

**WESTOP SoCal Chapter
Meeting Minutes
September 30th, 2016
Palomar College**

- Quorum not met. Meeting will be held as an informational meeting

1. Review Agenda

- a. Any action items: Dalia will send out potential dates for SLC via the list serve so we do not have to vote today
- b. Eva Amezola (27 NC) maybe we should be a doodle document
- c. (7 CSUSM) Brenda Aguilar-should we approve minutes from the last meeting just as protocol?

2. Approval of Minutes

- a. (23 CLU) Dorina Padilla-amend minutes to Oxnard, CA instead of Ventura, CA (25 CSUSB) Dalia Hernandez seconds motion
- b. (5 MESA college) Marichu Magana-WESTOP board of director meeting for November 4-5 will be in San Francisco and not Monterrey Bay
- c. (24 CLU) Sergio Galvez motion to approve minutes and (23 CLU) Dorina Padilla motions to approve minutes.
- d. (17 BLI) Christina Aguirre-logo has been approved
- e. (24 CLU) Sergio Galvez the server is still attached to the UCI server and I have someone been in charge of making changes. Will there be any discussion from the board to make any changes?
- f. (27 NC) Eva Amezola-it was discussed at board retreat.
- g. The Ideal goal is to find out through godaddy to be consistent with WESTOP

1. Call meeting to order

- 1.1. 11:50am (23 CLU) Dorina Padilla- motions to approve minutes and Amel Khan (11 CSUDH) seconds.

2. Executive Board Reports

2.1. President's Report-Tony Garcia (BLI)

- 2.2. Last year we wanted to revisit the WESTOP vision so we are all clear and have a set understanding of what SOCAL WESTOP has in mind.
- 2.3. It is very important to know that the organization is here to serve us as professionals. We want to ensure growth and advice each other on how to run our programs.
- 2.4. During PDS and WESTOP Conference we will work on offering more professional growth.
- 2.5. I want to increase membership to 15% by the years end.
- 2.6. We are also streaming the meetings online.
- 2.7. I am looking at setting up mentor program so we can help our programs be successful. I will be working on this project throughout the years, so new members can rely on.
- 2.8. WE need to increase and pass the COE fair share contributions.
- 2.9. The WESTOP board has a meeting in Arizona and there will be another meeting in November.

- 2.9.1. During the meeting it was discussed to move the website to go daddy and our technology chair has already made that change.
- 2.10. SOCAL WESTOP Board and Service Council has our 1st retreat and went over our positions, set goals, and made decisions on where we want to take the chapter by the end of this year.
- 2.11. PDS is coming up on October 23rd-25th in Oxnard. Eva Amezola will report more details in her report
- 2.12. Meeting on Dec. 2nd is pending at Pasadena City College but it is tentative. Another possibility will be Loyola Marymount.
- 2.13. **Treasurer-Santasha Williams (not available)**
 - 2.13.1. **Presented by Angie Alvarez**
 - 2.13.1.1. Angie is still the executive signer to the Wells Fargo account because they require proof.
 - 2.13.1.2. Dodger tickets deposits
 - 2.13.1.3. Deposits for PDS and Professional Development Academy
 - 2.13.2. Accounts have been reconciled
 - 2.13.3. Goals are to work with the President to update codes on QuickBooks to make sure they are aligned
 - 2.13.4. Online Account balances as of: 09/29/16: 23,300.97
 - 2.13.5. QuickBooks account balance as of: 09/29/16: \$23,300.97
- 2.14. **President Elect: Dalia Hernandez**
 - 2.14.1. My responsibilities are to oversee several committees
 - 2.14.2. I must participate in all chapter and board meetings and prepare reports
 - 2.14.3. Eva has made a lot of positive changes in regards to assigned responsibilities with different board and service council positions.
 - 2.14.4. I want to make sure that we continue to grow and that our membership is developed, so we can have a lot of new leaders in our membership.
 - 2.14.5. Establish TRIO day for students to participate and create a one stop center for communication.
 - 2.14.5.1. We want to use the website as a resource and not just for chapter needs, but also for professional needs.
 - 2.14.5.2. SLC proposed dates Saturday, April 15th or Saturday, April 22nd
 - 2.14.5.3. No student limit for this year
 - 2.14.5.4. UCI cannot sponsor UCI this year. We are still waiting on SDSU and CSUSM to host to confirm.
 - 2.14.5.4.1. Any institution interested in hosting please let us know.
 - 2.14.5.4.2. (27 NC) Eva-budget is on the website for membership
- 2.15. **COE Fair share Campaign-Miriam Alonso**
 - 2.15.1. COE advocates for all TRIO programs. They host training and conferences. They need personal contributions to help their effort.
 - 2.15.2. Last year, our chapter did not meet our goal. They will determine how much our chapter must contribute based on the amount of members the chapter has.
 - 2.15.3. Last year, we were at 91%.
 - 2.15.4. Looking for people to sign up and help with the committee.

- 2.15.5. Cristina Aguirre (17 BLI) typically 25 for California to meet 10 for 10. It has been suggested to board that CA should be broken up.
- 2.15.6. Sergio Galvez (24 CLU) Fair share might not be the best name because it can have a negative connotation, but it is so important that COE has money to be on the hill and represent our programs.
- 2.15.7. Eva Amezola (27 NC) COE does owe us money from last year and I suggest that they allow the Chapter President to attend policy for free.
- 2.15.8. Cristina Aguirre (17 BLI) I will have to talk to the board because they are under the impression that our chapter did not meet the deadline.
- 2.15.9. Cristina Aguirre (17 BLI) maybe some sort of prize as an incentive.
- 2.15.10. Arnoldo Guerra (29 PC) What if someone were to volunteer their time to host or volunteer their time to teach a conference for a small registration fee and could we have the money go towards fair share? Marichu Magana (5 Mesa College) If the individual does it on their own time, they can do whatever they want for their money.
- 2.15.11. Eva Amezola (27 NC) the chapter already gives back a portion of PDS funds to COE.
- 2.16. **Professional Development Seminar-Eva Amezola (27)**
 - 2.16.1. The website should be up-to-date with all of the events, awards registration, and anything related to PDS.
 - 2.16.2. James Johnson is working on an evaluation.
 - 2.16.3. Hortencia Cuevas will be working on public relations.
 - 2.16.4. Professional Development Scholarships (Graduate and Conference)-each scholarship is for a \$1000.00. The professional scholarship does not just have to be for a WESTOP event.
 - 2.16.5. Details on how to apply should be on the website. Do not wait because some require more items.
- 2.17. **Legislation and Education-Horacio (present)-Cristina Aguirre**
 - 2.17.1. UB competition-as of Monday, 09/26/16, there is new information. Two weeks ago the comments closed. They received 335 responses. The goal for UB competition is to be at the end of November, but it probably won't happen until Dec.
 - 2.17.2. COE is having a grant writing workshop in OCT.
 - 2.17.3. EOC APR has been reopened for comments and due 10/19.
 - 2.17.4. McNair comments are due 10/26.
 - 2.17.5. As of Monday, 09/26/16, there is no new information on ETS funding band.
- 2.18. **Membership and Elections-Berenice Delgado (add her after Cristina)**
 - 2.18.1. We want to welcome our new members and create a focus on how we are welcoming members.
 - 2.18.2. Had a conference call with Laura Shepherd to try and host more conferences on how to host and accommodate our new members.
 - 2.18.3. We want to communicate with our secretary to have an updated list of members.
 - 2.18.4. We need to target all new programs.
 - 2.18.5. We have 137 members registered for SOCAL and we need to have 200 by the end of next week, 10/6.

2.18.6. New members: Arthur Tovar (UCSD-UB), Liz Hannah (SSS, CSUDH), Gabriela Lopez (OC, NECEOOC at PC), Eduardo Arzate (PC, ETS), Brian Sanchez (ETS, PC).

2.19. **Public Relations-Amel Khan**

2.19.1. I will be adding Elizabeth Hannah to the committee.

2.19.2. One the new website the e-newsroom is under resources.

2.19.3. Pictures are from 2013-2015. This year, we have about 25 pictures and trio day video.

2.19.4. Hoping to launch e-newsroom by PDS.

2.19.5. Please submit graduation photos because there is still space.

2.19.6. An email will be coming out soon to send in summer activity pictures.

2.19.7. E-features will launch at PDS.

2.19.8. Cristian Aguirre (17 BLI) can we include other programs and not just TRIO?

2.20. **Resource Development-Hortencia Cuevas**

2.20.1. Dalia Hernandez (25 CSUSB) Hortencia did send out an e-mail for contributions for PDS.

2.20.2. Eva amezola (27 NC) Hortencia did raise over \$5000.00

2.21. **Technology-Angie Alvarez**

2.21.1. Successfully able to copy and paste from UCI website to transfer to godaddy.

2.21.2. Looking at uploading better quality pictures sent from committees.

2.21.3. We will be using the remind a lot more actively.

2.21.4. Website is updated regularly and will be working on doing more c-vent items.

2.21.5. Eva Amezola (27 NC) we can provide passwords.

2.21.6. Cristina Aguirre (17 BLI) you are the only chapter that has made the change from UCI to godaddy-congratulations.

2.21.7. We are working on make changes to make it look different than the WESTOP website.

2.21.8. Cristina Aguirre (17 BLI) until other chapters submit or make the change, the board cannot make changes for suggestions on chapter websites.

3. **Action Items**

3.1. Table the CST report. (24 CLU) Sergio Galvez motions to entertain and table the CST Dorina Padilla (23 CLU) seconds.

3.2. Eva Amezola (27 NC) we should add all trio consortiums and add them to the website.

3.3. Dalia Hernandez (25 CSUSB) COE is moving forward on the spelling of TRIO. They are looking at removing the little "I".

3.4. Sergio Galvez (24 CLU) no one can answer why the "I" was little which is why they moved forward to change so it can be more uniform. We want to be more consistent with branding and marketing.

3.5. (27 NC) Eva-when we were audited there was no indication that SSS was a TRIO program. Make sure to add TRIO to all documents.

3.6. Lia Mauga (10 CSUSM) we need to educate program participants that trio is larger than their institutions and that it is national.

3.7. Brenda Aguilar (7 CSUSM) it would be nice to have a contact list for each institution so we can better collaboration amongst each program.

4. **New business:**

4.1. no new business

5. Announcements

- 5.1. Juan Reyna (SSS PC) there is a Supervisor position for ETS/EOC
- 5.2. Amel Khan (11) CSUDH-there is a program coordinator position for UB at CSUDH
- 5.3. Dalia Hernandez (CSUSB 25) policy seminar is scheduled march
- 5.4. Cristina Aguirre (BLI just got recognized for....
- 5.5. 24 CLU Sergio Galvez-Walter Omazon award- Yoichi was awarded. He is the trio executive Director at the university of Guam
- 5.6. Cheryl Arnold she is member of the WESTOP President's council also received the same award

6. Motion to end meeting-Dalia (25 CSUSB) move to adjourn and Miriam Alonzo (13 NC) seconds. Motion passes. Meeting adjourned at 12:15pm.