



**WESTOP - Central Cal Chapter**  
**Chapter Meeting**  
**University of California Center**  
550 E. Shaw Avenue  
Fresno, CA 93710  
**October 9<sup>th</sup>, 2009**

## **Minutes**

The October 9, 2009 WESTOP – Central Cal Chapter Meeting was called to order by President Ricardo Marmolejo at 11:10am.

### **I. CALL TO ORDER/WELCOME/INTRODUCTIONS**

A. Ricardo Marmolejo welcomed everyone and asked that everyone introduced themselves.

#### **B. Present:**

Abel Guzmán	CSU, Bakersfield
Gillermína Martínez	CSU, Bakersfield
Jesse Quintanilla	CSU, Bakersfield
Omar Correa	CSU, Bakersfield
Oscar Luna	CSU, Bakersfield
Kristen Correia	COS
Ricardo Marmolejo	COS
Norma I. Cuevas	CSU Fresno
Bernardo Reynoso	CSU Fresno
Jenny Amaro	CSU Fresno
Jenny Robledo	CSU Fresno
Joe Guerra	CSU Fresno
Josie Casanova	CSU Fresno
Kimberly Hughes	CSU Fresno
Luis Morales	CSU Fresno
Mary Lopez	CSU Fresno
Martina Granados	CSU Fresno
Sergio Alba	CSU Fresno
Susana Cruz	CSU Fresno
Toni Rudd	CSU Fresno
Veronica Vargas	CSU Fresno
Wendy White	CSU Fresno
Helena Orozco	CSU Stanislaus
Jessi Reyes Murray	CSU Stanislaus
Jesús Verdugo	CSU Stanislaus
Cesar Margarito	Cal Poly, SLO
Dennis Adkins	FCC
Ginna Bearden	FCC
Monica Nolasco	MCCC
Lupita Castillo	MCCC
Santiago Uvina	MJC
Tiffnie Akiona	MJC
Arnold Melgar	NHU
Lilian Zelaya	NHU
Patricia Ahumada	NHU
Diana Bañuelos	Reedley College
Frankie Meza	Reedley College
John Lorona	Reedley College
Brandon Huebert	Reedley College
Kamila Dews	UC Merced
Ismael Serrano	UC Merced
Dave Ferguson	U. of Washington
Jose Martinez-Saldana	EDvolution

## **II. APPROVAL OF AGENDA**

- A. There was a MOTION by Arnold Melgar to APPROVE the October 9, 2009 Meeting Agenda**
- B. The MOTION was SECONDED by Jenny Amaro**
- C. The MOTION was APPROVED UNANIMOUSLY**

## **III. APPROVAL OF MINUTES**

- A. There was a MOTION by Kristen Correia to APPROVE the August 7, 2009 Meeting Minutes. Meeting was held at College of the Sequoias.**
- B. The MOTION was SECONDED by Arnold Melgar**
- C. The MOTION was APPROVED UNANIMOUSLY with the CHANGE of adding Jenny Robledo and Removing Jesse Casanova**

## **IV. OFFICER REPORTS**

- A. TREASURER: Norma Cuevas, CSU, Fresno**
  - i. Norma: is new to the position.
  - ii. Norma: was trained by Melissa on all new procedures
  - iii. Current balance **\$16,967.89** not including expenses or payments made from PDS UC Merced 09.
  - iv. She has received only one check for Summer Jam in June from Cal Poly, SLO UB.
  - v. Ricardo: does this reflect PDS money?
    - a. Norma: no.
  - vi. Gille: was able to add Norma on as the signor onto the bank account
    - ✓ Norma: we still need to pay off one more vendors from Summer Jam, will take care of that as soon as she receives invoices.
- B. PRESIDENT: Ricardo Marmolejo, College of the Sequoias**
  - i. Ricardo: please update your information for board members.
  - ii. Ricardo: Important dates have been sent out for you all to plan accordingly with your institutions.
    - ✓ Our next chapter meeting will be at CSU, Monterey Bay December 4<sup>th</sup>.
    - ✓ Please update your calendars.
  - iii. Ricardo: would like to discuss TRiO Day, Wendy White has stepped down from her position and is hoping that the person interested will take up the committee.
    - ✓ Ricardo: we will further discuss when we come up to it.
  - iv. Ricardo: attended the WESTOP Board meeting in Vegas to find a location for the WESTOP 2011 conference.
    - ✓ Ricardo: Location was voted on
      - a. Location: Rio All Suites Hotel.
      - b. Ricardo and the President of the Nevada would like to work together to put together the conference, with the approval of the membership.

- v. Revised the 2009-2010 Budget for all members.
  - ✓ This year we will abide by the budget approved by the BOD
  - ✓ Will go over it with all committee chairs
  - ✓ ETS, it is crucial that you do.
- vi. Ricardo: COE Fairshare
  - ✓ The workshop conducted at PDS provided valuable information on how we could help contribute to Fairshare.
- vii. The next board meeting will be coming up in Sacramento to look at possible WESTOP locations for 2012
- viii. WESTOP Annual Conference will take place in Long Beach, CA on February 28 – March 3, 2009. Pre and Post Conference Workshops have been scheduled. Please keep an eye out for the C-Vent invitation.
  - ✓ Ricardo: Please start planning accordingly.
  - ✓ Ricardo: wants a good representation of Cen-cal members.
- ix. Ricardo: Would like to thanks the PDS committee for putting together a successful event, if not one of the best PDS he's attended.

**C. VICE PRESIDENT: Cesar Margarito, Cal Poly San Luis Obispo**

- i. Cesar: Did not submit a report
- ii. Cesar: there are about 10-15 new members that showed up this year.
- iii. Nothing new.

**D. SECRETARY: Arnold Melgar, The National Hispanic University**

- i. Welcome and please sign in
- ii. Turn in your reports
- iii. Thank you.

**V. COMMITTEE REPORTS**

**A. LEGISLATION & EDUCATION: Kimberly Hughes, CSU, Fresno**

- i. Kimberly: 2 new people were added to the committee.
- ii. Mentioned brief committee objectives/charges:
  - ✓ Campus community awareness.
    - a. Provide your faculty staff information packets about all the Trio Programs, to familiarize them with TRIO
    - b. Promote your community events and collaborative events on campus and the community.
    - c. Provide campus newsletters to promote the TRiO Programs.
      - Promote on your Alumni newsletter.
      - Call in news media coverage at your events to provide better Public Relations for our efforts, such as PDS efforts/speakers
      - Always brand yourself

- d. Identify advocates of the program or your students, you have some in your student program.
  - Identify passionate students that want to advocate for a good cause.
  - For example, students who make that extra effort to do good things.
- e. Contact student alumni to help you promote your programs. Have them assist you in promoting program. Veronica Vargas, "have these people endorse your programs or other administrators."
- ✓ What are you doing to help promote TRiO programs?
- ✓ Will be sending out emails to see what you have done with your students.
- ✓ Letter C: In order to prevent loss of TRiO Programs please contact your representatives to promote a \$50 million dollar increase for the TRiO Pre-College Programs.
  - a. Received email back from Senator Barbara Boxer.
  - b. Cindy Dunn has been recognized by the city of Fresno for her contributions she has made in her work and city of Fresno.

**B. SUMMER JAM: Diana Bañuelos, Reedley College**

- i. Diana: Committee is just forming.
- ii. More information will be distributed as it becomes available.

**C. PDS: Gillermina Martinez, CSU, Bakersfield**

- i. Gille: Hope you had a good time at PDS and got something from this conference.
- ii. Gille: would like to thank the committee for their hard work.
- iii. Gille: has received great feedback from people.
  - ✓ Gille: not enough time were given to the workshops
    - a. Recommendations: have been made for next year's workshops to last a little longer, to walk away with more information.
    - b. Entertainment Committee to do an activity in the community of hosting chapter/location.
    - c. People left after PDS concluded and were not able to participate in the dinner afterwards.
    - d. Thanks: Tomasa WESTOP Pres, Dominguez, Jose Fairshare
    - e. Would also like to thank keynote speakers

- iv. Numbers: Approached by Dave Ferguson and congratulated for the large # of turnout.
  - ✓ 65 registered
  - ✓ 63 showed up
  - ✓ 33 early registrations
  - ✓ 10 non members early
  - ✓ 13 early registered
  - ✓ 2 non members
  - ✓ 2 on site registrations
  - ✓ 3 waived
  - ✓ Total Revenue : \$10,925.00
  - ✓ Expenditures: \$5,459.50
  - ✓ Profit: \$5,465.02 (if we don't get donation from Fresno)
  - ✓ This does not include fundraising money.
- v. Gille: this event would not have been successful without new membership.
- vi. Gille: there has been discussion to keep it here in Fresno.
  - ✓ Ginna: Would like to thank UC Merced for allowing us to have the facilities.
  - ✓ Ismael Serrano: would be more than happy to host again.
- vii. Norma: we have a treat for you...
  - ✓ Auction: The actual value of all items: \$685.
  - ✓ The actual profit from silent auction: \$350.50
  - ✓ These items were all donated by the members.
    - a. Thank you all who donated baskets.
  - ✓ Showed video of group dances performed by the members present taught by BDX.
  - ✓ Jenny Amaro: if it turns out that UC Merced is willing to provide facilities for the prices they gave we should seriously consider having it here again.
    - a. Ricardo: UC Merced, Education Center will be a top candidate for next year.

**D. SLC: Rey CSU, Bakersfield**

- i. Gille: he's not present had a family emergency.
- ii. Did not submit report
- iii. Being hosted at CSU, Bakersfield.
  - ✓ Date: not sure. Last week of January is being looked at.
  - ✓ Facilities: have been tentatively reserved
  - ✓ Committee members: are being sought out.
  - ✓ Simon Silva is being looked at as a guest speaker.
- iv. Rey needs help from the membership.
  - ✓ Please forward your info to Gille or Rey if you want to participate.
- v. Ricardo: date has been tentatively set for January 29-30.
- vi. Ricardo: SLC is like PDS but geared towards students.
- vii. Leadership workshops etc...

- viii. Jessi Reyes-Murray
  - ✓ Needs to be inclusive of SSS students
    - a. SSS doesn't participate because it's not geared or workshops that are relevant to them.
- ix. Wendy White:
  - ✓ Being formed SLC chair, we need people to participate and volunteers.
  - ✓ Gina Bearden: at our last meeting we discussed topics that would be insightful and covered for our students to make it more unique.
    - a. Discussed different topics of what workshops could be a possibility.
    - b. Would like to see an agenda of what is being offered to see if there would be interest in attending.
- x. Ricardo: Rey needs help on the committee.

**E. TRiO Day: Ben Reynoso**

- i. Ricardo: Wendy White had to step down.
- ii. Ricardo: someone volunteered: Ben Reynoso to take over TRIO Day.
- iii. Ben: would like to have a TRIO date held at Fresno State on Monday, February 8<sup>th</sup>.
  - ✓ Most schools have that day off.
  - ✓ Has a sorority who has volunteered for the event
- iv. Purpose of TRIO Day is to promote what TRiO Pre-College programs are.
- v. Theme: "I am 1<sup>st</sup>"
- vi. Cost: students between \$15-25 Dollars
- vii. Community Service: is being discussed to have the day of the event.
  - ✓ Can Drive to provide for the Tsunami victims.
- viii. These are all items we are working on.
- ix. Ricardo: I have the budget for this event and will provide it to you.
- x. Jose Martinez Saldana: When I think of TRIO day I think of awareness, logistically may not be possible but when there, have media coverage and to have students interview representatives to have PR coverage.

**F. SCHOLARSHIPS: Susana Lucero-Cruz, CSU, Fresno**

- i. Susana: Report was not submitted
- ii. Would like to announce committee members:
  - ✓ Jenny Amaro
  - ✓ Tony Rudd
  - ✓ Camilia Duce
  - ✓ Dennis Atkins
  - ✓ Mary Lopez
- iii. Update: is working on the application and will be distributed by October 16.
  - ✓ Will try to have Ben upload it on the webpage.
- iv. Deadline: Friday, December 4<sup>th</sup>
  - ✓ Date was chosen so that if need be, have members bring their students application to the meeting.
  - ✓ Must be postmarked

- ✓ This gives the students 7 weeks to work on it.
  - a. Please get your students to request their transcripts and letter of recommendations ahead of time so they don't do it last minute.
  - b. Will provide a checklist to the students, so they know what to do. This will make it easier for the students.
- v. Committee will meet at the December 4<sup>th</sup> meeting to go over the application and have winners awarded before the Christmas break.
- vi. Packet: would like a packet submitted to cause less confusion.
  - ✓ Applications must be signed by paid members of WESTOP.
  - ✓ And members can only nominate not submit letters of recommendation.
- vii. Susana: our office is moving, and we will have Jenny Amaro receive the packets to secure all applications.
  - ✓ Still needs to know an amount of the amount of money they can award?
    - a. Ricardo: Total 9 scholarships for \$500 each for a total of \$4,500.
    - b. Susana: when and where will the scholarships be presented?
      - Ricardo: this is up for discussion amongst members. Are there any recommendations from the committee?
      - Ricardo: TRiO Day or Student leadership conference would suffice. What does the chapter think?
        - 1. Gille: I think SLC because will have a lot of students there.
- viii. Susana: please encourage your students to apply, its money available.
- ix. Susana: will be adding to the application to have waiver release pictures.
  - ✓ Jenny Robledo: do we need consent forms? Since their part of the application?
  - ✓ Susana: it's just to make sure we're covered.
    - a. Will submit pictures to Ben to post on the website.
- x. Norma: being part of the scholarship committee was part of it last year but was disqualified because the nominator forgot to sign it. Please don't forget. J
  - ✓ Susana: please make sure signature is on the application.

**G. COMMUNICATIONS: Ben Reynoso, CSU, Fresno**

- i. Ben: Paid our annual fee to Godaddy.com.
- ii. Ben: took pictures of new members, will be up shortly.
- iii. Summer Jam pictures still waiting on Arnold
- iv. Scholarship form will be up as soon as I have info.
- v. Form: being passed out to invite to the listserver
- vi. BDX fundraised over \$250 at PDS from out donations.
- vii. Omar Real: make a recommendation to have a link from WESTOP to our chapter page, because it wasn't working.
  - ✓ Ben: looked into it and it was working earlier.
  - ✓ Dave Ferguson: will double check on that.

**H. HISTORIAN: Dennis Adkins, Fresno City College**

- i. Dennis: Report not submitted.
- ii. Ben has posted a synopsis profile of what launched Central Cal to be.
- iii. Action Item: please read synopsis to see if you can add to it.

**I. BYLAWS: Kristen Correia, College of the Sequoias**

- i. Kristen: has not received them.
- ii. Will make sure we are in compliance

**J. FUNDRAISING: Santiago Uvina, Modesto Junior College**

- i. Santiago: this was my 1<sup>st</sup> major fundraising event
- ii. Santiago: we made money, did not turn in any negative funds.
- iii. Santiago: don't forget to wear your pins, raffle items provided by members please bring more.
- iv. Santiago: Marble game was won at the last meeting, by Petra from San Luis Obispo.
  - ✓ We will begin new marble game
- v. Would like to start a fundraising committee to help out with raising money.
  - ✓ Would like to thank Jenny Amaro, Martina Granados for helping out a lot with the baskets.
- vi. Ricardo: A good number of us are wearing our Cen Cal pins. If you forget to wear it at a meeting you are required to purchase another one to wear at the meeting.
  - ✓ Ricardo: wears it everywhere he goes.
- vii. Norma: thank you for all the good ideas (baskets)
  - ✓ Santiago: I hope you read the emails
- viii. Arnold: how much money was raised from the marble game?
  - ✓ Santiago: \$3,393 half of that is going to the winner Petra.
- ix. Gina: how much was made from baskets?
  - ✓ Santiago: \$351.50
- x. Ricardo: we will ask you to purchase pins after the meeting.
- xi. Santiago: Marble game, you purchase tickets and if your ticket is drawn you get to pick one marble out of bag. If you get the clear marble you win half the money.

**K. There was a MOTION by Ginna Bearden to APPROVE the Officer and Committee Reports**

**L. The MOTION was SECONDED by Jenny Amaro**

**M. The MOTION was APPROVED UNANIMOUSLY**

**VI. OLD BUSINESS:**

**A. None.**



## **VII. NEW BUSINESS**

- A. Priority I TRiO Upward Bound training.
- B. Dave: provide training every 2 years to help provide further professional development
  - i. Record keeping
  - ii. API
  - iii. Budget Management
  - iv. Dates: Training please look at flyer.
- C. Dave: Trainings are offered to better train and ensure that all UB programs are doing what they're supposed to be doing.
  - i. At the training you will receive all the resources you will need to better your program.
- D. Ricardo: yes the training is free but you may have to pay for your transportation.
  - i. Monica: asked if he could provide a one-day training
- E. Ricardo: we need to discuss a location and date of hosting a 1 day training event.
  - i. Hosts: are wondering they would have to do to host this event?
    - ✓ Location, room, IT equipment and have easy access to lunch.
  - ii. Monica: There are 3 institutions that have volunteered?
    - ✓ The National Hispanic University, CSU East Bay and CSU Fresno
  - iii. Monica: what would be the most convenient location?
  - iv. Ismael: UC Education Center is open to hosting the event.
    - ✓ How many people would we like to have minimum?
      - a. Dave: 10-15.
  - v. Ricardo: When is the APR Deadline for Upward Bound?
    - ✓ Diana: January 8, 2010.
    - ✓ Ricardo: we need to come up with a date prior to that. Go back to your chapter and see what days you could host on?
    - ✓ Dave: Good dates, after November 9<sup>th</sup> and after December 7<sup>th</sup>.
    - ✓ Ricardo: What would be good dates?
      - a. Arnold: we should look at the location to see what's available.
      - b. Dave: Ismael is the location here at UC Merced available?
      - c. Ismael: well look into it and let you know.
      - d. Ricardo: Arnold, look into those dates available in Northern Cal.

## **VIII. ANNOUNCEMENTS**

- A. Jesse Reyes-Murray: Graduate Forum held at UC Santa Cruz November 7, 2009
- B. Jesse Reyes-Murray: it's a great event for Sophomores & Juniors who are looking into graduate school or doctorate degrees.
- C. CSU Stanislaus: Student to Teacher Conference will be held March 7, 2010.
  - i. Conference is for students looking into a teaching profession.
  - ii. About 250 students attended last year.
  - iii. Kim: when will you distribute information about the teacher conference?
    - ✓ Jesse: about a month.
- D. Joe Guerra: it's a large event for the graduate forum.
  - i. Susana: went twice and it was a great experience and opportunity.
- E. Ismael: will host a UC Conference update, no date was provided

- F. Ricardo: PDS Committee held a conference call; COE has a contract for these things. Ricardo will provide information if you would like to use that resources.
  - i. Monica: does WESTOP pay for it?
    - ✓ Ricardo: yes.
    - ✓ Arnold: we used ours for free on freeconferencecall.com
    - ✓ Monica: community colleges have that for free.
- G. Ricardo: We had our chapter and regional awards yesterday at dinner. However, not everyone showed up who were awarded. Would like more people to take some time to nominate people for those awards, for staff that have done a lot of great work throughout their institutions.
- H. Next Chapter Meetings
  - i. December 4<sup>th</sup>, 2009 at CSU Monterey Bay.

## **IX. ADJOURNMENT**

- A. There was a MOTION by Arnold Melgar to ADJOURN the Meeting**
- B. The MOTION was SECONDED by Jose Martinez-Saldaña**
- C. The MOTION was APPROVED UNANIMOUSLY**
- D. Meeting ADJOURNED at 1:17pm**