



**33rd Annual Hispanic Education Conference
Meeting Minutes
Student Center – Career/Transfer Center
January 31, 2017**

Present: Alejandra Chacon, Christian Cavalho, Brianna Chellar, Patricia Jacquez, Jessica Garcia, Elizabeth Hondoy, Marcos Garcia, Megan Lee, Irene Nunez, Eva Munguia, Ulises Ochoa, Claudia Ramirez, Rosalinda Vierra, Donna Yarnal

Conference Agenda (Interim Chancellor, President & VP of Student Services)

- Claudia confirmed morning keynote speaker, but mentions that we need the keynote's bio information ASAP. Donna confirmed that Interim chancellor, Dr. Jane Harmon, can attend and do an introduction. Claudia mentioned that ASMJC President can speak; he has done it in the past. Donna will contact VPSS and President's secretary to see if they'll like to say a welcoming (between 8:30-8:40am). The rest of the speakers still need to be confirmed.

Theme – Google sheet

- Google Docs sheet is up and running for everyone's input. Friday, 2/3/17, is the deadline to add a theme.

Invite: YCCD Board, Chancellor, President, VPs, Deans, etc

- Donna will be sending an Outlook invite to all executive cabinet to save the date. Claudia mentions that she would like to add this event to the March board meeting and Donna will follow up.

Forms: Student Registration, Workshop Presenter, Info Booth

- Claudia encourages everyone to view the registration form is online. High schools can access the form right now. The following updates were recommended by the body and there were no objections: adding students' address, adding if you are a current MJC Student, adding w# if you are a current MJC student. Donna mentioned that she is still awaiting confirmations for the info booths. Claudia has confirmed 8 presenters/sessions for workshops so far. Deadline for list is 3/10 for Irene.

Website update www.mjc.edu/HEC

- Donna is in the process of updating HEC website.

Vendors & Budget

- **Coffee – MJC Cafeteria or Howard Training Center**

- **T-shirts** – Jessica will obtain a quote. Irene mentions we can give Mid Valley the material (e.g. plain white t-shirts) and have them hot pressed on so the price can be cheaper. Add 8.5 x 11 logo.
- **Supplies – Costco, misc** – Ulises volunteered to do the shopping and will work with Megan to get the necessary paperwork started.
- **Other** –
 - Dance group is needed.
 - Elizabeth Hondoy got quote from Mid Valley for bags: 500 bags for approximately \$700. We can probably add the T-Shirts with the bag order. Donna suggested to have feeder colleges' logo on bags so they can help with cost along with MJC's and HEC's logo. Elizabeth states it takes about 2 weeks for Mid Valley to have everything ready. Pencils and pens should be added into the bag and Eva will get pencils from Sac State. Marcos Garcia stated we used plastic bags last year. June said the bags were purchased from the bookstore because they were on sale. Claudia mentioned former ASMJC member, Laura Valenzuela, assist in providing portfolios in the past, however, she believes they were a bit too expensive. Claudia stated Campus Life has used Mid Valley Promotions before. They'd like to know if Campus Life orders everything, will it be cheaper? Follow up is needed.

Updates

- **High School and Community Outreach**
- **Volunteers**
- **Presenter Workshops**
- **Informational Booths**
- **Vendors: Lunch, Breakfast** Megan completed the DJ's contract and is awaiting his signature.
- **Keynote Speaker – Honorarium:** Megan will follow up with June and Claudia to get speaker's contact information.
- **Pepsi Donation** – Jessica has secured a donation from Pepsi for the event.

Assignments

- **Conference Packets (sign in sheet):** Sign in has been passed around as people are needed to do conference packets.
- **Lunch set up & coordination:** Claudia asked who's in charge of Food/lunch set up.
- **Student Registration Check in:** Need people to lead students to registration check –in. Last year SSSP did registration. Eva will bring it up to her team in their next team meeting.
- **Presenter Check in:** Marcos Garcia is in charge of checking in the presenters.
- **Breakfast**
- **Classroom Monitor (Auditorium & Founders Hall):** Elizabeth asked if there will be hall monitors just in case we have students that don't know where to go.
- **Informational Booth Check in**

- **Volunteer check in/check out Coordination:** Volunteer Check in/check-out (check with Megan and Bryan). Marcos asked how students are getting informed about volunteer opportunity. Claudia has had volunteer form that has been used in the past. There is a volunteer training that needs to be done prior to HEC day.
Campus life is taking care of volunteers
 - **Welcome busses, parking directions**
 - **Auditorium monitoring**
 - **Classrooms monitoring**
 - **Other areas as needed**
- Claudia emphasizes student involvement in HEC and wants to encourage MJC students to attend conference and have students know about workshops they may be interested in. Marcos Garcia states he can tell faculty to perhaps provide extra credit points in their classes. Megan can share information with clubs.

Next HEC Planning meeting: Tuesday, Feb 7th at 2 p.m.