



## **African American Education Conference**

### **Planning Minutes**

**November 18, 2016**

**MJC East Campus - Founders Hall 116**

**12:30pm-1:30pm**

**Present:** Alejandra Chacon, Steve Choy, John Ervin, Jennifer Hamilton, Chandra Howard, Eric Ivory, Megan Lee, Bryan Justin Marks, Tracy Potts, Al Smith, Glen Stovall

#### **A. Keynote Speaker (Eric Ivory)**

Eric reported that Chris Chatmon has agreed to speak along with Jerry Marshall. Neither had requested any funding, but it was suggested by Eric Ivory and Al Smith that an honorarium be given as a sign of respect. Al suggested setting aside \$500, which would mean \$250 per speaker. John Ervin suggested \$1,000 total, which would be \$500 per speaker.

Bryan Justin Marks mentioned that the event budget is only \$6,000 and \$1,000 of it will go towards facilities costs. Bryan also mentioned that the cost of food will also be considerable. Al suggested writing multiple Student Equity grants to secure more funding for the conference before approving any funds. Jennifer Hamilton volunteered to write a grant as well.

The committee agreed with no objections.

#### **B. Prop 63 Funding (Lontia Cordova)**

Lonita Cordova was not present to report.

#### **C. Workshops**

Al Smith, John Ervin, Chandra Howard, and Tracey Potts all volunteered to teach workshops. Steven Choy suggested a workshop with the Chief of Police on Police Relations and volunteered to arrange it.

John Ervin would follow up on Dr. Corliss P. Bennett from USC.

The committee agreed with no objections.

#### **D. Budget (Megan Lee)**

This was discussed as part of item A. Additionally, marketing will cost an estimated \$500. Eric suggested that the committee might request additional administrative funds to cover more of the event's costs.

No formal action was taken.

**E. Logistics (Bryan Justin Marks)**

Bryan reported that there is a need to formalize a budget to make sure we have enough time to pay any vendors or speakers. Campus Life will provide volunteers to usher students from MSR to the workshops. Ten rooms have been reserved for workshops.

**F. Faculty Participation**

Jennifer presented several ideas on how African American faculty could present on their subjects. Chandra Howard volunteered to coordinate this area.

**G. Lunch/Lunch Time**

This item was postponed to address at the next meeting.

**H. Entertainment (Johnny Whitman)**

Johnny Whitman was not present to report. John Ervin inquired about doing a teen summit and having disc jockeys and steppers. Steve Choy volunteered his DJ services.

No formal action was taken.

**I. Information Tables (Jennifer Hamilton)**

Jennifer reported that she wanted to have a passport-type system where students would visit tables to get their passports stamped for an opportunity to win prizes. She stated she would have a list of all the tables at the next meeting.

**J. The meeting was adjourned and the next meeting is scheduled for December 2<sup>nd</sup> at 12:30pm in Founders Hall 116.**