

**2006 – 2007  
Annual Report**

# **W E S T O P**

**Western Association of Educational Opportunity Personnel**



**Arizona**

**CenCal**

**Nevada**

**NorCal**

**Pacific Islands**

**SoCal**

## **MISSION**

*The Western Association of Educational Opportunity Personnel (WESTOP) is a regional network of members interested in furthering access to educational opportunities for economically and educationally disadvantaged persons and persons with disabilities by enhancing members' professional development and equipping members with the right tools necessary in promoting institutional approaches at the local level and furthering policies at both the state and federal level which would advance educational equity.*

## **OBJECTIVES**

- Establishing communication and coordination among directors and personnel of educational opportunity programs.
- Providing technical assistance to educational equity program directors and personnel.
- Promoting and engaging in research and evaluation which will enhance the effectiveness of programs designed to provide educational opportunities for all.
- Researching local, state, and federal legislation, regulation, policies, and procedures for the furtherance and establishment of opportunity programs.
- Advocating for continued financial and legislative support at the federal, state and local levels for educational programs working with economically and educationally disadvantaged persons and persons with disabilities.
- Serving as a resource to committees of Federal, State, and Local legislative bodies as well as to the Department of Education at the state and national levels.

**<http://westop.csuchico.edu>**

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## PRESIDENT'S REPORT

### Term Goals

As the 2006-2007 WESTOP Board of Directors embarked on this board year, I emphasized a number of focus areas:

1. the President's proposed budget and the Reauthorization of Higher Education Act,
2. an advocacy program that can be used region wide,
3. investigate potential research designs that could be used to gather project data and turn that data into effective dissemination tools,
4. wider offering of professional development opportunities,
5. wider use of the online event registration system and development of policies and procedures to conduct Association business online,
6. new members workshops at chapter professional development seminars and the annual conference,
7. ensuring that WESTOP makes its "Fairshare" to COE and research opportunities to secure sponsorships,
8. development of a media kit and public relation strategy for the Association,
9. development of a new strategic plan for the Association and
10. prepare the Association for the transition to the new organizational structure.

### Year in Review (please see a committee's specific report for further updates/details)

- The Legislation and Education Committee worked diligently this year to keep members abreast of the latest news and action alerts on the political front via email and through the WESTOP website. Through the hard work of the committee and the membership, the Presidents proposed budget was unsuccessful and WESTOP again made its presence known at the COE Policy Seminar.
- The collaboration of the Legislation and Education and Communications Committees has brought forward an advocacy handbook for members to use.
- The Research Committee has brought forward recommendations for research efforts that will utilize the resources of McNair participants and the data expertise of individuals such as Tom Mortensen.
- The Professional Development Committee in collaboration with the Technology Committee has designed a Technology Workshop Strand for the 2007 Annual Conference and is planning to partner with the University of Washington TRIO Training Grant in the coming year for another professional development opportunity for members.
- The Association's online event registration system, Cvent, has been used for all chapter and association events this year.
- The Technology Committee has continued the popular "Tuesday Technology Tip" series and developed "E Voting" policies and procedures for the Board of Directors to utilize in order to conduct business electronically.
- There will be an orientation and workshops at the 2007 Annual Conference specifically designed for new association members.
- A hearty fundraising campaign developed by the COE Fundraising Committee will take place at the 2007 Annual Conference to raise funds towards COE Fairshare. To further this effort, the sitting WESTOP President participated in a Phone-A-Thon to raise funds toward Fairshare.
- A second fundraising event designed by the WESTOP Fundraising Committee at the 2007 Annual Conference will be geared toward raising funds for the association and its scholarship effort. The WESTOP Fundraising Committee has also begun efforts to solicit funds from regional corporations and foundations.
- Through collaboration between the Communications and Public Relations Committees, a template for the Association's "media kit" will be ready for the 2007-2008 Board of Directors to implement. This collaboration also produced a public relations strategy design for the Association to be enacted in 2007-2008.

- A new five year strategic plan will be brought to the 2007-2008 Board of Directors for approval.
- The 2006-2007 Board of Directors spent much time and effort in communicating and planning for the new organizational design for the Association that will be in place in the 2007-2008 board year.
- WESTOP had three representatives serve on the COE Board of Directors in 2006-2007. Those representatives were: James Oda, Jose Martinez-Saldana and Lydia Perez. Joy Brittain and Tomasa Mauricio became representatives for WESTOP in December 2006 joining Lydia Perez. Fellow WESTOP Member Darlene Conwell also served on the COE Board of Directors as Secretary till September 2006.
- The following 2005-2006 COE board committees had a WESTOP representative: Bylaws, Conference, Evaluation and Compensation, Governmental Relations (all sit on this committee), International Access Task Force, National TRIO Day, Nominations and Elections, Professional Standards, Resource Development, State Initiative, Strategic Planning, Technology and Education, TRIO Achievers and Alumni
- The following 2006-2007 COE board committees have a WESTOP representative: Board Orientation Committee, Leadership Development, Bylaws, Budget and Finance, Conference, Evaluation and Compensation, Governmental Relations (all members sit), Personnel, Professional Standards, Resource Development, State Initiative, Strategic Planning, TRIO Achievers and Alumni
- All COE board meetings were fully attended by WESTOP representatives (December 2005 in Orlando, FL, May 2006 and September 2006 in New York, New York, December 2006 in Miami, FL).
- Congratulations to Jose Martinez-Saldana for his election to the role of Chair Elect with the COE Board of Directors.
- I was able to attend all three California Chapter's Professional Development Seminars and given an opportunity to address the attendees. I used this opportunity to provide a national/regional update and to emphasize the need for member participation in the coming board year. I am very grateful for the opportunity to attend and for the warm reception I received at each event.
- Regional responses were generated for the SSS APR comment period and the UB absolute priority comment period. Many thanks to Rita Escher and Sam Cortez for their time and effort in chairing those teams.
- A revitalizing effort has begun between the Association and COE. Many thanks to the COE staff for their willingness to extend an ear and hand and to Jose Martinez-Saldana, Joy Brittain and Tomasa Mauricio for providing the initial "Association" voice.

## Recommendations

- Continue to nurture the new relationship with COE
- Cement the central role communication plays in the smooth running of this Association
- Realize that the Annual Conference can no longer serve as the primary resource generator for the Association
- Membership involvement has to be substantially increased for continued Association success
- New members must be welcomed appropriately and attended to regularly
- Continue to move the Association forward as it pertains to utilizing technology (continued, expanded use of Cvent, online store, online trainings...)
- Development of policy/procedure manuals for such areas as: conference planning, regional awards/scholarships, new member programming, membership and credentials
- Design an online vehicle that can accommodate various levels/types of charitable giving to the Association

**Summary Comment**

I am proud of the groundwork this year's board has laid as we move forward in WESTOP's development. The 2006-2007 Board of Directors worked diligently and creatively to meet the needs of the membership, the association and to realize my goals. Thank you again to the membership for allowing me this opportunity to serve.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lydia Perez". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Lydia Perez  
2006-2007 WESTOP President

## MEMBERSHIP AND CREDENTIALS

**Committee Chair:** Joy Brittain, President-Elect

**Committee Members:** Michelle McKelvey, Karmi Minor-Flores, Marsha Dupree

### Bylaws Citation

- *Membership:* To actively promote Membership in WESTOP; to certify to the corporation the Membership list according to Membership category; to determine eligibility for purposes of participation in WESTOP activities; and to prepare and issue to Members such cards, certificates, or other evidence of Membership as the Board may direct. The committee shall for each WESTOP meeting of Members certify to the Board the names of eligible voters. [see Bylaws Section 8.10(a)(2)]
- *Elections:* This committee shall be responsible for developing the procedures to be used in the election of directors, developing lists of individuals eligible to be nominated and vote, and overseeing the counting of votes. [see Bylaws Section 8.10(a)(10)]

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed and subsequently discovered duties.
2. Prepare and submit a revised Committee budget at the May Board meeting and subsequent revised budgets for Board approval (if applicable). The budget must include both expense and revenue. The Chair will consult with past committee chairs as necessary.
3. In cooperation with pertinent individuals, review and maintain a Membership Directory and WESTOP Membership Directory available for publication.
4. Develop a survey or questionnaire that will indicate what members expect from WESTOP and if the mission of the association meets the needs.
5. Supply nomination forms to the Conference Committee to be included in the Conference Registration packet and chair the election process during the annual conference (implement the Candidates Forum, candidates platform statements are published, creating voting ballots, run the election booths and tally votes.)
6. Inform membership of renewal policies, interested professionals about WESTOP membership and members about absentee balloting procedures.
7. With the assistance of the Communications and Public Relations Chairs, prepare marketing packets and deliver to all new programs in the WESTOP region.
8. Maintain an official WESTOP membership list and promote new memberships.
9. Act as an ex-officio member of all committees, including the Fiscal Affairs Committee.
10. Any other duties and tasks assigned by the President, or Board resolution, which are related to the overall purpose of the committee and the good of the association.

### Year in Review

1. Formed a Membership and Elections Committee. (Objective 1)
2. Submitted a budget for approval to FAC which was approved by the Board. (Objective 2)
3. Placed membership as an event under CVENT to do on-line registration of membership. Fielded a variety of questions and assisted members with any difficulties they had with membership. Forwarded the individual chapter membership list to specific chapter chairs to use at their functions. Maintained an up-to-date membership list. With the assistance of the Webmaster, placed information about membership renewal and a link to the registration site on the website for use by the members.(Objective 3, 6, 8)
4. Sent out nomination forms and candidate platform statement forms through the listserv. Mass-produced the statements and placed in registrant bags for Annual Conference Registrants. Created voting ballots that are color-coded for each chapter.(Objective 5)

5. Prepared a New Members Handbook and sent via mail to new members who registered for membership and the Annual Conference. (Objective 7)
6. Contacted many insurance companies to get quotes and possible certification of insurance for all chapters. Found a company who was willing to deal with the immense geographic location of WESTOP and with the approval of the Board, went into contract with the G and W Evergreen Insurance for all three types of insurance. Set up a template for the Service Council and chapters to use to work within CVENT. (Objective 10)

### **Recommendations**

1. Have a cut-off date for membership renewal and stick with that date. Only new employees would be able to register their membership after the deadline. Another option would be a late fee for membership renewal after a certain date with a cut-off date before the Annual Conference.
2. Get a list of new programs and send a comprehensive packet to include WESTOP and COE information to the director and supervisor of the program.
3. Try to support potential candidates and motivate WESTOP members to be potential candidates as they run for the different offices of the Board.
4. Work with the Research and Public Relations Committee to develop a survey for the membership.

### **Summary Comment**

With the use of on-line registration, the process for registering, and assisting members with membership questions has proved fruitful to all involved. It allows for the necessary access to both the Membership Chair and for the CFO. It also assisted with obtaining the names of new members and being able to provide a handbook to these members.

## TREASURY REPORT

**Chair:** Melissa Padilla, Chief Financial Officer

### Charge

To supervise and control the keeping of adequate and correct accounts of the corporation's properties and transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and capital.

### Year in Review

- Checking and Maximizer Accounts have been reconciled with bank statements through January, 2007.
- Working with Cvent was a new experience for me. Because all checks come to me, I was charged with the task of crediting all offline payments in Cvent for Membership and the Annual Conference.
- Cvent also eased the implementation of the ability to use credit cards to pay WESTOP Fees. This significantly decreased the workload and paperwork involved in taking in payments for events.
- With the ability to use credit card payments, came the responsibility of tracking online transactions through Cvent for all events, including Chapter events, which also brought new challenges in reconciling the Checking Account. When credit card payments are made on Cvent, all funds are directly deposited into the general WESTOP account. I made sure all credits and refunds were documented properly in Quickbooks and then wrote a check to the corresponding chapter who hosted the event.
- 2004 Taxes were finally completed in October 2006. There was difficulty completing them previously due to the high turnover of Chapter Treasurers and the inability to collect financial information from all Chapters.
- All archived financial binders and documentation has been moved from Joy Brittain's office at Pasadena City College to CSU Monterey Bay and are now in my possession. There have been 7-year shred dates established to destroy documents properly and according to policies.

### Recommendations

- I definitely had difficulty in jumping into such a complicated role on the Board. I tried to absorb as much as I could and took every advantage that Joy Brittain was still on the Board with me so that I can learn from her expertise. She walked me through step by step on many things and I appreciate the patience that she and the entire Board displayed while I learned my role.
- For the second half of my two-year term I intend on continuing to learn as much as I can from the other experienced Board members and to make sure all accounts, documentation, and taxes are current.

### Balances

Checking Account = \$107,283 (01/10/07)

Maximizer Account = \$79,756 (01/10/07)

**WESTOP FINANCES**  
**Trial Balance**  
**As of June 30, 2006**

| Item   | Debit        | Credit       |
|--|--------------|--------------|
| 54-240 Petty Cash Fund                                       | \$203.00     |              |
| Maximizer Account  | \$85,155.51  |              |
| WESTOP Checking  | \$33,385.21  |              |
| 1200 Accounts Receivable                                     | \$200.00     |              |
| 1499 Undeposited Funds                                       | \$0.00       |              |
| 003 CD   |              | \$7,498.97   |
| 2000 Accounts Payable  |              | \$0.00       |
| 3802 WESTOP/Darlene Conwell                                  |              | \$1,286.47   |
| 5400-03 Conference Credit Card                               |              | \$218.95     |
| 5563 WESTOP/Joy Brittain                                     |              | \$98,401.06  |
| 7042 WESTOP/Lydia Perez                                      | \$1,277.45   |              |
| 7067 WESTOP-Jose Martinez                                    | \$400.09     |              |
| 3000 Opening Bal Equity                                      |              | \$325,499.29 |
| 8000 Retained Earnings                                       | \$292,139.91 |              |
| 1010 Membership  |              | \$20,970.00  |
| 1020-10 Fund Development Income: COE Fund Development Income |              | \$2,053.00   |
| 1065 2005 Conference: Registration                           |              | \$1,350.00   |
| 1060-06 2006 Conference                                      |              | \$22,800.00  |
| 1046 2006 Conference: Silent Auction                         |              | \$2,620.00   |
| 1066 2006 Conference: Registration                           |              | \$131,615.00 |
| 1306 2006 Conference: Exhibits                               |              | \$2,025.00   |
| 1506 2006 Conference: Advertisements                         |              | \$1,250.00   |
| 8460 Cvent Chapter Income: SoCal Cvent Chapter Income        |              | \$1,240.00   |
| 1800 Other Income  |              | \$1,013.54   |
| Services   |              | \$11,070.00  |
| 20-020 Board Functions: Prizes                               | \$164.16     |              |
| 20-030 Board Functions: Dues/Insurance                       | \$9,922.00   |              |
| 20-050 Board Functions: Facility Rental                      | \$4,032.31   |              |
| 20-090 Board Functions: Lodging                              | \$122.62     |              |
| 20-100 Board Functions: Board Meals/Breakfast                | \$223.96     |              |
| 20-110 Board Functions: Board Meals/Lunch                    | \$1,430.99   |              |
| 20-120 Board Functions: Board meals/Dinner                   | \$1,268.97   |              |
| 20-140 Board Functions: Per-Diem                             | \$1,004.04   |              |
| 20-170 Board Functions: Board Printing                       | \$660.01     |              |
| 20-190 Board Functions: Board Supplies                       | \$225.52     |              |
| 21-090 Past-President Travel: Past President-Lodging         | \$2,511.98   |              |
| 21-140 Past-President Travel: Past-President-Meals/Per Diem  | \$486.00     |              |
| 21-210 Past-President Travel: Past president-Travel/Other    | \$38.00      |              |
| 21-220 Past-President Travel: Past President-Travel/Plane    | \$431.40     |              |
| 21A-090 Out-going Past President: Outgoing Past              | \$416.78     |              |
| 21A-220 Out-going Past President: Plane                      | \$278.40     |              |
| 22-090 President Travel Expense: Lodging                     | \$3,442.31   |              |
| 22-140 President Travel Expense: Meals-Per Diem              | \$973.93     |              |
| 22-210 President Travel Expense: Transportation              | \$1,091.66   |              |
| 22-220 President Travel Expense: Transportation/Plane        | \$2,374.96   |              |
| 23-090 President Elect: President Elect/Lodging              | \$669.00     |              |
| 23-140 President Elect: President Elect/Per Diem             | \$24.47      |              |

|   |             |
|---|-------------|
| 23-220 President Elect: President Elect/Air Transport     | \$506.18    |
| 26-020 Board Travel: Prizes                               | \$392.00    |
| 26-090 Board Travel: Board Lodging                        | \$15,437.59 |
| 26-140 Board Travel: Per Diem                             | \$5,902.02  |
| 26-210 Board Travel: Board Member Travel                  | \$4,253.61  |
| 26-220 Board Travel: Board Member/Plane Transport         | \$11,792.73 |
| 28-030 COE Related: COE Dues                              | \$4,000.00  |
| 28-190 COE Related: Supplies                              | \$102.01    |
| 30-170 Bylaws and Policy: Bylaws Printing                 | \$368.00    |
| 32-170 Elections: Printing                                | \$604.62    |
| 33-170 Financial Affairs: Printing                        | \$8.00      |
| 34-030 Legislation and Education: Dues/Registration       | \$580.00    |
| 34-090 Legislation and Education: Lodging                 | \$1,504.33  |
| 34-140 Legislation and Education: Per Diem                | \$355.50    |
| 34-170 Legislation and Education: Printing/Duplication    | \$1,020.00  |
| 34-210 Legislation and Education: Travel                  | \$162.32    |
| 34-220 Legislation and Education: Plane fare              | \$578.60    |
| 35-180 WESTOP Membership: Reimbursement of Dues-Double pa | \$50.00     |
| 37-190 Research: Supplies                                 | \$9.95      |
| 38-030 Treasury: Bank Charges/Dues                        | \$3,502.95  |
| 38-090 Treasury: Lodging                                  | \$79.19     |
| 38-140 Treasury: Per Diem                                 | \$14.55     |
| 38-160 Treasury: Postage                                  | \$92.84     |
| 38-170 Treasury: Printing                                 | \$98.18     |
| 38-180 Treasury: Membership Refund                        | \$50.00     |
| 38-190 Treasury: Accounting Supplies                      | \$656.60    |
| 38-200 Treasury: Phone                                    | \$112.05    |
| 38-210 Treasury: Transportation                           | \$40.52     |
| 38-220 Treasury: Transportation-Plane                     | \$1,366.25  |
| 44-090 Strategic Planning: Lodging                        | \$704.78    |
| 44-140 Strategic Planning: Per Diem                       | \$163.00    |
| 44-210 Strategic Planning: Transportation                 | \$25.22     |
| 44-220 Strategic Planning: Plane Fare                     | \$481.80    |
| 46-020 COE Fund Development: Prizes/Dues/Donations        | \$116.27    |
| 46-160 COE Fund Development: Postage                      | \$32.15     |
| 46-170 COE Fund Development: Printing                     | \$1,616.40  |
| 46-190 COE Fund Development: Supplies                     | \$24.78     |
| 46-210 COE Fund Development: Transportation               | \$13.00     |
| 47-020 Scholarships: Dues/Prizes                          | \$1,000.00  |
| 53-020 WESTOP Awards: Awards                              | \$2,160.00  |
| 53-090 WESTOP Awards: Lodging                             | \$331.40    |
| 53-140 WESTOP Awards: Per-Diem                            | \$188.00    |
| 53-170 WESTOP Awards: Awards Printing                     | \$3,126.10  |
| 53-210 WESTOP Awards: Awards Travel                       | \$803.01    |
| 53-220 WESTOP Awards: Awards Transportation               | \$281.10    |
| 54-030 WESTOP Conference: Service Fees/Dues               | \$550.00    |
| 54-050 WESTOP Conference: Rentals                         | \$1,000.00  |
| 54-080 WESTOP Conference: Conference Hospitality          | \$124.96    |
| 54-090 WESTOP Conference: Conference Lodging              | \$276.85    |
| 54-100 WESTOP Conference: Breakfast                       | \$7,293.50  |
| 54-110 WESTOP Conference: Lunch                           | \$9,500.41  |
| 54-120 WESTOP Conference: Reception                       | \$20,955.61 |
| 54-130 WESTOP Conference: Banquet                         | \$22,886.50 |

|  |                      |                      |
|--|----------------------|----------------------|
| 54-140 WESTOP Conference: Conference Per Diem          | \$166.49             |                      |
| 54-150 WESTOP Conference: Conference Committee Refresh | \$2,576.14           |                      |
| 54-160 WESTOP Conference: Postage                      | \$291.62             |                      |
| 54-170 WESTOP Conference: Conference Printing          | \$352.20             |                      |
| 54-190 WESTOP Conference: Conf. Committee Supplies     | \$1,514.87           |                      |
| 54-210 WESTOP Conference: Conference Transportation    | \$299.35             |                      |
| 54-220 WESTOP Conference: Plane Fare                   | \$177.10             |                      |
| 56-020 WESTOP Entertainment: Donation                  | \$200.00             |                      |
| 56-060 WESTOP Entertainment: Honorarium-/Entertainers  | \$5,000.00           |                      |
| 56-190 WESTOP Entertainment: Supplies                  | \$114.20             |                      |
| 57-040 WESTOP Equipment: Equipment                     | \$5,890.98           |                      |
| 58-170 Evaluations: Printing                           | \$406.67             |                      |
| 59-050 WESTOP Exhibits: Rental                         | \$200.00             |                      |
| 59-170 WESTOP Exhibits: Exhibit Printing               | \$240.00             |                      |
| 61-020 WESTOP Hospitality: Gifts                       | \$1,966.22           |                      |
| 62-020 WESTOP Moderators: Gifts                        | \$356.04             |                      |
| 63-140 WESTOP New-Comers: Refreshments                 | \$1,295.22           |                      |
| 64-070 WESTOP Pre-Conference: Honorariums              | \$1,000.00           |                      |
| 64-100 WESTOP Pre-Conference: Breakfast                | \$924.26             |                      |
| 64-140 WESTOP Pre-Conference: Per Diem                 | \$188.00             |                      |
| 64-210 WESTOP Pre-Conference: Pre-Conference Travel    | \$15.00              |                      |
| 64-220 WESTOP Pre-Conference: Travel                   | \$737.20             |                      |
| 66-170 WESTOP Programs: Printing                       | \$3,799.49           |                      |
| 6800 WESTOP Registration                               | \$475.00             |                      |
| 68-020 WESTOP Registration: gifts for registrants      | \$19,137.14          |                      |
| 68-160 WESTOP Registration: Registration Postage       | \$84.81              |                      |
| 68-170 WESTOP Registration: Registration Printing      | \$120.00             |                      |
| 68-180 WESTOP Registration: Conference Refund          | \$535.00             |                      |
| 68-190 WESTOP Registration: Registration Supplies      | \$1,311.34           |                      |
| 69-170 WESTOP Silent Auction: Printing                 | \$58.00              |                      |
| 69-190 WESTOP Silent Auction: Supplies                 | \$106.82             |                      |
| 70-070 Speakers: Honorarium                            | \$5,000.00           |                      |
| 70-210 Speakers: Travel for Speakers                   | \$15.00              |                      |
| 70-220 Speakers: Travel                                | \$173.49             |                      |
| 72-170 Workshops: Printing/Duplication                 | \$306.00             |                      |
| 7300 PIC Chapter                                       | \$81.25              |                      |
| 8300 Chapter Expense                                   | \$3,682.00           |                      |
| Hold   | \$264.31             |                      |
| <b>TOTAL</b>   | <b>\$ 630,911.28</b> | <b>\$ 630,911.28</b> |

Sunday, Feb 11, 2007 06:46:30 PM GMT-8 - Cash Basis

## BYLAWS

**Committee Chair:** Silvester Mata Jr.

**Committee Members:** Michelle McKelvey, Gustavo Ocegüera, and Marsha Dupree

### Bylaws Citation

Section 8.10 Committee of Members (a)(11) Bylaws Committee. This committee shall be responsible for reviewing the bylaws periodically to correct errors and eliminate inconsistencies, requesting recommendations for amendments from the Board and the Membership, and overseeing the amendment process

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed duties.
2. Review Bylaws for consistency, error and needed changes.
3. Implement a plan of action to inform WESTOP Members of changes to Bylaws.
4. Implement a plan of action to implement Bylaw Changes.
5. Review Election process and coordinate with Conference Chair on election changes and subcommittees.
6. Submit proposed changes to Bylaws as charged etc. by committees, board members.

### Year in Review

- The Bylaws Committee had a unique set of assignments to complete over this past year. Instead of correcting and analyzing one set of Bylaws, the committee encountered two sets of Bylaws that they had to get acquainted with. In addition to this review process, the Bylaws Committee also had to ensure that the WESTOP board of directors and its membership, were doing everything according to the Bylaws. The Bylaws Committee was also in the process of reviewing a new set of Bylaws that was passed at the annual meeting in March 2006. Charges were put to each member of the committee to review both the current and future Bylaws (which are set to be implemented February 2007).
- To submit changes to the Bylaws, changes first have to be submitted to the BOD thirty (30) days in advance. A first reading has to occur (where no action is taken) and a second reading has to occur (official action is taken). If at the second reading the proposed changes are passed, the proposed changes are then presented to the general membership 30 days before they are to vote on said changes. The Bylaws committee did indeed follow proper protocol of submitting and reviewing changes. Regulations were followed and the changes were submitted to the membership. Biweekly updates are to be presented to the membership to inform them of proposed changes and why changes are being proposed.

### Recommendations

1. *Regional Representation:* It is in my opinion that chapter representation is valuable within this committee. By having members of each region within the committee, I believe you will be able to communicate with the membership on a more personal level. Also by having regional representation, committee members will be able to deliver Bylaws Committee news to their chapter more frequently and more accurately. This regional representation will also cut down on the need of immediate communication prior to the annual meeting since committee members will also report to each chapter.
2. *Workshop at PDS:* If workshops were done at each chapter professional development seminars, I believe that many members will have a better understanding of WESTOP as a corporation. It is my opinion that if a set of workshops were produced and presented at chapter PDS's, members will not feel confused on why the Board of Directors does what it does, or why certain procedures are the way they are. To help put this in motion, I believe that a workshop

template should be produced with the advice of the current board of directors (of that year). This would ensure that information shared via chapter communication is consistent.

3. *Workshop at Annual Conference:* Last year members had the fortune opportunity to attend a workshop at the Annual Conference that explained why the Bylaws were changing and the process of the changes. This cleared many questions that many members may have had. If similar workshops were to be done at the Annual Conference, I believe members will walk away with a better understanding of the power they have as members.

### **Summary Comment**

The Bylaws committee did all that it was asked to do. If there is any criticism that the Bylaws committee may receive it is the fact that they did everything that the previous Bylaws committee had done before. While this does not seem like a problem, as committee chair, I wish we would have thought more out the box and not just followed the norm. But maybe that is the case with the Bylaws committee. Maybe, there needs to be a structure within the committee to ensure accuracy and consistency. In conclusion, being a member of the Bylaws committee brought committee members a clearer understanding of WESTOP as a corporation and as an entity. It is an experience that many members of WESTOP should volunteer for.

## COE FUND DEVELOPMENT

**Committee Chair:** Olga Diaz

**Committee Members:** Robert McCune

**Bylaws Citation:** Article VIII, Section 8.10(a)(12)

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed and subsequently discovered duties.
2. Prepare and submit a revised Committee budget at the May Board meeting and subsequent revised budgets for Board approval (if applicable). The budget must include both expense and revenue. The Chair will consult with past committee chairs as necessary.
3. Coordinate with the COE Development Committee for information and assistance in meeting Fairshare.
4. Contact all TRIO programs within WESTOP currently without Institutional Memberships and Equality subscriptions to attempt to change that status.
5. Provide Fairshare progress updates at each Board meeting.
6. Solicit the membership for personal contributions to meet Fairshare.
7. Utilize every opportunity to educate the membership about the benefits to be gained by meeting Fairshare. Methods may include conference and pre-conference presentations, PDS updates, website and listserv announcements.
8. Any other duty and task as assigned by the President or Board resolution, which is related to the overall purpose and the good of the association.

### Year in Review

1. I had one Board member join the COE Fund Development. It was very difficult to recruit other members.
2. This was accomplished during the first Board meeting in Burlingame
3. Have contacted COE to have the Fairshare reports emailed to me
4. This was not accomplished
5. Provided update at each Board meeting
6. This will be accomplished during the WESTOP conference
7. Emailed in September what Fairshare was about to the listserv
8. Order bears to be sold at the WESTOP conference for Fairshare

### Recommendations

This committee was a challenge. The present COE Fund Development Chair should be trained by the past chair. No materials or instructions on how to go about updating members on Fairshare or what was Fairshare were distributed. I highly suggest that each chapter have a Fairshare sponsor and report to the COE chair. I will be happy to speak to the new Chair about the highs and lows of this position

### Summary Comment

I have enjoyed working with the WESTOP board this past year. I have met many brilliant individuals who believe in TRiO Programs and have shared their lives to inspire and to educate those that are in need. Working for the McNair program the past year has opened my eyes to the vast individual students that are from low income/first generation backgrounds who are not aware of the opportunities that await them beyond high school and college. Thank you for the opportunity.

## COMMUNICATIONS

**Committee Chair:** Anita Blanco

**Committee Members:** Brian Aguilar, Caren Fernandez, Karmi Minor-Flores, Damien Peña, Keith Powell, and Ken Songco

**Bylaws Citation:** Article VIII, § 8.10 (a) (5)

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed and subsequently discovered duties.
2. Prepare and submit a revised Committee budget at the May Board Meeting and subsequent revised budgets for Board approval (if applicable). The budget must include both expense and revenue. The Chair will consult with past committee chairs as necessary.
3. Ensure that the membership is consistently informed in various capacities about regional news and information pertinent to the association.
4. Focus on the development of a "media relations" program for the Association to use at both the regional and chapter level with each Chapter reporting at least one TRiO/WESTOP related media release.
5. Coordinate planning, design, and creation of a "WESTOP TRiO Alumni Storybook" to be utilized at the regional and chapter level.
6. Serve as the Communication Network Officer to inform the membership of vital issues by use of the WESTOP website, listserv, and other mediums.
7. Become functionally familiar with *WESTOP Bylaws Article XII, § 12.2 "Procedure for Submission of Proposals for the Amendment of Bylaws"* as it pertains to the Communications Committee.
8. Revise, as appropriate, and publish any media regarding WESTOP. Assist all committees in development and use of Association materials to meet respective committee objectives.
9. Perform any other duty and/or task as assigned by the President or Board resolution that is related to the overall purpose and good of the Association.
10. OTHER- Based upon various needs expressed in Objectives I-IX, the development of a WESTOP Photo Archive will enhance communication and marketing efforts of WESTOP.

### Year in Review *(based on assigned objectives)*

1. Objective *not met*. Committee representation came from every chapter except Nevada
2. Objective met. A Communications Committee budget was approved as submitted in May of 2006.
3. Objective met. The Communications Committee worked with fellow WESTOP committees in various capacities of writing, formatting, and/or editing "press releases" to the WESTOP Membership on various topics.
4. Objective met. The first draft of a "WESTOP Public Relations & Marketing Plan" has been developed. This will serve as a template in transitioning for the charges of the new WESTOP role of "Public Relations- Service Council Chair."
5. Objective met. The "WESTOP TRiO Advocacy Book" was completed in collaboration with the Legislation & Education Committee. The booklet provides an overview of WESTOP TRiO facts and incorporates alumni profiles as well.
6. Objective met. The Communications Committee took the lead in communicating various WESTOP updates by working with fellow committees. In addition, a WESTOP MySpace group page was created in order provide another means of communication among members.
7. Objective met. The first draft of the "WESTOP Public Relations & Marketing Plan" addresses how the Communications Committee will transition and function in the new Service Council, under the new category of Public Relations.

8. Objective met. In particular, the Communications Committee worked on several projects with the Legislation & Education Committee. In addition, overall promotional aspects such as committee letterhead/mailing labels and a WESTOP advertisement for the COE conference were designed.
9. Objective met. The Communications Committee worked on several projects at the request of various committees as well as overall charges asked by the Board.
10. Objective met. Have begun taking photos of WESTOP events, meetings, etc

### **Recommendations**

- Finalize and implement the WESTOP Public Relations & Marketing Plan that was started. This will serve as a valuable tool in: assessing the demographics, needs, and services for the Membership. In addition, this will allow WESTOP to further establish its identity and relationship with: potential members, educational administrators/professionals/researchers, elected officials, & potential donors/corporate sponsorship.
- Work more closely with Chapters in order to provide and promote communication of information that is consistent, effective, and timely.
- Better communicate and establish opportunities for the WESTOP Membership to interact with the Board of Directors. This will provide a better involvement in the activities of the Board and further foster emerging leadership in WESTOP.

### **Summary Comment**

The continued efforts of communication to the Membership were well received and appreciated by members in WESTOP.

## FINANCIAL AFFAIRS

**Committee Chair:** Michelle McKelvey, Arizona Chapter President

**Committee Members:** Marsha Dupree, Nevada Chapter President  
Karmi Minor-Flores, Pacific Islands Chapter President  
Gustavo Ocegüera, SoCal Chapter President  
Jeannine Slater, NorCal Chapter President  
Cesar-Tilcoatl Velasquez, CenCal Chapter President

*Ex-officio Members*

Lydia Perez, WESTOP President  
Joy Brittain, WESTOP President-Elect  
Melissa Padilla, WESTOP Chief Financial Officer  
Romeo Garcia, WESTOP 2007 Conference Chair

**Bylaws Citation:** Article VIII, § 8.10

### General Objective

This committee shall be responsible for preparing WESTOP's annual budget and subsequent revisions, and for proposing fiscal policies and procedures for Board approval.

### Year in Review

- Throughout the year, the Financial Affairs Committee reviewed 19 fiscal requests pertaining to: chapter budget revisions, opening savings accounts, reimbursements, requests for WESTOP purchases, insurance for the association, membership fees.
- The committee created a procedure for the use and payment of c-vent.
- The Financial Affairs Committee established a procedure to disperse the Peggy J. Whitehead Scholarship in the amount of \$1000 to each Chapter. The procedure was adopted by the WESTOP Board of Directors as follows:
  1. Each Chapter is responsible for selecting their own Peggy Whitehead recipient utilizing the established scholarship criteria.
  2. ALL Chapter recipients are to be selected prior to the Annual Conference.
  3. Only the recipient of the hosting Chapter will be asked to attend the Conference to receive their scholarship. All other Chapter recipients will be mentioned during the program.
- The Fiscal Affairs Manual was updated on January 13, 2007.

**Recommendations:** Not any at this time.

**End Balance:** \$100.00

## LEGISLATION AND EDUCATION

**Committee Chair:** Brian Aguilar

**Committee Members:** Ken Songco, Stephen Domingues, Sam Cortez, Rita Escher, Anita Blanco, Tomasa Mauricio, Keith Powell, and Heinrich Palich

### Bylaws Citation

The Legislation and Education Committee shall inform the membership and the Board on relevant issues and mobilize efforts to proactively respond to regional and national legislative and educational issues.

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed and subsequently discovered duties
2. Prepare and submit a proposed committee budget at the January board meeting and subsequent revised budgets for board approval (if applicable). The budget must include both expense and revenue
3. Inform board and membership on impending legislation impacting or with potential impact for the members and/or programs represented by the association.
4. Plan and implement Policy Seminar strategy for the region and act as the regional coordinator for organizing the association effort at the Policy Seminar. Ensure that all state and/or Chapter representatives make congressional appointments in a timely fashion.
5. Plan and implement an advocacy program that encourages a year around effort that will include sample letters, calendar of events (congressional sessions, when members are at home, key legislative issues, etc.) and various "how to" guides. This program should be applicable at the regional and chapter level.
6. Assist Chapter Presidents with planning chapter "Policy Seminars".
7. Assist regional presidents introduce COE's State Initiative to the association.
8. Serve as a legislative resource, providing or directing the membership to pertinent information.
9. Use every opportunity to educate the membership on current legislative issues, utilizing the conference, pre-conference, workshops, PDS updates, newsletter articles, web site and listserv announcements.
10. Any other duty and task as assigned by the President or Board resolution, which is related to the overall purpose and the good of the association.

### Year In Review

Below are the two broad objective areas, the objectives referenced, and the progress made towards accomplishing the objectives specific to each this past year:

1. **Regional Advocacy** (objectives 3, 5, 8, 9)  
Several committee actions and projects were offered to address regional advocacy. For training purposes, several presentations around the topic of civic engagement and advocacy for the membership were created (a test run at the NorCal PDS in October precedes full implementation by the PDS in Arizona in April). Adjustments will be made to accommodate all appropriations and authorization scenarios for TRIO, along with the different levels of engagement and experience of TRIO professionals. All training materials (multiple PDS and documents for use) will be posted to the website and made available to the membership upon completion.

Regional information and publicizing has taken two forms. With the semi-monthly web information updates "The Leg /Ed Know-It-All", almost all national legislative issues with the potential to impact the association were addressed and summarized for easy understanding (beyond updates provided by the President). These updates also included means by which the

association could affect and/or participate in the issues presented were offered along with time-tables and resources. Members of the Leg/Ed committee contributed heavily to the updates throughout the year, as did the membership and board. The web information updates will continue at least quarterly throughout the year, including one more preceding participation in Policy Seminar this year (late February). The second form were conference calls hosted by COE for solicited members of the association and the Leg/Ed committee regarding new legislative and Dept. of Ed issues during the year.

Finally, in conjunction with the Communications/PR committee, advanced plans for Policy Seminar and local advocacy were realized in the creation of state advocacy handbooks. These handbooks provide an attractive, easy to use overview of the TRIO programs of each state, including programs funded, students served, and program descriptions for the layman. Additionally, the "Blueprint for Action" offered during the initial funding crisis in 2004 will be updated by March with the counsel of the Communications committee.

**2. Regional Access Policy Action** (objectives 4, 6, 7)

We submitted two COE State Initiative Grant proposals for the region and were successful at securing both (California and Arizona). California's proposal was to host a one-day summit at the regional conference for college preparatory colleagues, counterparts, and stakeholders from the state to discuss the future of collaborative advocacy for college access for low income students. This summit, titled "California College Preparatory Summit" will take place on February 20<sup>th</sup> at the Hyatt Burlingame SF Airport. The second initiative focuses on utilizing Arizona TRiO alumni in an internship/fellowship capacity with the charge of coordinating TRiO lobbying and advocacy efforts in Arizona. This initiative runs through June of 2007.

Additionally, a proposal to create an additional regional scholarship that was *citizenship status blind* was approved in early spring of 2006. This proposal was ultimately rescinded as concerns over funding and administration of the scholarships were realized. As the author of this proposal, I found that it would be more constructive and fiscally responsible to redirect efforts to better publicize additional scholarships that were already citizenship status blind, and to secure external funding for scholarships that already existed within the region.

**3. Other Objectives** (1,2, 10)

These objectives were completed on time and per the request of the President as needed.

**Recommendations**

With respect to the shift of the position to the service council and the changes to the priorities and prerogatives therein, the Leg/Ed chair should continue to act as a proactive education resource. An emphasis should be placed on constant dissemination of information (continuing the Leg/Ed web information overviews) and the creation of trainings on how to best advocate for TRIO programs throughout the region (see objective # 4), with additional emphasis on training regional trainers.

**Summary Comment**

Progress was made not only towards institutionalizing elements of regional advocacy (the state handbooks, the advocacy trainings, the Leg/Ed experts) but towards building on recommendations from last year in collaborating with other educational equity programs. Building broader coalitions beyond WESTOP to promote access for low incomes students is the next step.

## PROFESSIONAL DEVELOPMENT

**Committee Chairs:** Damien A. Peña, (March 2006 to August 2006)  
Michele Scott, (September 2006 to February 2007)

**Committee Members:** Cesar Tlilcoatl Velasquez, Gustavo Ocegüera, Caren Fernandez, and Jeannine Slater

**Bylaws Citation:** Article VIII, Section 8.10 (a) (6)

### Description

The Professional Development Committee shall provide training and activities to foster the growth and development of the membership and Board.

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed and subsequently discovered duties.
2. Prepare and submit a revised Committee budget at the May Board Meeting and subsequent revised budgets for Board approval.
3. Plan and implement a second regional professional development event that focuses on technology for members.
4. Develop and implement leadership training opportunities for members to take place at both chapter and regional levels.
5. Create a workshop topic that can be presented at each chapter PDS by the committee.
6. Develop and implement a training strand that focuses on utilizing the CAS standards that can be presented at the Professional Development Seminar's and at the Annual Conference.
7. Research the professional development needs of the membership and seek out resources necessary to fund the training including federal and private training grants.
8. Coordinate with the national TRIO CAS Standards Committee to further educate members on the CAS standards.
9. Any other duties and task as assigned by the President or Board resolution, which is related to the overall purpose and the good of the association.
  - a) Offer assistance to the 2007 WESTOP conference planning committee.

### Year in Review *(addresses the objectives listed above)*

1. Professional Development Committee formed with member representation from three of the six chapters.
2. Committee budget was submitted and approved during the May Board of Director's Meeting.
3. Collaborated with the Technology Committee to host a Technology Training. The training was scheduled in conjunction with the University of Washington, TRIO Training Grant, January 8-9, 2007 in La Jolla, California. The training was postponed due to low attendance. The training sessions will be incorporated during 2007 Annual WESTOP conference.
4. Objective not accomplished.
5. Objective not accomplished.
6. CAS standards were one of the lowest topics of interest from the professional development survey.
7. Damien Peña created and administered a survey that focused on the professional development needs of the membership. The 37-question survey yielded 223 respondents and was administered on April 10, 2006. Common themes of the survey included: Technology, Best Practices, Assessment, Curriculum, and student motivation. Low numbers for CAS Standards and Administrative Skills.
8. Objective not accomplished. The CAS standards were one of the lowest topics of interest from the professional development survey.

9. Provided previous conference information, forms and templates to various conference committee members.

### **Recommendations**

1. Establish four or five committee objectives to attain each year.
2. Form committee with representation for each chapter.
3. Continue to survey WESTOP membership to address training needs.
4. Encourage Emerging Leader Institute participations.
5. Develop training opportunities for new professionals to get involved.
6. Develop a mentor list/directory for new programs.
7. Develop a speakers directory for workshops and training opportunities
8. Advertise and schedule dates early to collaborate with Technology Committee and
9. University of Washington on training opportunities.

### **Summary Comment**

The WESTOP Professional Development Survey was a valuable tool in determining the training needs of the membership. Collaborating with other Board of Director committees and the University of Washington can provide additional training opportunities for members.

## RESEARCH

**Committee Chair:** Steve Calhoun

**Committee Members:** Brian Aguilar, Anita Blanco, and Silvester Mata

**Bylaws Citation:** Article VIII, Section 8.10(3)

### Description

The Research Committee shall identify, investigate and initiate appropriate research on topics germane to advancing the understanding and performance of association personnel and programs relative to fulfilling the missions of TRiO programs and recommend the application of those findings to WESTOP and affiliate operations.

### Assigned Objectives

1. Form a committee with regional representation to aid in carrying out prescribed and subsequently discovered duties.
2. Prepare and submit a revised Committee budget at the May Board meeting and subsequent revised budgets for Board approval (if applicable). The budget must include both expense and revenue. The Chair will consult with past committee chairs as necessary.
3. Develop a research strategy for TRiO programs in WESTOP and train members on that strategy.
4. Develop for the membership the tools/resources available to them that they can create literature that showcases their effectiveness. This strategy will be presented at each chapter PDS and at the annual conference as workshops.
5. Solicit possible research topics from Board members, affiliate organizations and the membership.
6. Carry out research, evaluate and report to the Board regarding the working conditions, experiences, well-being, and possible training needs of the membership.
7. Share findings with membership.
8. Serve as advisor to the Board on any matters pertaining to the use of research to improve WESTOP operations.
9. Any other duty and task as assigned by the President or Board resolution, which is
10. related to the overall purpose and the good of the association.

### Year in Review

1. A committee was formed and a budget was created and approved by the Board.
2. After looking into research models for TRiO programs it became apparent that there is not a single one that would work well as far as doing presentations at chapter PDS's and the annual conference.
3. Therefore no travel monies were spent out of the budget.
4. Research was done to find ways to present the favorable results of TRiO programs both locally and nationally.

### Recommendations

1. Encourage McNair students to present research at annual conferences.
2. Constantly review literature already out there on successes of TRiO and other similar equity programs and make sure our elected officials see it.
3. Create a research strand at annual conference.
4. Tom Mortenson would be a great presenter every year.

### Summary Comment

Research is really assessment which all TRiO programs do a lot of all the time. We just need to get our results out there for people to see.

## TECHNOLOGY

**Committee Chair:** Caren M. Fernandez

**Committee Members:** Steve Calhoun, Olga Diaz, Cesar Tlilcoatl-Velasquez, David Ferguson (website administrator), Russell Lobban, Nancy Hasenpflug, and Cesar Alvarez (listserv administrator)

### Bylaws Citation

The responsibilities of the Technology Committee shall include, but not limited to, the promotion of technological issues and advancements as it benefits WESTOP's purpose and those of programs represented by our Membership

### Assigned Objectives

The activities this year included preparing policies/procedures conducting business via email or WWW, assist Professional Development committee with planning and implementation of second regional conference/training, evaluate and make recommendations to the Board regarding WESTOP website, online membership, directory, listserv, online advertisement, and other technological advances.

### Year in Review

We had a productive year. Listed below are the objectives we assigned as well as our accomplishments in meeting them.

1. Prepare policies/procedures conducting business via email or WWW
  - The committee prepared e-voting procedure for the BOD to follow when conducting business or the internet. Please see attachment regarding the actual procedures.
2. Assist Professional Development Committee to plan and implement second regional conference/training
  - The committee worked closely with University of Washington to implement a partnership, due to time constraints, the committee and Professional Development Committee was unable to offer the conference/training.
  - A stand of technology workshops will be offered during the annual conference.
3. Evaluate and make recommendation to the BOD regarding WESTOP website, online membership, directory, listserv, online advertisement, and other technological advances
  - Recommended that website have a site map, in process
  - Listserv will move to WESTOP server, hosted at CSU, Chico – UB, in process
  - Continued to offer Tuesday Technology Tips
  - Conducted on-line survey for membership Technology needs

### Recommendations

- Due to time constraints, the committee's recommendation is to offer a technology strand at the annual conference or have a pre-conference that focuses on technology, instead of having a separate conference. The reason is that time constraints and cost.
- Do not continue Tuesday Technology Tips, instead have a webpage on the WESTOP website dedicated to technology tips and give membership opportunities to submit what kind of tips they want.

## WESTOP FUND DEVELOPMENT

**Committee Chair:** Robert McCune

**Committee Members:** Anita Blanco, Olga Diaz, and Silvester Mata

### **Bylaws Citation**

The WESTOP Fund Development Committee is responsible for organizing and coordinating fund development activities for the Association.

### **Assigned Objectives**

1. Develop and implement a fund raising strategy that will secure at least two sponsorship opportunities by the 2007 Annual Conference.
2. Identify potential corporate donors, partners and event sponsors and plan fundraising strategies during conference and throughout the year.
3. Pursue corporate partnerships and sponsorships that provide major funds for operation of WESTOP activities.
4. Plan, market and implement the Silent Auction and raffles during the annual conference.

### **Year in Review**

This year was ok as this committee is concerned. According to the objectives stated above it was an average year. Here is what was accomplished and what is still in progress.

- Fund raising strategies for the 2007 Conference: A cruise raffle was developed and designed for the annual conference. The flyer for the tickets went out prior to the conference in hope of generating excitement for the event. Members will be able to purchase tickets at the conference raffle table. The drawing will be held last day of the conference.
- Identify potential corporate donors: Letters were sent out to large corporations in the Southern Arizona area.
- Pursue corporate partnerships: A grant to the Coca-Cola Foundation is in development. A folder of different types of grants and funding for non profits will be composed to hand over to the next chair of this committee.

### **Recommendations**

- Begin grant processes earlier
- Gain membership in committee to help identify potential donors
- Utilize local contacts for donors

### **Summary Comment**

I think for the most part the objectives for the committee were attempted. My hope is that the cruise raffle is successful but no results will be available until the conference is complete. I thank Lydia for the opportunity of sitting on the board.

## ARIZONA

**Chapter President:** Michelle McKelvey

**Chapter Officers:** Silvester Mata, President-Elect  
Mary Tiradani, Treasurer  
Sara Gjere, Secretary

**Bylaws Citation:** Article III, § 3.1 - § 3.5

### General Objective

The Chapter President shall provide leadership for the respective Chapter, act as spokesperson for the Chapter and serve on the Fiscal Affairs Committee.

### Year in Review

- Five Chapter meeting were held throughout Arizona. The meetings were hosted at the following locations:
  - April 7, 2006: Embry Riddle Aeronautical University in Prescott
  - May 25, 2006: Arizona State University West Campus in Phoenix
- SSS proposed APR changes and UB proposed changes roundtables
  - September 1, 2006: The University of Arizona in Tucson
  - November 29, 2006: Arizona State University Downtown Campus in Phoenix
  - February 18, 2007: WESTOP Annual Conference in Burlingame, San Francisco
- In 2006, the Arizona Chapter sent 5 TRIO Professionals, 6 students and 2 alumni to advocate for TRIO in Washington, DC during the annual COE Policy Seminar March 26-29.
- The annual TRIO Leadership Conference (TLC) was held November 2-4, 2006 at Camp Anytown in Prescott, Arizona. A total of 72 pre-college and college students from TRIO Programs across the state of Arizona attended. The theme for the Conference was *Building Leaders, Achieving Dreams*.
- In compliance with COE's request, we will hold *TRIO Day: A national day of service* on February 24, 2007. Each Program in Arizona has been asked to host a community service event in their local communities. We have asked multiple Programs in the same community to get together and host one large event inviting the media. All Programs will report to Lydia Perez regarding their TRIO Day events.
- The Arizona Chapter TRIO Day Luncheon was originally scheduled to coincide with TRIO Day. Due to unavailability of rooms at our desired location, the event has been postponed with the date TBD. The luncheon will recognize outstanding students in all TRIO Programs in Arizona.
- The Arizona Chapter Professional Development Seminar was postponed from January to April due to the early regional conference this year.

### Recommendations

- Focus on fund development for student scholarships via sponsorship and fundraising.
- Continue with new member packets started by this year's Membership Committee.
- Increase participation in chapter activities among those Programs not currently involved.

**End Balance:** \$17,096.89

## CENTRAL CALIFORNIA

**Chapter President:** Cesar Tiilcoatl Velasquez

**Chapter Officers:** Wendy White, President-Elect  
Carolina Gonzalez Lujan, Treasurer  
Mary Lopez, Secretary

**Bylaws Citation:** Article III, Sections 3.5 & 3.3

### Description

The Chapter president shall provide leadership for the respective Chapter, act as spokesperson for the Chapter and serve on the Fiscal Affairs Committee.

### Assigned Objectives

1. Provide executive leadership and ensure that all programmatic and fiscal operations of the Chapter are functioning properly. Conduct periodic Chapter meetings to facilitate a two-way flow of information between the Board and Chapter.
2. Prepare and submit a revised Chapter budget at the May Board meeting for approval. Budget must include both projected revenue and expense for the calendar year. Review the current budget and consult with current Chapter Treasurer, past President and Treasurer as necessary.
3. Provide a Chapter report, to include Chapter activities and financial status at each Board meeting and submit annual and other reports as required.
4. Serve on the Fiscal Affairs Committee.
5. Ensure that Chapter Board reports are submitted to the WESTOP website administrator as soon as possible after each Board meeting.
6. Ensure that all financial information is forwarded to the WESTOP Chief Financial Officer in a timely manner, especially the "End of the Year Statement" for tax reporting purposes.
7. Perform any other duty and task as assigned by the President or Board resolution, which is related to the overall purpose of Chapter and the good of the association.

### Year in Review

This was the third year as an official chapter. We accomplished much through the united efforts of our new and veteran members, who worked with enthusiasm, energy and true commitment to the ideals of this organization as a whole. We organized, facilitated and implemented a variety of events that provided our students, staff professionals and others with insight, new knowledge and continued networking. These were some of our accomplishments for the year:

- Membership of 54
- Met as an Official Chapter 6 times during the 2006-2007 year.
  - May 19, 2006/Hartnell Community College
  - August 25, 2006/Cal Poly State University
  - October 20, 2006/Stanford University
  - December 8, 2006/CSU Monterey Bay
  - January 20, 2007/CSU, Modesto Junior College
  - February 17, 2007/WESTOP Annual Conference
- Events
  - The CenCal **Summer Jam** event was held at San Jose State University on June 23 & 24, 2006. Three hundred (300) participants made up of students and staff attended Summer Jam.
  - The CenCal's **Professional Development Seminar (PDS)**, "Exploring an Ocean of Opportunity and Discovering a Sea of Success" was hosted at California State University, Monterey Bay, December 6-8, 2006. Thirty-eight (38) professional staff members, students and BOD representatives participated in the event.

- The Annual **Student Leadership Conference** (SLC) and TRIO Day will be combined this year. This year's Student Leadership Conference will be hosted at Gavilan College on March 31, 2007.
- Ten (10) **scholarships** were awarded to students in Central California Chapter.
- Two CenCal Chapter members will be attending this year's policy seminar in Washington, D.C. during the annual COE Policy Seminar.

### **Recommendations**

- The Chapter president should continue to maintain the current system of collaboration that has been established and resembles the WESTOP Board of Directors.
- The Chapter will continue to network with TRIO and other educational equity programs in Central California.
- Central Cal will continue collaboration efforts and information with other chapter Presidents.
- Provide greater opportunity for professional development.
- Continue to seek ways to increase paid membership and increase numbers.
- Seek ways to involve new members into leadership positions in the Chapter.
- Focus more on fund development via sponsorship and fundraising rather than relying on activities to generate revenue.

**End Balance:** \$20,884.06

## NEVADA

**Chapter President:** Marsha Dupree

**Chapter Officers:** President Elect (vacant)  
Steven Calhoun, Past-President  
Ellen Murphy, Secretary/Treasurer

**Bylaws Citation:** Article III, Sections 3.3 & 3.5

**Committee Chairs:** Deirdre Hill, Professional Development  
Rita Escher, Legislative & Education  
Steven Calhoun/Jennifer Bieth, Scholarship & Awards  
Technology (vacant)

### General Objectives

The Chapter President shall provide leadership for the respective Chapter, act as spokesperson for the Chapter and serve on the Fiscal Affairs Committee.

### Year in Review

1. Facilitate a communication network within Nevada
  - *Nevada Chapter Distribution List* was created to keep in touch with all WESTOP Nevada Chapter members and non-WESTOP members who work with TRiO programs or related programs such as Gear-Up. Personnel had the option of withdrawing their names from the distribution list, but no one requested this option which was a good sign that people are interested in learning about our chapter's activities.
  - *Nevada Chapter PDS Committee Survey* was sent by our PDS Committee to WESTOP and non-WESTOP members in Nevada who are personnel of TRiO or other programs that serve economically and educationally disadvantaged persons to ask for feedback on working together to host a National TRiO Day Celebration in the northern Nevada area. Survey asked for suggested workshop topics, requested presenters and assistance with planning the event.
  - *Three Nevada Chapter meetings* were held during 2006-07.
  - The *Nevada Chapter WESTOP website page* was updated by the Nevada Chapter Technology Committee.
2. Serve as the Nevada Chapter representative on the WESTOP BOD.
  - The *Nevada Chapter Annual Budget* was submitted at the May 2006 WESTOP BOD meeting.
  - *Chapter Reports* were submitted by the Nevada Chapter president at all 2006-07 WESTOP Board of Directors meetings.
  - Serve on the *Fiscal Affairs Committee*.
3. Provide activities that will advance educational equity and act upon issues and concerns of our membership
  - Due to the small membership size of our chapter, we weren't able to plan both a PDS and Student Leadership Conference during the same fiscal year. The membership decided to plan a Student Leadership Conference in conjunction with the National TRiO Day Celebration and the chapter president encouraged the chapter members to attend the PDS of other WESTOP chapters. Email announcements were sent out to chapter members regarding PDS opportunities as they became known.
  - *COE State Initiative Grant* proposal was submitted and accepted by COE to help fund the National TRiO Day Celebration on February 24, 2007. A \$725 grant was awarded to the chapter.

- *The 2<sup>nd</sup> Annual TRIO Graduation Celebration* in the northern Nevada area was held on May 3, 2006 at the University of Nevada, Reno and it was well attended (est. 200 people). Various campus administrators, family members and friends of the TRIO Upward Bound, Student Support Services and McNair Scholars programs along with representatives from the offices of Senator Harry Reid, Senator John Ensign and Senator Jim Gibbons were present to see this year's graduates recognized and honored. Graduating TRiO students received silver stoles with their TRiO program name engraved in navy blue. The stoles were also worn at the students' respective school graduation ceremony.

### **Recommendations**

- During 2006-07, the Nevada Chapter treasurer (Leonard Woods) accepted a job in Hawaii which caused some delay in getting our treasurer trained on providing electronic reports in the WESTOP format. It is strongly recommended that the new chapter treasurer receive the necessary training as soon as possible because the training is essential for our chapter to use the appropriate technology to submit our reports.
- The 2007-08 Nevada Chapter president should continue efforts to increase the participation rate of TRiO personnel from the southern Nevada area so more people are involved in our chapter activities.

### **Summary Comment**

The Nevada Chapter was able to take on some new projects including the National Trio Day Celebration which hadn't been held in the northern Nevada area in over ten years. Conducting the membership survey and expanding our communication network through the email distribution list were also ways to try to encourage more people to become involved in the chapter. Overall, 2006-07 was a good year for the Nevada Chapter. Even though we may be the smallest little chapter in WESTOP, we are striving to do some big things.

**End Balance:** \$3,082.58 (as of February 2007)

## NORTHERN CALIFORNIA

**Chapter President:** Jeannine Slater

**Chapter Officers:** Sam Blanco III, President-Elect  
Ping Chan, Treasurer  
Angelica Ochoa, Secretary

### **Chapter Description**

The purpose of the Chapters is to bring together WESTOP Members on a geographical basis to articulate and act upon issues and concerns of their Membership within the purpose, objectives, and functions of WESTOP as expressed in Article II, Sections 2.1 and 2.2 (Article III, Section 3.2).

### **Objectives**

1. To successfully complete the yearly agenda.
2. To add SSS/McNair programs to the NorCal membership.
3. To bring involve more of our new members in the NorCal committee roster.
4. To help with the WESTOP conference planning and implementation.

### **Year in Review**

Overall the year was very good. Our Parent Empowerment Conference at Sonoma State was well attended and received rave reviews from the participants. The Professional Development Seminar was a success despite the problems and complications with the host hotel. We are looking forward to the Student Leadership Conference, Saturday, February third. We were able to involve several new members in the planning and implementation of all of the above events. We were also successful in bringing some old and some new members into the NorCal membership.

### **Recommendations**

Enjoy your year.

### **Summary**

It was a challenging and insightful year for me. I enjoyed the NorCal membership and appreciated their support. I am very grateful to Ping Chan and Angelica Ochoa for their generous service and contributions.

## PACIFIC ISLANDS

**Chapter President:** Karmi Minor-Flores

**Chapter Officers:** Tchuzie Tadeo, President-Elect  
Elizabeth Hale, Treasurer  
Lisa Gillis-Davis, Secretary

**Bylaws Citation:** Article III, Section 3.3: Regulations of Operations

The Chapter shall:

- (a) be governed by all provisions of these Bylaws,
- (b) keep current Membership rosters,
- (c) submit all operational budgets to the WESTOP Board of Directors for approval, and
- (d) provide written reports of current financial status of the Chapter and Membership update at each WESTOP Board of Directors meeting.

Article III, Section 3.5: Each Chapter shall have a Chapter President, who will chair chapter meetings, will act as spokesperson for the Chapter, and will be the Chapter Representative on the Board of Directors. The Chapters may have other officers as deemed appropriate by their Membership. Their duties and responsibilities shall be developed by each Chapter within the provisions of the WESTOP Bylaws. All Chapter officers shall be elected by the Membership of the respective chapter.

### Assigned Objectives

1. Provide executive leadership and ensure that all programmatic and fiscal operations of the Chapter are functioning properly. Conduct periodic Chapter meetings to facilitate a two-way flow of information between the Board and Chapter.
2. Prepare and submit a revised Chapter budget at the May Board meeting for approval. Budget must include both projected revenue and expenses for the calendar year. Review the current budget and consult with current Chapter Treasurer, past President and Treasurer as necessary.
3. Provide a Chapter report, to include Chapter activities and financial status at each Board meeting and submit annual and other reports as required.
4. Serve on the Fiscal Affairs Committee.
5. Make arrangements for any Board meeting held within the region of the Chapter, to include meeting room space, and hotel and ground transportation information. Room should include table seating for a minimum of 30 persons, preferably in a "Hollow Square" arrangement. The Chapter, at its discretion, may provide continental breakfast(s) and/or refreshments during Board meetings and may inform Board members in advance as a courtesy.
6. Ensure that all financial information is forwarded to the WESTOP Chief Financial Officer in a timely manner, especially the "End of the Year Statement" for tax reporting purposes.
7. Any other duty and task as assigned by the President or Board resolution, which is related to the overall purpose of Chapter and the good of the association.

### Year in Review

- April 10 and 11, 2006, Joy Brittain, President Elect, trained our Treasurer, Elizabeth Hale, PIC Treasurer, and me on budgeting procedures. Joy reminded us of our Chapter's pending tax issue from 2004. WESTOP's Chief Financial Office, Melissa Padilla, and the President Elect, Joy Brittain, are working with the IRS to resolve a tax issue from 2004.
- A revised Chapter budget was prepared and submitted for approval at the May Board meeting.
- Chapter reports were submitted at WESTOP Board meetings.
- Chapter President Served on the Fiscal Affairs Committee, Membership and Election, and WESTOP 2007 Conference Committee.

- Chapter President used State of Hawaii Telehealth Access Network system to conduct regular chapter meeting with the Hawaiian Islands, Pacific Islands and territories. The following chapter meetings were held: April 26, 2006, July 26, 2006, December 13, 2006, and January 31, 2007. Due to technical difficulties, we were not able to communicate with several members; thus, we did not meet quorum. However, we continued and discussed general information excluding official business.
- May 30, 2006 the Hawaii TRIO programs met and discussed the history and mission of WESTOP, the proposed Upward Bound legislative changes and formed breakout groups by programs.
- It was determined that our next Professional Development Seminar (PDS) was to be held in American Samoa on April 16 through 18. Despite experiencing communication problems between the PDS committee and the members in American Samoa, the planning commenced. Karen Morell, from the University of Washington accepted our invitation to present various workshops. Discounts on flights from a various departing locations were established. Because we needed to have at least sixty participants in order for the University of Washington to justify travel to American Samoa, a survey was sent to each program in our region to establish a level of interest in our PDS. In addition, the PDS committee needed to make a final decision on whether or not the PDS would be held this year. Based on the survey results, the PDS committee will postpone the PDS. It was determined that most Members could not attend due to budgetary constraints.
- The College of Micronesia-FSM (Federated States of Micronesia: Chuuk, Kosrae, Pohnpei, and Yep) are planning a mini Student Leadership Conference (SLC) to be held in April 2007. The SLC committee has requested \$1000.00 of PIC funds to support their SLC. They will be submitting a proposed budget to the PIC Members in mid February, 2007.

### **Recommendations**

- I strongly recommend members to experience being a part of a Chapter committee. It is a great opportunity to be a part of an organization that inevitably assists our students.
- The Chapter would benefit greatly if committees began communicating earlier in the year ensuring success.

### **Summary Comment**

- The Pacific Island Chapter operates well given the dynamics of our various locations. Communications is a challenge making Chapter operations difficult but not impossible.

## SOUTHERN CALIFORNIA

**Chapter President:** Gustavo Ocegüera

**Chapter Officers:** Heba Griffiths, President-Elect & Professional Development Seminar  
 Esperanza Ramirez, Secretary  
 Marvin Dacosta, Treasurer  
 Tomasa Mauricio, Communications  
 Gilbert Acuña, Parliamentarian  
 Community Relations (vacant)  
 Curglin Robertson, Fund Development  
 Stephen Domingues, Legislation & Education  
 Gustavo Ocegüera, Membership/Bylaws  
 Jose Martinez Saldana, Student Leadership Conference  
 Gerald Bryant, Professional & Program Development

### Bylaws Citation

Article III, Sections 3.5 & 3.3 : The purpose of the Chapters is to bring together WESTOP Members on a geographical basis to articulate and act upon issues and concerns of their Membership within the purpose, objectives, and functions of WESTOP as expressed in Article II, Sections 2.1 and 2.2 (Article III, Section 3.2).

### Year in Review

1. The Southern California Chapter had 7 Chapter Meetings during the 2005-2006 year.
  - April 21 University of California, Riverside
  - June 15 Pasadena City College
  - September 29 California State University, Fullerton
  - November 17 Professional Development Seminar (Palm Springs)
  - January 19 California State University, San Bernardino
  - February 17 2007 Annual WESTOP Conference, Burlingame
2. The SoCal WESTOP Chapter was reorganized to closely reflect the new WESTOP Service Council Committee structure. Officer and Committee responsibilities were redefined and several sub committees were merged under general committees. The newly created committees are as follows: By-Laws, Student Development, Public Relations, Fund Development, Professional Development, Communications & Resources, and Legislation & Education.
3. The SoCal WESTOP Membership unanimously passed a conservative budget in order to reduce annual operating costs by over \$7,500 dollars. The proposed budget adopted by the membership and the Board was designed to only spend what the association raised as profit during the fiscal year in order to conserve the 06-07 starting balance. The most significant change that was made to the budget was the \$0 allocation for student scholarships. Instead, the membership agreed to focus on developing external sources of income to raise up to \$8,000 dollars annually for scholarships.
4. SoCal WESTOP Dodger Night: This event was chaired by Scott Thayer and Heba Griffiths and celebrated its fifth year. Dodger Night was attended by over 400 students and TRIO Staff and a profit was made.
5. Professional Development Seminar, "Uniting Educational Opportunities Within Our Communities" was chaired by Heba Griffiths, President-Elect, 06-07 ELI Members, Angela Bugayong (CSU Los Angeles, ETS) and Silvestre Regalado (CSU Long Beach, Upward Bound) as well as other SoCal WESTOP Members. It was held in Palm Springs and there were a total of 75 registered participants. Speakers and workshops and activities were well received by the membership. The event raised a total profit of \$1,212.28.

6. Student Leadership Conference will be sponsored by UC Riverside on March 3, 2007 under the office of TRIO Programs and under the leadership of Jose Martinez Saldana. The format of the conference will be changed to focus more on topics related to leadership. There's an expected attendance of approximately 450 middle school, high school and college students. Dr. Edward Bush, Dean of Student Services at Riverside Community College, Norco Campus, and also a graduate of UC Riverside, will serve as the keynote speaker.
7. Emerging Leaders Institute: Mr. Gerald Bryant (McNair, CSU Fullerton) chaired ELI. The 06-07 ELI Members will participate in the 2007 COE Leadership Summit and Policy Seminar in March of 07.
8. Chapter account balance as of January 19, 2007 is \$26,399.95

**Recommendations**

- Encourage the membership to adopt a conservative budget for a second year by eliminating unnecessary expenses and travel.
- Develop a plan of action to increase participation at events in order to increase profits
- Develop and implement a campaign to identify outside fundraising sources for student scholarships
- Complete the development of the SoCal Chapter web page.
- Complete the restructuring of the SoCal Board to mirror the Service Council structure
- Consider a new location for the Professional Development Seminars other than Ventura
- Develop operating procedures for SoCal Chapter