



Developing an EOP Alumni Chapter



Presenters:

Carolyn A. Stevens



Matt Markin

EOP History @ CSUSB

- Began in 1969
- Currently accept approximately 325 new students each academic year
- Graduate approximately 200+ students each year
- EOP Alumni Advisory Board began in 2005
- Switched to EOP Alumni Chapter in 2006





Board vs. Chapter



Advisory Board

Original EOP Alumni Advisory Board objectives:

- **Serve as an advocate at the local and state levels**
- **Showcase the program's success through academics & career choices**
- **Oversee program growth**
- **Advocate for legislative issues pertaining to the program**
- **Enhance success for current and future students**

Alumni Chapter

Current EOP Alumni Chapter objectives:

- **Increase alumni membership**
- **Inform the community about the program, goals, and students' success within EOP**
- **Serve as mentors**
- **Work continuously to establish a network that EOP students and alumni can turn to for personal, educational, and professional support**





How EOPAC Started



Step 1: Getting Started

EOP Director, EOP Counselor/Advisor, and EOP Alumni/Faculty member:



- **Met with campus Alumni Association first with the idea of an EOP Alumni Chapter**
- **Discussed the campus Alumni Association mission statement, by-laws, regulations and policies**
- **Discussed the role of the Alumni Association with our chapter**

Step 1 cont...

- Discussed membership fees/dues
- Discussed ways to financially support the EOPAC
- Discussed policies regarding fundraising and requesting donations from local businesses, etc
- Asked for a POC from the Alumni Association to serve as the liaison



Step 2: Membership

- Asked EOP staff for names of EOP graduates that were active on campus and were leaders of other organizations, clubs, sororities/fraternities, etc
- Reviewed EOP graduate lists for the past 2 years (list of approx. 50 grads identified as potential members)
- Reviewed donor list of EOP graduates who contributed to any EOP fundraising, especially our annual banquet
- Compiled list of all names submitted and selected one to serve as chair



Step 3: First Contact

- Met with selected chair to discuss the purpose of the EOPAC and how to recruit members
- Drafted membership letters to the other 49 alums from the original list of EOP grads and enclosed info regarding the chapter
- First meeting successful in developing the EOPAC
- Initial goal was to meet quarterly but because of the energy first exhibited, we have met monthly for the past 3 years





Chapter Responsibilities



Elected Officers/ Members

Carmen M. Rodriguez- Chair

Dr. Cheryl-Marie Hansberger- Vice-Chair

Tina Valencia- Treasurer

Herb English- Fundraising Chair

Juan Lopez- Legislative Chair

Fernando Villapando- Networking Chair

Dolores Peters- Member

Lorena Gomez- Member

Matt Markin- Member

Ericka Nunez- Member

Carolyn A. Stevens- Advisor



By-Laws

ARTICLE 1: MEMBERSHIP

Section 1: Rights and Privileges

A. No person other than an active or honorary member, as defined in the Constitution, shall be eligible to hold office or serve as a chapter member or committee chairperson. Tenure of office or position shall terminate immediately in the event that such a person ceases to be an active member in good standing.

By-Laws cont...

ARTICLE II: DUTIES OF EOPAC OFFICERS

Section 1: Chairman Duties

- A. To act as presiding officer for the EOP Alumni Chapter.
- B. To act as a liaison between the EOP Department, the Alumni Association, the campus, and the community. To represent the chapter at major university and community functions/activities.
- C. To serve as the official spokesperson for the EOPAC.
- D. To serve as an ex-officio member of all EOPAC committees.
- E. To appoint ad-hoc committee and committee chairpersons subject to ratification of the EOPAC.
- F. To provide oversight for elected officers and committee chairs.
- G. To be responsible for calling special meetings in consultation with other officers, as needed.

By-Laws cont...

ARTICLE III: EOPAC POWERS AND DUTIES

Section 1: To manage the finances of the EOPAC.

To coordinate meetings and special events of the general membership.

To coordinate all lobbying efforts for the EOPAC.

To raise money to fund EOP scholarships/book awards.

To coordinate networking and mentoring programs for the EOPAC and EOP students.

To elect, with a simple majority vote, persons to fill vacancies within the chapter.

To plan an annual calendar of events.

To accept the resignation of any officer, member or appointee and to suspend and/or remove any officer or member or appointee for just cause.

By-Laws cont...

If you would like to review our EOPAC by-laws, feel free to review the samples after the presentation or e-mail Carolyn or Matt for a copy.





EOPAC Committee Responsibilities



Membership

- **Recruit new members**
- **Ensure that the chapter will have full and active membership**
- **Draft policies that govern member expectations.**
- **Draft election procedures**



Structural

- Responsible for developing by-laws, a mission statement, and other documents that will guide the EOP Alumni Chapter.



Legislative

- Responsible for researching legislation that has the potential to impact the EOP Program.
- Educate the campus and the community about issues pertaining to EOP.
- Serve as advocates to the EOP program and students.



Fundraising

- Responsible for raising funds to support the chapter.
- Responsible for raising funds to support student scholarships, book awards, and the annual EOP Graduate Reception.
- Assist with essential financial needs for EOP students.
- Responsible for developing award criteria and ensuring that a fair process is followed to award funding.

Networking

- Responsible for developing two key programs:

1. Provide EOP alumni with a professional and personal network.
2. Provide a mentoring program to assist EOP student with their personal, educational, and professional development.



Committee Chair Responsibilities

- Each committee will have a chair.
- Chair responsibilities:
 1. Facilitate committee meetings.
 2. Foster communication between group members.
 3. Ensure that committee goals are being met.
 4. Report committee progress at chapter meetings.

Role of EOPAC Advisor

- **Compile and update yearly list of EOP graduates**
- **Schedule and attend quarterly meetings and assist as needed**
- **Review recommendations/suggestions submitted by chair**
- **Distribute quarterly newsletters to EOP alumni**
- **Ensure University policies/procedures are followed regarding fundraising and requesting monetary donations**
- **Advisors do not have voting privileges**

EOPAC Goals (2009)

- Increase membership
- Fundraising
- Networking
- Mentoring
- Alumni activities



EOPAC Activities

- EOP Alumni Mixer
- Coldstone Fundraiser
- FY Christmas Celebration
- Stateline Turn-a-Round
- Family Day at Castlepark
- Community Outreach (local churches)
- T-Shirt sales at Commencement
- Assist Alumni Association with Grad Days

A good chapter in life

The Alumni Association's EOP (Educational Opportunity Program) Chapter sponsored a holiday gathering in December for students enrolled in the EOP Foster Youth Program. Chapter members presented students with gifts, including CSUSB sweatshirts and Starbucks gift cards, as well as school and other supplies. Students also had the opportunity to network with alumni representing a variety of professions, including education, government, social work, engineering and private business.



Chapter members **Juan Luna** *B.A. liberal studies 2002, M.A. education 2004* and **Patti Luna** *B.A. Spanish 2005* hosted the event at their home, and lunch was provided by Assembly member **Wilmer "Amina" Carter** *B.A. English 1972, M.A. education 1976*. Other event partners were the Alumni Association, EOP staff and the Coyote Bookstore.



Testimonials



Dr. Cheryl-Marie Hansberger

EOPAC Vice-Chair Person

“It has been my honor to serve the EOP Alumni Chapter, as the EOP Program changed my life. For many students EOP is their life boat and EOP's success rate proves that once given the opportunity to succeed.”





Carmen M. Rodriguez

EOP&S/CARE Counselor/EOPAC Chair

“I was asked to be part of the founding group for the CSUSB Alumni Chapter and was honored because it gave me the opportunity to give back to my alma mater. The Chapter is comprised of dedicated professionals who are committed to provide assistance to current EOP students. We have worked as a group to recognize the hard work of students who are trying to achieve their goals.”

Herb English, Jr.

EOP&S/CARE Director

San Bernardino Valley College



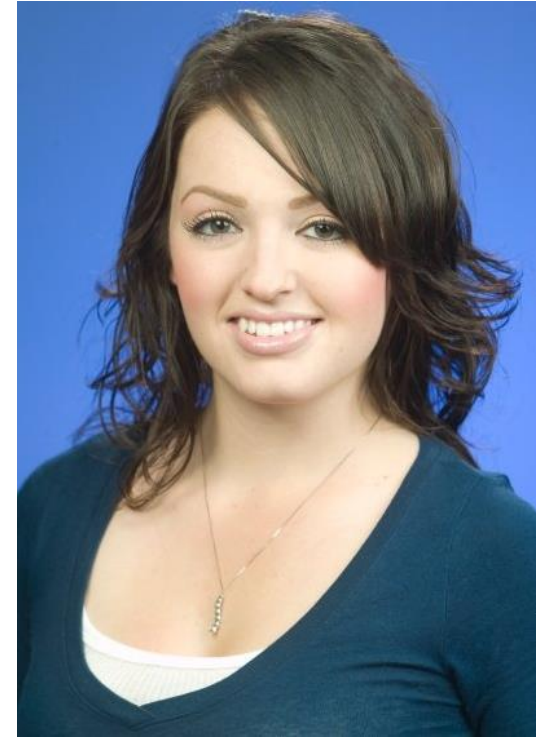
“I totally love the EOP program, especially my counselor. The program provided me with an opportunity to achieve my goals.

I have been an active member of the EOPAC since the beginning and fully support the chapter. I have also been very instrumental with fundraising activities.”

Marisol Huerta-Campos

EOP Graduate

“The alumni chapter will provide opportunities for networking, job searching and community involvement. The chapter will also promote higher education for EOP graduates.”





Alicia Gee

EOP Graduate & EOPAC Member

“EOPAC helps to promote a lifelong relationship along with benefits, assistance, and opportunity for graduates. It would be good to celebrate our accomplishments with other alumni.”



Darius G. Riggins

Admissions Counselor/Recruiter

CSU, San Bernardino

“My experience has been extremely positive. Many times, particularly with those that were struggling academically, a simple message of assurance, confidence and a small dose of constructive criticism usually put them on the path for academic success.”

Nicole Abrego

Current EOP Student & EOPAC Book Award Recipient

“I was absolutely ecstatic when I found out that I won an EOP book award. Books are so expensive now and they are always a huge part of our education because our classes depend on our textbooks.

Every bit of help that we can get from donors counts and this help creates a large impact on our education.”



Developing Your EOP Alumni Chapter



Questions to Ask...

- What will be the mission of the EOP Alumni Chapter (EOPAC)?
- How will the chapter best serve EOP?
- How will you recruit alumni?
- Can you readily identify 3-5 alumni who are willing to take the lead in organizing the chapter and serving as officers?

- Can you identify other potential members?
- What activities can assist with recruitment?
 - EOP reunion, mixer, membership letters, campus alumni newsletter/webpage
- Who from EOP will serve as the advisor?
- Where will you meet and how often?
- How will chapter members communicate with each other?

- What are some proposed goals?
- What activities can the chapter sponsor to support EOP and EOP students?

Networking

Fundraising

Community Service

Social Events

- How will the chapter support itself financially?
- Two years from now, what will be the chapter's accomplishments?

Web Information

- EOP Alumni Chapter:

<https://www.csusbalumni.com/Chapter.asp>

- EOP: www-ugs.csusb.edu/eop

- CSU, San Bernardino: www.csusb.edu

Contact Information

Educational Opportunity Program California State University, San Bernardino

Carolyn A. Stevens, EOP Counselor/EOPAC Advisor
cstevens@csusb.edu / 909.537.5042

Matt Markin, Admissions Counselor/EOPAC Member
mmarkin@csusb.edu / 909.537.5294

