**MINUTES

STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING**

[**SEA WEBSITE**](http://www.sbcc.edu/sea/)

**Thursday, December 3, 2020**

**3:00 – 4:30 p.m.**

**Due to the COVID-19 crisis, and in compliance with the Governor's Executive Orders N-29-20 and N-33-20, Santa Barbara City College has temporarily moved meetings online.**

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**Join Zoom Meeting:**

[**https://sbcc.zoom.us/j/91610694377?pwd=OUx4VUlHUkFJVjRUR3V2TFZnOTdDQT09**](https://sbcc.zoom.us/j/91610694377?pwd=OUx4VUlHUkFJVjRUR3V2TFZnOTdDQT09)

**Meeting ID: 916 1069 4377**

**Passcode: 954209**

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**Members in Attendance:** Co-Chair Paloma Arnold, Roxane Byrne, Cosima Celmayster, Vandana Gavaskar, Liz Giles, Pam Guenther, Elizabeth Imhof, Jens-Uwe Kuhn, Dylan Penglase, Vanessa Pelton, Steve Reed, Kristy Renteria, Marit Ter Mate-Martinsen, Co-Chair Laurie Vasquez, Sara Volle

**Members Unable to Attend:** Lydia Aguirre-Fuentes, Jana Garnett, Jose Martinez

**Resources in Attendance:** Robin Goodnough, Cesar Perfecto

1.  CALL TO ORDER

1.1 Call to Order

*The meeting began at 3:04 p.m. The members introduced themselves to ASG liaison Dylan Penglase. Mr. Penglase explained that he is not a Senator, therefore he does not have voting power. He is here to gather information that he can share back with the ASG.*

2. PUBLIC COMMENT

2.1Public Comment Guidelines - Limited to 2 minutes per speaker to ensure committee has sufficient time to address committee business. Committee will not respond to comments during public comment.

3. APPROVAL OF MINUTES

3.1 [11-19-2020 Minutes](https://drive.google.com/file/d/1Ayvnp9Y9CURcf4bDqsJwHgt1wfKHSZX1/view?usp=sharing)

*Co-chair Arnold made one correction to a link, but it was made before she attached it to the agenda. There were no objections to the minutes, and they were approved.*

4. REPORTS

4.1 Co-Chairs report

1. Ed Code Information (L. Vasquez) [Section 78220](https://drive.google.com/file/d/1vVIbx4BRrbLG2Vbh5jeaLrS5EsiPoZUF/view?usp=sharing)  [Section78221](https://drive.google.com/file/d/1kXLoEyZ__9uqZI-Kq4-wzK0hhcSC4PVI/view?usp=sharing) [Section 78222](https://drive.google.com/file/d/1AkCB537SfimAfoojQkTgW7asCGOwmg1R/view?usp=sharing)

*Co-Chair Vasquez reached out to Michael Tran from the Chancellor’s Office regarding training materials for SEA, which are still being worked on. Two things he mentioned to her regarding SEA:*

* *Always start with the highest Ed code. He sent the three links (above) to Co-Chair Vasquez.*
* *The Chancellor’s Office recognizes how the discussion around SSSP funding and SEA funding is confusing for colleges. They’re working on changing that language in legislature, so it’s strictly SEA funding-related.*

4.2 Budget Update (P. Arnold/ C. Perfecto) Equity Executive Director Position Update

*Co-Chair Arnold received confirmation from Cesar Perfecto that the additional $50,000, which is the difference between the previous Director position, and the new Executive Director position, will be paid out of the general fund. Mr. Perfecto has already taken into consideration the two positions in the SEA budget.*

5. INFORMATION ITEMS

5.1 SEA Annual Report Due January 1, 2021 (P. Arnold)
 **The final, approved report must be certified within NOVA by 5PM**

*As a reminder, Co-Chairs Arnold and Vasquez will be working on the SEA annual report within the next couple of weeks, so it will be done before the deadline.*

5.2 Report back from Workgroup (All workgroup participants) [Training PPT](https://docs.google.com/presentation/d/1CjKD34r8tq7Fkfri0WsiQ2a530jiXRBUDgHiqSKb7lA/edit?usp=sharing)

*The workgroup that is developing the training met again since the last SEA meeting. In the most recent workgroup meeting, they worked on the PowerPoint for the training.*

*Co-Chair Arnold displayed the PowerPoint slide show for the committee to view. Some notes and comments:*

* *The presenters’ slide may be changed to include everybody in the workgroup.*
* *The purpose of the presentation is to lay out the basics for everyone so they understand what the SEA funding is about, including the funding stream, timeline, and the specifics of what applicants have to do to apply.*
* *The Chancellor’s office has emphasized that they’re looking at every campus to close the equity gap. The workgroup thought it was important to define some key terms (e.g. disproportionate impact). Links for the Student Equity Plan and Vision for Student Success alignment plan are also included.*
* *Co-Chair Vasquez suggested adding the link to the Chancellor’s Office “Call to Action” webinar.*
* *The SEA website will be updated to include the dates and times for the training and the drop-in office hours.*
* *A mini workgroup will meet to update and make small adjustments to an application to use as an example.*
* *Questions 8, 9, and 10 are the meat of the training, and will involve the most in-depth training*

*Co-Chair Arnold invited members to give input or feedback via commenting on the presentation itself, or send her and Co-Chair Vasquez an email*.

6. DISCUSSION ITEMS

6.1 [Application](https://docs.google.com/document/d/1POr8kcbE4BBZfm7Gw2toBVIIEVBSWyJsqjYPKu7dSv4/edit?usp=sharing)

*Co-Chair Arnold asked the committee to help finalize the wording and language on the application, as there were only a couple comments on it.*

*Questions, comments, and concerns regarding the application:*

* *Goal initially was to release the application on Monday (12/7/20)*
* *There was a suggestion to give a brief definition of what disproportionate impact means.*
* *Cesar Perfecto said they won’t know what type of funding is available until January or February. One suggestion was to put “up to” a certain amount of money ($50,000?), as was done last year. Regarding a range, Mr. Perfecto said that right now there are too many unknown factors, such as:*
	+ *When are we going to come back to campus? That will impact some of the supplies and campus event budget line items.*
	+ *The hourlies are normally posted about 20 – 30 days in arrears. November hourlies will not be processed until December.*
	+ *Mr. Perfecto normally waits to look at the proposed budget from the Chancellor’s office when they have the governor’s budget in January (for 2021-22). Co-Chair Vasquez was going to look and see if more money was asked for SEA or if it was the same amount.*
* *As in Program Review, Co-Chair Vasquez said there is no limit to how many proposals can be received.*
* *There was a discussion about proposals from last year reapplying this year.*
	+ *Last year, there was a distinction between types of requests. Ongoing proposals were able to apply for what they had formerly applied for, and new ones were limited to $50,000. Tutoring was treated like an ongoing request.*
	+ *Should the range be taken off, and then ask anybody who is not a permanent position at SBCC to go through this application process?*
	+ *Last year, for the sake of time, a “hold harmless,” where anything that was an ongoing operational cost on top of salaries got a pass to be approved for this year.*
	+ *It was requested that there be a little more formality and clarity about what the ongoing expenditures will be.*
	+ *There’s an important distinction that needs to be made, possibly before the application is released: Who has to apply? For example, do tutoring or Equity have to reapply? Where is the line drawn between who has to apply and who doesn’t?*
	+ *Last year, ESL Peer Advising program was told to do both an ongoing and new proposal.*
	+ *Co-Chair Vasquez said if we want things to be equitable, everyone needs to follow the same process. Ms. Byrne said that equity does not call for us to be equal necessarily. Her concern was not necessarily that [Equity programs] wouldn’t get refunded, but it’s also making some clear statements about what this equity funding is supposed to be for.*
	+ *If it’s required that all non-position operational expenses or projects that have been funded by SEA reapply every year or give a check-in, are we going to ask all of the positions at some point to give a check-in?*
	+ *Elizabeth Imhof said maybe there’s an exception made for the Equity office, but she wants to make sure there is always a competition and a committee of people who are using an equity-based rubric to determine how the funds are spent.*
	+ *There was a suggestion to have a tiered approach for Equity. There’s an X amount that is set for ongoing permanent operational position funds, and then for new or different initiatives that the Equity program might be developing, they come to the one-time proposal process. Ms. Byrne agreed with this suggestion.*
	+ *The funds Equity receives from SEA pay for some student workers and some programming.*
	+ *Co-Chair Arnold thought that with the exception of what was accepted for Equity, everybody needs to go through the process this year so a baseline is developed, and then decide how to move forward from there. She thought that might also be a safer approach because the budget for the next couple of years is probably going to be in a flux.*
	+ *It was suggested to leave the proposal funding range the way it is right now XXXXXX. Then, there could be an asterisk that says something like, ‘this is dependent on budget information we don’t have yet.’*
* *Some suggestions about releasing the application:*
	+ *Wait and release the application in January.*
	+ *Release a general description so that faculty can work on it over their break*
	+ *Release the application now, with XXXXX amount, because of the budget being in a flux. The specifics could be sent later. Application could be sent at the end of next week instead of Monday.*
	+ *Let ongoing ones know they don’t necessarily need to apply yet, that it’s still being discussed.*
* *Co-Chair Arnold asked committee members to inform different groups (i.e. Senate, CSEA, ALA, Noncredit) that this will be coming. Steve Reed will work on a general announcement for CSEA and send it to Co-Chair Arnold before sending it out to the constituents. Robin Goodnough will report to Academic Senate.*
* *There was a suggestion to have a word count limit, possibly 750 words. A little bit of research can be done on what an appropriate word count would be.*
* *The format for the application could be a Google form for basic information, and then attaching documents for the narrative pieces. Another suggestion was using the software that IR uses.*
* *It was agreed that people could pick more than one disproportionate impact for the equity gaps.*
* *It was decided that if someone has other funds supporting their project, they can put that in the narrative, but it would not be scored on the rubric.*

*Budget Information:*

* *Cesar Perfecto displayed the spreadsheet that was presented to Pamela Ralston at the end of last fiscal year that summarized what the budget looked like. It has not been updated. The operating fund was $4.265 million. He reminded the committee, that going into this year, they weren’t sure if there was going to be a 15% cut. That did not happen.*

*The operating fund is meant to be an ongoing fund, and in a perfect world, there would not be a carryover fund. There can be a time in the future where this happens. Mr. Perfecto stressed the importance of reinforcing that these are one-time funds, because at some point, there are going to be zero dollars in the carryover fund.*

*Permanent positions account for 85% of the budget ($3.4 million). In talking with the Chancellor’s office, Mr. Perfecto noted that many colleges have the SEA funding tied to permanent positions.*

*Mr. Perfecto thinks it is important that every time there is a vacancy in a permanent position, the committee discusses whether it should continue to be a position funded by SEA, because at some point, there may not be enough money to fund everything.*

*Supplies, T & C, and contracts are in the operational budget*

*The operational budget made up $4 million of the $4.265 million. There was meant to be a buffering for some increases.*

*For one-time requests, there were two different rounds last year. The first round was $200,000. Because of some vacancies, there were more savings than anticipated, and so a second round was opened up.*

*Two positions that were approved by the committee, but not in the final budget by the EVP were: The Equity [Office] Assistant and the ACC Technician position.*

*The remaining reserve amount is $500,000.*

*Questions, comments, and concerns about the budget:*

* *Ms. Byrne said that the $127,000 for Equity/Food Pantry also includes Umoja hourlies and programming.*
* *Programming, supplies, and T & C are from 10 – 15 different orgs. Mr. Perfecto will send two different versions (horizontal vs. vertical) of the budget breakdown next week to the Co-Chairs. He will get their consensus on which one would be easier for the committee to view.*

*Homework:*

* *Co-Chairs Arnold and Vasquez will meet to get the application into the Google sheet, get the attachments for the narrative pieces, and figure out based on the budget information, what to do with the ongoing programs that receive funding.*
* *Members report out to constituent groups. Some information to provide: a basic announcement, including training and support provided. Strong focus on Student Equity Plan and VfSS Alignment Plan.*

6.2 [Rubric for Proposals](https://docs.google.com/document/d/13P_FLiaEUaN4WitmoW6QqqxgG_wvd2H2JDjefFLjK9s/edit?usp=sharing)

 6.3 [SEA Training Dates](https://docs.google.com/document/d/1XFnEXEWY5oqQ9GGg38J50nUTfpt4Vvg2WQ7tbXm16hs/edit?usp=sharing)

 6.4 Plan for SEA Application Rollout

7. ACTION ITEMS

8. ADJOURNMENT

The meeting ended at 4:32.

**Additional Resources**

[Metrics Chart](https://docs.google.com/document/d/1kOfuXYS0ge2UUd6TEpkh2YXXWcGMBc9lyhCZ7ZwvIUs/edit?usp=sharing)

[Calendar for SEA activities](https://docs.google.com/document/d/14vjyBgpm5Fx8zrYmyCKugG0U-OSDOb33sOMLU76StdU/edit?usp=sharing)