



WESTOP SoCal Chapter  
Meeting Minutes  
June 1, 2018  
California Lutheran University, Thousand Oaks, CA

**1. Call meeting to order**

1.1. 10:23am by President, Dalia Hernandez (CSUSB)

**2. Roll Call and Quorum - Claudia Garcia**

2.1. Quorum is met.

**3. Review Agenda**

3.1. Motion to approve agenda by Sergio Galvez (Cal Lutheran University), second by Dorina Padilla

3.2. Agenda approved as presented

**4. Approval of Minutes**

4.1. Motion to approve minutes as presented with no revisions by Dorina Padilla (Cal Lutheran University), second by Janai Molina (CSU Bakersfield).

4.1.1. There is one abstention from Kevin Baker (Mt. San Jacinto).

4.1.2. Minutes pass as presented.

**5. Executive Board Reports**

**5.1. President's Report - Dalia Hernandez (CSUSB)**

5.1.1. Gives an overview of goals and priorities for 2017-2018

5.1.1.1. Award all PD scholarships – this goal was met; all of the scholarships were awarded and hopes this remains the same for 2018-2019.

5.1.1.2. We did apply for the Spraggins Grant; we submitted a proposal and it was approved unanimously at the WESTOP board meeting in March. We were the only chapter that actually applied for the Spraggins Grant from the region. We are currently waiting on a response from COE.

5.1.1.3. Increase membership by 25% from previous year was met. We have a total of 61 new members as of March. This number might have changed because we received a new roster last week.

5.1.1.4. Increase advocacy efforts -this goal is never going to be met and will always be in progress.

5.1.1.5. Roll out SoCal Mentoring Initiative was met. We will continue next year so there will be a call for mentors and mentees this summer. If interested please respond to call once it's sent out.

5.1.1.6. Increase Fair Share participation by 20% from previous year was not met unfortunately. Currently WESTOP as a whole is at 87%; but we just got an email this morning with an update. Laura will give the update in her report.

5.1.1.7. Raise funds to award at least two additional student scholarships at SLC was not met. We did however raise enough funds to give an additional scholarship for 2018-2019.

5.1.2. Chapter Board and Service Council: Elected Angelica "Angie" Alvarez as President Elect for 2018-2019.

5.1.3. Resource Development: Supported with the Annual Conference Silent Auction and contributed 42 items



- 5.1.4. Student Development: SLC 2018 took place at Los Angeles Southwest College. Albaro will give more information in his report.
- 5.1.5. Legislation and Education: Horacio couldn't make it but we have his report. It will be read later.
- 5.1.5.1. There was a Technical Assistance Webinar coordinated by Ashley Jackson held on April 25<sup>th</sup>; from that call several issues were raised. One had to do with staff travel costs and another with dual enrollment costs.
- 5.1.5.1.1. With travel costs, they recommended that only full-time staff would be allowed to travel for professional development.
- 5.1.5.1.2. The director would be the only one allowed to attend more than one professional development conference which means that all other full-time staff would be allowed to attend one professional development conference.
- 5.1.5.1.3. This was brought up in the WESTOP board meeting in May and they decided to take action. They had a meeting with Maureen about this issue; as a regional association they decided to write a letter; WESTOP President Sam Blanco is taking the lead, to address this with COE and the Department of Education. What was stated were recommendations but our regulations does not limit staff travels. However, it is a budget issue, when budgets are submitted to program officer they can tell us if its approved or not. It can be sent back to be revised based on travel recommendations.
- 5.1.5.1.4. Another issue that was brought up is that there is no consistency with what Program Officers say which is an issue that is being addressed.
- 5.1.6. Interim UB/UBMS APRs are due June 1, 2018
- 5.1.7. 2-3% increase will be made available in Summer. If you are June 1<sup>st</sup> grantee, the 2-3% increase does not reflect it. However, we should technically be receiving a 6% increase. The Department of Education decided to only award 2-3%. The remaining 3-4%, they are looking to award to grantees who either increase or create STEM programming. We would have to apply but they do not have a process in place yet. Still need to identify how we can apply.
- 5.1.7.1. Sergio Galvez (Cal Lutheran University) commented that it's only going to be a one-time competition for STEM funds and will only be available for Upward Bound programs.
- 5.1.7.2. The remainder is going to fund the applications that were not read in the last Upward Bound competition. Congress is not happy and does not agree with what the Department of Education is doing. It is up to us to contact members of congress and make them aware of what is happening.
- 5.1.8. PDS 2018: Hortencia Cuevas will be Chair. We are working on it and it will take place in Ventura area. Currently looking at the Crowne Plaza Ventura Beach Hotel with a rate of \$139.00 per night.
- 5.1.8.1. The dates being considered are:
- 5.1.8.1.1. 10/28/18-10/30/18 - Sunday through Tuesday
- 5.1.8.1.2. 11/4/18-11/6/18 - Sunday through Tuesday
- 5.1.8.1.3. Between 10/29/18 and 11/13/18 - Monday through Wednesday



- 5.1.9. COE Conference: Investing in Futures and Empowering Families: September 13-16, 2018 at the New York Marriot Marquis, New York, NY. Early bird registration has ended.
- 5.1.10. WESTOP Board and Service Council Meeting Update: Board and Service Council Meeting was held May 4-6, 2018 in Sacramento
  - 5.1.10.1. Approved FAP Manual revision.
  - 5.1.10.2. Discussed Statewide TRIO Day.
  - 5.1.10.3. Discussed DoE Technical Assistance Webinar and action plan.
  - 5.1.10.4. Discussed strategic plan. Looking at extending it for one more year and then creating a new one after that.
  - 5.1.10.5. Discussed 2019 annual conference in Phoenix. It's taking place on Feb 14-17.
- 5.1.11. Chapter Meetings: Proposed chapter meeting dates are listed below. Requesting volunteers to host any of our chapter meetings for 2018-2019.
  - 5.1.11.1. Friday, September 29, 2018
  - 5.1.11.2. Friday, December 14, 2018
  - 5.1.11.3. February 2019 during Annual WESTOP Conference in Phoenix
  - 5.1.11.4. Friday, May 31, 2019
- 5.1.12. Budget: Treasurer will provide the report.
- 5.1.13. Chapter Treasurer reconciled expenses and chapter activities for 2017 and submitted tax data to CFO.
- 5.1.14. Requesting approval of the 2018-2019 chapter budget.

## **5.2. Vice President's Report - Albaro Martin (UCR)**

- 5.2.1. SLC was held April 28th at LA Southwest College. Co-Chairs Sidney Cosby & Carl Norlen.
- 5.2.2. 400 was the cap but ended up registering 440; actual attendance was between 300-350
- 5.2.3. Keynote Speaker: Ernie G. He did a great job setting the tone.
- 5.2.4. Evaluations: overall 99 evaluations completed; 131 Workshop Evaluations completed
  - 5.2.4.1. Received great feedback from evaluations.
- 5.2.5. Fee for SLC was \$40
- 5.2.6. Based on Registration and expenditures for the event, there was a profit of ~\$5,280
- 5.2.7. Something to consider for next year is to place a cap as to how many students each program can bring in order for more programs to participate.
- 5.2.8. Looking for a venue for SLC 2019

## **5.3. Past President Report - Eva Amezola (Norco College)**

- 5.3.1. Leadership Academy – Submitted dates to have it in Lake Arrowhead
  - 5.3.1.1. 50% of deposit is due
  - 5.3.1.2. Looking into having 10-15 individuals in the upcoming leadership academy
  - 5.3.1.3. Will do a different model; will do 1 session of about 4 days 3 nights.
- 5.3.2. PD Scholarships – in new budget we are still committed to giving 4 PD scholarships. Application will open in August.

## **5.4. Treasurer's Report - Elizabeth Morales (Long Beach Community College)**

- 5.4.1. Account Activities from March 1, 2018 – May 1, 2018
  - 5.4.1.1. Total Deposits: \$15,985.00 (large amount because of SLC)
  - 5.4.1.2. Total Expenses: \$15,262,95
  - 5.4.1.3. Wells Fargo Account Balances as of May 31, 2018
    - 5.4.1.3.1. Checking: \$6,679.46



- 5.4.1.3.2. Savings: \$3,300.10
- 5.4.1.3.3. Total Balance: \$9,979.56

5.4.1.4. QuickBooks Account Balances as of May 31, 2018

- 5.4.1.4.1. Checking: \$2,345.47
- 5.4.1.4.2. Savings: \$3,300.01
- 5.4.1.4.3. Total Balance: \$7,821.9

5.4.2. Marichu Magana (San Diego Mesa College) asked what the recurring payment for GoDaddy.com was

- 5.4.2.1. Angie Alvarez (PCC) explained that we updated our website but wanted to ask Cesar for clarification on who is supposed to pay for it.
- 5.4.2.2. Marichu Magana (San Diego Mesa College) said that WESTOP should be paying for it. Advised to follow up and to do it soon.

**5.5. COE Fair Chair Campaign- Laura Orozco (Study Smart Tutors)**

- 5.5.1. Happy to announce that Fair Share is at 100%; we did it!
- 5.5.2. We have until June 29<sup>th</sup> to submit any contributions.
- 5.5.3. As of today, the California Chapter contributed to \$17,094.38 and we are at 87% of our goal. Just launched COEnet.org and can make a personal contribution through this tool.

**5.6. Legislation and Education - Horacio Aceves (Occidental College)**

- 5.6.1. Absent but report read by President Dalia Hernandez
- 5.6.2. TRIO programs should anticipate a 2-3% increase in their GAN's for the 18-19 program year, June 1st start date programs received "level-funding," anticipate increase in a GAN after Summer
- 5.6.3. We will not receive the 6% increase passed by Congress; remaining 3% will be used other ways
- 5.6.4. Information will be sent out to UB grantees, for one-time supplemental funding around "Math/Science" focus (a focus of Sec. DeVos)
- 5.6.5. First-time UBMS programs, APR interim report is due Friday, June 8th. Notification will come from program officer.
- 5.6.6. PROSPER Act stalled in Congress; be aware of what's in the PROSPER Act

**5.7. Public Relations - Amel Khan (CSU Dominguez Hills) and Elizabeth Hanna (CSU Dominguez Hills)**

- 5.7.1. Add WESTOP SoCal on social media platforms
  - 5.7.1.1. Instagram: WESTOPSoCal – 30% increase in followers; we have 102 followers
  - 5.7.1.2. Facebook: WESTOPSoCal – 208 likes as of May 2018
  - 5.7.1.3. LinkedIn: WESTOP SoCal – 21 followers as of May 2018
- 5.7.2. If you would like to highlight any students send it to Amel or Elizabeth and they will post it
- 5.7.3. Used WhovaApp for 2018 SLC; had a photo competition

**5.8. Membership and Elections Committee Report - Desiree Rivera (Norco College)**

- 5.8.1. We met our goal of increasing our membership; members list is at 231 as of May 24, 2018
  - 5.8.1.1. 229 voting members and 2 student members
  - 5.8.1.2. Angie Alvarez is President-Elect
- 5.8.2. All memberships are valid from July 1, 2017 – June 30, 2018. Don't forget to renew your membership and update your selected voting members.
- 5.8.3. Recommends new members to get involved and to participate.



- 5.8.4. Sergio Galvez (Cal Lutheran University) asked if any new positions will be available
  - 5.8.4.1. President Dalia Hernandez (CSUSB) said yes, there will be positions available
  - 5.8.4.2. PDS needs committee members
  - 5.8.4.3. A challenge we will have next year is that we will not have a past president so Dalia will reach out to former presidents to fill the position.
- 5.8.5. Marichu Magana (San Diego Mesa College) brought to our attention that there is a new Upward Bound program at San Diego City College and no one has reached out to them.

#### **5.9. Research Chair - Asha Jones (SDSU)**

- 5.9.1. No report

#### **5.10. Resource Development – Caroline Felix (CSUSB)**

- 5.10.1. We will have an opportunity drawing today
- 5.10.2. Will hopefully have a fundraising sporting event this summer
- 5.10.3. Marichu Magana (San Diego Mesa College) advised to reword events. It should not be a fundraiser; it should be something for the membership.

#### **5.11. Technology - Angie Alvarez (PCC)**

- 5.11.1. Website recently got updated to reflect the new format that WESTOP has.
- 5.11.2. Created/updated website page for SLC
- 5.11.3. Created and moderated WhovaApp for SLC 2018
- 5.11.4. Continued to maintain new WESTOP SoCal Google Group
  - 5.11.4.1. Adding members
  - 5.11.4.2. Moderating messages
  - 5.11.4.3. Transferring members to MailChimp List
- 5.11.5. We now have Amazon Smile (smile.amazon.com)
  - 5.11.5.1. All you need to do is “approve” that you want your donations to go to WESTOP

#### **5.12. Unfinished Business**

- 5.12.1.1. None

#### **5.13. New Business**

- 5.13.1. PDS Dates – wants to see what dates works best for memberships
  - 5.13.1.1. Hosted in Ventura because it will be Doreen De Los Santos anniversary
  - 5.13.1.2. Marichu Magana (San Diego Mesa College) – asked to stay away from election dates
  - 5.13.1.3. Dorina Padilla (Cal Lutheran University) – consider to stay away from Halloween dates since maybe people want to be with their families

#### **5.14. Action Items**

- 5.14.1. Approval of 2018-2019 budget: proposed budget is posted in our website
  - 5.14.1.1. Increased allocation for reimbursement of travel for board
  - 5.14.1.2. Change: Allocated funding for president-elect to attend Policy Seminar and PDS
  - 5.14.1.3. Marichu Magana (San Diego Mesa College) suggests updating CVENT Training to Technology Training
  - 5.14.1.4. Hortencia Cuevas (Norco College) asks if there are funds for students other than SLC scholarships to help with expenses such as COE events
    - 5.14.1.4.1. For example she had 4 students who had the opportunity to attend Spain through COE and it didn't cover some expenses



- 5.14.1.4.2. Eva Amezola (Norco College) proposes that these students could potentially qualify for professional development scholarship. She wants to stay true to our organization which is to serve our members.
- 5.14.1.4.3. Marichu Magana (San Diego Mesa College) shared that other chapters have similar requests. There is lots of need because it's the population we serve. We can provide assistance by guiding them to other resources.
- 5.14.1.4.4. Sergio Galvez (Cal Lutheran University) said we have a student membership rate that is underutilized; if we can build a student membership body then we would be accountable to serve those members.
- 5.14.1.4.5. Laura Orozco (Study Smart Tutors) suggested strengthening partnerships to ask for scholarships.
- 5.14.1.4.6. Dorina Padilla (Cal Lutheran University) suggested that a portion of the 7 scholarships from SLC be allocated specifically for precollegiate and colligate students.
- 5.14.1.4.7. Dalia Hernandez (CSUSB) reminded members that we have 7 scholarships and the members can motion to allocate the scholarships a certain way
- 5.14.1.4.8. Hortencia Cuevas (Norco College) motions to set aside one of the 7 scholarships allocated for SLC to be used for SSS or McNair to be used in educational or professional development
- 5.14.1.4.9. Dorina Padilla (Cal Lutheran University) amends the motion. She motions that 3 out of the 7 scholarships allocated for SLC goes to educational or professional development for TRIO college students.
- 5.14.1.4.10. Kevin Baker (Mt. San Jacinto) reminded us that we first need to approve the budget before making any other motions.
- 5.14.1.4.11. Dorina Padilla (Cal Lutheran University) moves to approve the budget as presented, second by Sergio Galvez (Cal Lutheran University).
- 5.14.1.4.12. Budget is approved with recommendation to change CVENT Training to Technology training.
- 5.14.1.4.13. Dorina Padilla (Cal Lutheran University) motions to reallocate student scholarships to 3 scholarships out of the 7 SLC scholarships to go towards educational or professional development for TRIO college students, second by Sergio Galvez (Cal Lutheran University) and motion carries.

**5.15. Membership Discussion Items - none**

**5.16. Announcements**

- 5.16.1. Eva Amezola (Norco College) announced that Latino Network will be having a free Student Leadership Conference in Riverside; will be giving out 12 scholarships.
- 5.16.2. Sergio Galvez (Cal Lutheran University) – Cal Lutheran University launched a TRIO Promise Scholarship; it's for any incoming first year TRIO student or transfer student; its \$30,000 scholarship; 9 TRIO Promise Scholarships were given this year.
- 5.16.3. Cal Lutheran University will have a Mariachi major
- 5.16.4. If interested in attending COE, Laura is unable to attend so talk to her if you want to take advantage of the opportunity.



5.17. Motion to conclude meeting by Sergio Galvez (Cal Lutheran University), second by Dorina Padilla (Cal Lutheran University); meeting adjourned at 12:43pm.