



WESTOP SoCal Chapter
Meeting Minutes
December 14, 2018
Occidental College, Los Angeles, CA

- 1. Call meeting to order**
 - 1.1. 10:30am by President-Elect, Angie Alvarez (PCC)
- 2. Roll Call and Quorum - Claudia Garcia**
 - 2.1. Quorum is met.
- 3. Review Agenda**
 - 3.1. Motion to approve agenda by #15 Sergio Galvez (Cal Lutheran University), second by #13 Marichu Magana (SD Mesa College).
 - 3.2. Agenda approved as presented.
- 4. Approval of Minutes**
 - 4.1. Motion to approve minutes as presented with no revisions by #13 Marichu Magana (SD Mesa College), second by #33 Desiree Rivera (Norco College).
 - 4.1.1. Minutes pass as presented.
- 5. Executive Board Reports**
 - 5.1. President's Report - Dalia Hernandez (CSUSB)**
 - 5.1.1. Dalia is not present but President-Elect, Angie Alvarez, reads her report.
 - 5.1.2. SoCal TRIO Alumni Google Group and Facebook page was created. Disseminate information with alumni.
 - 5.1.3. Research Chair position is vacant, in the meantime, Conrad Valdez from CSUSB has agreed to lend his support.
 - 5.1.4. Support our efforts by participating in opportunity drawings and scheduled member networking events/activities. Chapter Polo – suggested donation \$40 and Water Bottle – suggested donation \$10. Member networking event will be scheduled during winter break (January 2019) details will be provided through our google group and social media.
 - 5.1.4.1. Paint & Sip networking event
 - 5.1.5. Policy Seminar scheduled for March 24-27, 2019 at the Hyatt Regency Washington on Capitol Hill.
 - 5.1.6. As of December 10, SoCal has 170 members. More details provided by Membership and Elections Chair, Desiree Rivera.
 - 5.1.7. Chapter Meetings: February 2019 at WESTOP 41st Annual Conference in Phoenix and May 31st at PCC.
 - 5.1.8. Budget: Accounts balance as of 12/6/18, balance does not reflect all expenditures/deposits for PDS.
 - 5.1.8.1. Business Checking: \$4,192.54
 - 5.1.8.2. Business Market Rate Savings: \$1,026.52
 - 5.1.8.3. Total Combined Balance: \$5,219.16
 - 5.1.9. WESTOP Update: Participated in the WESTOP Board Meeting held November 2-4 2018 in Las Vegas.
 - 5.1.9.1. WESTOP 41st Annual Conference is scheduled for February 14-17, 2019 at the Phoenix Hyatt Regency in Phoenix. Early Bird registration extended.



- 5.1.9.2. Looking for workshop proposals, call for proposals deadline extended to Friday, December 14th
 - 5.1.9.3. #13 Marichu Magana (SD Mesa College): Asked if we know where we are in registration for Annual Conference. Angie said she is not sure and does not have that information.
 - 5.1.9.4. #30 Amel Khan (CSUDH): Stated she has an issue with hotel registration. They didn't allow her to book a day before or after conference dates. Seems you can only get the conference room rates on the 14, 15, 16, and 17 of February.
 - 5.1.9.5. #21 Miriam Carrillo (Norco College): She stated that if room is available it won't give you conference fee.
 - 5.1.9.6. #13 Marichu Magana (SD Mesa College): the Marriott is across the street and the night is going for \$290.
 - 5.1.10. Strategic Plan was extended for one additional year. Board and Service Council continued work on new strategic plan.
 - 5.1.11. WESTOP Service Council budget requests were approved.
 - 5.1.12. Discussed WESTOP 42nd Annual Conference in Orange County
 - 5.1.12.1. Co-Chairs – Hortencia Cuevas/ Dalia Hernandez
 - 5.1.12.2. If anyone is interested in being part of the planning committee, please reach out to Hortencia or Dalia.
 - 5.1.13. If you are not on the WESTOP listserv, notify Angie so you can be added.
- 5.2. President-Elect – Angie Alvarez (PCC)**
- 5.2.1. Public Relations: Only received one submission for the First Generation College Student Celebration.
 - 5.2.2. Student Development: Planning has started for SLC. If interested in participating on the planning committee, please reach out to Liz Hanna.
 - 5.2.3. Technology: Updates continue to be made on website. We used Whova for PDS which allowed members to engage. Working on getting another quote from Whova for future events but it's not looking like they will give us the same discount. Our contract is up and the price for Whova increased; it's about \$500 extra for each conference.
 - 5.2.3.1. #13 Marichu Magana (SD Mesa College): suggested to get Whova through WESTOP instead of each chapter getting it individually.
 - 5.2.4. Resource Development: PDS Resource Development made \$2,060.89.
- 5.3. Treasurer's Report - Vacant**
- 5.3.1. No official report submitted.
 - 5.3.2. Treasurer resigned.
 - 5.3.3. Angie will help in the meantime.
 - 5.3.4. In February, a Treasurer will be elected as well as a Treasurer-Elect.
- 6. Service Council Reports**
- 6.1. COE Fair Chair Campaign- Laura Orozco (Study Smart Tutors) & Miriam Carrillo (NC)**
- 6.1.1. As of December 1st, WESTOP is at 32% and COE is at 31%. This is a 2% increase from last year and a total of \$34,000.
 - 6.1.2. California is at 23% -- \$1,993
 - 6.1.3. 10-for-10 Campaign
 - 6.1.3.1. Nine members are part of our 10-for-10 campaign.



- 6.1.3.2. Eight more are in process
- 6.1.3.3. If we collect an additional twenty \$100 contributions by the end of January, then COE will give us TWO FREE REGISTRATIONS to Policy Seminar. Fair Share Committee will raffle them off to anyone who participates in the campaign.
- 6.1.3.4. For the membership to sign up today for Fair Share! Take care of it now and do not wait until WESTOP conference. However, if you cannot sign up today, you can do it at any time, as long as it's before June 30, 2019.
- 6.1.3.5. #15 Sergio Galvez (CLU): if our members make a pledge for \$100, he will make sure it counts for our chapter and talk to Alvin.
- 6.1.3.6. We need at least 25 members by early January. So far we have 13 or 15 contributions.
- 6.1.3.7. #30 Amel Khan (CSUDH): asked if can still do the contribution online.
 - 6.1.3.7.1. Miriam's concern is that it won't count towards WESTOP. But if you do the contribution online, just notify Miriam or Laura so they can notify Alvin.
 - 6.1.3.7.2. #13 Marichu Magana (SD Mesa College): suggested that if will do it online to then send a form to Alvin.

6.2. Legislation and Education - Horacio Aceves (Occidental College)

- 6.2.1. All FY 2018 funding released by Department of Education
- 6.2.2. APR "Go-Live":
 - 6.2.2.1. Dec. 14: Veterans Upward Bound
 - 6.2.2.2. Jan. 15: Student Support Services
- 6.2.3. The 116th Congress starts Jan 3rd; Democrats control House & Republicans control Senate
- 6.2.4. SoCal survey of TRIO programs for WESTOP SoCal and Policy Fact Book
 - 6.2.4.1. This is important information to share in March.
 - 6.2.4.2. Now that APR is submitted and received our data, it's a good time to update our data with objectives. Fact Sheets should be updated for Policy Seminar.
- 6.2.5. TRIO Trainings 2019 date are now available; highly recommend to attend.
- 6.2.6. COE's Policy Seminar 2019: March 24th-27.
 - 6.2.6.1. Let Horacio know if attending Policy Seminar.
- 6.2.7. Send Member of Congress an email to educate them about TRIO and inform them about our priorities, especially if they are new.
- 6.2.8. #15 Sergio Galvez (CLU) – encouraged all directors to tabulate their data and use it to develop their programs. Advised to keep it short and share accomplishments; do something with your report. Put the data to work for us. Don't be afraid of the report. Example of things to include on the report: info graphs, objectives.
- 6.2.9. #21 Miriam Carrillo (NC): suggested to share the data and information with principals.
- 6.2.10. #25 Maggie Regalado Rivera (PCC) – will take TRIO students to Policy Seminar.

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

- 6.3.1. Currently have 170 voting members; 1 student member.
- 6.3.2. Registration is still open for 2018-2019 WESTOP Membership! Register online for institutional, individual, and student membership. Institutional membership benefits from discounted rates for regional and chapter events.
- 6.3.3. Registration is open for WESTOP Annual Conference in Phoenix, Arizona on Feb. 12-14th.



- 6.3.4. New Members event at PDS: 33 New Members total at PDS. 23 members attended the New Members Orientation. Thank you to all that attended!
- 6.3.5. Contact Laura Shepherd if your name doesn't appear on our list.
- 6.3.6. Recommends for new members to get involved in a planning committee.
- 6.3.7. #13 Marichu Magana (SD Mesa College): reminded the members that for institutional membership you can change membership roster throughout the year.
- 6.3.8. #1 Angie Alvarez (PCC) – reminded us that the treasurer and treasurer-elect positions are vacant and elections will take place in February.
 - 6.3.8.1. #21 Miriam Carrillo (NC): asked if there are any requirements for the treasurer position. Angie said there is no prior experience or requirements. We use QuickBooks and she will train them to take on the role.

6.4. Professional Development

- 6.4.1. PDS – Hortencia Cuevas (NC) & Sergio Galvez (CLU)
 - 6.4.1.1. Registration: 100 participants registered and 94 attended.
 - 6.4.1.1.1. There were concerns about the fires and air quality.
 - 6.4.1.2. Hospitality: TRIO Alumni Mixer and Presidents Network Dinner: 90+ in attendance
 - 6.4.1.3. New Members Orientation: 23 new members attended
 - 6.4.1.4. Award Recipients:
 - 6.4.1.4.1. Outstanding New Members Award Recipient: Desiree Rivera
 - 6.4.1.4.2. Doreen De Los Santos Award Recipient: Marichu Magana
 - 6.4.1.4.2.1. 7 members of Doreen's family attended.
 - 6.4.1.5. Silent Auction: Revenue made from Silent Auction, \$1,347 and Opportunity Drawing "Disney Basket", Revenue was \$552.89
 - 6.4.1.6. Scholarship Recipients:
 - 6.4.1.6.1. Conference Scholarships: Claudia Garcia (NC) & Liz Hanna (CSUDH)
 - 6.4.1.6.2. Graduate Scholarships: Vanesa Morales (CSUN) & Sara Calderon (CSUSB)
 - 6.4.1.7. #21 Miriam Carrillo (NC): asked if we made any profit?
 - 6.4.1.7.1. Sergio responded that we probably will not make a lot of profit but we will have those numbers later. A final report will be available in February.
 - 6.4.1.7.2. #30 Amel Khan (CSUDH): Shared that we saved a lot of money on AV, screens, and projectors since we brought our own. This cut the cost from \$8000 to \$3000.
 - 6.4.1.7.3. The awards were donated as well.
 - 6.4.1.7.4. #1 Angie Alvarez (PCC) also stated that the estimated budget allocated for PDS was too low. Last year it was a 1 day PDS.
 - 6.4.1.8. #38 stated it was a struggle to attend PDS because it took place during Thanksgiving week; she asked to reconsider having PDS in October again.
 - 6.4.1.9. #36 Crista Casillas (PCC): Shared that San Manuel is very generous in supporting education.
- 6.4.2. PD Academy – Dalia Hernandez (CSUSB) & Angie Alvarez (PCC)
 - 6.4.2.1. It will take place in May at the UCLA Lake Arrowhead Conference Center.

6.5. Public Relations – Laura Garcia (Harvey Mudd College)



6.5.1.No report.

6.5.2.Presented herself to the chapter.

6.6. Research Chair – Vacant

6.6.1. No report

6.7. Resource Development – Caroline Felix (CSUSB) & Ernesto Partida (PCC)

6.7.1. We will have an opportunity drawing today at the end of chapter meeting.

6.7.2. Chapter Polos are available; suggested donation of \$40.

6.7.3. Water Canisters available for a suggested donation of \$10.

6.7.4. Looking into a members networking event in Spring in the Inland Empire region. More details to come.

6.7.4.1. Discussing the possibility of a Dodger game in the spring.

6.7.4.2. #25 Maggie Regalado Rivera: suggested to get it out soon in order to get it in the budget.

6.7.5. PDS Silent Auction and Opportunity Drawing: Total of \$1,347 came out of the Silent Auction. A profit of \$552.89 from the opportunity drawing. Also, a total of \$161 in separate donations.

6.8. Student Development – Liz Hanna (CSUDH)

6.8.1. TRIO Day of Service 2019 – Laura Orozco

6.8.1.1. Save the Date: Feb. 23, 2019; registration opens January 9th; registration fee is \$20 and it includes a t-shirt & lunch; complimentary registration for chaperones.

6.8.1.2. 3 different locations:

6.8.1.2.1. Los Angeles Regional Food Bank – 8:00am – 12:00pm; 200 participants

6.8.1.2.2. Helping Hands Pantry – 8:30am-12:00pm; 150 participants

6.8.1.2.3. Feeding San Diego – 8:30am-11am; 150 participants

6.8.1.2.3.1. Notify Laura if planning on attending the San Diego location and you're not from the area.

6.8.1.3. #21 Miriam Carrillo (NC): During Helping Hands, there was no communication and the students were done early. Laura said she will contact them to make sure it doesn't happen again.

6.8.2.SLC 2019 – Liz Hanna

6.8.2.1. There is no set date yet but it will perhaps take place in March or April.

6.8.2.2. They are discussing date, time, and theme.

6.8.2.3. The committee has established weekly conference calls.

6.8.2.4. CSU Dominguez Hills has been approved to be the hosting institution.

6.8.2.5. The committee has established budget projections and has shared potential keynote speakers.

6.8.2.6. If interested in joining the planning committee please notify Liz Hanna.

6.8.2.7. #13 Marichu Magana (SD Mesa College): stated that last year's SLC fell on a date that conflicted with their Spring Break so they weren't able to attend.

6.9. Technology – Amel Khan (CSUDH)

6.9.1. Created/updated website page for chapter meetings and PDS.

6.9.2. Continued to maintain Whova and CVENT for Chapter PDS and events.

6.9.3. Continued to maintain new WESTOP SoCal Google Group

6.9.3.1. Request if need to be added to listserv.



6.9.4. We now have Amazon Smile (smile.amazon.com)

6.9.4.1. All you need to do is “approve” that you want your donations to go to WESTOP

6.10. TRIO Alumni – Dalia Hernandez (CSUSB) and Angie Alvarez (PCC)

6.10.1. Already covered in previous report.

6.11. Unfinished Business

6.11.1.1. None

6.12. Action Items

6.12.1.1.1. PDS 2019 Date Selection

6.12.1.1.1.1. Option 1: Thurs-Fri, Oct. 3rd-4th, 2019

6.12.1.1.1.2. Option 2: Wed-Thurs, Oct. 9th-10th, 2019

6.12.1.1.1.3. Option 3: Wed-Thurs, Oct. 16th-17th, 2019

6.12.1.1.1.4. Option 4: Thurs-Fri, Oct. 17th-18th, 2019

6.12.1.1.1.5. Option 5: Wed-Thurs, Nov 6th-7th, 2019

6.12.1.1.1.6. Option 6: Thurs-Fri, Nov 7th-8th, 2019

6.12.1.1.1.7. #22 Gerardo (CSUSB) proxy for Dalia Hernandez motions to approve option #4; #15 Sergio Galvez (CLU) seconds.

6.12.1.1.1.8. Discussion: since we haven’t picked a location yet, it was suggested to rank the options in order to have several options.

6.12.1.1.1.9. #21 Miriam Carrillo (NC): Amendment to motion - ranked the options as follows: Option #4, then option #3, and finally option #2. #30 Amel Khan (CSUDH) seconds and motion carries.

6.13. Membership Discussion Items

6.13.1. Post-award Conference Calls with Program Officers

6.13.1.1. #30 Amel Khan (CSUDH) shared that she had an issue with her program officer

6.13.1.2. #21 Miriam Carrillo (NC) suggested that if program officer is not receptive, then to CC Gabe Watson to receive a response.

6.13.1.3. #28 Bonita Cooper (Santa Monica College) – she was questioned about benefits.

6.13.1.4. #38 shared that her budget hasn’t been approved; she was asked to redo her budget to reflect 4.2% increase.

6.13.1.5. #15 Sergio Galvez – encouraged to go to an experienced director first before approaching program officer.

6.13.1.6. #21 Miriam Carrillo (NC) – stated that not all program officers are aware of regulations. Look over regulations and be aware before making the call.

6.13.1.7. #9 Jesus Maldonado (Occidental College) – advised to identify those experienced people in TRIO that we can turn to for advice.

6.13.1.8. #25 Maggie Regalado Rivera stated that Gustavo Ocegueda is another great resource.

6.13.1.9. #1 Angie Alvarez stated that WESTOP is trying to address the inconsistencies of program officers.

6.13.2. APRs CPP Information

6.13.2.1. #30 Amel Khan – she was unaware of where CPP was.

6.13.2.2. #38 also didn’t know about the CPP and is wondering what she should expect for next year.



6.13.2.3. #15 Sergio Galvez stated that the CPP one was held accountable for was what one wrote for in the grant.

6.13.2.4. #13 Marichu Magana – For SSS, they were not even asked; they had to convert social security numbers to student identification numbers.

6.14. Announcements

6.14.1. Opportunity Drawing will take place at the end of chapter meeting.

6.14.2. UC Merced, UCR, and UC Santa Cruz extended their college application for transfer students to January 24th.

6.14.3. Mayra brought socks from Michele.

6.14.4. White Elephant will take place at the end of chapter meeting.

6.15. Motion to adjourn meeting by #21 Miriam Carrillo (NC), second by #14 Victor Rojas (Mt.SAC); meeting adjourned at 12:40pm.