

**WESTOP SoCal Chapter
Meeting Minutes
Friday, September 11th, 2015
Norco, CA**

1. Professional Development

- 1.1 Presentation Dr. Green
- 1.2 What is WESTOP?-Western Association of Educational Opportunity Personnel-founded in 1970 by Dr. Charles A. Ratliff, former UB Director of CSU Long Beach.
- 1.3 WESTOP vision-serves Educational equity professionals to ensure and advocate for educational opportunity.
- 1.4 Presentation of SoCal Organizational Chart 2015-2016
 - 1.4.1 How do you get involved? Yara Jimenez
- 1.5 Individual Responsibilities/Expectations
 - 1.5.1 Meeting times and dates:
 - 1.5.1.1 9/11, 10/13, 12/4, WESTOP Conference, 5/20
 - 1.5.2 Getting involved in committees
- 1.6 Chapter President's Objectives for 2015-2016

2. Call meeting to order

- 2.1 Meeting called to order by Eva Amezola at 10:40am
- 2.2 Quorum has been met at 44 voting members present-Nellie H. Martinez (PC)-#3

3. Review Agenda

- 3.1 Tiffany Samuel #42-(CSUDH)-Motion to approve agenda and move public relations committee presenting first-motion second Sergio Galvez (CLU) #40-Motion carries

4. Approval of Minutes

- 4.1 Sergio Galvez #40-amendment to include Add Santasha ("the other lady") to 4.3.1 in May minutes
- 4.2 Yara Jimenez (CSULA) #4 amendment to include last names for completion purposes-Ex-Niki D. Harrison and Loretta Enriquez Najara and Tiffany Samuels, fix Temo's name-Temo Solorio
- 4.3 Yara Jimenez-#4 fix Temo's name to Temo Solorio
- 4.4 Motion to approve minutes-Yara Jimenez #4 (CSULA) and motion to 2nd-Tiffany Samuels #42 (CSUDH) motion carries by consensus

5. Executive Board Reports

- 5.1 President's Report
 - 5.1.1 1st board retreat with most of board present
 - 5.1.1.1 monthly meetings and more strategic planning were discussed-more accountability for SoCal chapter board for yearly goals
 - 5.1.2 Board will start to use the Google storage more effectively,
 - 5.1.3 Update position descriptions for the next year.
 - 5.1.4 Student Development-CSUSB will be hosting the Student Leadership Conference for 2016

- 5.1.5 Professional Development-will be creating a new committee with Gustavo Ocegüera
 - 5.1.5.1 Professional development scholarship recipient-for the 1st time. Committee was contacted for more information.
 - 5.1.5.1.1.1 There is winner for the \$1000.00
- 5.1.6 Technology
 - 5.1.6.1 Great website. Take a look at the updates from 9/10/2015.
- 5.1.7 Meeting for May
 - 5.1.7.1 Yara Jimenez #4-CSULA is willing to host
 - 5.1.7.2 Evelyn Garcia #39-CSUN is also willing to host
- 5.1.8 WESTOP Updates
 - 5.1.8.1 President Hoyler sent a letter to the Dept. of Ed. Concerning the eligibility (DACA) students to be TRIO students. She is optimistic and will keep membership informed.
 - 5.1.8.2 Training and Board of Directors Meeting
 - 5.1.8.2.1 A lot of strategic planning
- 5.1.9 WESTOP met 95% of personal contributions
- 5.1.10 Goal for 2015-2016 for COE Fair share is \$20,000
- 5.1.11 WESTOP Annual Conference will be on April 3-6, 2016, Reno, NV @ The Peppermill Hotel
- 5.1.12 Sergio Galvez & Ellen Houston were appointed to be conference co-chairs
 - 5.1.12.1 Sergio Galvez-CLU-#40 confirmed that the conference theme will be "Power of the Past, The Force of the Future"
- 5.1.13 Sara Boquin, Associate Director of Barrio Logan college Institute of San Diego was appointed to create policies and procedures at SoCal level
- 5.1.14 COE National Conference: Sept 16-19, 2015 in Atlanta, GA
- 5.1.15 WESTOP Board of Directors and Service Council 2015-2016
 - 5.1.15.1 Past President position is filled-Dr. Joy Brittan
 - 5.1.15.1.1 Yara Jimenez-CSULA #4-for future reports include dates and locations for future Board meetings
- 5.2 **Treasures Report-Angie Alvarez**
 - 5.2.1 currently pending checks for scholarship recipients, but has been holding off until deposits for PDS have been paid
 - 5.2.2 Recommendation as Treasurer-meet with President and Past President on a regular basis to make decisions on different line items.
 - 5.2.3 Goals-work closely with President and President Elect to change budget based on yearly outcomes
- 5.3 **President Elect-Tony Garcia**
 - 5.3.1 Learned at retreat that there are several duties that the position requires.
 - 5.3.2 Inquire with President Elect about vacant positions if you are interested in filling a position.
 - 5.3.3 Available to help and assist the membership

5.4 Past President-Niki D. Harrison-(not present)

5.4.1 Report will be read later during Professional Development

5.5 Public Relations-Tiffany Samuel and Anel

5.5.1 Anel could not be present for the meeting.

5.5.2 Committee description-the public relations committee aims to fulfill the following objectives, namely: to support the SoCal TRIO network by increasing the visibility, identity and communication efforts of our membership while solidifying TRIO's image and credibility, and to inform the SoCal community at-large of the success of the TRIO programs and the Perpetual effect that the TRIO Programs have on students, their families, and our community

5.5.3 Committee needs to serve as a liaison with the WESTOP Public Relations Committee

5.5.3.1 Will be working with TRIO Directors to create program spotlights-making sure each program is promoted through e-features.

5.6 COE Fair share Campaign-Miriam Alonzo

5.6.1 asks members to contribute to the campaign to send to COE to advocate for TRIO programs

5.6.2 goals and priorities-past contributors please continue to contribute and others help meet the \$20,000 goal

5.6.3 Conference call with COE-amount that COE expects of WESTOP has not been set. Will share amount at the next chapter meeting in December.

5.6.4 Will be contacting schools to renew COE membership

5.6.5 COE might host a grant writing workshop for ETS and EOC

5.6.6 Recommendation-encourage chapter members to continue contributing and for new members to begin contributions.

5.6.7 Forms are available for interested members.

5.7 Legislation and Education-Diana Felix (not available)

5.7.1 Committee description & Goals

5.7.1.1 Updated on SoCal WESTOP membership on state and national legislation issues

5.7.1.2 Prepare information for Policy Seminar and organize legislative teams and appoint teams for policy

5.8 Membership and Elections-Berenice Jau

5.8.1 New to position-liaison to the WESTOP Service Council Membership and Elections Committee

5.8.2 Promotes, recruits, and retain WESTOP membership

5.8.2.1 Goals

5.8.2.1.1 Establish regular communication b

5.8.2.1.2 Election procedure timeline/calendar

5.8.2.1.3 Increase membership by 5%

5.8.2.2 Updates

5.8.2.2.1 As of 9/02 SoCal has 118 members out of the 329 WESTOP members @ 36% membership. Slight decline since May 2014.

5.8.2.3 Consider serving SoCal Service Council.

5.8.2.4 Sign in at each meeting, provide contact information, and get a number for voting.

5.8.2.5 Eva Amezola-Welcome new members (fix this

5.8.2.5.1 Kimberly Scott-RCC UB

5.8.2.5.2 Danielle Guerra -Palomar College SSS

5.8.2.5.3 Yolanda Cataño-Palomar College SSS

5.8.2.5.4 Aaron Leitvs- Palomar College EOC

5.8.2.5.5 Arnoldo Guerra-ETS Palomar College

5.8.2.5.6 Sina Lomeli-Norco College SSS

5.8.2.5.7 Erika Esquivel- Norco College SSS/SSS RISE

5.8.2.5.8 Enrique Perez-LA UB

5.8.2.5.9 Ebony Wiley-CSUSM UB

5.8.2.5.10 Jose Lozano-CSULA UB

5.8.2.5.11 Susie Guerra-CSULA UB

5.8.2.5.12 Marcus Thompson-UCSD Math/Science UB

5.8.2.5.13 Ulises Alarcon-UCSD UB

5.8.2.5.14 Gabriela Ramirez- Norco College Centennial UB

5.8.2.5.15 Claudia Garcia-Norco College UB

5.9 **Professional Development Seminar-PDS-Yara Jimenez**

5.9.1 location-Morongo Casino Resort-beautiful location

5.9.2 October 11th-13th, 2015-committee is working very hard to make sure that the experience is great.

5.9.3 Grant training workshop for ETS.ETS staff makes sure you sign up. Workshop will be facilitated by Rita Retamoso

5.9.3.1 Registration PDS

5.9.4 55 people registered-Consuelo Cerna-Please spread the word for attendance within institution

5.9.4.1 Student discount of \$55 is a great incentive to register

5.9.4.2 Deadline registration is now on Sept. 25, 2015

5.9.4.3 Book your room at Morongo as soon as possible to take advantage of incentives-\$108 per night group rate

5.9.4.4 2 day event for ETS grant writing workshops on Saturday, October 10th.

5.9.4.5 PDS is a great networking opportunity for new members

5.9.4.6 goal is to reach 100 attendees

5.9.4.7 Call for proposals-extended deadline-e-mails have been sent out on list-serve-WESTOP and SoCal

5.9.4.7.1 PDS Awards-Victoria Campos

5.9.4.8 Awards luncheon at PDS-nomination is today, 9/11/15

5.9.4.9 Deadline will be extended for Outstanding

New Member and Dorindia Dossantos awards. Forms are easy. Please do not be discouraged to nominate staff.

- 5.9.5 Hospitality & Entertainment-Jaime Rodriguez & Marissa Mendoza
 - 5.9.5.1 DJ is booked for Sunday and Monday-perfect for networking
 - 5.9.5.2 Entertainment-UCR Folklorico for Monday Luncheon-finalizing details and report will be submitting in the upcoming week
 - 5.9.5.3 Cabazon Outlet shopping
- 5.9.6 **Resource Development (@PDS)-Hortencia Cuevas**
 - 5.9.6.1 Looking for donations for silent auction
 - 5.9.6.1.1 Any items from your campus programs, campus bookstores, individual donations, a movie night theme baskets, etc.
 - 5.9.6.1.2 Silent Auction-Great opportunity for chapter to fundraise for scholarships and professional development
 - 5.9.6.2 Theme for PDS-
 - 5.9.6.2.1 Empowering Existing and Developing New Programs for Student Success
 - 5.9.6.2.2 Key note speaker-Dr. Brian Gray-Assistant Director for Community Engagement (listen to recording)
 - 5.9.6.2.3 WESTOP representative will be attending to give updates on occurrences at the WESTOP Level.
 - 5.9.6.2.4 By September 25th, we need to have 100 members registered. Memberships presence is necessary
 - 5.9.6.2.4.1 Gustavo Ocegueda #32-highly encourage you to attend PDS-networking is essential. Extend a thank you to the committee, for consideration to be a Key Note Speaker, but had to decline due to prior engagements.
- 5.10 **Resource Development-Hortencia Cuevas**
 - 5.10.1 Committee description-Work with Marichu Magaña to get approval from the Department of Justice before we can legally host a raffle at any of our SoCal WESTOP chapter events
 - 5.10.2 Proposing three potential fundraising opportunities for this year: LA KINGS, LA Lakers, and LA Galaxy.
 - 5.10.2.1 Open for more suggestions on fundraising
 - 5.10.3 To identify potential donors and/or partners for our chapter
 - 5.10.4 To provide two professional development scholarships this year
 - 5.10.4.1 Yara Jimenez-CSULA #4-not a Dodger fan, but Dodger events have been successful.
 - 5.10.4.2 Connie Cerna-CSULA #15-two years ago I was treasurer and since the chapter needs money, the Dodger event and the Los Padres events were money making events. The Galaxy game was a deficit.
 - 5.10.4.3 Eva Aceves-MSJC #13 -can the wording be changed from fundraiser night to something our institutions will approve.

- 5.10.4.4 Angie Alvarez -PCC #2-a couple years ago the membership expressed doing something different other than sporting events. Maybe a performing arts piece
- 5.10.4.5 Brenda Aguilar-CSUSM (need #) look into college sports games
- 5.10.4.6 Dr. Marichu Magana (no number) -Fundraising comment-as a non-profit and you can take the WESTOP non-profit letter and solicit fundraising. Arizona submitted something to Disneyland and got 4 tickets. We cannot ask for the same donations as different chapters.
- 5.11 **Student Development-Angel Meraz and Dalia Hernandez**
 - 5.11.1 SLC-will be at CSUSB in late April early May
 - 5.11.2 Looking for committee members to help with conference. No experience required.
 - 5.11.3 CSUSB has already approved the conference. Just waiting on facilities approval. Details will start coming through the list serve
 - 5.11.4 Max capacity of 500 people due to facility restrictions
 - 5.11.4.1 Sergio Galvez-CLU #40these events are usually aimed to pre-college programs. We need to start encouraging SSS students/program to help be presenters. We want to lend and avenue to have SSS/McNair students be leaders to help with the TRIO strand
 - 5.11.4.2 Gustavo Ocegüera-NC #32 -SSS strand/college strands-was talked about in the past to create a type of leadership conference for college students. Time to separate two events-for college students and pre-college students. Recommendation to create a new committee for next year and create a more college level student conference.
 - 5.11.4.3 Dr. Marichu Magana (no number) SSS students look forward to being presenters at SLC. The campus will find money for students to be presenters for SLC.
- 5.12 **Technology-Julie Mendez**
 - 5.12.1 Tony Hwang Committee Members
 - 5.12.2 Updates
 - 5.12.2.1 Tony Hwang will continue to help manage the SoCal WESTOP website
 - 5.12.2.2 The committee has created a Remind 101 account. There are currently 46 members. In order to registers for these reminders individuals must send a text to 81010 with the message @socialw
 - 5.12.2.3 Add yourself to list serve by e-mailing:
socalwestopjoin@uci.edu
 - 5.12.3 Recommendations
 - 5.12.3.1 Move the chapter website to the WESTOP website
- 5.13 **Career and Professional Development Initiative-Gustavo Ocegüera**

- 5.13.1 Goals-Develop a training academy for aspiring TRIO Program Directors and develop a training academy for aspiring, non-Trio college/university directors and administrators
- 5.13.2 Focus on career development
- 5.13.3 1st priority is to identify those interested and 2nd access the training needs for each academy-finally begin discussions on what the components will be for each
- 5.13.4 Career and Professional Development Initiative-training topics under consideration

6. Updates

- 6.1.1 Early stages of initiative, but the 1st priority is to identify members who are interested in serving on the steering committee and identify leads for each academy and then to conduct a thorough assessment of training needs, as well as identify appropriate trainers for each training component.
 - 6.1.1.1 Aaron Leivts-PC #22 asks for list of Managing Self
 - 6.1.1.1.1 Eva Amezola -NC-all reports will be on the website
 - 6.1.1.2 Sergio Galvez-CLU #40- COE has opened up a College Level Certificate from an accredited institution in college access. Recommendation to have Gustavo reach out to Oscar Felix about what we can borrow from their program.

7. Unfinished Business

- 7.1.1 No unfinished business

8. Announcements

- 8.1.1 Dalia Hernandez-CSUSB will be hosting a conference with various workshops for parents and students on October 17th from 9am-3pm.
- 8.1.2 Jack Friedman-Study Smart Tutors #41-COE goes having a happy hour on Thursday at 5:30pm.
- 8.1.3 Alisa Fisher-MSAC -Looking for UB Tutors in Math or English and interested in hosting main meeting
- 8.1.4 Sergio Galvez-CLU #40-Annual Conference-save the date has gone out. Conference will be April 3rd-6th. Beautiful hotel. Great hotel rates and a small block of rooms for \$69. Those rooms will be reserved for Pacific Island members so they can reserve the \$69.
 - 8.1.4.1 Keynote speakers-Governor of Nevada, department of Ed. And COE speakers, and hopefully Senator Reed.
 - 8.1.4.2 Possible grant writing workshops for Upward Bound
- 8.1.5 Yara Jimenez-CSULA #4 commend Eva Amezola on her first official meeting
- 8.2 -Eva Amezola-Thank you Desire Alvarado for providing pastries and for annual donation for student scholarships
 - 8.2.1 Looking to support programs-Desire Alvarado
 - 8.2.2 Eva Amezola-encourage to donate for Fair Share. Eva Amezola, Temo Solorio, and Sergio Galvez are co-champions

9. Meeting Adjourned

9.1 Motion to adjourn meeting Gustavo Ocegüera-NC #32. Hortencia Cuevas-NC #33 seconds motions-Motion passes

9.2 Meeting adjourned for Friday, September 11th, 2015 at 12:30pm