

**WESTOP SoCal Chapter
Meeting Minutes
May 20th, 2016
Long Beach City College, Long Beach, CA**

1. Call meeting to order

1.1. #52 Sergio Galvez (CLU) #1 Dorina Padilla (CLU) calls meeting to order. Meeting Called to order at 10:15am.

2. Review Agenda

2.1. #1 Dorina Padilla (CLU) motions #21 Yara Jimenez (CSULA) seconds to approve agenda. Agenda is approved and stays as is.

3. Approval of Minutes

3.1. #52 Sergio Galvez (CLU) moves to approve minutes #39 Hortencia Cuevas (NC) seconds to approve minutes. Motion carries and minutes are approved as is.

4. Executive Board Reports

4.1. President's Report-Eva Amezola (NC)

4.1.1. Highlights of the year

4.1.1.1. 1st meeting on September 1st, 2015 with a mini training to have new and old members understand the mission of the chapter, "To create and develop educational professionals who are able to advocate and provide educational opportunities for those who are underserved."

4.1.1.1.1. Goals:

4.1.1.1.1.1. Increase the amount of professional development scholarship

4.1.1.1.1.2. Governance-create systems that will enhance the operations of the Southern California Chapter.

4.1.1.1.1.3. New positions descriptions have been created and revised and posted on website and to be implemented starting July 1st, 2016. Question #52 Sergio Galvez (CLU)-is this something that the other chapters are implementing? And are the position descriptions in line with the bylaws? We want to make sure that we, as a chapter, are not going in a different direction.

4.1.1.1.1.3.1.1. Answer: Eva Amezola-yes, I shared at the Board of Directors meeting in San Diego and everyone wanted me to share because there are no position description in the bylaws at the WESTOP level.

4.1.1.1.1.3.1.2. #50 Evelyn Garcia (CSUN) under the President Elect term it says 3 year commitment, but I think it is a 4 year commitment.

4.1.1.1.1.3.1.2.1. Eva Amezola-Yes, you are correct. 3 years is a typo.

4.1.1.1.1.3.2. Please take the time to review positions.

4.1.1.1.2. Professional Development Seminar

- 4.1.1.1.2.1. Location has been confirmed at the Embassy Suites Mandalay, Oxnard, CA
 - 4.1.1.1.2.1.1. Sunday, October 23rd-Tuesday, October 25th
 - 4.1.1.1.2.1.2. Theme, "Growing Our Own" or "Investing in Our Own"
 - 4.1.1.1.2.1.3. Registration price: early bird \$250 and regular \$275
 - 4.1.1.1.2.1.4. Contracts-grant writing workshops & Embassy Suites have been approved by the board on 05/19/16
- 4.1.1.1.2.2. Recommendation #52 Sergio Galvez (CLU) that City Council Representative should be opening speaker.
- 4.1.1.1.2.3. Hortencia Cuevas #39 (NC) recommend tapping into two former VP who just got appointed to new student services positions.
- 4.1.1.1.3. Annual Functions & Events
 - 4.1.1.1.3.1. COE Annual Conference
 - 4.1.1.1.3.2. PDS
 - 4.1.1.1.3.3. TRiO Day
 - 4.1.1.1.3.4. Policy Seminar
 - 4.1.1.1.3.5. WESTOP Annual Conference
- 4.1.1.1.4. Scholarships
 - 4.1.1.1.4.1. Allocated \$4000.00 in professional scholarships
 - 4.1.1.1.4.1.1. \$1,000.00 graduate scholarship
 - 4.1.1.1.4.1.2. \$3000.00 professional development scholarship
- 4.1.1.1.5. Chapter meetings
 - 4.1.1.1.5.1. 5 meetings, 2 staff retreats
- 4.1.1.1.6. Governance
 - 4.1.1.1.6.1. Google drive updated
 - 4.1.1.1.6.2. Website being transitioned
 - 4.1.1.1.6.3. Paid mileage for service council/executive board
 - 4.1.1.1.6.4. Provide lunch for scholarship committees
- 4.1.1.2. Recommendations for next year
 - 4.1.1.2.1. Move list serve from UCI to Google or go daddy so we can be independent from institutions
 - 4.1.1.2.2. Find a better resource to stream chapter meetings
 - 4.1.1.2.3. Implement a professional development piece in each chapter
 - 4.1.1.2.4. Make a letter thanking the Supervisors of our board and service council
 - 4.1.1.2.5. TRiO day should be a paid activity since it is in the budget
- 4.1.2. WESTOP BOARD of Directors meetings
 - 4.1.2.1. August 1-3 in Phoenix, AZ
 - 4.1.2.2. November 4-5 San Francisco, CA
 - 4.1.2.3. Jan 7, 2017 Conference call
 - 4.1.2.4. Feb 24-25, 2017 Monterrey, CA
 - 4.1.2.5. May 5-6 San Francisco, CA
- 4.1.3. #41 Grace Santiago (PCC) suggestions-identify key staff to highlight the importance of being involved and participating.
- 4.2. Upcoming meetings:

4.2.1. Conference for 2017 will be in Monterrey, CA from Feb 26th-March 1st, 2017. Chapter meetings-9/30 Palomar College, 10/25 Oxnard College, conference meeting, and the meeting in May will be rescheduled.

4.2.1.1. #52 Sergio Galvez (CLU) is there a reason why past president duties are listed under Cristina Aguirre? It is a mistake and we will remove.

4.2.1.2. Yara Jimenez #22 (CSULA) for Parliamentarian it should be Jose Martinez Saldaña

4.3. Treasurer-Santasha Williams

4.3.1. April 2nd-May 14th

4.3.1.1. Expenses total-\$10, 249.00

4.3.1.2. Online balance as of Friday, May 13th, 2016 is \$13, 159.00 in checking and savings.

4.3.1.3. QuickBooks balance is \$13,109.00 there is \$50 difference because there is pending check clearance to one of the members.

4.3.1.4. Eva Amezola #65 (NC)-money from the Galaxy game will be coming in

4.4. President Elect-Tony Garcia

4.4.1. Both spots of Technology and legislation in Education have been filled.

4.4.2. Service council and Executive Board retreat will take place on 9/9/16 at Norco College.

4.4.3. Next meetings have been finalized: 9/30 Palomar College, 10/25 at PDS in Ventura, CA, 2/27 at WESTOP Conference at Monterey, and 5/5 is TBD

4.4.4. Still working on finalizing the next location for SLC. CSUSM has shown interest. If there is any other interest we will be e-mailing information out through the listserv for any requests. Before you submit, please make sure you have adequate space for 400-500 students and staff and resources to help host such a large-scale event.

4.4.5. Temo Solorio#13 (CLU) please make sure that institutions take into consideration the cost of facilities.

4.4.6. Eva Amezola #65 (NC) we have allocated \$3000.00 in the budget for the use of facilities for SLC.

4.5. COE Fair share Campaign-Miriam Alonso

4.5.1. SOCAL Chapter is \$8,000.00 and the deadline to meet is on June 30th, 2016.

4.5.2. If your institutional membership is expiring between now and Dec. 2016, COE is offering a discount to get memberships renewed.

4.5.3. As of May 2nd COE has received \$9,072.00 in personal contributions from WESTOP members in California.

4.5.4. As of May 2nd, the amount of COE has received in personal contributions from SoCal members \$6,000.00.

4.5.4.1. #52 Sergio Galvez (CLU) you mentioned that to date WESTOP has \$9,000 in contributions? In previous years, California has been a state that has contributed over \$28,000.00.

4.6. Membership and Elections-Berenice Jau

- 4.6.1. Elections for President Elect took place during the WESTOP conference. Position was filled by Dalia Hernandez and she will begin on July 1st. 2016

4.7. **Public Relations-Amel Khan**

- 4.7.1. We are waiting for the new website and e-newsroom
- 4.7.2. Phase one-ePhotoworld 2014-2015 photo blurb total submissions: 361 photos. New format for ePhotoworld will be launched on the SoCal WESTOP e-Newsroom webpage for 2016! Photos will still be requested monthly and classified into four quarters proposed as: 1. National TRiO Day, 2. Trio Graduation, 3. Trio Summer, and 4. TRiO academic year
- 4.7.3. Phase two-eFeatures, monthly showcase of TRiO host universities and institutions.
- 4.7.4. Phase three-eNewsletter, will launch on the eNewsroom this quarter. It will reflect SoCal WESTOP annual events and activities

4.8. **Resource Development-Hortencia Cuevas**

- 4.8.1. Booked 200 tickets for Galaxy game for Sunday, May 22nd, 2016. Sold tickets for \$27.50 tickets and made a \$7.50 profit for the chapter.
- 4.8.2. Out of the 200 only 169 tickets were sold for the Galaxy game.
- 4.8.3. PDS feedback from the membership was that a career development and an educational component be offered, but the Dodger's do not offer the opportunity.
- 4.8.4. July 8th, 2016 tickets for the Dodger Game. Members will have to RSVP number of tickets they plan on purchasing before the chapter buys the tickets.
- 4.8.5. Options for seating at Dodger game-left pavilion, top deck, infield reserve, and preferred seating.
 - 4.8.5.1. #1 Doria Padilla (CLU)- Left Pavilion includes all you can eat with the cost of the tickets, \$40 a ticket
 - 4.8.5.2. #42 Dalia Hernandez (CSUSB) will be participating in the Dodgers game and to justify the expense we are reaching out to the baseball team on campus to have a presentation regarding the sport or career.
 - 4.8.5.3. #13 Temo Solorio (CLU) in the LA area, we provide a historic perspective on how Dodger stadium was created to justify the expense.
- 4.8.6. For fall, there will be fundraising events.
- 4.8.7. Fall fundraising events for students may include a football game at UCLA.

4.9. **Student Leadership Conference- Dalia Hernandez**

- 4.9.1. 8 person committee was great, THANK YOU! Thank you to CSUSB for allowing to host.
- 4.9.2. 412 people attended the conference.
- 4.9.3. 4 breakout sessions with 25 different workshop sessions were offered so students could select their workshops.
- 4.9.4. Total raised minus expenses was \$6,702.46.
- 4.9.5. Most categories were rated with extreme satisfaction.
- 4.9.6. Many TRiO college students presenting and facilitating workshops.
- 4.9.7. Major concentration was fundraising for this year's SLC. There was about \$50,000 in kind contributions.
- 4.9.8. Booked facilities through Upward Bound since we are housed on that campus.

- 4.9.9. The chapter received 33 scholarship applications and 10 students were selected to receive the \$500 scholarship.
- 4.9.10. The scholarship application will continue to be online.
- 4.9.11. General recommendations: more signage throughout the conference, limit the workshops to 3 instead of 4, limit the workshop length to 50 minutes instead of an hour, increase the number of students each program can bring to the conference, create a space for chaperones while students are attending workshops.
- 4.10. TRiO day recommendations- have each location secured by mid-December of each year.
 - 4.10.1. Loretta Enriquez (CSULB) please change the online scholarship application to paper.
 - 4.10.2. #39 Hortencia Cuevas (NC)-use jotforms.com for professional development scholarship because it is clean and easier to use and the information was shared with Dalia.
 - 4.10.3. #81 Eva Amezola (NC) we did for foresee going back to paper. The committee did not print anything on paper. We will definitely use a different mechanism to accommodate all needs.
 - 4.10.4. #4 Berenice Jau (UCSD) first year participating as an SSS program and this year we had 100 college students attend. Recommendation: focus on quality not quantity of workshops.
- 5. **Technology- Tony Garcia, substitute for Angie Alvarez**
 - 5.1. Received log in for GoDaddy-westopsocal.org.
 - 5.2. Began setting up website
 - 5.3. For those of you not on the list-serve please send an e-mail to socalwestop-join@uci.edu so that you can be added.
 - 5.4. Recommendations-create some c-vent and GoDaddy training for Technology Chair.
- 6. **Career Professional Development Initiative-Gustavo Ocegüera**
 - 6.1. Develop two different initiatives. For this year, develop a program for those who aspire to be Directors.
 - 6.2. Develop a survey to assess interest from the membership. 57 members completed the survey. Had a conference call to discuss survey results.
 - 6.3. July 11-application release date
 - 6.4. August 19th-application deadline
 - 6.5. August 26th successful applicants are notified
 - 6.6. October 22nd first training
 - 6.6.1. #67 Ana Lizet Farias (TELACU) will this training also be for Directors looking to be more involved in leadership positions within WESTOP?
 - 6.6.1.1. No, the training will be more for career and professional development. Being involved with leadership positions in the chapter is up to the board.
 - 6.6.1.2. #81 Eva Amezola (NC) we will begin with individuals aspiring to be Directors or Supervisors and new upcoming Supervisors/Directors.
- 7. **Action Items**
 - 7.1. Review proposal and review budget

7.1.1. #43 Dalia Hernandez (CSUSB) motions to move proposal for Professional Development from action item A to action item B #52 Hortencia Cuevas (NC) seconds motion

7.1.2. #43 Dalia Hernandez (CSUSB) motion to have Gustavo present proposal to membership #65 Tony Garcia (BLI) seconds motion

7.2. Proposal Review

7.2.1. Aspiring Directors/Supervisors

7.2.2. 10-15 participants

7.2.3. academy will be 6-8 months

7.2.4. To try and build a schedule there is suggestion to put them in as preconference trainings.

7.2.4.1. first training would be before PDS

7.2.4.2. second conference would be before annual conference

7.2.4.3. 3rd training would be April or May at UCLA training center

7.2.5. payments

7.2.5.1. 1st payment \$300 co-sponsorship for SoCal WESTOP association (collected at the beginning of 2016-2017 fiscal year)

7.2.5.2. 2nd payment \$350 registration fee for 1st pre-conference workshop (collected when participant registers for WESTOP conference)

7.2.5.3. 3rd payment \$350 registration fee for 2nd pre-conference workshop (collected when participant registers for WESTOP conference)

7.2.6. #52 Sergio Galvez (CLU) motions to pass the proposal as presented to the membership #76 seconds

7.2.7. #69 Gustavo Ocegueda (NC) one abstention

7.3. budget review

7.3.1. #13 Temo Solorio (CLU) moves to approve the 2016-2017 budget #4 Bernice Jau (UCSD) seconds the motion.

7.3.1.1. #21 Yara Jimenez (CSULA)-why is the amount of scholarships being reduced?

7.3.1.1.1. So we can have professional development initiatives which required reallocation of budget.

7.3.1.2. #50 Evelyn Garcia (CSUN)-SLC scholarships chair last year. Since we cancelled SLC last year, 20 scholarships were given.

7.3.1.3. #52 Sergio Galvez (CLU)-comment-we commend the chapter on creating professional development because this is an association of the membership.

7.3.1.4. #42 Miriam Alonzo at Norco College there are 3 UB programs. The students fundraise and amongst all 3 programs we give out scholarships to seniors.

7.3.2. Budget preliminarily approved by membership

8. Announcements

8.1. Make sure to contact Diana Felix about putting together education on CST for next chapter meeting. This is the leg. Ed. Job.

8.2. #65 Tony Garcia (BLI) –thank you EVA for all of your work.

8.3. #52 Sergio Galvez (CLU) move to table CST discussion to next meeting #43 Dalia Hernandez (CSUSB) second. Motion carries

8.4. #24 Miriam Alonzo (NC) fare share sign up sheets will be available at lunch

8.5. **berenice Jau** if you have any students attending UCSD, the application for summer bridge are available at oasis.ucsd.edu

9. Motion to conclude meeting #52 Sergio Galvez (CLU), seconded by #39 Hortencia Cuevas (NC).

9.1. Meeting adjourned at pm-#81 Eva Amezola (NC).