

**NEOA meeting  
January 18, 2008  
Called to Order: 9:15  
Adjourned: 1:15**

**Present:** Tracy Karasinski, Donna Thompson, Nella Signorello, Mary Jo Madden, Monda Kelley, Pati Gregson, Steve Visco, Jennifer Jones, Ramon Gonzalez, Linda Rotmann, Allen Glotzer, Eric Klien, Karen Madden, Deb McCann, Sarah Morrell, Paul Lynskey, Karen Keim, Kasey Henderson, Linda Shiller, (9:42 arrival Marsha Innis-Mitchel and Rosa Innis).

| <b>AGENDA ITEM</b>        | <b>DISCUSSION</b>  | <b>ACTION</b>  |
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| <b>Call to Order</b>      | Call to order—<br>Approval of the agenda:  | Motion to accept Agenda:<br>Deb McCann<br>Seconded: Karen Madden<br><br>So moved to accept agenda.   |
| <b>Secretary's Report</b> | <ul style="list-style-type: none"> <li>• Changes to November meeting: Add Karen Madden to minutes as a Present member</li> <li>• Also, for Massachusetts Report, Pati's name should be "Pati Gregson" Gave four \$750 scholarships - recipients were at the and the report should be</li> <li>• Board members did training in Roberts Rules</li> <li>• Reviewed conference evaluations -- went well</li> <li>• page 2: Finance committee: cross out 'to' conference and replace with 'and'</li> <li>• Treasurers report "While professional development expenses show that they are higher than planed, they expect to be offset by revenue generated by non-member registrations:</li> <li>• President- elects: Institutions Name Wesleyan needs to be</li> <li>• changed.</li> </ul> | Motion to accept secretary's report by:<br>Linda Shiller<br><br>Seconded<br>Steve Visco<br><br>So moved to accept secretary's report as amended. |

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| <p><b>Finance Committee Report</b><br/><b>Deb McCann</b></p> | <ul style="list-style-type: none"> <li>• Deb suggested that if a report is sent out early via email then they do not be printed, and copied. If they come out later in the day after people have left for the meeting, then they should be printed and later distributed.</li> <li>• Quick books reconciled</li> <li>• Working on getting credit cards for conference.</li> <li>• Sarah created a survey for members on the use of credit cards, Sarah presented results of survey, and she will share them electronically.</li> </ul>   |  |
| <p><b>Treasurer's Report</b><br/><b>Mary Jo Maden</b></p>    | <ul style="list-style-type: none"> <li>• Is working on a separate reimbursement form for states to be reimbursed for their state delegations and Casey will place on website for NEOA Conference.</li> <li>• Balance as of to day \$30,000 and current assets are \$50,000</li> <li>• Budget VS actual – not a tremendous amount of activities as of yet</li> <li>• \$1,500 donation from Wainwright Bank</li> <li>• Registrations are beginning to come in for TRiO days.</li> <li>• Total current assets \$7,500 less than reflected in balance sheet distributed because of the timing of the report generation related to the recent CD purchase.</li> <li>•</li> </ul>  | <p>Motion to accept by Sarah Morrell<br/>Seconded: Linda</p> <p>So moved to accept.</p>  |
| <p><b>President's Report</b><br/><b>Tracy Karasinski</b></p> | <ul style="list-style-type: none"> <li>• TRiO and GEAR UP are level funded again.</li> <li>• Feeling optimistic about evaluation for Upward Bound</li> <li>• Political dynamics would dictate fiscal year 2009</li> <li>• Cannot use this money for Upward Bound evaluation</li> <li>• Government dictated that Upward Bound must do evaluation using other monies</li> <li>• Allen Glotzer stated that with current year Trio funds were appropriated last year.</li> <li>• The evaluation is still happening and we are waiting for Reauthorization to eliminate that bill. So all Upward Bound programs that are doing recruiting are waiting to see whom they</li> </ul> | <p>Sarah will share credit card survey results electronically.</p> <p>Tracy will be in touch with state leaders to make sure that everyone is fully prepared for Policy seminar.</p> |

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|  | <p>can admit into their programs.</p> <ul style="list-style-type: none"> <li>• Reauthorization will happen this year, they are summarized in Government relations Update</li> <li>• USDE plan to outsource monitoring of Programs, RFP issues on 12/27/07 to solicit contractors to conduct on-site reviews and integrate in virtual compliance of compliance of monitoring of TRIO programs.</li> <li>• Working with committee chairs to make sure everyone is ready to report out at the conference.</li> </ul>  |   |
| <p><b>Past-President's Report</b><br/><b>Linda Shiller</b></p> | <ul style="list-style-type: none"> <li>• Working on nominations and slate for the business meeting with dates and timetable and explanations of job descriptions and for NEOA committee to use as a learning tool. If someone on the board is interested in a position, please notify Linda so she can explain how that process works.</li> <li>• If any one is interested in serving as a State Liaison then that person needs to speak to State president. That election takes place at the state meetings during the conference.</li> <li>• Nominations are due March 1<sup>st</sup>.</li> <li>• Posting March 2</li> <li>• March 27 Due date for absent ballots</li> <li>• April 2 – four NEOA conference – voting takes place.</li> <li>• Allen Glotzer was looking for a process to identify a vice president and a co-chair on the state level. One is elected and one is appointed.</li> <li>• Paul asked for clarification - the committee chair can appoint members to their own committee.</li> </ul> | <p>Notify Donna Thompson if interested in being a committee chair.</p>  |
| <p><b>Strategic Planning</b><br/><b>Linda Shiller</b></p>      | <p>Hoping that Strategic plan will be more closely aligned with committees and with the progress of the committees.</p> <p>Have done very well with committees</p>   | <p>Action:<br/>Board chair look at process and recommend evaluation process.</p> <p>Email corrections directly to Linda</p> |

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| <p><b>President-Elect's Report</b><br/><b>Donna Thompson</b></p>  | <ul style="list-style-type: none"> <li>• Working on staff exchange programs</li> <li>• Fair Share: Calculations at the national level:</li> <li>• 78% of Fair Share 4% higher from last year.</li> <li>• Equality subscriptions are \$200.00</li> <li>• Linda Shiller is not sure if it is a good idea to distribute list of contributors because of confidentiality issues.</li> <li>• Donna distributed Fair Share council report.</li> <li>• Sarah Morrell thanked Donna Thompson for updated information.</li> </ul>   | <p>Actions:<br/>State presidents and Fair Share chair personalize fair share information as a state.</p> <p>Speak to Donna Thompson with additional questions concerning what is happening in your state related to Fair Share.</p>  |
| <p><b>Vice President's Report</b><br/><b>Nella Signorello</b></p> | <ul style="list-style-type: none"> <li>• Pre-conference is all set.</li> <li>• Keynote: Hopefully Timothy Shriver, PhD co-chair of the Special Olympics.</li> <li>• Panel College President's panel, which will focus on the role of universities.</li> <li>• Plenary: Diversity</li> <li>• COE Lunch: update from Arnold Mitch</li> <li>• Registrations have gone out</li> <li>• Working on Vendors to get good vendors</li> <li>• Add placements</li> <li>• Leadership Institute: will be held as a workshop: How does the board feel that there will not be a reception, but rather a structured workshop. Do we keep that hour for something else? Alternatively, do we look to fill that time. Steve Visco feels strongly that we need to have the reception with alumni and use it as a recruiting time. Sarah Morrill agrees that it is important to continue to gather alumni for continuity and agree to have alumni to bring someone with them. The board feels that</li> <li>• The committee has been very helpful and supportive. Thank you!</li> <li>• The board agrees that a reception should be important.</li> <li>• Sarah thought it would be a good opportunity to ask the alumni to contribute for Leadership Institute.</li> <li>• Rhode Island is going to contribute to the Leadership Institute reception</li> <li>• We want to thank Nella for all of her hard work on the conference.</li> </ul> | <p>Actions:<br/>Nella to send Timothy Shriver's link to board<br/>Email any suggestions to Nella about the Panel</p> <p>Linda Shiller suggested that Nella keep Charlie Desmond apprised of what is happening with the NEOA conference. Nella will email Charlie.</p> <p>If invited presenters cannot attend it was suggested that Nella ask that they write a letter of support to share with attendees.</p> <p>Consider the president of Clark University for the Presidents panel (Paul suggested).</p> <p>Linda will ask Sigh to have a conference call to fine tune reception and the workshop.</p> |

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|  |  | Nella will send out print deadline for the brochure.   |
| <b>Development<br/>Julia Nesbitt</b>                                   | <ul style="list-style-type: none"> <li>• Julia was not present</li> <li>• see email report</li> </ul>  |  |
| <b>Advocacy/Legislation<br/>&amp; Education<br/><br/>Sarah Morrell</b> | <ul style="list-style-type: none"> <li>• Membership survey about credit card use.</li> <li>• Thanks to Paul for his work with MEFA, and we are going to be reaching out to NEOA</li> <li>• Thanks to everyone who attended the NEOA policy seminar orientation yesterday.</li> <li>• Hosting MASS college goal Sunday for the 4<sup>th</sup> time</li> <li>• Two state initiative grants to date,</li> <li>• Mass interested in submitting one around History of Trio at Northfield Mt. Herman. And a guest speaker</li> <li>• Nella is interested in developing a proposal in Conn</li> <li>• VT. Making headway in Dollars for Scholars</li> <li>• Me successful Trio Rally (Linda will address in ME report)</li> <li>• Assisting with Policy seminary at State meetings.</li> <li>• Have been successful with state initiative grants.</li> <li>• 292 volunteers for College Goal Sunday (Paul)</li> <li>• Lumina/NASFA to expand offerings be less restrictive a to get college bowl concept opened up that may not fit into that model (Linda Shiller).</li> </ul> | <p>Let Sarah know if you would like copies of the membership survey.</p> <p>Will follow up with Cell phone numbers for those who wish to connect with people in DC.</p> <p>Consider developing a workshop for state initiative programs and funding. Sarah will be happy</p> <p>If your state has not created a proposal to date for state initiatives please do so.</p> |
| <b>Professional<br/>Development<br/>Karen Keim</b>                     | <ul style="list-style-type: none"> <li>• Create a simple process that will be consistent and include a budget.</li> <li>• Determine if there will be a fee based on the application process</li> <li>• Casey will put information on the Website so that coordinator can share consistent information and everyone has access to.</li> <li>• Formed a Professional Development committee – all work will be done on line or via conference calls.</li> </ul>   | <p>Action:<br/>Speak to Karen Keim if you have any interest in being part of the committee.</p> <p>Committee members include:<br/>Sara, Tracy, Casey, Linda,</p>   |

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|  | <ul style="list-style-type: none"> <li>• Look at job descriptions to see where responsibilities for conference lie.</li> <li>• Create a timeline for the next person on a committee.</li> <li>• By-law changes may be in order if major changes.</li> <li>• Leadership Institute: Possibly create a syllabus so that some colleges can use information as a credit generating process for professionals.</li> </ul>  | Donna, Nella, Deb, Karen Keim.   |
| <b>Membership<br/>Jennifer Buckley</b>   | <ul style="list-style-type: none"> <li>• Report submitted on line</li> <li>• 247 members paid to date</li> </ul>   |  |
| <b>NEOA Achiever</b>                     | <ul style="list-style-type: none"> <li>• Reggie is not present:</li> <li>• Achiever application due on Wednesday</li> <li>• Working on Alumni receptions</li> <li>• Report send on-line</li> <li>• The use of Face book to create an alumni chapter</li> </ul> <p>Need to table vote until April to get more information.<br/>Not that easy to find on-line.<br/>Rosa suggested checking out Umass Boston program for a template</p>   | Action:<br>Reggie should check out Umass Boston face book pages for a template.  |
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| <b>Technology<br/>Casey Henderson</b>    | <ul style="list-style-type: none"> <li>• time spent in registration</li> <li>• Uploaded most Trio days materials</li> <li>• Participated in the PD meeting</li> <li>•</li> </ul>   |  |
| <b>Public Relations<br/>Paul Lynskey</b> | <ul style="list-style-type: none"> <li>• Goals are simpler in consistency.</li> <li>• Paul is resurrecting the newsletter. Plan includes:</li> <li>• Newsletter. Relevant information, posted on the website, Keep it Short Concise and Relevant.</li> <li>• Something worth reading that will take less than 10 minutes</li> <li>• Patty suggested that distribution includes presidents, and past contributors.</li> <li>• Newsletter will go out five times a year to follow board meetings.</li> <li>• Benefit of membership.</li> </ul> | Action:<br>Suggested standing topics<br><br>Two of three additional members to join the newsletter staff to work on a specific section. They will get a by-line in order to get their feet wet and in regard to orientating to NEOA. Suggestions for distribution other than web let Paul know. Paper versions will be distributed during the conferences. |

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| <p><b>TRIO Day</b><br/> <b>Marsha Innis-Mitchel</b><br/> <b>and Rosa Innis</b></p> | <ul style="list-style-type: none"> <li>• 67 colleges on board for college fair. Goal is 80.</li> <li>• Entertainment: Bobby Blaney</li> <li>• Karaoke in break-out room</li> <li>• Game room (board games)</li> <li>• Habitat for Humanity tin can drive</li> <li>• 580 participants anticipating 650 participants</li> <li>• Rally Congressman Tim McGovern</li> <li>• New game activities for getting to know one another</li> <li>• College tours: 21 college tours with 17 tours.</li> <li>• Hotel will be monopolized by only TRiO</li> <li>• Will higher college access professionals and other security to assure that the peace will be maintained.</li> <li>• NO closing ceremony and many programs do not stay, Categories for banners will be represented.</li> <li>• Tours = first come/first serve. Marsha will be calling programs about college tours.</li> <li>• An orientation packet will be sent and a code of contact contract will be signed so that everything will be clear and consistent.</li> <li>• Pre-orientation will take approximately 20 minutes on the phone.</li> <li>• Programs will get a seat on the college tour bus without assigning students to specific tours. It will be up to programs to assign seats on tour buses to students.</li> <li>• Thanks You!</li> </ul> | <p>Nella suggested that if programs have t-shirts that students wear their t-shirts.</p> |
| <p><b>Connecticut</b><br/> <b>Clifford Marrett</b></p>                             | <ul style="list-style-type: none"> <li>• Conference in October 50 participants:</li> <li>• Goal to increase enrollment to 90 – 100</li> <li>• NEOA in Connecticut – big initiative for our state</li> <li>• Preparing for policy seminar</li> <li>• College Bowl Sunday – six sites</li> <li>• Fundraising – bowl – a-thon to raise money through the state.</li> <li>• Making website more interactive</li> <li>• Submitted a grant to COE for Legislative luncheon at the Capital, received \$1000.00</li> <li>•</li> </ul>   |  |
| <p><b>Maine</b><br/> <b>Linda Rottmann</b></p>                                     | <ul style="list-style-type: none"> <li>• UB Rally at the Capital was very success 130 students attended. Met with the Governor, and other representatives</li> <li>• A copy of this information was sent to COE</li> </ul>  |  |

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|   | <ul style="list-style-type: none"> <li>Information will be in COE publication</li> <li>Maine TRIO days in March in State Capital</li> <li>Attending policy seminar</li> <li>SSS programs will have a statewide meeting at the end of this month to include best practices and support for grant writing</li> <li>College Goal Sunday over ITV system to include 21 sites.</li> </ul>   |  |
| <b>Massachusetts<br/>Ramon Gonzales</b> | <ul style="list-style-type: none"> <li>130 participate in state conference looking to continue with that amount of people.</li> <li>Gateway Model</li> <li>Signed on to a letter with Mass Immigration associating asking to commit to equal access to all immigrant students</li> <li>Equal access to John Abigail scholarship</li> <li>COE authored a letter to Senator Kennedy to speak at the policy seminar.</li> <li>5 appointments confirmed to meet with senators.</li> </ul>  |  |
| <b>New Hampshire<br/>Allen Glotzer</b>  | <ul style="list-style-type: none"> <li>Professional development: State conference OCT 26 accomplished several strategic goals. Primary revenue,</li> <li>Identified highly respected faculty on campus who had expertise their programs (TRiO) sent out to list serve to community to attract people non-members to attend conference. Hope to build on that in the future.</li> <li>The expenses for meals were all underwritten by UB using not government money, Very effective conference.</li> <li>Presenters gained a heightened sense of commitment and education in regard to TRiO programs.</li> <li>.</li> </ul> |  |
| <b>Rhode Island<br/>Eric Kline</b>      | <ul style="list-style-type: none"> <li>First year RI will participate in College Bowl Sunday 27th at three different locations</li> <li>Attended 30<sup>th</sup> Anniversary Celebration for the for the bureau of the Rhode Island of Higher Education assistance where Dr. Arnold Mitchem was the keynote</li> </ul>   |  |
| <b>Vermont<br/>Karen Madden</b>         | <ul style="list-style-type: none"> <li>By the next meeting – VT will have 501c3 status</li> <li>Met with dollars for scholars representative at the last meeting - will be voting on it at the next meeting.</li> <li>Considering a by-laws change to include a president elect</li> <li>Did receive NEOA and COE initiative and we are working on a face book to take to policy seminar.</li> </ul>   |  |
| <b>Old Business</b>                     | <ul style="list-style-type: none"> <li>Tracy went over our wish list from the beginning of the year.</li> <li>We feel we are accomplishing our goals and our wishes for the next year.</li> </ul>  |  |
| <b>New Business</b>                     | <p>Deb McCann – Universal college application part of the development process is a fee waiver system and we feel that it is important that TRiO be one of the buttons that students access in</p>  |  |

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|                | order to receive a fee waiver:<br><br>Action: Deb will send Board an email about supporting the program and how to gain access for our TRiO students.<br><br>Donna – membership MCNair now there are 5 McNair programs in New England – Suffolk and Wesleyan |
| <b>Adjourn</b> | Erik Klein motioned to adjourn, Jennifer Jones second 11:42 lunch and re-assemble for Award Nominees.  |
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**Award Nominees:**

Claiborne Pell

Harvard President too early to consider her for the award, need to research to find out what she was been doing elsewhere – not voting for.

Sargent Shriver - Sargent Shriver will receive the Claiborne Pell Award.

Charlie Desmond – Involved internationally. Charlie has been working in Boston schools to implement TRiO models for Boston Schools and in Ireland

Ramon Gonzales will contact Tom Punham about getting background information on Sargent Shriver.

Mariam Blegrave - Howard

Len Lamberti

Paul Lynsky - Paul withdrew his name from the voting

Arthur Doyle

Michael Thomas

Marsha Weston – removed from vote.

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Len Lamberti – served on the board in the 80 is worked on the first strategic plan and it took a year and a half. While he was one the board, he was the inspirational speaker at Trio Days. He created the first SSS professional development day that has continued for eleven years.

Arthur Doyle – A very strong proponent of NEOA and TRiO programs, has worked to advocate for students. Fee waivers were implemented because of Arthur and the contact with the New Hampshire Board.

Shirley Chisholm

Charlie Desmond – because of his work locally and internationally in support of TRiO Programs.

Congresswoman Rosa DeLaurno– because of Rosa’s vocal voice for TRiO and her support of TRiO Upward Bound and GEAR UP; her involvement with youth issues and she has been very responsive to TRiO needs. – Rosa DeLaurno  
Is the recipient of the Shirley Chisholm award.

David Obey Critical position in the House with regard to budget and in the past he has been identified as a TRiO supporter.

Carol Shea-Porter – possibly for a nomination for next year – junior congresswoman.

Karen Keim called for a close nomination

Vote:

Claiborne Pell – Sergant Shriver

Chisholm – Congresswoman Rosa DeLaurno

Belgrave-Howard – Len Lamberti