

**Indiana TRIO Board  
General Assembly  
Meeting Minutes  
May 19, 2015**



**I. Call to Order (3:40 pm EST)**

President Yecenia Tostado called to order the meeting of the Indiana TRIO Board Meeting at 3:40 pm EST on Tuesday, May 19, 2015.

**II. Roll Call**

Secretary Catalina Rodriguez conducted roll call.

Present: Yecenia Tostado  
Ron Lewis  
Mike Slocum  
Shubitha Kever  
Catalina Rodriguez  
Nicholas Gray  
Lydia Bates  
Jimmie Sanders  
Ethan Zagore  
May Cheng  
Geneva Burgess  
Kevin Ballard  
Sandra Peterson

Absent: Rosa Acevedo-Villarreal  
Cynthia Ragle  
Katrina Hudson

A quorum was present.

**III. Appointment of Meeting Parliamentarian**

Mike Slocum was appointed as the meeting parliamentarian by Yecenia Tostado.

**IV. President's Report**

**Yecenia Tostado**

Attended the MAEOPP Board Meetings on January 30-31, 2015 and May 8-9, 2015, and plans to attend the August 8-9, 2015 meeting in Grand Rapids, MI. MAEOPP Finance Committee is reviewing Indiana TRIO's request of dismissing the requirement of bonding; Indiana Chapter has been unable to find an affordable bonding insurance that protects the chapter thoroughly; Financial Policies and Procedures booklet was submitted to MAEOPP Finance Committee to show what has been implemented. The current balance of the MAEOPP loan is now \$6,500. Indiana TRIO is seeking assistance from a CPA to make sure the Tax Form and State Form are filed correctly

Indiana TRIO has 71 members as of 5/3/2015. Nine TRIO professionals attended the COE Policy Seminar. Attendees visited offices of two senators and eight congressional representatives. The 2015 Student Leadership Conference was held March 27-28<sup>th</sup> at IUPUI. In the end, the expenses were low, which created more revenue than original projected. Four TRIO students were chosen for Indiana TRIO's scholarships.

The 2015 Indiana/Illinois TRIO Professional Conference is being held May 18-20 in South Bend, IN at the University of Notre Dame. Special guests include: Kaye Monk Morgan (MAEOPP President) and Nicole Norfles (COE). Confirmed partners include: Indiana Commission for Higher Education, Student Financial Aid, 21<sup>st</sup> Century Scholars, Balfour Scholars, Indiana Youth Institute, American Honors, Money Smarts program (IU), TheMillennial.Be. 61 total attendees for conference. As of May 1, 2015, Indiana is at 97% fair share.

## **V. Treasurer's Report**

**Shubitha Kever**

The checking account balance is \$17,911.33. Highlights include:

- Student Leadership Conference costs = \$2,219.24 | Revenue = \$8,415.00 | Profit = \$6,195.76
- Professional Conference costs = \$985.53\* | Revenue = \$19,455.84\* (\*to date)
- MAEOPP Loan = \$500.00 payment made in April | Remaining balance \$6,500.00

Activities include: Indiana TRIO has an active PayPal for non-profits account and can now accept credit card payments in-person. Will use at the Professional Conference as a test for service. Will be gathering information on chapter credit card possibility over the summer. Still awaiting direction from MAEOPP Board regarding bonding issues. Finance Committee has taken lead on making sure our taxes are filed and we are in appropriate compliance to retain tax-exempt status.

**Motion 1:** Nicholas Gray moved to approve the President's Report and the Treasurer's Report. Seconded by Lydia Bates. Motion passed.

## **VI. Standing Committee Reports**

### **a. Membership and Credentials**

**Rosa Acevedo-Villarreal**

Shubitha created a template for the Policy and Procedures manual for all committees to complete. Rosa created a PowerPoint presentation as a new member overview of Indiana TRIO and MAEOPP. The intent is to provide new members with a general basis of the chapter and information on how to engage in the chapter, advocacy efforts, and at the regional level. Member costs have increased from \$60 to \$80. MAEOPP purchased a membership management software system called ClubExpress. The committee encourages the Board and all members to make their profile.

**b. Research and Evaluation**

**Rosa Acevedo-Villarreal**

Shubitha reached out to TRIO Directors across the state to obtain their APR data for the Factbook. The years of objective data results sought were: 2012-2013 and 2013-2014. There were 9 non-responders for the 2013-2014 data. How can the committee create buy-in for data submission?

**c. Special Concerns & Affiliations**

**Nicholas Gray & Yecenia Tostado**

Committee has met three times since March. Committee has reached out to a number of organizations in regards to presenting at professional conference. Committee created Google sheet to document progress of these contacts. Organizations that have been reached out to include (\* have confirmed participation):

Indiana Commission for Higher Ed*	GROUPS
Indiana Student Financial Aid*	Great Lakes Equity Center
21 <sup>st</sup> Century Scholars*	American Honors College*
Jobs for America’s Graduates (JAG)	Grantmakers for Education
Balfour Scholars*	IU Money Smarts Program*
Lumina*	BlueFuego
United Negro College Fund	Complete College America
Indiana Youth Institute*	

Update on the case of the State of Indiana vs. Raymond Davis: The cases has concluded. Mr. Davis will be pleading to the charge of Theft. He will receive 2 years in the Department of Corrections, suspended and probation during this time. Restitution will be the sum of \$39,919.74 to be paid as follows: \$10,000 at the time of submission of Plea, monthly payment of \$350 (minimum) during the term of probation. Should there be a remainder of restitution then the defendant (Raymond Davis) shall have a judgement in favor of the victim (Indiana TRIO).

**d. Legislation & Education**

**Jimmie Sanders & Ron Lewis**

9 members represented Indiana TRIO at the 2015 Policy Seminar and met with State of Indiana Congressional officials. Distributed one Call to Action memo regarding the 2015 Policy Seminar in D.C. The memo encourages the chapter membership to follow up with Congressional Leadership. Ongoing survey of programs for elected officials’ attendance to TRIO program sponsored events. As of April 15<sup>th</sup>, 27 out of 34 Indiana TRIO programs have replied to the survey. Congressman Visclosky is a member of the Congressional TRIO Caucus. He is set to participate in a roundtable discussion at Purdue University Calumet on May 26, 2015 at 6 pm. 10 students are scheduled to participate.

**e. Scholarship**

**Sandra Peterson & Kevin Ballard**

Scholarship winners include:

- Cheryl Berry Memorial Scholarship \$1,000: Winner is Chase Dietsch, Educational Talent Search, Vincennes University. Nominator Tedra Little.
- Indiana TRIO Board of Directors Pre-College Scholarship \$500: Winner is Julia Cook-Jones, Upward Bound, Purdue University Calumet. Nominator Joe Flores
- Indiana TRIO Board of Directors Scholarship (full-time) \$1,000: Winner is Karen Caprioni, SSS, Ivy Tech Northeast. Nominator is Beth Clemens.
- Indiana TRIO Board of Directors Scholarship (part-time) \$500: Winner is Trina Neal, SSS, Indiana University Purdue University-Fort Wayne. Nominator is Shubitha Kever.
- MAEOPP Board of Directors Scholarship \$1,000: Winner is Elaha Rahimi, Upward Bound, Indiana University Purdue University-Fort Wayne. Nominator is Lydia Bates.
- MAEOPP Emerging Leader Institute Scholarship—Chapter Semi-Finalist: Winner is Thierry Bushapa, SSS, Ivy Tech Northeast. Nominator is Beth Clemens.
- MAEOPP Veterans Scholarship—Chapter Semi-Finalist: Winner is Colby DeBolt, SSS, Ivy Tech Northeast. Nominator is Beth Clemens.

**f. Editorial & Publications**

**Shubitha Kever**

The Indiana Factbook is complete and updated with current COE data. Information submitted for inclusion in both MAEOPP quarterly newsletters. Summer Indiana TRIO newsletter underway. Forward stories to Shubitha by July 17, 2015. The Illinois-Indiana 2015 Professional Conference booklet was completed. Student success stories with professional photographs are welcome for next year's Factbook.

**g. Professional Development**

**Geneva Burgess & Nicholas Gray**

19 total proposals were submitted. Organized proposals into assigned breakout sessions for the Professional Conference. Submitted Policy & Procedures Manual.

**h. Finance**

**Mike Slocum**

Committee created and approved 2015 proposed budget, which was approved by the full board at the February transition meeting. Committee policy and procedures documented. Committee reviewed budget to date in April committee meeting. Committee developed stronger language regarding travel advances. Filed chapter's 990-N postcard for continued federal tax-exempt status. Created chapter Paypal account, including acceptance of on-site credit card payments. Exploring potential for chapter credit card.

Challenges include: No formal documentation exists for filing the chapter's 990-N form. This will be created for future boards. Policies and procedures will need to be developed if the chapter chooses to initiate a credit card account.

**i. Nominations & Election**

**Mike Slocum**

Provided board training on Robert Rules of Order at February transition meeting. Documented policies and procedures of committee. Collected nominations from the membership – 4 for President-Elect, 1 for Secretary, 8 for Treasurer. Confirmed accept/decline status of all nominees. Sent nominee questionnaires to candidates. Conducted election process for President-Elect and Secretary

- Congratulations to Shubitha Keever, our new President-Elect
- Congratulations to Catalina Rodriguez, who will continue as Secretary

Challenges include: We will need to conduct a special election for treasurer based on no one accepting a nomination.

**Motion 2:** Mike Slocum, on behalf of the Nominations and Elections Committee, moves to approve the election timeline outlined below for the vacant treasurer position:

- May 19-June 5 –Nominations Open
- June 8-June 16 –Confirm Nominations
- June 17-19 –Collect materials from candidates, board confirms slate, ballot prepared
- June 22-July 3 –Elections Open

It was seconded by Joseph Flores. Motion passed.

## VII. Special Standing Committees

### a. Annual Conference

**Yecenia Tostado**

The conference theme is Collaborating Forward. 61 total attendees for Indiana. A room block has been reserved for \$109 per night May 18-20, 2015. The hotel block expires May 4 and early registration expires May 8, 2015. The majority of registrations were submitted via Eventbrite, which has helped in the management of registrations and payments. Dual state subcommittee have been created to complete conference tasks.

### b. Planning & Development

**Ethan Zagore**

3M proposal should be submitted by mid-June. Committee secured a \$1,200 sponsorship for the Professional Conference. One conference ad was purchased. It simply may have been poor timing on soliciting for the ads. The solicitation request packet is complete. The packet will be utilized to petition multiple companies - organizations for future funds for event sponsorship and just general operating revenue.

### c. Awards & Recognition

**Catalina Hernandez**

Award winners include:

- Rozelle Boyd Outstanding Achievement Award: Winner is William Nichols, Director of Disability Support Services, Ivy Tech Northeast. Nominator Beth Clemens.

- LaVerta L. Terry Outstanding Service Award: Winner is Beth Clemens, Director of TRIO SSS, Ivy Tech Northeast. Nominators TRIO SSS staff
- Bertha M. Jones Memorial Award: Winner is Mariana Glover. Nominator Beth Clemens.

**d. Student Leadership Conference**

**Katrina Hudson & Ron Lewis**

The Student Leadership Conference was held on March 27<sup>th</sup> –March 28<sup>th</sup> at IUPUI. The conference had 121 student participants and 16 TRIO staff members from the following programs: Upward Bound and Educational Talent Search programs: Notre Dame Upward Bound, IPFW Upward Bound, IUPUI Upward Bound, Indiana Wesleyan Upward Bound, Purdue Calumet Upward Bound, Ivy Tech Gary Educational Talent Search. The Keynote Speaker was Rhonda Gipson from Skylight Leadership. The conference offered students and opportunity to network with IUPUI college students and professionals at the Mentoring Fair. TRIO professionals presented the majority of the breakout sessions: Ethan Zagore (UB), Nijinsky Dix (UB), Ron Lewis (SSS) and Todd Byrd (SSS). Brandon Cole (University of Butler) offered students an interactive session on personal development and leadership. The conference offered gender specific breakout sessions.

- Conference Revenue 121 (students) X \$85.00 = \$10,285.00
- Conference Expenses = \$ 2,219.24
- Conference Profit = \$8,065.76

**e. TRIO Desk & TRIO Alumni**

**Lydia Bates**

Meetings with the MAEOPP Alumni chair are ongoing to discuss procedures and collaborative efforts in order to engage more alumni. Committee has gathered alumni success stories to post on the website. There are currently 4 stories formatted for the new site created by Technology. Site is also active for alumni/programs to email me their stories. Working with the Technology committee to establish a link with the National Alumni database. Have an Alumni survey active on the website for programs to use as students graduate from their respective programs. All programs are encouraged to use it so that the information now goes in to a statewide database which will ultimately be shared with MAEOPP. There is a link for the National Alumni Directory posted on the website. Lydia Bates and Catalina Rodriguez, Chair of Awards & Recognition, will discuss the criteria of the Bertha M. Jones award and the best place for it to be managed.

**VIII. Ad Hoc Committees**

**a. Technology**

**Yecenia Tostado**

Website has been with alumni form and professional conference registration. Online registration (Eventbrite) was set up for professional conference registration. Facebook and Twitter accounts are pretty active and are generating more interaction than in previous years (148 likes on Facebook; 129 Followers on Twitter). MAEOPP has implemented a new membership management website; still waiting on information about state website transition to this site. All members are encouraged to set up their profile through this page. Indiana TRIO webpage will be transferred to this site as it will offer opportunities to host future elections, store documents, etc.

**b. Constitutional Review & Revision**

**May Cheng**

FY2014 Committee has forwarded IN-TRIO and MAEOPP constitutions, past revisions, and past minutes to new committee chair. Established MAEOPP point-of-contact for guidance towards constitutional revisions. Committee has received “guiding document” from MAEOPP LCCI with “soft” deadline of May 2015. Committee has established membership and a timeline for edits. Challenges include: Committee work awaited MAEOPP changes to constitution. Once notified by MAEOPP point-of-contact, IN-TRIO committee work began in April 2015. Committee may need more members for final revisions. If anyone knows of someone who is looking to be involved with a committee, please forward contact information my way.

**c. COE Fair Share**

**Mike Slocum**

As of May 1, Indiana TRIO is at 97% Fair Share goal, ahead of the region’s overall percentage and our percentage year over year. Currently, Indiana has 15 institutional members! There is a \$300 discount for members who complete renewal by May 31, 2015. Challenges for the committee include: (1) SSS programs are encouraged to renew their membership early and (2) the next potential chair is encouraged to join Mike on the campaign call in order to be ready for 2015-16.

**d. TRIO Day**

**Sandra Peterson**

The TRIO Day sent out email quest via Secretary Rodriguez to the membership to provide information and pictures, if available, on all TRIO Day events that occurred through the state. The only response received was from the coordinator of the University of Notre Dame’s TRIO Day event. The request will be made again at the chapter meeting during the state conference in hopes that information will be provided immediately. The committee will provide so type of document to capture that information that can be completed and turned in during the conference.

**e. ELI Selection**

**Rosa Acevedo-Villarreal**

Nicholas Gray will present about ELI as part of a component of the Membership and Credentials presentation at the Professional Conference during a breakout session. Recruitment timeline to finalize (2) Indiana TRIO ELI participants is April 1, 2015-July 1, 2015. Catalina Rodriguez, as Secretary, will send out the ELI application to the membership on April 27, 2015. In the future, a more formalized process of selection should take place. Applicants should be reviewed and candidates should be brought to the board for approval, even if there are only 1 or 2 professionals who are interested.

Recommendation by Chair: To require the ELI selection committee chair position to be held by an ELI alumnus, preferably a previous year ELI graduate. The decision of who chooses the committee chair shall rest with the President-Elect.

**f. Policy & Procedures Manual**

**Catalina Rodriguez**

Reports have been submitted. One committee has not submitted their report. Document is finalized and ready to be published on the Indiana TRIO website.

**g. Indiana TRIO History**

**Cynthia Ragle**

The committee of Joe, Lydia, Sandra, and Cynthia have continued to gather documentation from various former and current Indiana TRIO personnel to create the documentation on past presidents, ELI, scholarship recipients, and award recipients. Please contact any of the committee if you have or you know who has some of this Indiana TRIO history information.

**h. 50<sup>th</sup> Anniversary of ETS**

**Jimmie Sanders**

Attended the COE webinar on 4/23 – 50<sup>th</sup> Anniversary ETS Celebration Strategy. COE encourages programs to connect their celebrations to the language from the Higher Education Act of 1965. He will pass on the PowerPoint to the membership for review.

**Motion 3** – Nicholas Gray motioned to approve the Standing Committee, Special Committee, and Ad Hoc Committee reports. Seconded by Geneva Burgess. Motion passed.

**IX. Old Business**

No new business.

**X. New Business**

No new business.

**XI. Announcements**

Complete the MAEOPP membership applications and submit to Yecenia Tostado or Shubitha Kever. Membership to MAEOPP is included in registration to conference.

**XII. Adjournment**

Yecenia Tostado motions to adjourn. Meeting ended at 4:59 pm EST.

Minutes submitted by: Catalina Rodriguez