



33rd Annual Hispanic Education Conference
Tuesday, March 7, 2017
2:00pm-3pm
Student Center – Career/Transfer Center
COMMITTEE AGENDA

Present: Alejandra Chacon, June Hunt, Megan Lee, Bryan Justin Marks, Claudia Ramirez, Donna Yarnal

1. Sponsorship

The following funds have been projected. The person responsible for each funding source is listed. To date we have not heard back on the Prop 63 funds. The committee agreed to move forward assuming they will not be received. At the last meeting the budget was \$1,400 over. Bryan stated he would see if we could secure additional funding, however in the future we should not commit to anything until all funding is secured.

ASMJC (Bryan Justin Marks)	\$3,000.00
CL&SL (Bryan Justin Marks)	\$2,000.00
Office of Student Equity (Florida Arias)	\$3,000.00
USDA (June Hunt)	\$250.00
Mental Health Awareness Prop 63 (Lonita Cordova)	\$5,000.00 (PENDING)
MJC Technical Education	\$1,500.00

2. T-Shirts & Bags

Claudia reached out to CTE and they have agreed to purchase T-Shirts/Graphic and Bags

3. Water Donation

7UP bottling will donate 42 cases (12/case) Noah's 24oz cap cans CRV \$50.40 (CRV will be paid out of Ulisses' cash advance)

Pick up M-F prior to 2:30pm at 400 Hosmer Ave, Modesto

Water donation (20 cases) to be picked up from cafeteria prior to Saturday

4. Reports & Updates

- a. High School and Community Outreach – Eva Munguia: in process and following up with high school counselors
- b. Volunteers – Bryan Justin Marks/Megan Lee – will coordinate for food and check in. Campus Life & Student Learning will assemble all the bags for the event on Thursday, 3/16. They will need all material to their office no later than Wednesday.
- c. Presenter Workshops – Claudia Ramirez reported 27 or more workshops at this time
- d. Informational Booths – Donna Yarnal: approximately 15 informational booths plus one for general counseling. They will have booths up from 12-2pm.

- e. Lunch, Breakfast – Megan Lee: confirming both vendors this week and payment on schedule to be processed next week.
- f. Keynote Speaker Honorarium – Megan Lee: will send confirmation of completion of services after keynote speech.
- g. DJ Contract – Megan Lee: at the district now and on schedule for check to be cut on Thursday, 3/16
- h. Water Donation – June Hunt: Claudia will pick up
- i. Website update – Donna Yarnal: everything is updated.
- j. Presenter’s Bio – June Hunt: obtained.
- k. Program Booklet – Irene Nunez:
 - i. Design and Printing timeline for Program/Workshop Booklet.
 - ii. March 6, 2017 – Proof #1 ready for review.
 - iii. March 7, 2017 – Send changes back to Irene.
 - iv. March 8, 2017 – Final Proof #2. No more changes. Need cover artwork ready for printing.
 - v. March 9, 2017 – Start printing. Send files to Duplicating.
 - vi. March 15, 2017 – Books ready for pick up.

The committee reviewed the proof that Irene presented. There was discussion regarding the presence of the Counseling advertisement sending mixed signals to the incoming students. It was mentioned that the incoming students need to start with the core steps prior to meeting with a counselor. The committee asked that Bryan ought to consult with the other deans regarding updating the program to reflect the appropriate steps for incoming students rather than sending mixed messages about the starting point.

- l. Program Poster, Postcard, Cover, T-shirt graphic – Claudia Ramirez:

Bryan reported that there were no materials left for on campus marketing, something that will need to be address for future event. Bryan stated what was ordered already was half of the amount ordered for the AAEC and this conference serves two to three times more students. Bryan ordered an additional 60 posters which just arrived and postcards will arrive later this week. June mentioned that the Career Center can affix stickers to the 100 folders that Alejandra will provide. This will take place before Thursday, 3/16.

5. Next Meeting

March 14th from 2pm-4pm, Career Development & Transfer Center