



**Hispanic Education Conference
Planning Committee Minutes
January 24, 2017
MJC East Campus – Career & Transfer Center
2:00pm-3:00pm**

Present

Christian Cavalho, Alejandra Chacon, Lonita Cordova, Jessica Garcia, Elizabeth Hondoy, June Hunt, Brigitte James, Patrica Jacquez, Megan Lee, Sheri Lima, Bryan Justin Marks, Shirley Miranda, Eva M. Munguia, Irene Nunez, Ulises Ochoa, Claudia Ramirez, Theresa Rojas, Clara Valencia, Rosalinda Vierra, Donna Yarnal

Claudia chaired the meeting and introduced herself to the committee. She informed everyone that Leticia Cavazos, Eva Munguia, and she would be the co-chairs of the event and that Leticia would normally run the meeting, but had a family emergency and was not able to attend.

A. Conference Goals & Agenda

Claudia handed out a flyer that covered the purpose of the Hispanic Education Conference.

The purpose of the annual Hispanic Education Conference (HEC) is to expose our local Hispanic high school students to higher education such as Modesto Junior College and to various career occupations. One of the main goals is to empower them toward economic self-sufficiency. Students attend a series of career and educational workshops mostly led by community role models. Approximately 500-800 participants normally attend this conference along with MJC students and parents as they are also invited and encouraged to participate. The main projected outcome of the Hispanic Education Conference is to have all participants eventually register and attend Modesto Junior College as they choose to further their education.

The committee was reminded by Bryan that, with the conference being funded by MJC Student Equity and Associated Students funds, there is a need to get many more MJC students to attend. Specifically, ASMJC funds are required by the California FCMAT Associated Student Body Accounting Manual Fraud Prevention Guide to be spent on current MJC students. In order for ASMJC to continue financial support of the HEC, MJC students would need to be part of the focus. Elizabeth suggested that we add something to the purpose that speaks to recruiting MJC students to attend. Theresa Rojas stated that we should include something in regards to wellness as well.

Claudia stated she would send out the handout and we could add to it.

Claudia presented the committee with a committee with a copy of the agenda for the day. It went as follows:

8:00am	Registration & Refreshments
8:30am	Master of Ceremonies
8:40am	Hispanic Youth Leadership Council (HYLC) Presentation
8:50am	Keynote Speaker
9:50am	Workshop Directions
10:20am	Session I Workshop
11:10am	Session II Workshop
12:00pm	Session III Workshop
12:45pm	Lunch
2:00pm	Program Ends

B. Day of Conference Activities

Student Registration/Check-In- Claudia explained that students check and register as they arrive. Bryan asked to work with some committee members on having a sign in sheet of sorts or combine efforts with registration because of MJC Student Equity funding. The list should include data about whether they are a: High School Student, MJC Student, Parent, or MJC Employee. There were no objections.

Keynote Speaker-Claudia informed the committee that, prior to this meeting, Leticia Cavazos had already selected and booked Dr. Ernesto Tlahuitollini to be the keynote speaker for a fee of \$2,000.

Bryan asked if the committee was aware that the entire budget for this event is \$6,000. Claudia stated that Leticia had informed her that the funding for the speaker has been approved by MJC Dean of Equity, Florida Arias, in addition to the \$3,000 of Student Equity has already provided.

Lonita stated that she works with Prop 63 people who provide funding for mental health awareness. If we could tie in a workshop and some informational tables, she could request funding for the conference. The committee agreed and Lonita stated that she would request \$5,000.

Workshop Presenters Check In-A sign-up sheet was passed around for volunteers.

Classroom Set Up-Did not cover this area.

Volunteer Check in/Coordination-Claudia asked for a volunteer to coordinate this area. The Office of Campus Life & Student Learning volunteered. There were no objections.

Lunch Set Up-Did not cover this area.

Information Booth rep check in-Did not cover this area.

Event Marketing-Bryan informed the committee that a draft of the poster has been requested through Campus Life. He submits a request with the basic event info and the marketing area creates a draft. The draft should be ready in a week or two and will be presented to the

committee for approval or changes. He stated that it would be up to the committee to decide on the final version. There were no objections from the committee.

Shirley Miranda stated that it would be nice to have a student come up with the theme of the event and Theresa Rojas agreed and stated she could create a document to work on this. There were no objections from the committee.

C. Vendors

Bryan asked that any expenditures, paperwork etc., that are related to MJC funds need to be submitted to Megan in the Campus Life office in a timely manner. Jessica volunteered to organize all quotes for expenditures and work with Megan. There were no objections.

Honorarium for Speaker-Jessica will prepare paperwork to submit to Campus Life.

Lunch- Claudia stated that the restaurant that provides food for the HEC each year charges for 500 guest, but always provides more food. Jessica will get a quote prepared.

Donuts/Coffee/Supplies-A sign-up sheet was passed around for help in these areas. Jessica will get a quotes prepared.

T-Shirts-Claudia stated that, in the past, shirts would be made on campus, but that is no longer possible. She will follow up and see how to get shirts this year.

Water/Pepsi-Claudia stated that MJC Food Services usually donates these items each year.

D. High School/Community Outreach

Eva volunteered to oversee this area and work with Modesto City Schools on busing. Sherri also volunteered to reach out to high schools that have not previously attended. Claudia will provide them with a list of what schools have attended.

E. Conference Packets

Claudia explained to the committee how and when packets are put together. A sign-up sheet for volunteers was sent around.

F. Workshops

Workshop requests will be sent out this week. Emails will also be sent to former presenters.