

A scenic view of a wooden mill in a lush green forest. In the foreground, there are vibrant pink azalea flowers with green leaves. A stone path leads from the foreground towards a wooden mill with a large water wheel. The mill is surrounded by dense green trees and a grassy area. The overall scene is peaceful and natural.

West Virginia  
TRIO Professional  
Handbook



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# What is TRIO?

Our nation has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background, or economic circumstance.

In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate, and move on to participate more fully in America's economic and social life. These programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social, and cultural barriers to higher education.

## **TRIO Mission**

The mission of TRIO is to provide equal educational opportunity for postsecondary education. TRIO programs strive to ensure that the least advantaged segments of the American population have a realistic chance to enter and graduate from a postsecondary institution.

## **Who is Served?**



As mandated by Congress, two-thirds of the students served must come from families with incomes under \$37,000, where neither parent graduated from college. More than 2,700 TRIO Programs currently serve nearly 866,000 low-income Americans.

Many programs serve students in grades six through twelve. Thirty-seven percent of TRIO students are Whites, 35% are African-Americans, 19% are Hispanics, 4% are Native Americans, 4% are Asian-Americans.. Twenty-two thousand students with disabilities and more than 6,500 U.S. veterans are currently enrolled in the TRIO Programs as well. (Source: Council for Opportunity in Education website, [www.coenet.us](http://www.coenet.us))

## **How it Works?**

More than 1,000 colleges, universities, community colleges, and agencies now offer TRIO Programs in America, the Caribbean, and the Pacific Islands. TRIO funds are distributed to institutions through competitive grants.

# Who is TRIO?

## Educational Opportunity Centers (EOC)

Educational Opportunity Centers located throughout the country primarily serve displaced or underemployed workers from families with incomes under \$33,000.

These Centers help people to choose a college and a suitable financial aid program. There are 124 Educational Opportunity Centers in America serving 195,000 individuals.



Activities include: academic advice, personal counseling, and career workshops; information on post-secondary education opportunities and student financial assistance; help in completing applications for college admissions, testing, and financial aid; coordination with nearby postsecondary institutions; media activities designed to involve and acquaint the community with higher education opportunities; tutoring; and mentoring.

## Ronald E. McNair Post-Baccalaureate Achievement

The Ronald E. McNair Post-baccalaureate Achievement program is designed to encourage low-income students and minority undergraduates to consider careers in college teaching as well as prepare for doctoral study. Students

who participate in this program are provided with research opportunities and faculty mentors. This program was named in honor of the astronaut who died in the 1986 space-shuttle explosion. Currently, there are 201 projects, serving more than 5,400 students.

Activities include academic counseling, financial aid assistance, mentoring, research opportunities, seminars, summer internships, and tutoring. Guidance for students seeking admission and financial aid for graduate programs also is supported.



# Who is TRIO?

## Student Support Services (SSS)



Student Support Services projects work to enable low-income students to stay in college until they earn their baccalaureate degrees. Participants, who include disabled college students, receive tutoring, counseling and remedial

instruction. Students are now being served at 1,071 colleges and universities nationwide. Student Support Services (SSS) projects also may provide grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

Activities include: instruction in basic study skills; tutorial services; academic, financial, or personal counseling; assistance in securing admission and financial aid for enrollment in four-year institutions; assistance in securing admission and financial aid for enrollment in graduate and professional programs; guidance on career options; mentoring and special services for students with limited English proficiency (LEP); and college scholarships.

## Talent Search (TS)

Talent Search projects serve young people in grades six through twelve. In addition to counseling, participants receive information about college admissions requirements, scholarships and various student financial aid programs. This early intervention program helps people from families with incomes under \$33,075 (where neither parent graduated from college) to better understand their educational opportunities and options. More than 363,000 students are enrolled in 466 Talent Search TRIO projects.

The projects provide academic, career, and financial counseling to participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. Talent Search may also serve high school dropouts by encouraging them to reenter the education system and complete their education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in postsecondary education institutions of their choice.

Activities include: tutorial services, career exploration, aptitude assessments, counseling, mentoring programs, workshops, exposure to college campuses, assistance in preparing for college entrance exams, mentoring programs, financial aid assistance, and information on postsecondary institutions.



# Who is TRIO?

## Upward Bound (UB)

Upward Bound helps youth prepare for higher education. Participants receive instruction in literature, composition, mathematics, and science on college campuses after school, on Saturdays and during the summer. Currently, 964 projects are in operation throughout the United States.

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education.

Activities include academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages. Tutoring, counseling, mentoring, cultural enrichment, college application assistance, financial aid assistance, campus visits, summer activities, and work-study programs may also be provided to participants.



## Upward Bound Math-Science (UBMS)

Upward Bound Math-Science program helps students from low-income families to strengthen math and science skills. In addition, students learn computer technology as well as English, foreign language and study skills. Currently, 117 projects are serving students throughout the country.



The program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science.

Activities include: summer programs with intensive math and science training; year-round counseling and advisement; exposure to university faculty members who do research in mathematics and the sciences; computer training; and participant-conducted scientific research under the guidance of faculty members or graduate students who are serving as mentors.

## Who is TRIO?

### **Veterans Upward Bound (VUB)**

The Veterans Upward Bound program provides intensive basic skills development and short-term remedial courses for military veterans to help them successfully transition to post-secondary education. Veterans learn how to secure support from available resources such as the Veterans Administration, veterans associations, and various state and local agencies that serve veterans.



### **Training Program for Federal TRIO Programs Staff**

The Training Program provides funding to enhance the skills and expertise of project directors and staff employed in the federal TRIO programs. Funds may be used for conferences, seminars, internships, workshops, or the publication of manuals. Training topics are based on priorities established by the Secretary of Education and



announced in the Federal Register notices inviting applications. Annual training is provided on student financial aid, general project management for new directors, legislative and regulatory requirements, the design and operation of model programs, and the use of educational technology.

## WV TRIO Executive Board

### **Vivian Cespedes - President**

Counselor, West Virginia University  
Student Support Services  
G-30 Mountainlair  
Post Office Box 6230  
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### **Scott Robertson - President Elect**

Director, West Virginia University Institute of Technology  
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### **Carol Suder-Howes - Immediate Past President**

Director, Davis and Elkins College Upward Bound  
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### **Nick Bedway - Treasurer**

Director, Marshall University Heart of Appalachia  
Educational Opportunity Center  
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## A Brief History of TRIO and WV TRIO

by Michael Fisher, Former Davis and Elkins Veterans Upward Bound Director

In *Milestones of TRIO History*, Dr. John Grout reviewed the creation of the TRIO programs, beginning with Upward Bound in 1964 to the formation of national TRIO regions. Grout says that in the 1960's poverty was suddenly recognized as a severe national problem that afflicted at least one-third of the population. In 1961, President John F. Kennedy charged the Council of Economic Advisors to study the problem of poverty and make recommendations for action. Shortly after President Kennedy's assassination, Walter Heller, Chairman of the Council, detailed the antipoverty plans with President Lyndon B. Johnson. President Johnson is quoted as saying, "That's my kind of program; I'll find the money for it one way or another." The President then appointed Sergeant Shriver to head a Task Force on Poverty. The Task Force met the challenge in record time, and they prepared legislation that the Johnson administration declared would "forever eliminate poverty from the richest nation on earth."

The Economic Opportunity Act of 1964 established the Office of Economic Opportunity to coordinate and administer the poverty programs. The law also established a Demonstration and Research Office to fund experimental programs. One of the first programs developed identified underachieving secondary school students from low-income backgrounds, to motivate and prepare them to pursue postsecondary education. It was called "Upward Bound." Then, for the first time, a part of the Higher Education Act of 1965 set aside Federal scholarship monies distributed based on low-income status. It was a large pot of money and there were many needy students. Neither high school nor college personnel had experience working with diverse youth populations in higher education. Section 408 was inserted into the proposed Higher Education Act to address this problem. It set up a new program, *Contracts to Encourage the Full Utilization of Educational Talent* (later called Talent Search). The first reauthorization of the Act in 1968 created Special Services (later called Student Support Services), which was the third of the three original TRIO programs. There have been six reauthorizations altogether, and TRIO currently includes Upward Bound, Upward Bound Math Science, Veterans Upward Bound, Talent Search, Student Support Services, Educational Opportunity Centers, and Ronald E. McNair Post-Baccalaureate Achievement.

In 1972, six states formed a regional organization to share information and provide professional development. It was called the Southwest Association of Student Assistance Programs (SWASAP). We now have 10 regional organizations. West Virginia, Delaware, District of Columbia, Maryland, Pennsylvania, and Virginia make up the organization called Mid Eastern Association of Educational Opportunity Program Personnel (MEAEOPP).



## A Brief History of TRIO and WV TRIO

Nationally, TRIO programs are represented by the Council for Opportunity in Education (COE, formerly NCEO), a nonprofit organization, established in 1981, dedicated to furthering the expansion of educational opportunities throughout the United States. Through its numerous membership services, the Council works in conjunction with colleges, universities, and agencies that host TRIO Programs to specifically help low-income Americans enter college and graduate. The mission of the Council is to advance and defend the ideal of equal educational opportunity in postsecondary education. As such, the focus of the Council is assuring that the least advantaged segments of the American population have a realistic chance to enter and graduate from a post-secondary institution. A secondary purpose of the Council is to provide a voice and a political vehicle for administrators, counselors and teachers who are employed in institutionally-, state- and federally-funded opportunity programs, especially those professionals with TRIO programs.

At the state level, WV TRIO Association (formerly West Virginia Association of Educational Opportunity Personnel ) represents TRIO personnel in West Virginia. Membership is open to individuals and programs who share an interest in students served by the state TRIO programs. The history of WVAEOPP is like much of West Virginia history-- it is in oral form only.

From the early times of WVAEOPP when the organization was so small that it met in a lounge instead of a hotel conference room, many positive changes have occurred, and the organization's growth has been the envy of several other state TRIO associations. Some of the changes are: replacing the office of Vice President with President-Elect, improving training and staff development at state conferences, adding one-day drive-in meetings, conducting student leadership conferences, establishing project memberships, expanding student scholarships, boosting recognition of TRIO programs at the state legislature, accumulating a healthy treasury, developing the WV TRIO listserv and directory, gaining 501(C) 3 status, and implementing CAS standards throughout West Virginia TRIO programs.

# WV TRIO Activities

## **State Conference**

West Virginia TRIO collaborated with WVASPA, the West Virginia Association of Student Personnel Administrators, to host this year's conference. The state conference offers professional development activities; provides an avenue for networking with fellow TRIO personnel as well as WVASPA personnel; conduct association business; and provides a newcomer's orientation.

Each year, the WV TRIO President selects one member of the Association to receive the "Pathway to Prominence Award" for their dedication to the mission of the Association as well as their program participants. The conference is available to all programs.

## **Policy Seminar**

Each March, the Council for Opportunity in Education plans a Policy Seminar in Washington, DC. where attendees are updated on issues relevant to TRIO programs and their students. The seminar culminates with a "Walk on the Hill", where participants meet with Senators and Congressmen/women. Because program funds cannot be used to attend the Policy Seminar (ED considers this a lobbying activity), WV TRIO covers the cost for the attendance of the President-Elect to represent our state association.

## **Student Leadership Conference**

Recognizing the many benefits of a state conference for TRIO professionals, the Association extended a similar opportunity to TRIO participants to develop leadership potential. It is the responsibility of the WV TRIO Immediate Past President and President-Elect to plan the each year's Student Leadership Conference, but all TRIO professionals who attend are expected to take active roles in the conference.

Students assume conference leadership roles such as serving as workshop moderators, emcees, and organizers. Programs select a student to receive the Dr. Anne Crum Award which includes a scholarship as well as the Legacy of Leadership Scholarship.

## **WV TRIO Scholarships**

An annual competition is held to distribute scholarship funds to pre-college and college TRIO participants. Coordinated by the WV TRIO Scholarship Committee, each paid member program can nominate one participant for the award. The scholarship is sent out to programs using the WV TRIO Listserv. Scholarships are typically due at the end of February each year. WV TRIO currently awards two scholarships to pre-college program participants and two scholarships to students in college programs.

# WV TRIO Activities

## **Advocacy**

One of WV TRIO's primary objectives is advocacy for disadvantaged students, in particular the low-income, first-generation, disabled, and under-represented students that we serve. While all TRIO programs advocate for their students on a direct level, working with colleges and universities and their host institutions to promote services for participants, WV TRIO allows programs to advocate with a louder, non-partisan voice for all disadvantaged students.

WV TRIO advocacy activities include media releases about program and association activities; educating local, state, and national representatives about the TRIO mission, our alumni's accomplishments, and the need and benefits of services to disadvantaged students; and informing others about the activities and accomplishments of disadvantaged students.

## **TRIO Day**

WV TRIO usually celebrates TRIO Day with a cultural trip to the state capital in Charleston. TRIO staff and students tour the Capitol, observe the democratic process in action, and meet state delegates and senators. Often, students have a "photo op" with the Governor, who issues a formal "TRIO Day" proclamation.

## **TRIO Achiever**

Each year, a successful alumni is selected from solicited nominations to serve as the TRIO Achiever. Coordinated by the TRIO Achiever Committee, the selected individual is traditionally honored at the state conference's TRIO Achiever Luncheon and on a regional level at the MEAEOPP TRIO Achiever Luncheon.

## **Networking w/ Other Professional Organizations**

WV TRIO networks with other organizations in West Virginia to advocate for disadvantaged students. Many WV TRIO Professionals serves as Site Coordinators for College Goal Sunday. The Association partners with the WV Higher Education Policy Commission to ensure that more West Virginia residents are aware of their options concerning post-secondary education.

To obtain the best information possible to serve students and professionals, partnerships have been developed with the West Virginia Association of Student Financial Aid Administrators (WVASFAA) and West Virginia Association of Student Personnel Administrators (WVASPA).

# Fair Share

## **Council for Opportunity in Education**

The Council for Opportunity in Education (COE) is a nonprofit organization, established in 1981, dedicated to furthering the expansion of college opportunities for low-income, first-generation students, veterans and students with disabilities in all 50 states, Washington, D.C., the Federated States of Micronesia (FSM), Palau, Guam, and Puerto Rico. Its membership includes more than 1,000 colleges and agencies. Through its numerous membership services, the Council works in conjunction with colleges, universities, and agencies that host TRIO programs to specifically help low-income students enter college and graduate. 790,000 low-income students and students with disabilities each year receive college access and retention services through our member colleges and agencies.

## **What is Fair Share?**

Fair Share is the sharing of budgetary responsibility needed for the Council to operate based on the relative number of TRIO projects in an area. The Council for Opportunity in Education Board of Directors votes on the General Administrative Budget (GAB) of the Council. The GAB supports the critical work of the Council not supported by outside grants. The Fair Share is calculated using the GAB amount. Fair Share is made up of four components: Subscription Package, Personal Contributions, Regional Memberships and Institutional Memberships.

## **TRIO Programs Membership Fee**

1	\$3,250
2	\$3,450
3	\$3,650
4	\$3,850
5	\$4,050
6	\$4,250
Per additional program	+ \$200

## **What are Fair Share funds used for?**

Your fair share goes to protecting your TRIO Programs (up to date information on appropriations, reauthorization, and other issues affecting TRIO students; round the clock advocacy on Capitol Hill and with the Department of Education; bringing students to speak to legislators and other concerned citizens; and proposal writing workshops).

## **How is Fair Share Calculated?**

The total Fair Share line item is calculated by the Council based on trends from earlier years and the current budget approved by the board of directors. The Fair Share budget is divided by the number of projects in the nation. This total is then multiplied by the number of TRIO programs in the state. It is this amount that each respective state is asked to contribute to Fair Share.

Whether a given state or region “reaches” fair share is calculated on cash, not an accrual basis - and all cash provided through Institutional Memberships, Subscription Packages and Personal Donations received between July 1 and June 30 of any given year is counted towards the “Fair Share target.”



Regional Associations		MEAEOPP
<b>AEEE</b>	Association for Equality and Excellence in Education, Inc.	<p>The Mid-Eastern Association of Educational Opportunity Program Personnel (<b>MEAEOPP</b>) is a regional association of educational opportunity personnel from Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia.</p> <p><b>MEAEOPP's</b> mission is to assist low-income and first generation students in overcoming the economic, physical, academic and social barriers that make accessibility to higher education difficult, if not impossible.</p> <p><b>MEAEOPP</b> is committed to providing these students with the support services needed to successfully enroll in and graduate from post-secondary institution.</p> <p><b>MEAEOPP</b> brings together program professionals who have shared interest in the educational and cultural development of TRIO program students.</p> <p><b>MEAEOPP</b> responds to issues affecting the educational resources and environment of disadvantages students.</p> <p><b>MEAEOPP</b> showcases participants' academic achievement by awarding scholarships.</p> <p><b>MEAEOPP</b> sponsors an annual religion conference, as well as training workshops, for the memberships' professional development.</p> <p>The <b>MEAEOPP</b> membership year runs from July to June.</p>
<b>ASPIRE</b>	Association for Special Programs in Region Eight	
<b>CATP</b>	Caribbean Association of TRIO Programs	
<b>MAEOPP</b>	Mid-America Association of Educational Opportunity Program Personnel	
<b>MEAEOPP</b>	Mid-Eastern Association of Educational Opportunity Program Personnel	
<b>NAEOP</b>	Northwest Association of Educational Opportunity Programs	
<b>NEAEOPP</b>	New England Association of Educational Opportunity Program Personnel	
<b>SAEOPP</b>	Southeastern Association of Educational Opportunity Program Personnel	
<b>SWASAP</b>	Southwest Association of Student Assistance Program	
<b>WESTOP</b>	Western Association of Educational Opportunity Program Personnel	

# WV TRIO Constitution

## **ARTICLE I - PURPOSE AND OBJECTIVE**

**Section 1:** The mission of WV TRIO (referred to as the Association) is to promote equal educational opportunity and greater accessibility to higher education for the TRiO eligible student. The Association seeks to bring together those persons who have an active interest in becoming professionally involved in broadening access to and retention in post-secondary education. The Association also seeks to provide professional staff development to ensure that qualified and informed professionals are engaged in the delivery role with the client population.

**Section 2:** The Association is organized exclusively for charitable, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organization under section 501 (c) (3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code.

**Section 3:** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Service Code, or corresponding section of any future federal tax code.

**Section 4:** Upon the dissolution of the Association assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Service Revenue Code, or shall be distributed to the Mid-Eastern Association of Educational Opportunity Program Personnel (MEAEOPP) until the Association is active.

## **ARTICLE II - MEMBERSHIP**

**Section 1:** The Membership of the Association shall be comprised of a) Active Professional, b) Associate, c) Affiliate, and d) Program.

a) Active Professional membership is available to those persons actively engaged in the administration or general operation, inclusive of instructional staff of West Virginia educational opportunity programs. Active Professionals have one vote each and are eligible to hold office in the Association.

## WV TRIO Constitution cont.

b) Associate membership is available to those persons who do not qualify for membership under the Active Professional category but who have an active interest in the concerns of the TRiO-eligible student population. Associate members cannot vote nor hold office in the Association.

c) Affiliate membership is available to those nonprofessional persons, inclusive of students, who do not qualify under the above categories but who share an interest in the concerns of the TRiO-eligible students. Affiliate members cannot vote nor hold office in the Association.

d) Program membership is available to educational opportunity programs within the State of West Virginia. All benefits-eligible employees of that program are association members. Each member has one vote and is eligible to hold office.

**Section 2:** Annual membership fees will be established by the Executive Board.

**Section 3:** Membership will run from July 1 through June 30.

### **ARTICLE III - OFFICERS**

**Section 1:** The elected officers of the Association will be President, President-Elect, and Treasurer.

**Section 2:** The President-Elect and the Treasurer shall be elected at the fall meeting.

**Section 3:** The position of Secretary will be appointed by the President upon his/her initiation into office and will serve at the will of the President.

**Section 4:** Term of office for the President and President-Elect will be one year; term of office for the Treasurer will be two years.

**Section 5:** Officers shall serve only two consecutive terms in the same position. After serving two consecutive terms in the same position, candidates must wait one fiscal year before serving again in the same position. The candidates may serve in other elected positions immediately.

**Section 6:** The Executive Board shall be the planning body for this Association, and shall have authority to fill any vacancy among the Officers between regular meetings.

# WV TRIO Constitution

## ARTICLE IV - DUTIES OF THE OFFICERS

**Section 1: President:** The President shall preside over the meeting of the general membership, the Executive Board of the Association, and authenticate by signature, when necessary, all acts, orders, and proceedings of the Association. The President shall have the authority to appoint the Association Secretary and the special committees, to develop an agenda for all meetings with the Executive Board, to serve on the MEAEOPP Executive Board, submit a written report to the membership at all meetings, and to serve as government relations representative to keep membership informed of state and national policies that affect educational opportunity programs.

**Section 2: President-Elect:** The President-Elect shall perform the duties of the President in the absence of the President and assist the President in all activities. The President-Elect shall attend meetings of the MEAEOPP Board, voice WV TRiO concerns, and submit a written report to the membership at all meetings. The President-Elect shall assume the office of the President after one year.

**Section 3: Treasurer:** The Treasurer shall perform the duties of financial recordkeeping. The Treasurer will insure that all receipts and expenditure funds are in accordance with the directives established by the Association, disburse such funds as directed by the President and/or membership, and submit a full financial report at the regular meetings or otherwise requested by the President. The Treasurer shall also be responsible for preparing and filing state and federal fiscal documents as required to maintain non-profit status.

**Section 4: Secretary:** The Secretary will perform the duties recording minutes at Association meetings, and other such duties as assigned by the President.

**Section 5:** Members of the Association are eligible for reimbursement of expenses related to Association duties, as approved by the Executive Board, or their designee.

## ARTICLE V - MEETINGS

**Section 1:** Regular fall and spring meetings will be held.

**Section 2:** Special meetings may be called with the consent of the Executive Board.

**Section 3:** The President shall appoint a Parliamentarian for all meetings of the General Assembly. Robert's Rules of Orders will be followed.

**Section 4:** A quorum shall consist of one representative from seven projects or a majority of members who are eligible to vote who are registered for the Fall or Spring Conference.

**Section 5:** A quorum must be present to a) act on reports of the Committees or of the Executive Board b) make amendments to the constitution, and c) elect officers of the organization

**Section 6:** In the event that a quorum is not present at the regular meeting in which voting must occur, ballots for voting may be disseminated to each member within 30 days after the regular meeting. Ballots shall be counted no later than sixty (60) days after the regular meeting.



# WV TRIO Constitution

## **ARTICLE VI – NOMINATIONS AND ELECTIONS**

**Section 1:** The Executive Board shall have the responsibility of submitting a slate of candidates for a vote at the annual meeting.

**Section 2:** Elections will occur at the regularly scheduled fall general meeting, and the ballot will include those nominated by the Executive Board, as well as those nominated by the membership during the meeting.

**Section 3:** Candidates receiving the majority of votes shall be elected.

**Section 4:** Members may vote through absentee ballot. All absentee ballots must be received prior to the regular meeting to be included in the vote count. Absentee ballots will be sent out at least two weeks before the scheduled fall meeting. Before votes are cast at the regular fall meeting, members who are present but also cast absentee ballots shall have their absentee ballots discarded without being opened.

## **ARTICLE VII – COMMITTEES**

**Section 1:** The Executive Committee shall consist of the President, President-Elect, Treasurer, and immediate Past President. The Executive Board must approve by majority vote:

- a) Association expenditures
- b) calling special meetings at which voting by the membership on Association business shall occur.

**Section 2:** Committees may be established and chairpersons appointed by the President as deemed necessary.

## **ARTICLE VIII - METHODS OF ADOPTION AND AMENDMENT**

**Section 1:** A Constitution may be adopted by a  $\frac{3}{4}$  vote of the membership. Section 2: Amendments to the Constitution:

- a) must be made at meetings with an established quorum,
- b) must be submitted to the Executive Board two weeks in advance of a regularly scheduled meeting for dissemination to the membership not less than one week in advance of said meeting, and
- c) require a  $\frac{3}{4}$  vote of members present at the meeting for passage.

## **ARTICLE IX - BY-LAWS**

In order to provide for routine operations, by-laws may be established.

Adopted: May 2015

## WV TRIO Standing Committees

**Alumni** – Plan and coordinate activities to organize and maintain an active WV TRIO alumni association; develop and maintain alumni membership, create and distribute an annual newsletter containing success stories, activities, and communication; provide materials for listing alumni database on WV TRIO website; coordinate alumni activities with MEAEOPP and COE.

**Chair:** Vivian Cespedes, West Virginia University  
Student Support Services Counselor  
Office: 304-293-6629  
E-mail: [vivian.cespedes@mail.wvu.edu](mailto:vivian.cespedes@mail.wvu.edu)

**Archives** - Responsible for collecting and maintaining records of the WV TRIO, identify an organized system to collect, store, and essential WV TRIO records, and encourage past and present officers to transfer records to the WV TRIO archives.

**Chair:** Terri Philpott, Concord University  
Student Support Services Director  
Office: 304-384-5282  
E-mail: [tphilpott@concord.edu](mailto:tphilpott@concord.edu)

**COE Fair Share** – Coordinate efforts to ensure that WV TRIO meets the yearly COE Fair Share goal. Activities include contacting members and programs; reporting to the membership re: progress towards meeting the goal; and serving as a liaison between COE and WV TRIO relative to Fair Share.

**Chair:** Nick Bedway, Marshall University  
Heart of Appalachia Educational Opportunity  
Center Director  
Office: 304-696-3257  
E-mail: [bedway@marshall.edu](mailto:bedway@marshall.edu)

**Development** – Plan and carry out fundraising activities to generate revenue for WV TRIO. The Development Committee will organize and operate the sale of items at the state conference, MEAEOPP Conference and as well as arrange on-going activities.

**Chair:** Patty Moore, Marshall University  
Heart of Appalachia Educational Opportunity  
Center Educational Counselor  
Office: 304-696-3257  
E-mail: [moore21@marshall.edu](mailto:moore21@marshall.edu)

**Governmental Relations** – Responsible for developing and maintaining open communication with local, state, and national representatives regarding WV TRIO and issues facing program participants. Committee will maintain and provide an annual “Fact Book” containing WV TRIO Program demographics as well as success stories of former participants. The “Fact Book” will be distributed during the annual Policy Seminar in Washington, DC. The committee will also maintain and update a listing and maps of every school/county which receives TRIO services in West Virginia.

**Chair:** Angela Holley, Marshall University  
Heart of Appalachia Talent Search Director  
Office: 304-696-2201  
E-mail: [holley1@marshall.edu](mailto:holley1@marshall.edu)

## WV TRIO Standing Committees

**Scholarship** – Review and revise, as needed, WV TRIO scholarship selection procedures and criteria; distribute, and review scholarship applications; select scholarship recipients; arrange for funds distribution; provide write-up for media releases.

**Chair:** Cynthia Copney, Shepherd University  
Student Support Services Director  
Office: 304-876-5779  
E-mail: [copney@shepherd.edu](mailto:copney@shepherd.edu)

**TRIO Achievers** - Review and revise, as needed, WV TRIO Achiever selection criteria; promote, recruit, and select achievers; coordinate recognition of the recipient at the state TRIO Achievers Luncheon and, when appropriate, at MEAEOPP and COE; provide write-up of selected TRIO Achiever for media releases. The committee is also responsible for planning and coordinating all activities related to WV TRIO’s recognition of contributions made by members and friends of WV TRIO to the mission and vision of the association.

**Chair:** Carol Suder-Howes, Davis and Elkins College  
Upward Bound Director  
Office: 304-637-1989  
E-mail: [howesc@dewv.edu](mailto:howesc@dewv.edu)

## Pathway to Prominence

Each fall, the WV TRIO president selects one member of the Association to receive the “Pathway to Prominence” Award. The selection is based upon a member who is an active member of the association, serves on or chairs a committee and works diligently to promote the mission of the Association. The award is given out during the Fall Conference.

### Award Recipients

2013 - Betty Mei, Director  
West Virginia University  
McNair Scholars Program

2012 - Angie Holley, Director  
Marshall University Heart of  
Appalachia Talent Search

2011 - Alison Shields, Assistant Director  
Davis and Elkins College  
Upward Bound

2010 - Barbara Rush, Counselor  
Concord University  
Upward Bound

## WV TRIO Programs

Bluefield State College EOC  
 Director: Sarita Rhonemus  
 Phone: 304-327-4096  
 E-mail: [sarhonemus@bluefieldstate.edu](mailto:sarhonemus@bluefieldstate.edu)

Bluefield State College SSS  
 Director: Carolyn Kirby  
 Phone: 304-327-4227  
 E-mail: [ckirby@bluefieldstate.edu](mailto:ckirby@bluefieldstate.edu)

Concord University McNair Scholars  
 Director: Dr. Rod Klein  
 Phone: 304-384-5153  
 E-mail: [kleinr@concord.edu](mailto:kleinr@concord.edu)

Concord University SSS  
 Director: Terri Philpott  
 Phone: 304-384-5282  
 E-mail: [tphilpott@concord.edu](mailto:tphilpott@concord.edu)

Concord University UB  
 (Two programs)  
 Director: Barb Rush  
 Phone: 304-384-6010  
 E-mail: [rushb@concord.edu](mailto:rushb@concord.edu)

Davis and Elkins College UB  
 (Two programs)  
 Director: Carol Suder-Howes  
 Phone: 304-637-1989  
 E-mail: [cshowes@dewv.edu](mailto:cshowes@dewv.edu)

Davis and Elkins College VUB  
 Director: Mark Rosencrance  
 Phone: 304-637-1322  
 E-mail: [rosencrancem@dewv.edu](mailto:rosencrancem@dewv.edu)

Glenville State College SSS  
 Director: Janie Castle  
 Phone: 304-462-6153  
 E-mail: [janie.castle@glenville.edu](mailto:janie.castle@glenville.edu)

Greater Appalachian Outreach TS  
 Director: Claudia Black  
 Phone: 304-324-8700  
 E-mail: [gaoi02@citilink.net](mailto:gaoi02@citilink.net)

Greater Appalachian Outreach EOC  
 Director: Claudia Black  
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 E-mail: [gaoi02@citilink.net](mailto:gaoi02@citilink.net)

Marshall University Empowering  
 Appalachia TS  
 Director: Heather Warren  
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 E-mail: [warrenh@marshall.edu](mailto:warrenh@marshall.edu)

Marshall University EOC  
 Director: Nick Bedway  
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 E-mail: [bedway@marshall.edu](mailto:bedway@marshall.edu)

Marshall University Heart of Appalachia TS  
 Director: Angie Holley  
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 E-mail: [holley1@marshall.edu](mailto:holley1@marshall.edu)

Marshall University SSS  
 Director: Bonnie Bailey  
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 E-mail: [philli32@marshall.edu](mailto:philli32@marshall.edu)

Marshall University UB  
 Director: Darlene Collier  
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 E-mail: [collier18@marshall.edu](mailto:collier18@marshall.edu)

Mingo County Commission UB  
 Director: Eugene Sisco, II  
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 E-mail: [eugene@mccub.com](mailto:eugene@mccub.com)

Salem International University UB  
 Director: Tim Young  
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Shepherd University SSS  
 Director: Cynthia Copney  
 Phone: 304-876-5779  
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West Virginia State University SSS  
 Director: Barbara Cary  
 Phone: 304-766-3120  
 E-mail: [carybw@wvstateu.edu](mailto:carybw@wvstateu.edu)

West Virginia State University UB  
 Director: Barbara Cary  
 Phone: 304-766-3210  
 E-mail: [carybw@wvstateu.edu](mailto:carybw@wvstateu.edu)

West Virginia State University UBMS  
 Director:  
 Phone: 304-766-3086  
 E-mail:



WV TRIO Programs	WV TRIO Achievers	
<p>West Virginia University McNair Scholars            Director: Dr. Betty Mei            Phone: 304-293-4316            E-mail: <a href="mailto:bmei@mail.wvu.edu">bmei@mail.wvu.edu</a></p> <p>West Virginia University SSS            Director: Cynthia Drumm            Phone: 304-263-6629            E-mail: <a href="mailto:cynthia.drumm@mail.wvu.edu">cynthia.drumm@mail.wvu.edu</a></p> <p>West Virginia University UB            Director: Fran Clark            Phone: 304-293-6199            E-mail: <a href="mailto:Fran.Bennett@mail.wvu.edu">Fran.Bennett@mail.wvu.edu</a></p> <p>West Virginia University Institute of            Technology SSS            Director: Scott Robertson            Phone: 304-442-3223            E-mail: <a href="mailto:sdrobertson@mail.wvu.edu">sdrobertson@mail.wvu.edu</a></p> <p>West Virginia University Institute of            Technology UB            Director: Jennifer Bunner            Phone: 304-442-3332            E-mail: <a href="mailto:jennifer.bunner@mail.wvu.edu">jennifer.bunner@mail.wvu.edu</a></p> 	<p>2015 - Chris Williamson,            Marshall University Upward Bound,            West Virginia University Student Support            Services and McNair Scholars Program</p> <p>2014 - Brandon Adkins,            Concord University Upward Bound</p> <p>2013 - Scott Robertson,            Marshall University Student Support            Services and Upward Bound</p> <p>2012 - Chris Taylor,            Potomac State College Upward Bound</p> <p>2011 - Eunice Wine,            West Virginia University McNair Scholars</p> <p>2010 - James Marsh,            Davis and Elkins            Veterans Upward Bound</p> <p>2009 - Tammy Lynn Angle,            Bluefield State College Educational            Opportunity Center</p> <p>2008 - Jennis Bisner</p> <p>2007 - Matthew Smith</p> <p>2006 - Candice Judy Pudder,            Davis and Elkins College Upward Bound</p> <p>2005 - Angela Holley,            Marshall University            Student Support Services</p>	<p>Spring 2005 - Stewart Plemons</p> <p>Fall 2004 - Mike O'Dell</p> <p>2004 - Shawn McNeil</p> <p>2003 - Barbara Rush            Concord University Upward Bound</p> <p>2001 - Beverly Wattie            West Virginia State University            Upward Bound</p> <p>1999 - Barbara Cary            Concord Upward Bound</p> <p>1996 - Michelle House</p> <p>1993 - Carol Suder-Howes,            Salem International Upward Bound</p> <p>1990 - Ronald Tucker</p> <p>1988 - Nila Irwin</p>

## WV TRIO Past Presidents

**Carol Suder-Howes**

2013-14

Director,  
Upward Bound  
Davis and Elkins College

**Terri Philpott**

2012-13

Director,  
Student Support Services  
Concord University

**Scott Robertson**

2010-2012

Counselor,  
Heart of Appalachia  
Talent Search  
Marshall University

**Sarita Rhonemus**

2009 - 2010

Director,  
Educational Opportunity Center  
Bluefield State College

**Gene Oschendorf**

2008 - 2009

Project Coordinator,  
Veterans Upward Bound  
Davis and Elkins College

**Nick Bedway**

2007 - 2008

Director,  
Educational Opportunity Center  
Marshall University

**Angela Holley**

2006 - 2007

Director,  
Heart of Appalachia  
Talent Search  
Marshall University

**Marjie Flannigan**

2005 - 2006

Director,  
Student Support Services  
Concord University

**Jay Wright**

2004 - 2005

Director,  
Empowering Appalachia  
Talent Search  
Marshall University

**Darrell Taylor**

2003 - 2004

Director,  
Upward Bound Math Science  
Concord University

**Anita Mayer**

2002 - 2003

Director,  
Ronald E. McNair  
West Virginia University

**Barbara Cary**

2001-2002

Director,  
Upward Bound &  
Student Support Services  
West Virginia State University

**Tia Spencer**

2000 - 2001

Talent Search  
West Virginia Higher  
Education Policy Commission

**Dr. Barbara Copenhagen  
Bailey**

1999 - 2000

Director,  
Student Support Services  
West Virginia University

**Mike Fisher**

1998 - 1999

Director,  
Veterans Upward Bound  
Davis & Elkins College

**Freeda Chappel**

1997 - 1998

Talent Search  
West Virginia Higher  
Education Policy Commission

**Anne Crum**

1996 - 1997

Director,  
Upward Bound  
Davis & Elkins College

**Kathy Epperly**

1995 - 1996

Bluefield State College

**Jackie Hersman**

1994 - 1995

Director,  
Upward Bound  
Marshall University

**William Letrent**

1990 - 1994

Director,  
Student Support Services  
Potomac State College

**Jackie Hersman**

1990

Former Director,  
Upward Bound  
Marshall University

**Karen Ferguson**

1984 - 1987

Potomac State College

**Sandy Cavender**

## Online Resources

### **ACT**

[www.act.org](http://www.act.org)

### **Application Fee Waivers**

[www.nacacnet.org](http://www.nacacnet.org)

### **College Campus Tours**

[www.ecampustours.com](http://www.ecampustours.com)

### **College Foundation of West Virginia**

[www.cfwv.com](http://www.cfwv.com)

### **College Retention Rates**

[www.collegeresults.org](http://www.collegeresults.org)

### **Council for Opportunity in Education**

[www.coenet.us](http://www.coenet.us)

### **FASTWEB**

[www.fastweb.com](http://www.fastweb.com)

### **Free Application for Federal Student Aid (FAFSA)**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### **Mid-Eastern Association of Educational Opportunity Program Personnel**

[www.meaeopp.org](http://www.meaeopp.org)

### **Office of Postsecondary Education**

[www.ed.gov/about/offices/list/ope/TRIO/  
index.html](http://www.ed.gov/about/offices/list/ope/TRIO/index.html)

### **SAT**

[www.collegeboard.com](http://www.collegeboard.com)

### **U.S. Department of Education**

[www.ed.gov](http://www.ed.gov)

### **Volunteer WV**

[www.volunteerwv.org](http://www.volunteerwv.org)

### **West Virginia Association of Student Personnel Administrators**

[www.wvaspa.org](http://www.wvaspa.org)

### **West Virginia Department of Education**

<http://wvde.state.wv.us/>

### **West Virginia Higher Education Policy Commission**

<http://wvhepcnew.wvnet.edu/>

### **West Virginia Office of Veterans Education & Training Programs**

[www.veteranseducationwv.com](http://www.veteranseducationwv.com)

### **West Virginia TRIO Association**

[www.wvtrio.org](http://www.wvtrio.org)

[www.facebook.com/wvtrio](http://www.facebook.com/wvtrio)

[www.twitter.com/wvtrio](http://www.twitter.com/wvtrio)

