



**33rd Annual Hispanic Education Conference
Meeting Minutes
Student Center – Career/Transfer Center
February 14, 2017**

Present:

Alejandra Chacon, Lonita Cordova, Patricia Jacquez, Jessica Garcia, June Hunt, Megan Lee, Bryan Justin Marks, Irene Nunez, Claudia Ramirez, Donna Yarnal

A. Conference Agenda

Claudia presented the current draft of the agenda:

- 8:00am Registration/Refreshments**
- 8:30am Master of Ceremonies**
Leticia Cavazos, MJC Counselor
John Zamora, MJC Professor

Jane Harmon, Interim Chancellor
Dr. James Todd, Vice President of Student Services
- 8:40am HYLC Presentation**
- 8:50am Keynote Speaker-Dr. Ernesto Colin**
- 9:50am Director to Workshops**
Leticia Cavazos, MJC Counselor
- 10:20am Workshop Session I**
11:10am Workshop Session II
12:00pm Workshop Session III
- 12:45pm Lunch**
- 2:00pm Program Ends**

The committee discussed having the ASMJC President speak and there were no objections. Ale will follow up. The committee also discussed having a backup MC and the idea of using students was proposed. The topic will be discussed at a later date.

B. Invitations

Invitations have been sent out to the YCCD Board, Chancellor, VPs, and Deans.

C. Pending

Coffee/Milk/OJ - Megan agreed, at the request of Claudia, to arrange the order and delivery of coffee, milk, and OJ as this will come out of the ASMJC portion of funding. Claudia will send Megan the quantities needed and Megan will complete the ordering.

D. Reports & Updates

High School & Community Outreach-Eva was not present to make a report

Volunteers-Bryan and Megan inquired as to how many volunteers were needed for the event. They were told 25. Bryan and Megan mentioned that should not be a problem. They will need to know what the volunteer duties will be so they know how to prepare and train the volunteers.

Presentation Workshops-Claudia reported that they have received 15 forms from people agreeing to do workshops. Some committee members were concerned that this might be low, but Claudia stated this is normal.

Information Booths-Donna reported booth requests are coming in. She asked if Campus Life and Veterans would have a booth. Bryan stated they would and asked if all the MJC tables could be put next to each other. June inquired about using the ASMJC tents and Bryan stated that should not be a problem.

Lunch/Breakfast-Jessica reported that a quote was being made for the donuts. Bryan stated that if there were two funding sources for the donuts there would need to be two quotes. Claudia reported that the Prop 63 funding from Lonita would cover the lunch. Megan confirmed with Lonita that Prop 63 would directly pay any lunch invoices.

Keynote Speaker-Jessica reported that the paperwork has been sent to the speaker and she should be receiving back any day. When she gets it back, she will bring it to Megan for processing. Campus Life will be funding his \$2,000 speaker fee.

Lunch Time DJ-Megan has submitted the contract to the DJ and is awaiting his signature.

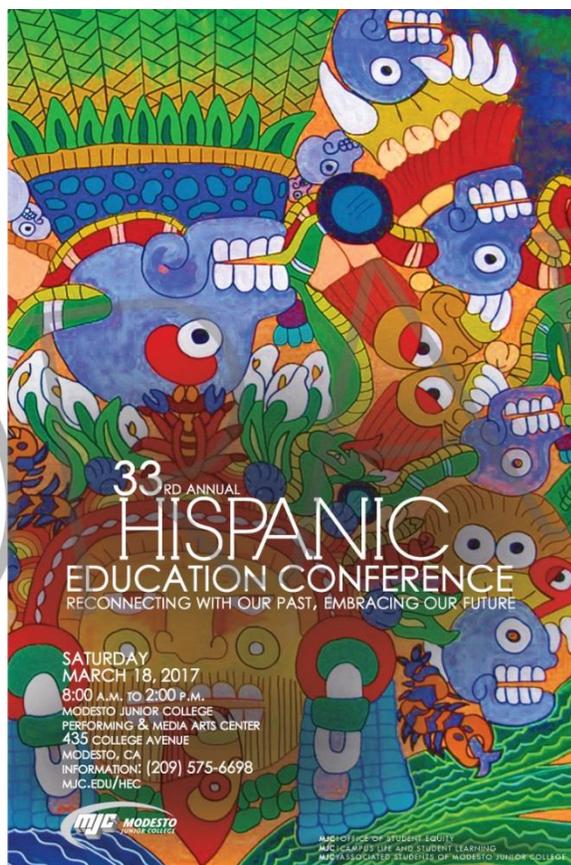
Water Donation-June reported that she is working on a water donation in addition to what MJC Food Services has donated.

Website Update-Donna reported that she had updated everything on the website including the addition of the meeting minutes.

Presenters Bio-June reported that Leticia is working to get the speaker's bio.

Program Booklet-Irene reported that she will need all items for the program by February 22.

Post Card Cover/Sponsors-Claudia presented a proof of the poster. It was reported that Monika did not want to add the various logos and that Leticia did not want the names at the top. Bryan stated that the funding sources needed to be on the poster and that wasn't something that could really be debated. MJC Office of Student Equity, MJC Campus Life, ASMJC, and Prop 63 are funding this event entirely. Bryan suggested that, if there is continued persistence on this being called a Career Center event, we might explore MJC Counseling funding for the event as it funds all other Career Center events. Bryan also stated that, in place of some of the logos to make it easier, the names could be listed at the bottom. The committee loved the art work and made other minor suggestions.



Aztec Dancers-Eva was not present to update the group on dancers. It was reported that Leticia wanted to use a particular set of dancers. With neither person there, no resolution was met.

- E. **Additional Comments**-Bryan thanked Claudia for all her hard work on this conference in addition to all her regular work duties. Bryan also stated that we needed to lock in a budget soon and figure out exactly where each expenditure will be paid from. Claudia stated she would email a budget to Lonita, Bryan, and Megan.

Next HEC Planning meetings:

Tuesday, Feb 28th at 2:00p.m.

Tuesday, March 7th at 2:00pm

Tuesday, March 14th at 2:00pm

Claudia will send out Outlook requests.