroa**

Director, Upward Bound, ASPIRA Inc. de Puerto Rico  
Recinto de San German, P.O. Box 29132, San Juan, Puerto Rico 00929-0132  
Ph: (787) 641-1985 ext. 239, Fax: (787) 257-2725, E-mail: [jvargas@aspirapr.org](mailto:jvargas@aspirapr.org)

Dr. Vargas has worked for ASPIRA Inc. of Puerto Rico, a Latino nonprofit organization in Puerto Rico since 1989, when he began work in ASPIRA's Talent Search program. He obtained a B.S. in psychology in 1984 from the Pontifical University of Puerto Rico, a master's degree in industrial organizational Psychology at the Caribbean Center for Advanced Studies (now Carlos Albizu University) in San Juan and a Ph.D. in industrial organizational psychology from the same institution.

**3rd Year Board Member**

**Evelyn Rivera Torres**

Director, Talent Search, Universidad de Puerto Rico  
Recinto de Rio Piedras, P.O. Box 23323 San Juan, Puerto Rico 00931  
Ph: (787) 764-0000 ext. 2979/2975, Fax: (787) 764-0000 Ext. 7200, E-mail: [evrivera@uprrp.edu](mailto:evrivera@uprrp.edu),  
[eriveratorr3@yahoo.com](mailto:eriveratorr3@yahoo.com)

Dr. Rivera Torres has worked in many positions, most significantly as a public schoolteacher; director of training and personnel development at the State Water and Sewer Authority; as a psychologist; educational trainer and facilitator; director of Talent Search program since 1995; professor of social sciences courses, and a counselor for an adult students program. She has been a member of the Caribbean Association of TRIO Programs since 1995. She holds a bachelor's degree in psychology, a master's degree in social psychology, and a doctorate in counseling, all from the University of Puerto Rico.

**MAEOPP**  
**Mid-America Association of Educational Opportunity Program Personnel**  
**Elections: November, Officers change: November 10th**

**1st Year Board Member**

**Janet Tauer**

Director, Educational Opportunity Centers, Minneapolis Community and Technical College; 1501 Hennepin Avenue, Minneapolis, MN 55403  
Ph: (612)659-6538; Fax: (612)659-6544, Email: [janet.tauer@minneapolis.edu](mailto:janet.tauer@minneapolis.edu)

Janet Tauer directs two Educational Opportunity Centers, Minneapolis Community and Technical College. She has been active in TRIO for 28 years, starting as an advisor for Talent Search in 1983. She directed two TRiO Dissemination grants (one of 11 funded) and local city, state, and foundation grants. Janet served as president of Minnesota TRIO Association 2006-2007. Currently Public Relations co-chair. She is also a faculty member, MAEOPP Leadership Institute for Management Training, 6 years, currently co-chair of the MAEOPP Media Packaging as well as NEOCA (National Educational Opportunity Centers Association) vice president for two terms as well as twice serving as conference chair. Janet has a Master's degree from the University of St. Thomas in Clinical and Counseling Psychology, and a BS degree in Education, St. Cloud State University

**2nd Year Board Member.**

**Sidney R. Childs**

Executive Director, TRIO Programs, Bowling Green State University  
318 Math Science Building; Bowling Green, OH 43403  
Ph: (419)372-2677; Fax: (419) 372-2124; Email: [sidneyc@bgnet.bgsu.edu](mailto:sidneyc@bgnet.bgsu.edu)

Mr. Childs is the director of TRIO Collegiate Services which houses the Student Support Services and Ronald E. McNair Scholars programs at Bowling Green State University (BGSU) and has been with TRIO for 17 years. Over the years, he has helped and continues to assist hundreds of students achieve their goal of earning college degree. He has experience training and working with colleges and universities and professional organizations on topics ranging from student retention and success, strategic planning, and organizational leadership and effectiveness. He recently served as the president of the Ohio Association of Educational Opportunity Program Personnel (OAEOPP) and is the current president-elect of the Mid America Association of Educational Opportunity Program Personnel (MAEOPP). He is the 2009 recipient of the James A. Ranking Award for dedicated service to minority and disadvantaged youth from the Ohio TRIO Association. Mr. Childs is a two-time alumnus of Bowling Green State University, receiving a bachelor of science in business administration and master of public administration, and he is currently a doctoral student in the Leadership Studies program at the university.

**3rd Year Board Member**

**R. Renee Hampton**

Director, TRIO Programs/Special Assistant to the Provost for Diversity, Columbus State Community College; 201 Eibling Hall, 550 E. Spring St., Columbus, OH 43215  
Ph: (614) 287-5707, E-mail: [rhampton@csc.edu](mailto:rhampton@csc.edu)

Ms. Hampton's responsibilities at Columbus State Community College include diversity programming and initiatives; global initiatives; study abroad; and Educational Talent Search, Student Support Services, and Upward Bound. She was appointed to the Mayor's 2012 Bicentennial Commission and served on the Growth through Learning Focus Group. She is a charter member for the American Association for Blacks in Higher Education (AABHE) and she also serves on the Board for the Ohio Diversity Officers Collaboration (ODOC). Renée received her B.A. from Bowling Green State University and a master of arts in college student personnel. She is currently pursuing her Ph.D. in education.

**MEAEOPP**  
**Mideastern Association of Educational Opportunity Program Personnel**  
**Elections: April, Officers change: July**

**1st Year Board Member**

**Rebecca Craft**

SSS Program Manager, Delaware Technical and Community College  
100 Campus Drive, Dover, DE 19904  
Ph:(302) 857-1033; Fax: (302) 857-1092 Fax, Email:[rcraft@dtcc.edu](mailto:rcraft@dtcc.edu)

Rebecca Craft has been the Director of the Student Support Service program located on the Terry Campus of Delaware Technical & Community College, Terry Campus since 2005. During that time she has served as President of the Delaware State TRIO (DSTO) , and as a State Representative on the MEAEOPP Board of Directors. Currently serving as President-Elect, Rebecca is excited to be back on the MEAEOPP Board and working with an amazing group of TRIO personnel. Although this is her first experience with TRIO programs, Rebecca has worked to keep students in school for almost 20 years having worked with Communities in Schools of Delaware, the Boys & Girls Club of Delaware and the YMCA Resource Center, an educational branch of the YMCA of Delaware. Actively involved in her community, Rebecca having volunteered or served on the Boards of Directors of CAMP Rehoboth, The Wellness Community-Delaware, the Sussex County AIDS Community, The Children's Trust Fund of Delaware and various community theaters throughout the state of Delaware. A first generation student herself, Becky received her Bachelor's degree in Social Work at Delaware State University, a Master's degree in Organizational Leadership from Wilmington University and is currently completing doctoral coursework towards a degree in Higher Education Leadership from Wilmington University. Her doctoral dissertation research is focused on the effectiveness of building one-on-one relationships with students to enhance student engagement and retention at the community college level. Believing strongly that every day matters, Rebecca strives to make sure every student knows she is available and ready to listen. Students first and foremost is her motto.

**2nd Year Board Member**

**Corris Davis**

Director, Upward Bound, University of Maryland, Baltimore County  
1000 Hilltop Circle, Math/Psychology Building, Room 007, Baltimore, MD 21250  
Ph: (410) 455-2700, Fax: (410) 455-1062, E-mail: [cdavis4@umbc.edu](mailto:cdavis4@umbc.edu)

Ms. Davis's tenure in TRIO began in 1995, when she worked as a tutor-counselor with the Upward Bound program at UMBC. After completing her B.S. degree, she became the office coordinator and later was promoted to assistant director. She has served actively in both her state and regional professional TRIO associations. She holds a B.S. in biological sciences from UMBC, where she was inducted as a member of Omicron Delta Kappa National Leadership Honor Society. She also holds an M.S. in information technology from the University of Maryland University College, and she has completed graduate coursework in molecular and cellular biology and measurement, statistics, and evaluation.

**3rd Year Board Member**

**Diane Sandefur**

Director, Veterans Upward Bound, University of Pennsylvania  
220 S. 40th St., Suite 260, Philadelphia, PA 19104  
Ph: (215) 898-6892, Fax: (215) 898-9301, E-mail: [sandefur@pobox.upenn.edu](mailto:sandefur@pobox.upenn.edu)

Ms. Sandefur has been involved with TRIO since 1997, when she became a counselor with the Veterans Upward Bound program at the University of Pennsylvania. She has directed the program for the past three years. She is immediate past president of the Pennsylvania Association of Educational Opportunity Program Personnel (PAEOPP). She received her bachelor's degree from the University of Pennsylvania in 1995 and graduated magna cum laude. In 1997, she received a master's of science in education, also from Penn, with a concentration in psychological services in education. Prior to her involvement with TRIO, she worked in schizophrenia research and later as a senior research coordinator in the Department of Psychiatry at the University of Pennsylvania.

**NASP**  
**Northwest Association of Special Programs**  
**Elections: December, Officers change: December**

**1st Year Board Member**

**Lucila Loera**

Assistant Vice-President/Research and External Support, Washington State University,  
Lighty Student Services, Room 370A, PO Box 641067, Pullman, WA 99164-106  
Ph: (509) 335-7944; E-mail: [lucila@wsu.edu](mailto:lucila@wsu.edu)

Lucila Loera (Luci) serves as Assistant Vice-President for Enrollment Management/Research and External Support at Washington State University (WSU). Originally from Southern California, she attended the University of California, Irvine for her Bachelor's degree in Social Ecology. After teaching in Brazil, she moved to Pullman and joined WSU in 1996 as a graduate student in Counseling Psychology. She has since held many roles at WSU including Multi-Cultural Liaison for Career Services, Director of Student Support Services, and Dean of Students. She is currently chairing the NASP conference for 2011 in Spokane, Washington and has chaired the conference in 2004. She has served on the NASP TRiO Travel Abroad and Scholarship Committees. She has written and received federal grant funding for programs such as the College Assistance Migrant Program (CAMP), Child Care Access Means Parents in School Grant (CCAMPIS), and Student Support Services (SSS). In her current role, she oversees CAMP, SSS, Upward Bound/Omak and Early Outreach efforts for the institution.

**2nd Year Board Member**

**Vicki Trier**

Director, Ronald E. McNair Program, University of Idaho , College of Graduate Studies  
Box 443017, Moscow, ID 83844-3017  
Ph: (208) 885-6748; E-mail: [vtrier@uidaho.edu](mailto:vtrier@uidaho.edu)

Dr. Trier has been the director of the University of Idaho's Ronald E. McNair Post-baccalaureate Achievement Program since 2007 and was previously the program coordinator (since 2003). Dr. Trier is currently the president of the Idaho Association of TRIO Programs and president-elect of NASP (Northwest Association of Special Programs). In addition to working with the McNair Program, she has worked with Student Support Services and with Upward Bound.

**3rd Year Board Member**

**Neil McFarlane**

Director, SSS/AAP, Central Washington University  
400 East University Way, Ellensburg, WA 98926-7430  
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Dr. McFarlane is a member of the Indiana Coalition of Blacks in Higher Education Scholarship Review Board and is currently the president-elect for the Northwest Association of Special Programs (NASP). He received his bachelor's degree in theology from the Jamaica Theological Seminary, his B.A. in French from the University of Waterloo in Ontario, his M.R.E. in religious education from the Gordon-Conwell Seminary, and his Ph.D. in educational studies from Trinity International University.

**NEOA**  
**New England Educational Opportunity Association**  
**Elections: April, Officers change: September**

**1st Year Board Member**

**Patricia Gregson**

Vice President of Access and Transition, Mount Wachusett Community College  
444 Green Street; Gardner, MA 01440-1348  
Ph: (978) 630-9248; fax (978) 630-9400, Email: [p\\_gregson@mwcc.mass.edu](mailto:p_gregson@mwcc.mass.edu)

Patricia (Pati) Gregson currently serves as Vice President for Access and Transition at Mount Wachusett Community College. Pati is responsible for the college's K-12 partnership programs as well as programs for out of school youth. These programs include Federal TRiO programs, Upward Bound Math and Science, Talent Search, GEAR UP 2011-2012, GEAR UP 2016-2017, and Gateway to College to name just a few. Under her leadership, the college's K-12 initiatives have more than quadrupled in size and scope and currently service 3500 students providing 3.6 million dollars in resources to our communities. Currently, this division has partnership arrangements with over fifteen school systems and services the twenty one cities and towns. Pati was a member of Governor Patrick's Readiness Project's High School Plus Subcommittee in 2007-2008 and is a current member of the statewide Dropout Prevention and Recovery Commission and the statewide Dual Enrollment Advisory Board. Pati is married with three school aged children and resides in Hubbardston Massachusetts. Pati completed her Masters degree in Psychology at Boston University and is enrolled in a doctoral program in higher education leadership at Northeastern University.

**2nd Year Board Member**

**Reggie Jean**

Project Manager, Upward Bound, Boston University  
621 Commonwealth Ave., Boston, MA 02215  
Phone: (617) 353-3551 (617) 353-3924 (fax), Email: [reggie@bu.edu](mailto:reggie@bu.edu)

Mr. Jean is currently the project manager for Boston University Upward Bound (UB) and president-elect for the New England Educational Opportunity Association (NEOA). Born in Brooklyn, NY, he began a connection with TRIO as a tutor with UB during the summer of 1994. He served as a tutor for two years until he earned his degree. While he worked full time as a teacher, he returned each summer for four years to work with UB. He then worked as the program's academic coordinator from 2001 to 2008. Mr. Jean earned his bachelor's degree in sociology, with a focus in social studies education, and a master's degree in administration in education from Boston University. He has served on several boards with NEOA, MEFA, and the College Board, and he is also past president of the Massachusetts Educational Opportunity Association.

**3rd Year Board Member**

**Karen Madden**

Director, Academic Support Services, Johnson State College  
337 College Hill, Dewey  
Johnson, VT 05656  
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Dr. Madden, NEOA President, earned an undergraduate degree at Trinity College of Vermont and a Ph.D. from Michigan State University in American history, specializing in women's political history. Dr. Madden has worked in higher education for almost 20 years, first at Trinity College and now as the director of the SSS program at Johnson State College. She also teaches history part time at Johnson State College and the University of Vermont. She has held a number of volunteer positions, including treasurer of the Trinity College Alumni Association, secretary of the Brownell Library Foundation and vice president of United Professionals of Vermont.

**SAEOPP**  
**Southeastern Association of Educational Opportunity Program Personnel**  
**Elections: October, Officers change: March**

**1st Year Board Member**

**Michael Maxwell**

Program Manager, UBMS, Morehouse College  
830 Westview Drive  
Atlanta, GA 30314

Ph: (404) 653-7832; fax: (404) 588-2215; cell: (404) 585-1867, Email: [mmaxwell@morehouse.edu](mailto:mmaxwell@morehouse.edu)

Michael Maxwell is the Program Manager for the Upward Bound Math/Science Southeastern Regional Institute at Morehouse College. He has been involved with TRIO since October of 2001. He has also served as the Program Manager for the Ronald E. McNair Post-Baccalaureate Achievement Program at Morehouse College. Michael has served as the President, Vice-President, Treasurer, and Member-At-Large of the Georgia Association of Special Program Personnel. He also served as Treasurer and Technology Co-Chairperson of the Southeastern Association of Educational Opportunity Program Personnel. Michael is a proud product of the Emerging Leaders Institute from both organizations. Michael is married to Sherontae Maxwell, director of Educational Talent Search at the University of Georgia, who he met at a TRIO conference.

**2nd Year Board Member**

**Tracy Lyons**

Director, Student Support Services, University of Alabama at Birmingham  
1400 University Blvd., Suite HUC 540, Birmingham, AL 35294-1150

Ph: (205) 934-2729;(205) 975-0369; (205) 529-5814, Email: [tl Lyons@uab.edu](mailto:tl Lyons@uab.edu)

Ms. Lyons, a former Student Support Services participant, has been actively involved with TRIO programs for the last 19 years as a student, mentor, tutor, residence counselor, and guidance counselor. She previously worked as a counselor with the Miles College Upward Bound program. Ms. Lyons is the director of Student Support Services (TRIO Academic Services) at the University of Alabama at Birmingham. She received her bachelor's degree and master's degree from the University of Montevallo. She currently serves as the vice president for the Southeastern Association of Educational Opportunity Program Personnel (SAEOPP) and is the immediate past president of the Alabama Association of Educational Opportunity Program Personnel. On the regional SAEOPP Board, she serves as the co-chair of the Emerging Leaders Institute. She is also the program coordinator for COE's National Student Leadership Congress and a staff member for the 2008 COE International Leadership Program. Additionally, she serves as a TRIO training consultant.

**3rd Year Board Member**

**Celeste Brooks**

University of Tennessee-Knoxville  
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Phone: (865) 974 7900, Fax: (865) 974-7903 E-mail: [brooksac@utk.edu](mailto:brooksac@utk.edu)

Ms. Brooks is the president for the SAEOPP region. She has been a part of the TRIO community for 15 years. She served as coordinator for the Ronald McNair Program at the University of Tennessee-Knoxville beginning in 1996 and as a counselor for UTK's SSS Educational Advancement Program. She received her bachelor's degree in commerce from Knoxville College in 1984, and her master's in educational administration and supervision from the University of Tennessee-Knoxville in 1996. She is a member of numerous civic and community organizations in the Knoxville community.

**SWASAP**  
**Southwest Association of Student Assistance Programs**  
**Elections: November, Officers change: November**

**1st Year Board Member**

**Lynette Bates**

Director, Classic Upward Bound, University of New Orleans  
2000 Lakeshore Drive, Bicentennial Education Center, Room 186  
New Orleans, LA 70148  
Ph: (504) 280-7050; Fax: (504) 280-6289; [ldbates1@uno.edu](mailto:ldbates1@uno.edu)

Lynette Denise Bates is a native of New Orleans, LA. She holds a Master of Religious Education with a Specialization in Social Work from the New Orleans Baptist Theological Seminary. As an undergraduate she studied Religious Education at Louisiana College where she specialized in Communications. Lynette serves as the Director of the University of New Orleans Classic Upward Bound Program, and represents the TRIO community as President Elect of the Southwest Association of Student Assistance Programs in addition to serving as former President (2 terms) and Secretary (2 terms) of the Louisiana Association of Student Assistance Programs; and former Secretary (1 term) of the Southwest Association of Student Assistance Programs. Ms. Bates also contributes to the TRIO community as a faculty member of the Legislation and Regulations Seminar for New and Experienced TRIO Managers and the Improving College Admissions Outcomes, Securing Financial Aid, and Increasing Financial and Economic Literacy for All TRIO Programs. Additionally, she has served as Chair and Co-Chair of the National Student Leadership Congress and faculty member of the Upward Bound Proposal Writing Workshop. In her local community, she is the Secretary of the Greater Gentilly Steering Committee of the Greater Gentilly High School, the Parliamentarian of the National Coalition of 100 Black Women, Greater New Orleans Chapter, Inc. and a Youth Development Trainer for the Greater New Orleans Afterschool Partnership.

**2nd Year Board Member**

**Deborah Evers**

Director, Talent Search, Oklahoma State University  
109 Thatcher Hall, Stillwater, OK 74078-4087  
Ph: (405) 744-4214; Fax (405) 744-4202, E-mail: [eversd@okstate.edu](mailto:eversd@okstate.edu)

Ms. Evers has been the director of the OSU Educational Talent Search program since 2002. She is very active in the TRIO community at the state, regional, and national levels. She is the immediate past president of the Oklahoma Division of Student Assistance Programs, Oklahoma's association for TRIO professionals. Ms. Evers is president-elect of the Southwest Association of Student Assistance Programs (SWASAP) and chair of SWASAP's Emerging Leaders Institute and Technology & Publications Committee and has presented on state legislation and advocacy. She is a former member of the OSU Staff Advisory Council, serving on the Policies, Procedures, and Benefits sub-committee. She is a graduate of the OSU Leadership Development program. Deborah has her M.S. in education with an emphasis on literacy and is licensed to teach K-12 in Oklahoma and California. She is also a certified reading specialist in Oklahoma and California. She and her family relocated from California to Stillwater, OK in 2002.

**3rd Year Board Member**

**Barry Lofton**

Program Director, Office of TRIO Programs, University of Central Oklahoma  
Chambers Library, Room 221; 100 North University Drive, Box 95 Edmond, OK 73034-5209  
Ph: (405) 974-3600, E-mail: [blofton@ucok.edu](mailto:blofton@ucok.edu)

Mr. Lofton is a graduate of Henderson State University in Arkadelphia, AR where he received bachelor of science and master of science degrees. He has extensive experience in higher education in the area of college student personnel. Presently the director of TRIO Programs at the University of Central Oklahoma, his responsibilities include managing and supervising the McNair Scholars program and the Upward Bound program.

**WESTOP**  
**Western Association of Educational Opportunity Personnel**  
**Elections: March, Officers change: July**

**1st Year Board Member**

**Donelle Davis**

Program Director, TRIO Scholars Program (SSS), University of California, Davis  
2205 Dutton Hall, One Shields Ave., Davis, CA 95616  
Ph: (530) 754-8140; Fax: (530) 754-8420, Email: [ddperkins@ucdavis.edu](mailto:ddperkins@ucdavis.edu)

Ms. Davis began her TRiO experience as a Student Support Services Peer Mentor at Sonoma State University where she received her bachelors degree in multicultural studies. She then went on to obtain her masters degree at Sacramento State University in Higher Education Leadership and is currently pursuing her doctorate in Education at the University of California, Davis. As the first in her family to graduate from college, Ms. Davis is determined to help students create a culture of college-going in their families. Currently the President-Elect of the Western Association of Educational Opportunity Personnel (WESTOP) Ms. Davis draws on her experience with the Northern California Chapter as President and Conference Chair.

**2nd Year Board Member**

**Rafael Topete**

Consultant, EDvolution, Inc.  
5575 Simmons #1-228, North Las Vegas, NV 89031  
Ph: (626) 221-0100, E-mail: [ralph.topete@yahoo.com](mailto:ralph.topete@yahoo.com)

Mr. Topete, the President-elect of WESTOP, has worked with school districts and TRIO programs in various capacities as teacher, trainer and administrator for almost 20 years. Currently, he consults with EDvolution and provides training for the University of Puerto Rico, Humacao's TRIO programs. Previously, he directed four TRIO programs at the University of Nevada-Las Vegas (UNLV) Center for Academic Outreach. He has taught in Los Angeles schools and served as special education coordinator for the Los Angeles school district. He also acted as coordinator for the Upward Bound/Veterans Upward Bound programs at The East Los Angeles Community Union (TELACU). The first in his family to earn a four-year degree, Mr. Topete earned a B.A. in sociology from Pomona College, a teaching certificate from California State University, and an M.A. in educational leadership and workforce education from UNLV.

**3rd Year Board Member**

**Michele Scott**

Director, EOC, California State University-Long Beach  
3447 Atlantic Avenue, 2nd Floor, Long Beach, CA 90807  
Ph: (562) 570-3714, E-mail: [mscott@csulb.edu](mailto:mscott@csulb.edu)

Ms. Scott is the Director of the Educational Opportunity Center, California State University, Long Beach (CSULB) and current President of WESTOP. She began her TRIO work experience in 1980 as a Counselor for Volunteers of America-Talent Search and was later promoted to Counselor Coordinator. She has worked at CSULB, since 1983 as a Counselor Coordinator and Assistant Director for Educational Talent Search program and in 2002 became the EOC director. She is a graduate of Oakwood University, Huntsville, Alabama with a Bachelor of Science in Behavioral Science and a Master of Art Degree in Organizational Management from the University of Phoenix. She has served on the So Cal WESTOP and WESTOP Governing Boards and actively involved in both associations; board member-Los Angeles Adventist Academy; lay member-Greater Los Angeles Region Committee; member-National Association of Educational Opportunity Center Association and holds several leadership position at the University Seventh-day Adventist Church, Los Angeles, CA. She is the recipient of the 1996 and 2002 Exemplary Award from South Coast Consortium of Schools and Colleges and the 2007 NAACP Long Beach Chapter "Shero Award". Michele is the sixth of eight children and the first in her family to earn a bachelors degree. She has one adult son Loren Scott Richmond.

## 2010-2011 Board Committees

### By-Laws Committee

<p><b>Chairs:</b> Vicki Trier Evelyn Rivera Torres</p> <p><b>Members:</b> Jose Vargas Michael Maxwell Barry Lofton Michelle Scott Dawn Eckhardt Reggie Jean Barbara Thompson Rebecca Craft Patricia Gregson Ronnie Gross</p> <p><b>COE Staff:</b> Maureen Hoyler</p>		<p><b>Purpose:</b> To consider proposals for changes in the By-Laws and to recommend changes in the By-Laws to the Board of Directors.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Facilitate effective communications within the Regions when changes require regional ratification.</li> </ol>
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### Budget and Finance Committee

<p><b>Chair:</b> Dan Connell</p> <p><b>Members:</b> Barry Lofton (2011) Michelle Scott (2011) Corris Davis (2011) Ngondi Kamatuka (Ex-Officio,</p>		<p><b>Purpose:</b> To prepare an annual budget for review and approval by the Board; to ensure an annual audit of the financial affairs of the Council; and to provide guidance in matters pertaining to the fiscal affairs of the Council.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Review and update fiscal policies as necessary and present recommendations for the Board's consideration.</li> </ol>
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<p>Chair Elect)  Mike Wade (Ex-Officio)  Vicki Trier (2012)  Reggie Jean (2012)  Mateo Arteaga  Jose Vargas</p> <p><b>COE Staff:</b>  Susan Dorsey</p>		<p>2. Monitor budget/financial plans to ensure that all financial expenditures support the Council’s strategic plan.</p>
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<b>Conference Committee</b>		
<p><b>Chairs:</b>  Tracy Lyons  Jose Martinez-Saldana</p> <p><b>Members:</b>  Janet Tauer  Barbara Thompson  Angel Olivares  Lucila Loera  Lynette Bates  Rachel Martinez</p> <p><b>COE Staff:</b>  Angelica Vialpando</p>		<p><b>Purpose:</b> To plan and promote an annual meeting that ensures high-quality professional development experiences for administrators, counselors, researchers, and instructors involved with educational opportunity programs, that enhances Council visibility, and that generates budgeted unrestricted revenue.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Meet revenue target and hold to 95% of expense target.</li> <li>2. Include workshops dedicated to leadership development opportunities</li> <li>3. Develop a marketing plan for the 30<sup>th</sup> anniversary conference</li> </ol>

<b>Evaluation and Compensation Committee</b>		
<p><b>Chair:</b>  Mateo Arteaga</p>		<p><b>Purpose:</b> Assist the Board Chair in evaluating the President and making recommendations to the Board relating to compensation of the President.</p>

<p><b>Members:</b> Deborah Northcross Ngondi Kamatuka Ruth Johnson Michael Wade</p> <p><b>COE Staff:</b> Alvin Phillips</p>		<p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Conduct an annual evaluation of the President.</li> <li>2. Ensure that the Board Chair enlists input from all members of the committee and prepares a summary evaluation to present to the President.</li> <li>3. Ensure that both the Council Board and the President are fairly represented in all aspects of the evaluation and compensation process.</li> <li>4. Enlist assistance from the Council’s counsel to ensure that Intermediate Sanctions requirements are followed for all Council personnel who fall within these regulations.</li> </ol>
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<b>Governmental Relations Committee</b>		
<p><b>Chair:</b> Arnold Mitchem</p> <p><b>Members:</b> All Board Members</p> <p><b>COE Staff:</b> Heather Valentine</p>		<p><b>Purpose:</b> To assure that the views of the TRIO and GEAR UP communities are communicated to and understood by Congress; to disseminate pertinent information regarding legislative issues relevant to educational opportunity programs; to maintain liaison with, obtain information from, and disseminate information from appropriate federal departments and agencies about issues pertinent to educational opportunity programs.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Provide opportunities in each region for discussion of annual appropriations and, when appropriate, reauthorization issues.</li> <li>2. Continue to identify and cultivate strategic relationships with elected officials, corporate entities, and others to advance postsecondary educational opportunity for low income students.</li> <li>3. Continue to promote educational opportunity for low income Americans in national media.</li> </ol>

<b>International Access Committee</b>		
<p><b>Co-Chairs:</b> Renee Hampton Beth Olivares</p> <p><b>Members:</b> Lynne Brown Mike Wade David Megquier Diane Sandefur Neil McFarlane Reggie Jean Evelyn Rivera-Torres Angel Olivares Barbara Thompson</p> <p><b>COE Staff:</b> Holly Hexter</p>		<p><b>Purpose:</b> To plan and implement the Council’s global initiatives, including staff and student study tours. To encourage greater international travel and study by TRIO students and staff.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Plan and implement the 2010-11 student study tour.</li> <li>2. Assess current international efforts and recommend ways to enhance international relationships and partnerships and to introduce the TRIO model internationally.</li> <li>3. Identify and explore ways to increase regional, state, and community support of global experiences for the TRIO community.</li> <li>4. Promote international access opportunities for TRIO participants and staff in national media and at regional and state conferences.</li> <li>5. Include at least 1 workshop in the annual conference dedicated to expanding international opportunities for TRIO staff and students.</li> <li>6. Encourage student and/or staff presentations of study abroad programs at the regional conference</li> </ol>

<b>Nominations and Elections Committee</b>		
<p><b>Chair:</b> Mateo Arteaga</p> <p><b>Members:</b> Regional Presidents</p>		<p><b>Purpose:</b> To coordinate procedures required for the nomination and election of Council officers under Article VII of the Bylaws.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Initiate the election process and coordinate with the Council staff the dissemination of information to the Board in a timely manner.</li> <li>2. Ensure that ballots are tallied.</li> <li>3. Ensure that election results are presented to the Board.</li> </ol>

### Personnel Committee

<p><b>Co-Chairs:</b> Dawn Eckhardt Tracy Lyons (2011)</p> <p><b>Members:</b> Renee Hampton (2011) Neil McFarlane (2011) Camille Zeigler (2012) Beth Olivares (2012) Corris Davis (2011) Jose Martinez-Saldana (2012) Deborah Northcross Ngondi Kamatuka (Ex-Officio)</p> <p><b>COE Staff:</b> Al Phillips</p>		<p><b>Purpose:</b> To monitor the implementation of the Council’s personnel policies and to recommend modifications in these policies as required.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Review and make recommendations for modifications in the Council’s existing policies for Board approval.</li> <li>2. Monitor the implementation of the Council’s personnel policies.</li> <li>3. Provide support to the Evaluation and Compensation Committee as needed.</li> </ol>
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### Professional Standards & Initiatives Committee

<p><b>Co-Chairs:</b> Deborah Evers Neil McFarlane</p> <p><b>Members:</b> Karen Madden Renee Hampton Diane Sandefur Janet Tauer</p>		<p><b>Purpose:</b> To assist educational opportunity programs in achieving high levels of effectiveness through use of self-study tools and peer monitoring, including the CAS Standards.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Provide pre-conference training on CAS standards</li> <li>2. Facilitate the linkage of CAS Standards to multiple types of program evaluation</li> <li>3. Include at least 1 workshop at the annual conference on CAS Standards</li> </ol>
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Barbara Thompson Angel Olivares Donnell Davis Lucila Loera Rachel Martinez  <b>COE Staff:</b> Maureen Hoyler Kelly Middleton		
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### Resource Development Committee

<b>Co-Chairs:</b> David Megquier Camille Zeigler  <b>Members:</b> Regional Presidents  <b>COE Staff:</b> Al Phillips Angelica Vialpando		<b>Purpose:</b> To assure that the Council reaches its Fair Share targets and to plan and implement appropriate ways of honoring those who contribute to the Council.  <b>Charges:</b> <ol style="list-style-type: none"> <li>1. Increase institutional memberships at institutions that host TRIO programs</li> <li>2. Ensure that each region meets its Fair Share target</li> <li>3. Ensure that all states meet their Fair Share target</li> <li>4. Increase personal contributions</li> </ol>
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### State Leadership Committee

<b>Co-Chairs:</b> Sidney Childs Deborah Northcross		<b>Purpose:</b> To assist states/chapters build their capacity to increase the visibility of TRIO among stakeholders and to broaden and strengthen educational opportunity efforts  <b>Charges:</b>
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<p><b>Members:</b>  Reggie Jean  Corris Davis  Deborah Evers  Rafael Topete  Jose Vargas  Vicki Trier  Michael Maxwell  Donnell Davis  Lynne Brown</p> <p><b>COE Staff:</b>  Heath Alexander</p>		<ol style="list-style-type: none"> <li>1. Continue to build state/chapter capacity using the benchmarks of the scorecard as a tool to measure progress</li> <li>2. Conduct a State Leadership Caucus prior to the annual conference</li> <li>3. Conduct the State Leaders Summit which will provide leadership training for state/chapter leaders</li> <li>4. Administer the State Initiative grant program.</li> <li>5. Include a strand of workshops in the annual conference designed to increase state initiative efforts</li> </ol>
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<b>Strategic Planning Committee</b>		
<p><b>Co-Chairs:</b>  Celeste Brooks  Karen Madden</p> <p><b>Members:</b>  Anthony Culpepper  Michelle Scott  Dawn Eckhardt  Rebecca Craft  Beth Olivares</p> <p><b>COE Staff:</b>  Chandra Taylor Smith</p>	<p><b>Strategic Goal 5: Develop a framework of economic sustainability and organizational stability to build the Council's capacity to advance equal educational opportunity.</b></p>	<p><b>Purpose:</b> To monitor the implementation of the 2010-13 Strategic Plan</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Prepare a report for the September 2011 Board meeting describing progress made toward strategic plan goals by each committee.</li> </ol>

**TRIO Achievers & Alumni Committee**

<p><b>Co-Chairs:</b> Rafael Topete</p> <p><b>Members:</b> Deborah Evers Evelyn Rivera Torres Janet Tauer Celeste Brooks Anthony Culpepper Rebecca Craft Lucila Loera Patricia Gregson Rachel Martinez</p> <p><b>COE Staff:</b> Jodi Koehn-Pike</p>	<p><b>Strategic Goal 2: Cultivate and strengthen relationships with all stakeholders to maximize educational opportunities for the least advantaged students.</b></p> <p><b>Strategic Goal 3: Develop leaders to further the mission of the Council.</b></p> <p><b>Strategic Goal 5: Develop a framework of economic sustainability and organizational stability to build the Council's capacity to advance equal educational opportunity.</b></p>	<p><b>Purpose:</b> To seek and identify former TRIO participants for recognition and support of educational opportunity.</p> <p><b>Charges:</b></p> <ol style="list-style-type: none"> <li>1. Solicit nominations and select TRIO Achievers to be recognized at the Council's 2011 Annual Conference.</li> <li>2. Encourage that all states/chapters have alumni representation at the 2011 Policy Seminar.</li> <li>3. Encourage the expansion of at least five TRIO Alumni Chapters.</li> <li>4. Work to expand the number of alumni in the COE Alumni database.</li> <li>4. Support the National TRIO Alumni Association in creating online alumni sites.</li> </ol> <p>Include at least 2 workshops at the annual conference on alumni development</p>
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# Insert Tab: Minutes

**Council for Opportunity in Education**

**Board of Directors Meeting**

**18 December 2010**

**Royal Sonesta Hotel**

**New Orleans, LA**

<p><b>Roll Call</b></p> <p><b>AEEE</b> Anthony Culpepper Barbara Thompson Beth Olivares</p> <p><b>ASPIRE</b> Lynne Brown Ryan Ross Dawn Eckhardt</p> <p><b>CATP</b> Angel Olivares José Vargas Evelyn Rivera Torres</p> <p><b>MAEOPP</b> Janet Tauer Sidney Childs R. Renée Hampton</p> <p><b>MEAOPP</b> Rebecca Craft Corris Davis Diane Sandefur</p> <p><b>NASP</b> Lucila Loera Vicki Trier Neil McFarlane</p>	<p><b>Board Chair</b> Mateo Arteaga</p> <p><b>Past Board Chair</b> Deborah Northcross</p> <p><b>Board Chair-Elect</b> Ngondi Kamatuka</p> <p><b>Treasurer</b> Michael Wade</p> <p><b>Secretary</b> Ruth W. Johnson</p> <p><b>Parliamentarian</b> Ronnie D. Gross</p> <p><b>President</b> Dr. Arnold L. Mitchem</p> <p><b>Absent:</b> Anthony Culpepper Ryan Ross Lucila Loera Ngondi Kamatuka</p> <p><b>Vote:</b> AEEE – 1.5 ASPIRE – 1.5 NASP – 1.5</p>
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<p><b>NEOA</b>  Patricia Gregson  Reggie Jean  Karen Madden</p> <p><b>SAEOPP</b>  Michael Maxwell  Tracy Lyons  Celeste Brooks</p> <p><b>SWASAP</b>  Lynette Bates  Deborah Evers  Barry Lofton</p> <p><b>WESTOP</b>  Donelle Davis  Rafael Topete  Michele Scott</p>	
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1. **Call to Order:** Mateo Arteaga, Chair, at 8:31 a.m.  
**Quorum established by** Parliamentarian Ronnie Gross

**Action:** Motion to approve the Agenda with the following amendments:

1. Evaluation and Personnel Committee need to add Evaluation and Compensation Form;
2. Action Items: Add Item 6, motion to approve the objectives of the Strategic Plan

**Motion to approve Agenda as amended:** Deborah Northcross

**Seconded:** Rafael Topete

**Motion approved**

**Action: Motion to approve minutes May Minutes with necessary corrections:**

Beth Olivares

**Seconded:** Michele Scott

**Motion approved**

2. **Board Chair's Report** can be found in the Chair's Report, 14–18 December 2010. It contains all committee reports. Mateo extended thanks to all committee chairs for keeping him abreast of their work and will continue conversations. The following changes were made to previous committee assignments:

- Dan Connell was elected Chair of the Budget and Finance Committee
- Jose Vargas was added to the Finance Committee
- On International Access, Angel Olivares and Barbara Thompson were added
- All charges to committees begin with "Number 1"

**Action: Motion to accept and approve changes to Committee assignments:** Diane Sandefur

**Seconded:** R. Renee Hampton

**Motion carried**

### **Committee Reports**

- a. **By-Laws Committee:** Report presented by Evelyn Rivera Torres. A recommendation for an amendment regarding International Education will be submitted for consideration by the board.

Chair Arteaga requested that the Board revisit the previous action regarding changes to Committee assignments. Mateo presented the following changes to Committee appointments:

- Add Patricia Gregson to the TRIO Achievers and Alumni Committee
- Remove Barbara Thompson from Strategic Planning
- Add Ngondi Kamatuka to the Personnel Committee as Ex-officio, Deborah Northcross will remain on Personnel as a committee member
- Ryan Ross is removed from all committee assignments (due to resignation from board for personal reasons)
- Mateo Arteaga is added to Budget and Finance
- Angel Olivares is removed from By-laws Committee

**Action: Motion to amend previous motion to accept and approve Committee assignments:** Diane Sandefur

**Seconded:** Beth Olivares

**Motion carried**

- b. **International Access:** Beth Olivares highlighted the following in the report which was distributed to board members:

- Developed an in-depth action plan

- Discussed committee budget issues and request an increase in the budget to allow for staff travel
  - Discussed restricted and unrestricted funds available for student and staff travel
  - Discussed 2011 tour to Salamanca
  - Discussed process for application and review of application process and a revised orientation and debriefing processes
  - Assessment of past studies-abroad
  - Thanks to Holly Hexter and Chandra Taylor Smith
- c. **State Leadership:** Report presented by Sidney Childs with the following highlights:
- Reviewed and refined the State Report Card, and will have the document ready early in the new year
  - Proposed two strands for Leadership Summit (1) Communications and (2) Leadership Development. There are plans for improvement and enhancement of use of media and development of skills to enhance state and chapter associations.
  - There were 21 applications for State Initiative Grant. Though the budget won't allow for all applications to receive funding, the process will focus on Alumni Engagement, State Advocacy, and media.
  - They plan to follow-up with states regarding the 72-hour clarion call to contact the White House; we will come up with names to provide Heath with assistance with this initiative.

Deborah Northcross added her appreciation that Chair Arteaga will continue to advance the agenda for state capacity-building, and said it was unclear in the regional reports that the states were to be reporting at this particular board meeting on the progress of their regions, states, and chapters regarding progress in that area. We will refine and define the reporting process so that data and pride points can be provided. This will inform the report to the Council particularly in areas where assistance is needed.

Barry Lofton inquired as to the use of the information collected by Donna Thompson recently.

Sidney replied that the information is being reevaluated by the committee to make it more user-friendly and less cumbersome. Previously submitted data can still be used as benchmarks for states and chapters.

- d. **Personnel Committee:** Dawn Eckhardt presented the report and highlighted the following:
- Procedures for Evaluation and Compensation, dated May 10<sup>th</sup> and Policy for

Evaluation and Compensation of the President, dated 30 August 2010 were provided to board members

- Both documents were reviewed in great detail with the last update in 2005, so the detailed procedures were examined to develop the evaluation tool for the President
- The current document gives detailed timelines
- On page 1 of the May 2010 document, the third bullet point was added in response to previous board meetings in which a member of the board had suggested an evaluation tool too late for current use. Now, a board member can submit information or documents to the Personnel Committee by 15 March

**Action: Committee recommended board approval of the two documents:** Dawn Eckhardt  
**Seconded:** Sidney Childs

**Motion carried**

- e. **Professional Standards and Initiatives:** Neil McFarlane highlighted the following in the report:
  - A number of our people are hesitant to use CAS
  - Recommended that every region follow in the footsteps of MAEOPP by providing full training for their members in use of CAS by Fall 2011  
Neil asked for other regions using CAS to identify themselves. SAEOPP, SWASAP, and ASPIRE said they use CAS.
- f. **Resource Development:** David Megquier highlighted the following points in the report:
  - We are a little behind where we were last year at this time
  - We did not meet Fair Share last year, so our work is cut out for us this year
  - Thanks to all board members who have agreed to be Champions or Co-champions. We have made progress toward expanding that number, and he hopes by the end of the year every board member is a Champion or Co-champion. Our community will not move unless the leadership goes first.
  - Pledge booth at the Annual Conference was very successful generating \$70K from 10 for 10 and Champions
  - There are two campaigns underway: (1) encourage Institutional Membership renewals for expired members; (2) Winter Campaign was renamed the Welcome Back Campaign
  - The 10 for 10 Campaign continues
  - The Committee made phone calls, but were hindered by hotel phone problems; Connected with 34 institutions which generated 16 requests for invoices
  - The Committee recommends the continuation of incentives to encourage

personal contributions; increase recognition of Champions during Annual Conference as well as at Regional and State Conferences; provide reduced rates to allow for the participation of retirees in Policy Seminar and Annual Conference; improve the recording and reporting system with regards to 10-for-10 Campaign to allow for more comprehensive reports to facilitate planning;

- The Committee discussed increasing the value of IM by adding Appeals Assistance making this a benefit for members or give member priority ranking

Mitchem responded to Evelyn's question regarding the recommendation for Appeals process. He stated that COE had gotten complaints regarding time and efforts spent on non-IMs. Historically, COE assisted any TRIO project in need of assistance irrespective of membership status. The question for this board is, "Can the organization continue this policy given the fact that the process is much more elaborate given the changes that this board recommended to Congress that was adopted in August 2008. So, in a certain sense, you have created a traffic jam. You should also consider what it requires of your staff and the organization to do this in terms of costs." The amount of time spent on this process is considerable.

Tracy Lyons asked the Committee how much time there was before the decision must be made.

David Megquier stated that a decision should be made by May in light of the Talent Search competition.

David requested an opportunity to amend his report as follows: because of the extended period and the Department's decision to set aside 10% of funds to fund successful appeals, the committee discussed using the current year's allocation of projects to determine Fair Share amounts for the next year. This will provide the necessary information at the beginning of the Fair Share Year in July to facilitate early start up.

Chair Arteaga referred this issue back to the Committee for them to seek feedback from regional presidents and their memberships, and report back to the board in May.

**g. Strategic Plan:** Karen Madden and Celeste Brooks distributed a handout to board members. The following discussion ensued for each goal:

In response to question by Reggie Jean, Karen responded that the goals were voted on at the September meeting. This meeting will address only objectives. There was no discussion about objectives under Goal I.

There was no discussion about objectives under Goals II, III, IV and V.

Under Goal VI, Chandra Taylor Smith commented that the Committee felt “D” was more of an action item and made the revision (Introduce TRIO as having promising practices for international educational access) from “TRIO model” to “promising practices.”

Celeste asked if D was to be an objective or an action item.

Karen clarified the position of the Committee which was to leave D as an objective.

Evelyn commented that during the Retreat and International Access Committee meetings the decision to present TRIO as having both promising practices not only for international training access but also TRIO as a model for serving low-income/first-generation students. Therefore, D is considered an action item instead of an objective.

Reggie stated that the Committee saw D as an action item rather than an objective.

Diane Sandefur stated that in Committee this was discussed at great length and D was viewed as an action item supporting C.

Ronnie Gross reminded members to address questions and comments to the Chair.

Lynette Bates stated that the wording should remain as an objective (D).

Evelyn stated that perhaps the Strategic Planning Committee may not have had the full knowledge of the work done by the International Access Committee which included action items with specific dates to complete this in three years. The Committee had been unable, previously, to assess outcomes of student and staff travel.

Celeste responded that the Strategic Planning Committee (SPC) did have that information beforehand.

Chair Arteaga stated that these can be modified by the Chairs.

Beth stated that SPC did not spend time examining action items because they were charged with the combination of objectives under each goal, and present them to the board in its entirety. Beth suggested the elimination of D and including it as an action item under one of the other objectives.

Mateo asked if there were any objections to striking D as an objective and including it as an action item.

Celeste recommended that D be stricken as an objective and worded as an action item under another objective.

Karen inquired about Parliamentary Procedure; would the board be voting on that as an amendment? The Chair affirmed that the vote would include the whole item; voting on the recommendation that the objectives be approved with the elimination of D, and D would be moved to an action item.

**Action: Accept the objectives for strategic goals as amended minus D which will be moved to action item:** Renée Hampton

**Seconded:** Beth Olivares

**Motion carried**

Karen stated that the Committee would make recommendations to the Chair regarding assignment of goals to committees, and action items discussed during the Retreat be accepted.

**h. TRIO Achiever/Alumni Committee:** report was presented by Rafael Topete. The following was highlighted:

- In January, notices soliciting nominations for TRIO Achievers will be sent
- Correction will be posted on the listserv and regional websites

3. **President's Report: Dr. Arnold Mitchem** began his report by focusing on the Winter Campaign. A strategic decision was made in November to put pressure on the administration to address funding issues of the TRIO programs. The budget process commences with solicitations for input from all federal departments in the spring of the year to the Office of Management and Budget (OMB). OMB and the White House make the final determination. Determinations are then sent to the Government Printing Office to be released the first week of February. This hardly ever happens in years where there has been a transition from one President to another as in 2009. They have been delayed this year because it was impossible for them to get baseline data since none of the appropriations bills have been passed by Congress.

Meetings were requested with Secretary Duncan as have been on several occasions in the past and were ignored as has been the case until now. However, he arranged for his Undersecretary, Martha Kanter, to meet with us the day before Thanksgiving. She had Eduardo Ochoa, assistant secretary for postsecondary education, in the meeting.

This meeting with Kanter was more candid than previous meetings with her. She appeared to be more open, empathetic and sympathetic than in previous meetings. Both

Ochoa and Kanter expressed that they lacked the authority or power to make the final determinations though they were sympathetic, but the case must be made with the White House. Another person in the meeting stated that it was clear, based on her experience, that if the President or someone in the White House like Melanie Barnes, the President's Chief Advisor for Domestic Affairs, made the recommendation that something be done for TRIO then that could be done, notwithstanding the recommendation from OMB.

Based on previous experience, there is little faith in OMB. OMB has a historical disdain for "categorical programs." They prefer programs with large constituencies, i.e., SSN, Title I, etc. Acknowledging the biases there, the decision was made to reach out to the White House.

In attempt to follow procedure, a meeting was requested with Robert Gordon, chief examiner for education spending in OMB. Maureen Hoyler, Kimberly Jones, and Dr. Mitchem met with Gordon and other officials in USED previously in 2009. Gordon was most disappointing in his reaction to our argument at that time in '09.

During the most recent meeting, the fact that he had not been impressed with the elements of our argument at our last meeting was stated. At that meeting, Gordon was warned of some ugly things that could happen. At this meeting, the TRIO group reported that these things had in fact happened. Based on this outcome, the group was hopeful that Gordon would pay greater attention to the facts now than he had previously.

To Mitchem's surprise, Gordon seemed to understand what they were saying and showed some interest and sympathy, though he made no commitments. He reminded them how difficult budget decisions are considering the austerity campaign. He also reminded them that OMB operates on a set of principles and are wedded to evidenced-based research.

Following that, meetings were requested with Melanie Barnes. Ms. Barnes and her Deputy Director, Roberta Rodriguez, met with then Board Chair, Deborah Northcross and Kimberly Jones. They met with the entire board last May. Barnes reiterated statements previously heard: they support and value the TRIO programs, but there were no commitments made due to budgetary constraints. Problems with Talent Search, Upward Bound, EOC, SSS, and the general lack of adjustments for cost of living since fiscal 2005 were cited. She was advised that all these problems could be fixed with an increase of 100 million, which would be a very small percentage of the federal budget and less than 1% of the USED budget.

There were two social visits to the White House afforded to Dr. Mitchem. The first was arranged by Congresswoman Gwen Moore. Mitchem was her guest for a Christmas celebration at the White House. There was no opportunity to speak. It is alleged that the

First Lady was on the Advisory Board of UB at the University of Chicago. The director of that program was the iconic Larry Hawkins. He knew that the First Lady had an affiliation with UC as did the President as a law professor at one time; consequently Mitchem mentioned Larry Hawkins. The President simply stated, “He was a nice man.” As he mentioned Larry Hawkins and TRIO, the First Lady responded, “Larry Hawkins legacy.”

President advised the Board to use all of their social networks to get the message out. Council staff would also appreciate ideas regarding the strategy and its effectiveness in individual regions. The Board was also advised to reach outside TRIO community for support for a 100 million dollar increase because volume is critical.

Mitchem introduced Tia Gordon, COE communications consultant.

Gordon updated the Board regarding her efforts in communications. Dr. Mitchem was an invited presenter at the NBC Education Summit, 20 September, in NY City. He represented TRIO well and spoke with other national education and policy leaders. The summit was recorded and featured on all NBC networks.

Dr. Mitchem and COE have been active in the for-profit outreach and have been identified as the go-to experts with regards to low-income/first-generation students. Recently, Mitchem has spoken with the Associated Press, *Congressional Quarterly*, *Inside Higher Ed* and *Diverse Issues in Higher Education*. He has also written about it in his *Forbes* piece. The article also ran in *The Hill*.

Heather Valentine and Gordon work closely together on Government Relations. Whenever there is an opportunity for Policy and Communications to collaborate, they send out news releases and statements.

The working group on State and Local Outreach includes Janet Tauer. They are a handful of TRIO directors across the country who collaborate with COE staff to field ideas and provide feedback to COE staff regarding field experience and perceptions. Other TRIO professionals are invited to provide their insights by contacting either Gordon or Valentine. Such input may be useful to Dr. Mitchem as he speaks on behalf of TRIO.

Communications continues to use social media to facilitate efforts on behalf of TRIO. On the day of this meeting, Dr. Mitchem made a statement on Facebook regarding President Obama and his budget asking people to help with that effort as well.

Mitchem informed the group of the hiring of Maggie Cahalan, former researcher at the U.S. Department of Education, who authored the report that debunked and criticized

Mathematica's report. She is a senior research scientist on COE staff. Mitchem called on Maureen Hoyler to report on increasing institutional capacity.

Maureen stated that later in the agenda, the Board would get more information regarding the modification of the budget depicting the increased monies from grants which amounts to nearly a 50 percent increase in the annual budget. This money will be used to test a Talent Search model that moves from a partial-school model to a whole-school model. The model will use data to increase college-going and college success rates. The grant was awarded primarily on the ability of COE to use and combine large data sets. The three largest data sets are K-12 (state and district), national clearinghouse, and college access (i.e., APR and enhanced data used in college access programs). Maureen spoke in greater detail about the specifics of the project and its implications nationally as well as to individual programs.

Attachments to Dr. Mitchem's report were left off by the printer, but the documents were distributed earlier to the Board members. Maureen referenced the organizational chart to cite where I3 grant funds are utilized to increase institutional capacity. The Pell Institute has two positions funded by I3.

Chair Arteaga called for a 14-minute recess.

The meeting was reconvened at 10:30 a.m.

#### **4. Finance Committee Report: Dan Connell**

Report was distributed the previous day at Government Relations Committee Meeting for review by board members. The year-end report and proposed budget reports were also scheduled for review along with the 30 September Report.

The Finance Committee reviewed and accepted the Treasurer's Audited Year End Report. Dan highlighted the following:

- Revenues exceeded expenses by \$118K
- Revenue from General Income was at 95%, falling short of budget by \$184K
- Personal contributions exceeded budget by 95%, close to \$90K
- IM fell short by approximately \$250K
- Publications were also short by about \$3K
- Approximately 500 institutions took advantage of the discounts in renewing their memberships
- Corporate contributions exceeded budget – foundation and private grants were at 75%
- Special events were at 107%

- Annual Conference, Student Leadership, and Policy Seminar all exceeded expected revenues

On the Expense side, revenue exceeded expenses: The following items exceeded 115%:

- Contractors' expenses increased due to increased travel
- There were 20 additional students for SLC, and another counselor was hired; revenues were at 123% for SLC

The Treasurer's First Quarter Report for 30 September 2010 was also reviewed and accepted. Revenues were at 23% of the budget. Expenses were at 20% of budget. Revenues exceeded expenses by nearly \$420K for the first quarter. Total revenues from Annual Conference exceeded budget projections by 3%. Registration exceeded budget by almost \$65K. Advertisements and exhibits fell short. The only expenses that exceeded the 115%-level were Scholarships from GE which were paid out in the first quarter, temporary assistance, and proposal-writing workshops.

The Council's Investment Account valued at \$433K as of 13 December 2010 was reviewed and the Committee spoke with Barry Gladstein, account advisor, who made two recommendations.

The current loan balance is about \$255K. At 30 June 2010, COE had two loans. As of September 2010, the balance on one loan was paid off, and a \$30K payment was made on the loan against the investment account. Finance Committee voted at that meeting to apply another \$20K toward that loan. By September, \$55K had been paid on loan against investment account, and the other loan was paid off entirely at that time. The Committee also approved the application of \$25K of cash in investments toward decreasing the line of credit (loan), and investing \$25K in the Thornburg Investment Builder Fund. COE's advisor recommended this fund. It has had an annual yield of over 4%, with a five-year average of over 8%. This is one strategy to generate cash and reduce the line of credit.

The Committee reviewed draft financial statements from its CPA Firm, Matthew, Carter, and Boyce which was presented by Charles Deppe, auditor. The audit was a clean-audit; net assets changed in a positive direction by \$18K, and there were no adverse findings.

Fiscal 2011 budget revisions were discussed by Charles as follows:

- The firm conducted a single-audit as described in OMB Circular A1-33. Audit presented was still in draft form pending legal confirmations
- Books and records were found to have been in excellent condition, and there were no findings in regards to internal controls in compliance areas
- Issued Unqualified Opinion (a clean opinion on the financial statements)
- Statement of Financial Position \$1 million dollar deficit in net assets was reduced by \$119K; \$2.9 million in temporary restricted; unrestricted has a deficit of \$3.9

million. However, management is doing what they can to reduce this deficit. We are borrowing from temporarily restricted to continue operations, which has resulted in an inter-fund payable/receivable situation. The Council has been seeking more unrestricted grants and contributions. COE has been awarded a \$20 million federal grant with a \$4 million match to be paid over the next five years.

- Under cash, there was a decrease of about \$72K with net income of \$118K, and deferred revenues increased by \$175K. \$313 cash was used to pay down accounts payable. The prior year included a large payable to River Edge for \$225K for a contract settlement.
- Under Investments, there was an increase of about \$60K primarily from an unrealized gain (market-value increase in investments) of about \$68K.
- Under Liabilities, deferred revenue increased about \$175K due largely to Annual Conference receipts for next year's conference in addition to an advance drawn in federal grants of about \$107K.
- Revenues decreased slightly by about 5%
- Expenses decreased by about 8%
- Government grants increased \$144K
- Private grants decreased \$278K
- New grants obtained, included DeVry for \$75K
- Contributions up \$48K
- Publications decreased \$132K
- Seminars decreased \$207K
- Webinars decreased \$107
- Policy Seminar decreased due to lower attendance
- Investment revenues increased \$284K due to unrealized gain of \$56K
- Net income on accrual basis was \$118K
- \$53K cash was used for operating activities
- Under investing activities, \$20K was spent on new equipment and investments were increased by \$8K
- \$11K was borrowed on the line of credit under financing activities, and we end the year with \$23K in cash
- Temporary personnel increased by \$63K for help during Annual Conference, STEM initiatives, and activities in TRIO
- Meetings and Conferences decreased by \$446K
- \$124K decrease was noted under Meals and Stipends due to low attendance by Corporate sponsors at Annual Conference Dinner and TRIO Forum which did not materialize
- The largest restricted contribution was from the GE Foundation for \$1.15M
- Membership dues from institutions and events totaled \$2M

- Under permanently restricted assets, is the Susan Dorsey Scholarship Fund at \$97
- Investments are carried at market value in mutual funds valued at \$548K
- Interest and dividends totaled \$7K with a realized loss on sale of investments for \$16K , and unrealized gain of \$58K
- All receivables were invoices received from conference and seminars
- Under 403B Plan established for employees, contributions totaled \$237K
- Under the first line of credit, there was \$280K outstanding
- The second line was paid down to \$150K, but was called by the bank and paid off
- Deferred compensation plan which was a five-year plan that was paid out at the end of the term and reestablished with the renewal of the President's contract to coincide with his new term of employment
- Terms of employment have been extended three years for the President and two years for the Executive Vice President beginning 1 October 2010

There being no questions, the floor was returned to Dan, Finance Committee Chair.

Connell made the following recommendation on behalf of the committee:

**Action: Pending receipt of the final audit, the committee recommends that the board approve the financial statements and independent auditor's reports of 30 June 2010 and 2009 as conducted by Matthews Carter and Boyce.**

**Seconded:** Ralph Topete

Discussion: Diane asked if we were being asked to approve a draft. Dan responded that the recommendation is for approval of the draft pending receipt of the final. Diane asked if no changes were anticipated. Dan asked Charles to address all of what we are waiting on in clarification.

Charles stated that they are awaiting two letters from attorneys, asking if there are any outstanding litigation or pending lawsuits against the organization. There is no anticipation of any problems with the letters, and a representation letter from the Council.

**Motion Carried**

Connell presented the proposed revisions to Fiscal 2011 in a memo dated 9 December 2010 regarding the 30 September Report. The Council revised the budget because the I3 Grant was received after the budget was passed in May 2009. There were also changes in some of the private grants, fewer training grant funds from the Department of Education, additional changes with private grants. These resulted in a budgetary change from \$8M to \$11M for a difference of \$3,110,390 in revenues and expenses. Adjustments and changes in foundation and private grants ARP and ECMC grants ended 30 June so there were no

revenues or expenses in this fiscal year. There is a contractor for the Pell Center for an additional \$28K; USA Funds grant for \$150K was finalized with best-TRIO-practices which will realize \$99K. Changes in federal grants reflect the receipt of training grants, Legs/Regs for UB will not be happening and was reduced by deducting the actual receipt from anticipated. I3 Grant of \$2.9M which will be received this year. GE matching fund for the I3 Grant of \$710K is also reflected.

Seven new lines were added under general administration: (1) Contractual I3 Grant; (2) Database Professional Development Training; (3) Data Platform Design; (4) Project Research; (5) Professional Fees for Math/Science Coordinator; (6) Professional Fees for Site Coordinator; (7) Nicole Norfles.

Under Meetings and Conferences, there were decreases under AV, Speaker Consultants, Travel/Lodging all related to less training grant funds from U.S. Education Dpt.

COE had to negotiate the indirect rate with the Department, which was finally settled at 24%. This rate applies only to the first \$25K of contractual relationships. The actual indirect rate amounts to about 8.8% of the overall \$2.9M (\$253K).

**Questions:** Evelyn asked if there was a line item for the proposed Staff Exchange Travel October 2011. Maureen responded that this would not have been reflected in the current fiscal year's budget.

**Action: Dan Connell made the motion that the revisions to the 2011 budget be approved by the board.**

**Seconded:** Reggie Jean

**Motion Carried**

**5. Treasurers Report – Michael Wade**

Referred the board to the excellent report provided by the Finance Committee to avoid redundancy, and asked if there were any questions regarding either the Audited Year-end Budget of 6/30/2010 or Quarterly Budget for which the previous revisions were approved for 9/30. There being none, Michael concluded his report.

**6. 2010 Annual Conference Committee – Cherryl Arnold**

Cherryl thanked COE, past chair Northcross and her committee, and will forward the results from Evaluations to the board. The following are points for consideration by the next conference chair which will be forwarded to Tracy and Jose:

- 241 people completed evaluations, of that number 71 were newcomers; most had more than 10 years' service. They liked the information provided via the COE website regarding pre-conferences

- They enjoyed conference materials and felt that registration went extremely well
- Dr. Mitchem was rated very highly as a speaker
- Jose Hernandez set the tone for the conference
- TRIO Achievers Luncheon was also highly rated, as was the hotel
- Liked having meals as optional choices
- Several concerns were TRIO Achievers should not have been left off program, and nominators wanted to see their names in print
- VUB sessions scheduling conflict; three sessions scheduled at one time
- Presenters' sessions can be made available online
- Green/blue were hard to read for visually impaired, and captions were suggested during plenary sessions
- Check-in was okay, but there were problems with meal tickets
- Newcomers suggested roundtable discussions
- Consideration of timing for plenary; 4 p.m. had low participation
- Ads chair should be selected from the city or region in which the conference is held
- Exhibits did not meet goal, and committee suggested more ownership of committee and they be allowed to work more closely with exhibitors as opposed to exhibitors working closely with COE staff
- 1,558 registrants, 90 on-site, 290 newcomers, and 192 TRIO alumni
- On-site registrants bring proof of payment
- All regions participated in Silent Auction with three outside vendors; close to \$3K was raised; suggested that we reach out to other companies for donations
- Backpack Power was successful; 183 backpacks and supplies were donated on-site; 5K toiletries were donated by Hyatt and attendees; over \$5K was raised for the campaign with \$4,800 spent to purchase additional supplies
- Revenue generated by the conference was \$992K

Chair Arteaga and Past Chair Northcross thanked the Conference Chair, Committee and Julia Tower.

#### 7. **Report on the 2011 Annual Conference – Tracy Lyons**

Tracy showed a PowerPoint presentation highlighting innovative and exciting plans for the next conference scheduled 25–28 September 2011 in D.C. The theme is “America’s Future: The Role of Education in our National Security.” This is the 30<sup>th</sup> Anniversary. The following are highlights regarding the conference:

- Team registration with discount of \$30
- Donation of a website dedicated to conference with online silent auction
- Interactive schedule planner
- Targeted marketing

- Include GEARUP and Access Communities
- E-mentoring for newcomers
- Best Practices Gallery
- Work with foster care and homeless children (Covenant House)
- NBA Cares possible partnership
- TRIO Race (teams)
- Partnership between Ads Sales and Exhibits
- Partnership between Exhibits and Corporate Development (lower-tier sponsorship)
- Solicit businesses that have done business with COE for sponsorships
- Vendor visitation bingo
- Play-up 30<sup>th</sup> anniversary and corporate tables; Paul Spraggins will assist regions in getting funds for their corporate tables

**Questions:** Diane asked if registration rates had been set for the conference. Tracy deferred to Business and Finance. Susan Dorsey responded that budget for the 2011 Conference will not be approved by the board until May 2011. There has been discussion about a multi-rate, but nothing has been set. The rates have not been raised in six years, and there is no discussion to raise it now.

Maureen Hoyler stated that Tracy and the committee are trying to move the schedule back by three months. Program and rates will be out sooner to allow for the committee to implement more fundraising opportunities and make more information available to more people much earlier.

Mateo reiterated the request for every region to be represented with a corporate table, and Paul Spraggins' availability to work with each region and institutions to get local funding for this effort. Paul stated that he could get some matching money by the money the TRIO community is able to raise. These funds are unrestricted necessary for much of the Council's work.

Chair Arteaga thanked Tracy and her Committee and expressed great pleasure with everything planned.

## **8. Member Associations Reports — Refer to the Chair's Report; Member Association Reports Section**

**AEEE — Beth Olivares;** report on pp 34–35 in the Chair's Report.  
 Their Conference – Strengthening the Pipeline One Student at a Time is slated for 1 – 4 May 2011 in upstate New York at the Lodge at Woodcliff outside Victor. There will be a Train the

Trainer Session by Roland Williams, former NFL player for the St. Louis Rams. Emerging leaders training will be conducted by the Carnegie Institute; a panel of local college presidents discussing college-access issues and luncheon featuring college admissions directors and staff.

**ASPIRE** — **Dawn Eckhardt**; report is on pp 36–37 in the Chair’s Report.

Their President-elect resigned and was replaced by Lynne Brown, who will serve the remainder of the term. Their Past President, Ryan Ross, also resigned; however, replacement is pending. Chair Arteaga expressed sympathy for Ryan on behalf of the board.

**CATP** — **Jose’ Vargas**; report is on pp 39–41 in the Chair’s Report.

Their 32<sup>nd</sup> Annual Conference will be 4–6 May at the Intercontinental San Juan Resort and Casino in San Juan.

**MAEOPP** — report is on pp 42–44 in the Chair’s Report.

Their Conference – The Abbey Resort in Fontana, WI 13–16 November 2011 (free registration for board members)

Four initiatives: Research development goal attainment; development of a strategic goal for the assn.; development of a strong marketing and communication plan; plan to engage in a partnership with the Education Department to develop promising practices for TRIO programs.

**MEAOPP** — **Corris Davis**, report is on pp 45–47 in the Chair’s report.

Board members are invited to attend their annual conference at the Waterfront Hotel and Conference Center in Morgantown, WV April 2011. The theme is “It’s Crystal Clear, MEAEOPP is Rising to the Top.” Maryland (\$15K) and West Virginia (\$25) received CACG awards.

**NASP** — **Vicki Trier**, report is on pp. 48–49 in the Chair’s Report.

The region’s name changes to Northwest Association Educational Opportunity Programs on 1 January 2012. A Communications Chair has been added to the board. Oregon and Alaska have non-profit status. Their Annual Conference will be held 23–26 October 2011 in Spokane, WA at the Davenport Hotel. The theme will be “The Future Begins with U: Meeting the Challenges, Making the Connections.” NASP has made a firm goal to meet fair share.

**NEOA** — **Reggie Jean**, report is on pp 50–51 in the Chair’s Report.

NEOA is also committed to meeting fair share. The 35<sup>th</sup> Annual Conference, “The Power of Educational Opportunity” is slated for 6–8 April 2011 in Portland, ME. College success strategies training will be conducted by Skip Downing. TRIO Day will be in Warwick, Long Island. They will disseminate a TRIO Day recording via you-tube. They sent out alert to make sure calls are made to the White House.

**SAEOPP** – **Celeste C. Brooks**, report is on pp 54–56 in the Chair’s Report.

The 39<sup>th</sup> Annual Conference is scheduled for 26 February–2 March 2011 at the Hyatt Regency in Atlanta, GA. SAEOPP is close to securing Donna Brazille for speaker.

SAEOPP was awarded a Training Grant from the U.S. Education Department, dates and locations are listed in full report. There is no cost to the participants for the training. SAEOPP conducted SSS training for new staff in Atlanta. The Georgia Association has gotten non-profit status.

**SWASAP — Deborah Evers**, report is on pp 57–60 in the Chair’s Report.

Lynette Bates is the new President-Elect. SWASAP-ELI presented a TRIO Fact Book Template. The 40<sup>th</sup> Annual Conference is set for 6–9 November 2011 in Oklahoma City at the Renaissance Hotel.

**WESTOP — Ralph Topete**, report is on pp. 61–63 in the Chair’s Report.

Conference registration fees are waived for board members. The 33<sup>rd</sup> Annual Conference themed “From Best Practice to Innovation – New Paradigms for Educational Access and Excellence” will be held at Rio All Suites Hotel in Las Vegas, NV on 27 February–2 March 2011.

Technical difficulties caused a change to one-day for the Arizona Chapter PDS. Consequently, there will be no charge.

**9. New Business**

Evelyn Rivera Torres was given the opportunity to read a statement expressing gratitude for the opportunities afforded her via her participation on the COE Board.

**Announcements:** Chair Arteaga announced the May Board Meeting which is scheduled for 16–21 May 2011 (listed in the President’s Report on the last page). Dates for Policy Seminar, Relations with the Education Department, and Leadership Summit are also listed in that report.

**10. Adjournment:**

**Board Chair Arteaga - Motion to Adjourn by Michelle Scott**

**Seconded:** Sidney Childs

**Meeting adjourned at 2:30 p.m.**

# Insert Tab A

**Executive Board of Directors Conference Call**  
**20 April 2011**  
**2 p.m. CST**

**Attendees:**

Mateo Arteaga, Chairperson  
Arnold Mitchem, President  
Deborah Northcross, Past Chair  
Ngondi Kamatuka, Chair-elect  
Michael Wade, Treasurer  
Ruth W. Johnson, Secretary  
Ronnie Gross, Parliamentarian  
Deborah Evers, SWASAP

Beth Olivares, AEEE  
Dawn Eckhart, ASPIRE  
(absent) Jose Vargas, CATP  
Sidney Childs, MAEOPP  
Reggie Jean, NEOA  
Vicky Trier, NASP  
Tracy Lyons, SAEOPP  
Ralph Topete, WESTOP  
Corris Davis, MEAOPP

Kimberly Jones and Maureen Hoyler also participated. Jones reminded attendees to participate in President Obama's Face book Town Hall meeting at [www.gov/live-townhall](http://www.gov/live-townhall) at 4:45 EST.

Meeting called to order by Chair Arteaga at 2:25.

**Agenda:**

1. Call to order
2. Roll Call by Secretary
3. Review of Roles and Procedures
4. Update by Mitchem
5. Motion by Mitchem (Action)

3. **Quorum** was established by Parliamentarian who explained the following procedures:

- Executive committee comprises 10 Regional Presidents and 5 Officers
- President has no vote
- Chair votes only to break a tie

FY11 Update by Kimberly Jones included:

- HR1473 is the law. It included no line for TRiO. However there is a line for the cut to TRiO Programs.
- ED will implement cuts given by appropriators. Race to the Top was not included. IDEA and SEOG were somewhat spared. GEAR UP and WIC received deep cuts. TRiO sustained a \$26.6 million cut (approximately 3%).

4. **Update** by Dr. Mitchem stated that it is more appropriate to cut across the board if inevitable. Mitchem cited chart emailed to participants indicating estimates of damages. A 3% cut across all programs would result in fewer TRiO students lost overall. Cuts solely to TS and EOC would result in a loss of nearly 79K students. The latter would minimize the adverse impact of cuts.
5. **Motion** by Mitchem: We strongly recommend that the cut be imposed across the board on each of the TRIO Programs. To do otherwise, would cripple both the Talent Search and Educational Opportunity Center programs - and require the elimination of services to approximately 78,000 low-income youth and adults. We will follow up with your staff on this issue.

Motion was seconded by Deborah Northcross, Past Board Chairperson.

Chair Arteaga called for discussion.

Tracy Lyons asked if the recommendation to be made by Mitchem had been requested by ED.

Mitchem responded that ED had not solicited it, but that this action is in the best interest of the TRiO community.

Maureen Hoyler stated that after approval by the Executive Committee the recommendation would be made to ED. The cuts and numbers of students who would lose services were estimated.

Ngondi Kamatuka, Chair-elect stated that he liked the idea of us being proactive.

Corris Davis, MEAOPP and Ralph Topete, WESTOP asked for clarification of the chart.

Hoyler explained the chart was developed to indicate the impact of the cuts and the two options cited.

**Action** – Chair Arteaga called for the vote. Vote was unanimous. **Motion carried.**

Mitchem explained that the motion would be sent to ED the following morning. Talking Points would be prepared for the Executive Committee and the full Board of Directors.

Michael Wade, Treasurer inquired about an official release. Mitchem responded, yes, cuts across the board.

Northcross inquired about meeting with CEFs. Jones stated that the Executive Committee will meet with other officials at the White House to discuss FY12. Students will be hit directly. She will share info after the meeting.

Kamatuka stated that he took umbrage with the statement made at the MEAOPP conference regarding Dr. Mitchem's salary being "exorbitant." He requested that this matter be placed on the May agenda.

Lengthy discussion ensued. Northcross stated that the message should be "we voted as a board." Kamatuka felt that the board member's behavior was disrespectful to the board.

The general consensus was one of outrage with the public challenge to board members' integrity. The discussion centered on revisiting how the board handles someone who disagrees and takes it public.

Gross stated that the board is liable for overpayments regarding salary and compensation. He also suggested that the committee discussion regarding compensation be provided to the general board.

Childs and Wade suggested that the policy and procedures to address members who misrepresent the board be examined.

Chair Arteaga suggested a review of board members' responsibilities.

Gross stated that a director may be removed by 3/4<sup>th</sup> vote.

Davis replied that the statement made by board member implied that the TRiO community was given misleading information and that someone had been overpaid. The larger issue is the confusion and hindrance to act on the pressing issues confronting us currently.

Hoyler pointed out that the statement that "the cut did not take place" was a public misstatement that had been made in such a way as to make it impossible for the organization to fulfill its role. The declaration further impugned the reputations of all board members. What sanctions should be imposed?

Olivares stated that this was deeply disturbing, and suggested that the chair and chair-elect meet with the director to see if she is willing or able to continue as a board member.

Chair Arteaga said he would also include the past-chair and parliamentarian in the meeting. They would first have a conference call to set up the meeting.

Kamatuka asked to bring the issue to the general board in May.

Chair Arteaga will make a recommendation.

Discussion moved to policy and procedures and what action is warranted in that document for this situation. Gross suggested that after the meeting with the chairs, Chair Arteaga bring forward the outcome to the executive committee.

**Motion** to Adjourn was made by Topete  
Seconded by Jean  
Motion was carried.

# Insert Tab: Fiscal



Date: May 10, 2011  
To: Board of Directors  
From: Michael Wade  
Treasurer  
Re: Quarter Ended-03/31/11

Attached is the Council's third quarter consolidated fiscal report for the period July 1, 2010 to March 31, 2011. The Council's total revenue is at 66% and total expenses are at 57% of budget.

## **Revenue**

**General Income** in total is at 67%. Below is each category:

**Contributions** are at 96% with \$90,829 received. For the same period last fiscal year, contributions received were \$86,714 at 91% of budget.

**Publications** are at 28% of budget with \$2,800 received. For the same period last fiscal year, publications were \$5,400 at 54% of budget.

**Institutional memberships** are at 66% with \$1,941,155 received. For the same period last fiscal year institutional memberships were \$1,642,008 at 56% of the budget.

**Corporate Contributions** are at 125% of budget with \$347,000 received for the Educational Opportunity Dinner during the annual conference.

**Stokes Earmark** is at 77% with \$57,452 received. This is a cost reimbursable grant which requires periodic invoicing for payment.

**Foundation and Private Grants** are at 73% with \$1,576,758. In addition to the \$99,575 received from USA Funds in the first quarter, we received funds from GE, \$1,200,000, a new grant from Travelers for \$170,000, and payments from other grants from AARP, NIH and Texas Guaranteed.

**Federal Grants** are at 40%. The \$75,000 in the Legs/Regs Upward Bound grant is for the outstanding unspent balance at 6/30/10.

**GE Match Funds for i3 Grant** are at 90%. The funds received are the first year installment on the match for the i3 grant.

**Special Events** are at 82%. In addition to the Conference & Forum reported in the first quarter, the Policy Seminar revenue received was \$251,630. We had a total of 569 registrants. Webinar revenue is at \$24,600 which is from eleven webinars that have been held since July.

**Other Income** at 5% includes revenue from interest on the scholarship accounts, jobline advertisements and DVDs.

**Publications and other Services** at 393% with revenue of \$7,869. This revenue is from the sale of the Policies and Procedures Manual, Trio Brochures and the Site visits/Audit videotapes.

## **Expenses**

The Council's total expenses are currently at 57% of budget.

The following line items have exceeded the budget by more than 15%. (These are line items that are 90% or over at 03/31/11).

### **General and Administration**

**Annual Audit-93%**- The final audit report for FY2010 was issued in January.

**Contractor Expense – 161%** - Most of the contractors expenses are related primarily to the grants. The two grants with significant charges were the i3 grant and the GE grant.

**Temporary Assistance -313%**- The Council continues to use temporary staff for the receptionist on a part-time basis, a database manager and a webmaster. Also, because of a vacancy in the finance department, temporary staff were used until a replacement was found at the end of the quarter.

### **Board and Committee Expenses**

In total the Board and Committee expenses are at 58% of budget.

### **Meetings and Conferences**

In total Meetings and Conferences are at 83%.

The following line items exceed the budget:

**Proposal Writing Workshop-157%**- The Council held two EOC/TS proposal writing workshops in the first quarter. A total of 596 registered for these which resulted in additional printing, shipping and audio visual.

Any member of the Finance Committee can answer your questions or comments regarding the first quarter report. I personally welcome you to contact me at 307-766-6189. I can also be reached via e-mail at [mwade@uwyo.edu](mailto:mwade@uwyo.edu).

**CONSOLIDATED  
FY2011  
COUNCIL FOR OPPORTUNITY IN EDUCATION  
PERIOD ENDED 03/31/2011**

LINE ITEM	FY2011 APPROVED BUDGET	BUDGET REVISIONS	FY2011 PROPOSED REVISED BUDGET	FY2011 ACTUALS	VARIANCE PROPOSED REVISED BUDGET TO ACTUAL	% VARIANCE
<b>REVENUE</b>	\$8,141,000	\$3,110,390	\$11,251,390	\$7,446,501	\$3,804,889	66%
<b>EXPENSES</b>	\$8,141,000	\$3,110,390	\$11,251,390	\$6,400,987	\$4,850,403	57%
<b>NET</b>	\$0	\$0	\$0	\$1,045,514	(\$1,045,514)	0%
<b>GENERAL INCOME</b>						
CONTRIBUTIONS	\$95,000		\$95,000	\$90,829	\$4,171	96%
MEMBERSHIP DUES	\$40,000		\$40,000	\$40,000	\$0	100%
PUBLICATIONS	\$10,000		\$10,000	\$2,800	\$7,200	28%
INSTITUTIONAL MEMBERSHIPS	\$2,946,000		\$2,946,000	\$1,941,155	\$1,004,845	66%
<b>TOTAL GENERAL INCOME</b>	<b>\$3,091,000</b>	<b>\$0</b>	<b>\$3,091,000</b>	<b>\$2,074,784</b>	<b>\$1,016,216</b>	<b>67%</b>
<b>CORPORATE CONTRIBUTIONS</b>	<b>\$305,000</b>		<b>\$305,000</b>	<b>\$347,000</b>	<b>(\$42,000)</b>	<b>114%</b>
<b>STOKES EARMARK</b>	<b>\$75,000</b>		<b>\$75,000</b>	<b>\$57,452</b>	<b>\$17,548</b>	<b>77%</b>
<b>FOUNDATION AND PRIVATE GRANTS</b>						
AARP	\$112,000	(\$112,000)	\$0	\$13,752	(\$13,752)	0%
ECMC GRANT	\$50,000	(\$50,000)	\$0	\$0	\$0	0%
GENERAL ELECTRIC- SCHOLARSHIP GRANT	\$50,000		\$50,000	\$0	\$50,000	0%
GENERAL ELECTRIC- STEM	\$1,150,000		\$1,150,000	\$1,200,000	(\$50,000)	104%
LUMINA STUDY ALTERNATIVE	\$200,000		\$200,000	\$0	\$200,000	0%
LUMINA-KNOW HOW TO GO	\$150,000		\$150,000	\$0	\$150,000	0%
NIH GRANT	\$150,000	\$0	\$150,000	\$41,631	\$108,369	28%
OTHER GRANTS AND CONTRACTS-PELL	\$50,000	\$28,000	\$78,000	\$0	\$78,000	0%
TEXAS GUARANTEED GRANT	\$120,000		\$120,000	\$51,800	\$68,200	43%
TRAVELERS FOUNDATION GRANTS	\$0		\$0	\$170,000	(\$170,000)	0%
USA FUNDS	\$234,000	(\$84,000)	\$150,000	\$0	\$150,000	0%
USA FUNDS-BEST TRIO PRACTICES	\$0	\$99,575	\$99,575	\$99,575	\$0	100%
<b>TOTAL FOUNDATION AND PRIVATE GRANTS</b>	<b>\$2,266,000</b>	<b>(\$118,425)</b>	<b>\$2,147,575</b>	<b>\$1,576,758</b>	<b>\$570,817</b>	<b>73%</b>
<b>FEDERAL GRANTS</b>						
USED-FINANCIAL AID	\$350,000	(\$50,000)	\$300,000	\$169,000	\$131,000	56%
USED-LEGS REGS-TRIO	\$350,000	(\$50,000)	\$300,000	\$212,000	\$88,000	71%
USED-LEGS REGS-UPWARD BOUND	\$350,000	(\$350,000)	\$0	\$75,000	(\$75,000)	0%
USED-I3 GRANT	\$0	\$2,968,815	\$2,968,815	\$972,000	\$1,996,815	33%
<b>TOTAL FEDERAL GRANTS</b>	<b>\$1,050,000</b>	<b>\$2,518,815</b>	<b>\$3,568,815</b>	<b>\$1,428,000</b>	<b>\$2,140,815</b>	<b>40%</b>
<b>GENERAL ELECTRIC MATCHING FUNDS FOR I3 GRANT</b>	<b>\$0</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$637,923</b>	<b>\$72,077</b>	<b>90%</b>
<b>SPECIAL EVENTS</b>						
ANNUAL CONFERENCE	\$962,000		\$962,000	\$992,205	(\$30,205)	103%
POLICY SEMINAR	\$270,000		\$270,000	\$251,630	\$18,370	93%
STUDENT FINANCIAL AID CONFERENCE	\$25,000		\$25,000	\$0	\$25,000	0%
STUDENT LEADERSHIP CONGRESS	\$180,000		\$180,000	\$0	\$180,000	0%
TRIO FORUMS	\$70,000		\$70,000	\$34,460	\$35,540	49%
TRIO STUDY ABROAD	\$55,000		\$55,000	\$11,500	\$43,500	21%
WEBINARS	\$40,000		\$40,000	\$24,600	\$15,400	62%
<b>TOTAL SPECIAL EVENTS</b>	<b>\$1,602,000</b>	<b>\$0</b>	<b>\$1,602,000</b>	<b>\$1,314,395</b>	<b>\$287,605</b>	<b>82%</b>
<b>OTHER INCOME</b>	<b>\$50,000</b>		<b>\$50,000</b>	<b>\$2,320</b>	<b>\$47,680</b>	<b>5%</b>
<b>PUBLICATIONS AND OTHER SERVICES</b>	<b>\$2,000</b>		<b>\$2,000</b>	<b>\$7,869</b>	<b>(\$5,869)</b>	<b>393%</b>
<b>TRANSFER TO RESERVE</b>	<b>(\$300,000)</b>		<b>(\$300,000)</b>	<b>\$0</b>	<b>(\$300,000)</b>	<b>0%</b>
<b>TOTAL REVENUE</b>	<b>\$8,141,000</b>	<b>\$3,110,390</b>	<b>\$11,251,390</b>	<b>\$7,446,501</b>	<b>\$3,804,889</b>	<b>66%</b>

**CONSOLIDATED  
FY2011  
COUNCIL FOR OPPORTUNITY IN EDUCATION  
PERIOD ENDED 03/31/2011**

LINE ITEM	FY2011 APPROVED BUDGET	BUDGET REVISIONS	FY2011 PROPOSED REVISED BUDGET	FY2011 ACTUALS	VARIANCE PROPOSED REVISED BUDGET TO ACTUAL	% VARIANCE
<b>EXPENSES</b>						
<b>PERSONNEL:</b>						
SALARIES AND WAGES	\$2,667,359	\$420,475	\$3,087,834	\$2,237,538	\$850,296	72%
VACATION ACCRUAL	\$30,000	\$0	\$30,000	\$0	\$30,000	0%
BONUS/MERIT	\$65,000	(\$24,000)	\$41,000	\$41,000	\$0	100%
FRINGE BENEFITS	\$815,362	\$167,807	\$983,169	\$439,261	\$543,908	45%
<b>TOTAL PERSONNEL</b>	<b>\$3,577,721</b>	<b>\$564,282</b>	<b>\$4,142,003</b>	<b>\$2,717,799</b>	<b>\$1,424,204</b>	<b>66%</b>
<b>FACILITY COSTS</b>						
BOOKS AND PERIODICALS	\$61,100	(\$2,000)	\$59,100	\$10,290	\$48,810	17%
CONTINGENCY	\$10,000	\$0	\$10,000	\$8,184	\$1,816	82%
DEPRECIATION	\$50,000	\$0	\$50,000	\$37,500	\$12,500	75%
EQUIPMENT	\$50,000	\$0	\$50,000	\$42,351	\$7,649	85%
EQUIPMENT CAPITALIZED	(\$50,000)	\$0	(\$50,000)	(\$42,351)	(\$7,649)	85%
I3 DATABASE LICENSE	\$0	\$30,000	\$30,000	\$0	\$30,000	0%
BUSINESS INTELLIGENCE SOFTWARE	\$0	\$150,000	\$150,000	\$0	\$150,000	0%
EXTRACT TRANSFORM AND LOAD (ETL) SOFTWARE	\$0	\$30,000	\$30,000	\$0	\$30,000	0%
EQUIPMENT LEASES	\$50,000	\$0	\$50,000	\$0	\$50,000	0%
EQUIPMENT LEASES CAPITALIZED	(\$25,000)	\$0	(\$25,000)	\$0	(\$25,000)	0%
INSURANCE	\$50,500	\$0	\$50,500	\$32,449	\$18,051	64%
PHONE	\$72,570	(\$8,250)	\$64,320	\$42,493	\$21,827	66%
CONFERENCE CALLING	\$3,000	\$15,000	\$18,000	\$12,599	\$5,401	70%
POSTAGE	\$71,137	\$374	\$71,511	\$29,451	\$42,060	41%
PRINTING AND DUPLICATING	\$328,624	(\$14,977)	\$311,647	\$212,709	\$98,938	68%
RENT	\$421,650	(\$1,971)	\$421,649	\$308,579	\$113,070	73%
REPAIRS/MAINTENANCE LEASES	\$159,820	\$6,726	\$166,546	\$124,123	\$42,423	75%
SHIPPING	\$54,550	(\$3,405)	\$51,145	\$33,954	\$17,191	68%
SUPPLIES	\$85,014	(\$3,584)	\$81,430	\$47,280	\$34,150	58%
<b>TOTAL FACILITY COSTS</b>	<b>\$1,390,965</b>	<b>\$199,883</b>	<b>\$1,590,848</b>	<b>\$899,611</b>	<b>\$691,237</b>	<b>57%</b>
<b>GENERAL AND ADMINISTRATION</b>						
ADVERTISING	\$1,500	\$3,000	\$4,500	\$3,538	\$962	79%
ANNUAL AUDIT	\$44,500	\$0	\$44,500	\$41,400	\$3,100	93%
BANK CHARGES/INTEREST	\$80,000	\$0	\$80,000	\$63,962	\$16,038	80%
COMPUTER CONSULTANT	\$20,000	\$15,000	\$35,000	\$29,444	\$5,556	84%
CONTRACTORS EXPENSES	\$25,000	\$5,000	\$30,000	\$48,215	(\$18,215)	161%
LICENSE	\$1,000	\$0	\$1,000	\$465	\$535	47%
MEETINGS & OCCASIONS	\$75,000	\$0	\$75,000	\$53,501	\$21,499	71%
MEMBERSHIP DUES	\$24,000	\$0	\$24,000	\$17,495	\$6,505	73%
PARTNER COSTS	\$583,698	\$65,256	\$648,954	\$421,042	\$227,912	65%
CONTRACTUAL-I3 GRANT	\$0	\$1,719,026	\$1,719,026	\$38,766	\$1,680,260	2%
I3 DATABASE PROFESSIONAL DEVELOPMENT TRAINING-I3	\$0	\$21,891	\$21,891	\$0	\$21,891	0%
I3 DATA PLATFORM DESIGN-I3	\$0	\$412,000	\$412,000	\$0	\$412,000	0%
I3 PROSPECT RESEARCH	\$0	\$40,000	\$40,000	\$0	\$40,000	0%
PROFESSIONAL FEES	\$516,328	\$142,042	\$658,370	\$584,277	\$64,093	90%
SCHOLARSHIPS	\$60,000	\$0	\$60,000	\$52,820	\$7,180	88%
STAFF TRAINING	\$7,000	(\$1,000)	\$6,000	\$0	\$6,000	0%
STAFF TRAVEL	\$327,564	\$30,572	\$358,136	\$303,755	\$54,381	85%
TEMPORARY ASSISTANCE	\$46,134	\$0	\$46,134	\$144,276	(\$98,142)	313%
<b>TOTAL GENERAL AND ADMINISTRATION</b>	<b>\$1,811,724</b>	<b>\$2,452,787</b>	<b>\$4,264,511</b>	<b>\$1,812,956</b>	<b>\$2,451,555</b>	<b>43%</b>

**CONSOLIDATED  
FY2011  
COUNCIL FOR OPPORTUNITY IN EDUCATION  
PERIOD ENDED 03/31/2011**

LINE ITEM	FY2011 APPROVED BUDGET	BUDGET REVISIONS	FY2011 PROPOSED REVISED BUDGET	FY2011 ACTUALS	VARIANCE PROPOSED REVISED BUDGET TO ACTUAL	% VARIANCE
<b>BOARD AND COMMITTEE EXPENSE</b>						
BOARD ACTIVITIES	\$50,000	\$15,000	\$65,000	\$58,149	\$6,851	89%
BOARD AIR TRAVEL	\$47,000	(\$15,400)	\$31,600	\$11,756	\$19,844	37%
BY LAWS COMMITTEE	\$500	\$0	\$500	\$424	\$76	85%
CHAIR'S BUDGET	\$41,000	\$0	\$41,000	\$19,485	\$21,515	48%
CHAIR'S ELECT'S BUDGET	\$14,300	\$0	\$14,300	\$5,114	\$9,186	36%
CONFERENCE COMMITTEE	\$10,000	\$0	\$10,000	\$8,394	\$1,606	84%
FINANCE COMMITTEE	\$10,000	\$0	\$10,000	\$6,105	\$3,895	61%
GOVERNMENT RELATIONS COMMITTEE	\$25,000	\$0	\$25,000	\$8,892	\$16,108	36%
OFFICER'S TRAVEL TO BOARD	\$24,000	\$0	\$24,000	\$12,805	\$11,195	53%
OTHER COMMITTEES	\$2,400	\$0	\$2,400	\$1,281	\$1,119	53%
PAST-CHAIR'S BUDGET	\$10,000	\$0	\$10,000	\$3,042	\$6,958	30%
PERSONNEL COMMITTEE	\$2,000	\$0	\$2,000	\$1,320	\$680	66%
PROFESSIONAL STANDARDS COMMITTEE	\$2,000	\$200	\$2,200	\$1,938	\$262	88%
RESOURCE DEVELOPMENT COMMITTEE	\$7,000	\$0	\$7,000	\$6,130	\$870	88%
STATE LEADERSHIP COMMITTEE	\$15,000	\$0	\$15,000	\$6,785	\$8,215	45%
STRATEGIC PLANNING COMMITTEE	\$1,000	\$200	\$1,200	\$972	\$228	81%
TASK FORCE ON INTERNATIONAL ACCESS	\$5,000	\$0	\$5,000	\$3,248	\$1,752	65%
TREASURER	\$2,500	\$0	\$2,500	\$0	\$2,500	0%
TRIO ALUMNI COMMITTEE	\$15,000	\$0	\$15,000	\$7,751	\$7,249	52%
<b>TOTAL BOARD AND COMMITTEE</b>	<b>\$283,700</b>	<b>\$0</b>	<b>\$283,700</b>	<b>\$163,591</b>	<b>\$120,109</b>	<b>58%</b>
<b>MEETINGS AND CONFERENCES</b>						
ANNUAL CONFERENCE-AWARDS	\$2,200	\$0	\$2,200	\$1,136	\$1,064	52%
ANNUAL CONFERENCE-ENTERTAINMENT	\$2,500	\$0	\$2,500	\$1,828	\$672	73%
ANNUAL CONFERENCE-EXHIBITS HALL RENTAL SPACE DECORATION	\$25,000	\$0	\$25,000	\$14,274	\$10,726	57%
ANNUAL CONFERENCE-GUEST MEALS	\$35,000	\$0	\$35,000	\$35,175	(\$175)	101%
ANNUAL CONFERENCE-RECEPTIONS	\$10,000	\$0	\$10,000	\$11,916	(\$1,916)	119%
ANNUAL CONFERENCE-SECURITY	\$5,000	\$0	\$5,000	\$2,400	\$2,600	48%
ANNUAL CONFERENCE-TRIO ACHIEVERS TRAVEL	\$5,000	\$0	\$5,000	\$3,635	\$1,365	73%
AUDIO-VISUAL	\$149,000	(\$18,393)	\$130,607	\$173,306	(\$42,699)	133%
CONTRIBUTORS RECOGNITION	\$8,000	\$0	\$8,000	\$4,256	\$3,744	53%
MEALS/STIPENDS-GRANTS/SEMINARS	\$227,878	(\$32,057)	\$195,821	\$143,298	\$52,523	73%
PROPOSAL WRITING WORKSHOP	\$70,000	\$28,000	\$98,000	\$154,172	(\$56,172)	157%
SPEAKER TRAVEL/LODGING	\$151,062	(\$35,512)	\$115,550	\$107,454	\$8,096	93%
SPEAKERS AND CONSULTANTS	\$148,250	(\$48,600)	\$99,650	\$95,500	\$4,150	96%
STUDENT LEADERSHIP -COUNSELOR TRAVEL/LODGING	\$20,000	\$0	\$20,000	\$0	\$20,000	0%
STUDENT LEADERSHIP -CULTURAL EVENTS	\$7,000	\$0	\$7,000	\$0	\$7,000	0%
STUDENT LEADERSHIP-LOCAL TRANSPORTATION	\$13,000	\$0	\$13,000	\$0	\$13,000	0%
STUDENT LEADERSHIP-STUDENT LODGING	\$48,000	\$0	\$48,000	\$0	\$48,000	0%
TRIO STUDY ABROAD	\$150,000	\$0	\$150,000	\$58,680	\$91,320	39%
<b>TOTAL MEETING &amp; CONFERENCES</b>	<b>\$1,076,890</b>	<b>(\$106,562)</b>	<b>\$970,328</b>	<b>\$807,030</b>	<b>\$163,298</b>	<b>83%</b>
<b>TOTAL EXPENSES</b>	<b>\$8,141,000</b>	<b>\$3,110,390</b>	<b>\$11,251,390</b>	<b>\$6,400,987</b>	<b>\$4,850,403</b>	<b>57%</b>
<b>NET REVENUE-EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,045,514</b>	<b>(\$1,045,514)</b>	<b>0%</b>



Date: May 10, 2011

To: COE Board of Directors

Re: Finance Committee Proposed-FY2012 Budget

Enclosed is the FY2012 Proposed budget moved and seconded by the Finance Committee for your consideration. This is a very conservative budget based on our current financial status.

The comparative figures are FY2012 Proposed to the FY2011 Projected Actuals.

### **Revenue:**

#### General Income:

The budget in total for this category has not changed from last year. We are projecting that contributions will exceed budget this year by at least \$30,000.

#### Corporate Contributions:

Corporate Contributions is \$300,000 for the Educational Opportunity Dinner during the Annual Conference and \$5,000 in General and Administration.

#### Stokes Earmark:

This will be completed in FY2011 and not funded in FY2012.

#### Foundation and Private Grants:

There are three grants that will be completed in FY2011 and will not be funded in FY2012. These grants include the Lumina Know How to Go grant for \$150,000, the NIH grant for \$150,000 and the USA Funds Grant for \$99,575. This is a total decrease of \$399,575. We have added one new grant received from Traveler's for \$60,000 and have submitted grants that we anticipate will be awarded in the other grants and contracts Pell which we have increased by \$7,920.

#### Federal Grants:

The increase in the Federal grants incorporates a full year of the i3 grant that was awarded this fiscal year.

Special Events:

There are three major changes being proposed to Special Events. The Annual Conference is being held in Washington, DC in September 2011. We are proposing revenue based on 1,350 attendees. We always budget conservatively for the Annual Conference which is why the budget reflects a decrease over the projected revenue for FY2011. The Policy Seminar fell short of projections this year but we anticipate that we will meet our targets next year. We have also added the European Staff Exchange for TRiO professional in FY2012.

Publications and Services

Even though we are projecting revenue of \$10,000 in FY2011 we are conservatively budgeting the same \$2,000 as last year's budget.

Transfer to Reserve:

The Transfer to Reserve has not been changed and remains at \$300,000 for FY2012. The Council is continuing to reduce its debt and increase the investments to restore our reserves. We have been working very closely with the investment consultant to realize our goal of \$1 million in reserves.

**Expenses:**

Personnel:

The Bonus/Merit was \$130,000 last fiscal year and has been increased to \$150,000 because of the increase in staff. The Council hired 9 new staff in FY2011 and currently has 29 full time staff members. The \$41,000 in this line item is the actual amounts that were given as bonuses in FY2011.

Facility Costs:

In total we are proposing a 1% increase in facility costs. The Contingency proposed increase is related to the increase in the budget for unexpected costs. The largest increase is for the rent which is increased by 8% for the increase in the operating expenses, taxes and the projected rent escalations based on the lease agreement. The other variances are due to reallocations within the grants both private and government.

General and Administration:

The proposed revisions in General and Administration total a decrease of \$347,632. The major changes in this category are the following:

Advertising-58% decrease. The bulk of the vacant positions have been filled in FY2011 and no additional advertising costs will be incurred.

Bank Charges/Interest-9% decrease. We will be proposing to change banks and credit card processor thus reducing our credit card fees and bank service charges.

Partner Costs—15% decrease. This decrease is directly related to the termination of the private grants as discussed in the revenue section.

Contractual-i3 grant-5% decrease. This decrease is based on the budget in the second year of the grant.

Professional fees-4% decrease. During FY2011 there were additional legal fees incurred with the i3 grant in establishing the subcontractors. There were also professional fees that were incurred until we hired the project director for the grant full time.

Staff Travel-3% decrease. This decrease is also related to the elimination of the private grants.

Temporary Assistance-83% decrease. The positions that the Council was using temporary assistance for during the year have now been filled. These positions included the Accountant and a program assistant for the Pell Institute.

Board and Committee:

There are no increases in the board and committee budget expenses over last year's budget except for the Task Force on International Access which is increased by \$15,000. The Government Relations Committee has always been budgeted at \$25,000. We do not anticipate spending the full amount in FY2011.

Meetings and Conferences:

The Meetings and conferences category includes activity for all of the conferences, seminars and grants. The major changes in this category and reallocation of costs with in the grants and the elimination of the private grants discussed. The European Staff Exchange expenses have also been added in this year's budget for \$45,000.

Should you have any questions, please feel free to contact me or any member of the Finance Committee.

*Dan Connell*

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Dr. Daniel Connell

cc: Members of the Finance Committee

**The Proposed 2012 Finance Proposed Budget has been inserted separately in the back of this report.**

# Insert Tab: Action Items

## Summary of Action Items

1. Motion to Approve the Agenda
2. Motion to Approve the December 2010 Minutes (*see Minutes under Minutes Tab*)
3. Motion to Approve Executive Committee Conference Call Minutes (see Minutes under Minutes Tab A)
4. Motion to approve FYO12 Budget