**Cesar E. Chavez Leadership Conference History:**
The Cesar E. Chavez Leadership Conference was started 28 years through the efforts of a few individuals working with HIUFO, Hispanic s in Unity for Oregon. Later, the conference became a registered non-profit organization; CECLC, Inc. CECLC, Inc. has been a strictly volunteer effort that consists of representative of the "participating areas", community organizations and Oregon colleges and universities.

Western Oregon University's connection to conference began over 24 years ago when the Director of the Multicultural Student Services and Programs, David Martinez at that time, joined CECLC, Inc. In 1997, when David left his position here at WOU, our current Director of Multicultural Student Services & Programs took his place on the committee and continued representing WOU.

In 2007, David McDonald was able to acquire a grant that could help the conference maintain and grow for the next five years. In collaboration with Anna Hernandez-Hunter, the Director of Multicultural Student Services & Programs, they submitted a proposal to CECLC, Inc. that offered the grant funding for the five years if they were willing to move the conference from University of Portland to Western Oregon University. In addition to the offer of the grant funds, that proposal also offered the following: WOU Scholarships for the conference participants, meeting space, dedicated staff to work directly with the CECLC Committee as well as staff volunteers and student volunteers the day of the conference. CECLC, Inc. accepted the proposal.

In 2017, after 10 successful years of working with Western Oregon University and holding the conference on our campus, CECLC, Inc. agreed to make Western Oregon University their permanent conference site. This was decided because of the support that has been provided over the 10 years and because they believe that the collaboration with WOU will allow the conference the ability to continue to grow and meet the constant demand on the conference to grow.

What started with the participation from a single school district (PPS), now includes 75 high schools from Multnomah, Washington, Clackamas, Marion, Tillamook, Lane, Linn-Benton, Lincoln, Polk, and Yamhill Counties. By November 17th, we filled the 2200 slots for students and chaperones to attend the 2018 conference in March. In addition, we will once again host an Administrator Session that will include over 50 Administrators (Superintendents, Principals, Vice-Principals, and Program Directors) from the participating areas.

**Additional Help:**
In the August of 2016, there was an opportunity to supplement a grant for a ½ time position to create a full position that would focus half time on the STEM program and half time on CECLC. The person in this position worked 20 hours a week, from August 2016-September 2017, and an additional 100 hours Fall 2017. This person was able to help in the planning and implementing of the Cesar E Chavez Conference for 2017 and 2018 and was key in transitioning the CECLC website (it is now on the WOU website) as well as making several processes electronic (scholarship applications, contest applications, registration, etc.). This person was also able to

finalize the entire registration process this fall for the 2018 conference. We would not have been able to convert these processes to electronic versions and would have not been able to manage the registration process with this additional help. As this conference continues to grow these tasks, as well as other areas that need attention, will require a dedicated person.

**Where We Are Now:**

The CECLC, Inc. and the CECLC Committee, as mentioned above, is made up of volunteers. There are very few volunteers that have been on the committee for several years and each year there is turnover in the various areas, so each year there are new members. In addition, because of cut backs and changes at the K-12 level, the committee members have limited time to commit to the planning and implementation of the conference. The participating schools are required to attend the committee meetings (to give input, reserve their conference slots and be the main contact for the high schools in their area in regards to conference information), but unfortunately, that is about the extent of their availability. One of the ways that the Multicultural Student Services & Programs has been able to help CECLC grow is by providing continuity in the planning and implementing of the conference each year. Over the last 10 years, the conference and CECLC, Inc. have become reliant on our leadership and guidance to make the conference a reality each year while maintaining the community connection and support that CECLC, Inc. has had from the beginning.

In order to continue the support and growth of the Cesare E. Chavez Leadership Conference, we will need additional staff. That staff person will need to:

- Have a high level of professionalism: Maintain and continue to build the community relationships vital to the success of the conference. This includes the ability to work directly with Administrators, Sponsors and CECLC Committee members.
- Have the technical capabilities to manage the website, registration, contests (with Google forms, WordPress, Excel, Pay Pal, etc.)
- Have the ability to navigate and work directly with various campus departments (Physical Plant, Catering, Student Engagement, Campus Public Safety, etc.)
- Have the ability to oversee various sub-committees and work directly with sub-committee chairs.

In addition to the CECLC Duties, the person in this position will be the lead on working with the Bilingual Teacher Scholars program to ensure retention through the first 2-3 years and a successful transition into the Ed program their senior year. This person will also assist in checking up on these students each quarter and following up with those that are struggling academically. This person will also work with their Ed Advisor to ensure they are on the right track for their chosen grade level as well as work with the BTS coordinator to ensure they are on track with required bilingual courses. Finally, this person will work collaboratively with the College of Ed and the BTS Coordinator on the selection committee for the entering BTS cohort each year and will assist in the transitioning of selected participants to WOU. This will include

assisting in SOAR orientations and New Student Week programing geared at helping to recruit/retain underrepresented, underserved populations.

General Timeline for CECLC Coordination:

- September
  - Co-ordinate CECLC Board/CECLC Committee Meetings
  - Orientation for new BTS Cohort (during NSW)
  - Confirm all BTS are taking the appropriate/required classes for Fall.
- October
  - Co-ordinate CECLC Board/CECLC Committee Meetings
  - Confirm slots needed from each District/Area
  - Confirm Sub-Committee Chairs
  - Process paperwork to contract and confirm Keynote
  - Send out preliminary registration information
  - Collect initial Registration Forms from District/Area Representatives
  - Send out Sub-Registration Forms to designated High School Representatives
  - Assist in quarterly BTS Information Night.
  - Prep BTS Application for the following year.
  - Invite/Set up visit for Fall Preview Day (of prospective BTS applicants for the following year).
- November
  - Co-ordinate CECLC Board/CECLC Committee Meetings
  - Sub-Registration Deadline: Collect and process
  - Collect information for schools that have asked to be on the Waiting List
  - Send out reminder emails to all District/Area Reps as well as all High School Reps about deadlines for Scholarship, Contest and Timbers Program.
  - Assist in disseminating BTS information for the following year (this could include presentations for the specific partner school districts).
  - Plan for and schedule On-Site Admissions programs at partner schools.
  - Assist with Preview Day visit (this could include a session for BTS).
- December
  - Co-ordinate CECLC Board/CECLC Committee Meetings
  - Follow up with Presenters Sub-Committee Chair to ensure we will have enough presenters by deadline, if not discuss extended deadline.
  - Follow up with Sub-Committee Chair for Student Leaders to ensure all Districts/Areas have submitted their student leader forms.
  - Review Final Registration
  - Make decision on Waiting List Schools: Notify those that have been selected to attend.
  - Place Order for all Conference Materials

- Start working on the Conference Program
- Prepare breakdown for conference materials breakdown for all District/Areas as well as shipping contacts and address. Send to Printer.
- Finalize quarterly grade/class review for continuing BTS Cohort. Follow up with all students who are not meeting requirements.

- January
  - Co-ordinate CECLC Board/CECLC Committee Meetings
  - Finalize Scholarship, Contests and Timbers Program (notify all recipients)
  - Finalize Conference Program and send to print.
  - Finalize Presenters
  - Finalize Presenter Schedule.
  - Send Confirmation to all presenters.
  - Submit Final Catering Order
  - Send out a call for student volunteers.
  - Reserve Location for CECLC Retreat in April
  - Confirm all BTS are taking the appropriate/required classes for Winter.
  - Assist in confirming new BTS applicants have completed the Admissions and Scholarship applications.
  - Remind all new BTS they need to complete Math/Spanish Placement Tests. Follow up with those that need assistance.
- February
  - Co-ordinate CECLC Board/CECLC Committee Meetings
  - Finalize Conference Agenda
  - Finalize any campus details (catering, physical plant, NPE Gym)
  - Finalize Volunteer List
  - Prep conference packets for Volunteers
  - Prep conference packets for Administrator Session Attendees
  - Prep for Volunteer Training
  - Review BTS applications (for the following year)
  - Gather Placement test scores to use in selection process.
- March
  - Facilitate Volunteer Training
  - Conference
  - Wrap up student surveys
  - Send out surveys to High School Reps
  - Send out survey to Administrators that attended the Administrator Session
  - Assist in the selection process of nest year's BTS Cohort.
  - Finalize quarterly grade/class review for continuing BTS Cohort. Follow up with all students who are not meeting requirements.
- April
  - Co-ordinate CECLC Board/CECLC Planning Retreat (for following year)
  - Facilitate Elections for CECLC Boar (for the following year)
  - Preliminary slot designation for each District/Area

    - Confirm all BTS are taking the appropriate/required classes for Spring term.
- May
    - Co-ordinate CECLC Board/CECLC Committee Meetings
    - CECLC Scholarship Night Coordination
    - Assist in finalizing selection of BTS Cohort for the following year.
- June
    - Prep Meeting dates and locations for following year.
    - Send out information for following year to all District/Area Reps.
    - Confirm Conference date for the following year
    - Connect with new BTS Cohort to ensure registration for SOAR
    - Providing support for SOAR orientation session geared towards BTS students.
    - Finalize annual grade/class review for continuing BTS Cohort to determine who will continue in the program.
    - Send out emails (including petition options for those who did not meet requirements).
    - Meet with committee to review petitions.
- July
    - Co-ordinate CECLC Board Meeting to wrap up financials from completed year's conference.
    - Finalize BTS petition review.
- August
    - Update the Website with new documents, google forms and dates.
    - Send out late notices for unpaid registration
    - Confirm all new BTS Cohort have registered for Fall Term (if not, follow up).
    - Confirm all new BTS have received/accepted Fin Aid Award (if not, follow up).
    - Prep Fall Orientation events for new BTS Cohort.