



STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING

[SEA WEBSITE](#)

Thursday, September 3, 2020

3:00 – 4:30 p.m.

MINUTES

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.

Join Zoom Meeting:

<https://sbcc.zoom.us/j/97941662888?pwd=NFpwTzVBd0ZkNEM1MIIYSCtkODFOdz09>

Meeting ID: 979 4166 2888

Passcode: 280721

Members in Attendance: Lydia Aguirre-Fuentes, Co-chair Paloma Arnold, Roxane Byrne, Cosima Celmayster-Rincon, Jana Garnett, Liz Giles, Pam Guenther, Dolores Howard, Elizabeth Imhof, Jens-Uwe Kuhn, Vanessa Pelton, Steve Reed, Kristy Renteria, Co-chair Laurie Vasquez, Sara Volle

Resources in Attendance: Robin Goodnough, Cesar Perfecto, Dr. Pamela Ralston, Z Reisz

Guest: Kate Brody-Adams

1. CALL TO ORDER

1.1 Call to Order

The meeting started at 3:01 p.m.

1.2 Introduction of committee members

The committee members introduced themselves. It was noted that the new ASG representative, Suzanne Obando, and Vandana Gavaska, were unable to make today's meeting due to a tutor training session, but they will attend the next meeting.

2. PUBLIC COMMENT

2.1 Public 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 [May 7, 2020 Minutes](#)

Co-Chair Laurie Vasquez asked if there was a motion to approve the May 7, 2020 minutes.

Dolores Howard apologized for interrupting, and made a request to establish some committee agreements at this first meeting of the academic year.

Co-chair Laurie Vasquez said that today's meeting would be focused on the budget, but if it was all right, they would move this topic to the next meeting's agenda. Ms. Howard and Pam Guenther volunteered to bring back some agreements that will (possibly) have been established at PEC and Academic Senate to refer to in making the SEA committee agreements.

The following amendment was requested to be added to the 5/7/20 minutes:

In her request for the Equity permanent Office Assistant position, Roxane Byrne said that if it was not approved, those funds she had moved to create the position would go back into the hourly worker budget.

Co-chair Vasquez suggested not approving the 5/7/20 minutes and bringing the agenda back to the next meeting for approval. The committee members nodded in agreement.

Note: the request for an amendment was subsequently withdrawn.

4. REPORTS

4.1 EVP Pamela Ralston

Co-chair Vasquez asked Pamela Ralston to address the committee regarding the higher level purpose of this committee.

Some of Dr. Ralston's main points:

- *SEA is the “reluctant birth” of three very important funding streams (SSSP, Basic Skills Initiative, and Equity).*
- *In 2017, the California State Legislature passed legislation to combine the three funds, concentrating on matriculation, student success, enrollment, persistence, retention, and a heavy focus on disproportionately impacted students.*
- *In the first year, the three budget managers got together and wrote an integrated plan but they didn't integrate the funding.*
- *In 2018, a work group was formed to start building the structures that would blend toward an integrated funding source for the \$4.26 million SEA budget.*
- *2019-20 was the first year of that work, and this year (2020-21) is a fully constituted committee that will be able to move forward with resource allocation that supports the Student Equity Committee and the Student Equity Plan, as well as the Vision for Student Success.*
- *The SEA committee is a recommending body.*
- *Dr. Ralston anticipates that this year, there will be a major conversation about whether what has been done in the past continues to serve the college well in the present, or if it might need to be reconfigured, especially in moving the needle on disproportionately impacted students.*
- *Some of the concerns over the past few years have been around transparency and some decision-making at the EVP level, but Dr. Ralston and others have been working together to try and establish this as a really functioning committee that does this work well.*

4.2 Co-Chairs report

SEA program [timeline](#)

- [SEA program report](#) submitted to CCCCO, January 2020
- **The 18-19 Student Equity and Achievement Program Term-End Expenditure reports are due on Friday, October 2, 2020.**
- Vision for SEA moving forward

The SEA program timeline shows when reporting back to the Chancellor's Office is required.

For the report due on October 2nd, Cesar Perfecto and Co-chair Paloma Arnold attended the training on how to submit the report so that it can be submitted in a timely manner.

The Vision for SEA moving forward is to think about all the work that's already being done, and make sure it's being looked at through an equity lens. The hope is to focus forward and add a future positive spin to the committee.

6. INFORMATION ITEMS

6.1 Update on budget proposal to EVP

6.1.a May revise

6.1.b. ACC hourly

Cesar Perfecto gave a brief overview of how the California state budget works. In January the governor releases a proposed budget for the upcoming fiscal year. A lot of groups come back with feedback to whoever their representative is, and those constituents then have an opportunity to make recommendations that end up coming back to legislation. After the governor hears feedback from the legislature, there is a May revise.

When the pandemic happened in March, there ended up being a \$54.3 billion state deficit due to revenue that wouldn't be coming in, in addition to expenditures that the state was going to have to use to fight the pandemic. Initially, there was going to be a 15% cut to SEA. It was noted that at SBCC, permanent positions make up 84% of all SEA expenditures. Eventually, in the final budget proposal, the state governor agreed not to cut the SEA funding by 15%, and not to slash the funding for community colleges.

Dr. Ralston put two recommended permanent positions on hold, which were the second [technician] position in ACC and the support assistant position for the Office of Equity. The money established in 19-20 is the same amount for 20-21. Dr. Ralston noted that the clock had not been reset on the hourly dollars for ACC and the hourly dollars in the Office of Equity. She said they were going to need to backfill them from operational rollover dollars this year, while continuing to hope for the best.

Chancellor's Office SEA documentation (track updates)

- [Chancellor's Office website](#)
- They are currently working on developing SEA Program Videos to be housed in the Vision Resource Center later this year.
- Vision Resource Center website - [LOGIN](#)
- Choose our college from drop down list (purpose to build community)

Co-chair Vasquez talked with the Chancellor's office. They are working very hard in trying to get a report to the legislature about how SEA dollars have been spent in our system. That report will be forthcoming.

In order to help train SEA committees across the system, anything related to SEA is housed in the Vision Resource Center (VRC). We are now a member college in the VRC, so when logging in, choose "Santa Barbara." Once you're in, you can catch up on what has been posted related to SEA.

7. DISCUSSION ITEMS

7.1 Review [committee membership](#)

Co-chair Vasquez mentioned the new SEA members, including ASG representative, Suzanne Obando. In addition, there is Sachi Oates (Noncredit Coordinator) [subsequently, changed to Jose Martinez]. Jens Kuhn, will be the second Dean on this committee, and then there is the new Dean of Student Affairs, Co-chair, Paloma Arnold. Z Reisz will be asked to come aboard as needed as a resource.

7.2 Determine meeting schedule -

Currently, we meet 1st and 3rd Thursday.

- 1st from 3:00 - 4:30
- ~~2nd from 1:00 - 2:30~~
- Question - can we go back to 3:00 - 4:30 for the 2nd meeting?

After some discussion, it was determined that there will be two meetings scheduled each month -- the first and third Thursday from 3:00 – 4:30 p.m. The third Thursday of each month will be on an as needed basis, but it is “reserved” as a placeholder. If the committee finds one month they don’t need the second meeting, it will be taken off that month.

Some things an additional meeting will allow for:

- *Working on developing a process for submitting proposals*
 - *Helping colleagues (and committee members) who are going to be applying for the funds to understand how to apply and how to really look at the goals and to create protocols for people so that the proposals actually match the rubric that will be used to score them on.*
 - *Trying to find the ways to make sure that what is being funded is really meeting the goals of the Equity Committee*
- *Creating a real clear process in terms of forms*

Co-chair Vasquez iterated the importance of having continuity in attendance for this committee, particularly when it comes to ranking proposal and allocating funds.

Co-chair Vasquez asked for a “thumbs up” if the two meetings worked out for everybody. Dolores Howard had a conflict with another committee, but later in this meeting she said she would reach out to see if there could be a replacement for her in the other committee so she could attend this one. She will contact both Co-chairs when it is resolved.

Additional information was provided to determine if SEA conflicted with other campus meetings.

- [List](#) of college committees and meeting times
- Consider Board meetings that start at 4:00 (2nd and 4th)

7.3 Committee orientation (Paloma and Cesar)

- [History of SEA](#) (LV)

Co-Chair Vasquez pulled information from the Chancellor’s Office website in order to create a

[Presentation to Academic Senate](#) by SEA faculty co-chair L. Vasquez

Co-chair Vasquez shared a link to the in-depth presentation she gave to the Academic Senate this summer. She invited committee members to share this with the areas they're representing.

20-21 SEA [advance allocation memo](#) (LV)

This was a memo that just came out from the Chancellor's Office.

- Who oversees SEA Budget
 - The SEA budget is an apportionment budget assigned by the state with oversight by the Executive Vice-President
 - EVP Pamela Ralston has delegated authority to the SEA committee chairs to develop and monitor the budget
 - The SEA committee is an advisory committee to Dr. Ralston, who works with budget managers in specific areas using SEA funding allocations recommended by the SEA committee and approved by the district

- 20-21 SEA advance allocation - (Cesar)
 - How much of this is already accounted for?

Cesar Perfecto went over the fiscal year 2020-21 SEA budget with the committee.

Here are some key points in his presentation:

- *Last year, the committee agreed to "hold harmless," saying that whatever was funded last year will continue to be funded this year out of the operating fund.*
- *In the middle of the page (in green) are the two different funds: the operating fund (for permanent positions and programming costs) at \$4.265 million and carryover fund (initiatives) at \$1 million.*
- *\$4.265 is the apportionment that we were allocated this year by the Chancellor's Office. It won't all be received this year due to the state deficit, but it is still being posted, since some of this will be received next year as an "IOU."*
- *The carryover fund is the different savings we've had for the last two years, due to, for example, vacancies (i.e. Director of Equity, Tutoring Coordinator position etc.) or contracts, where not all the funds were utilized. Some budgets were not used at the end of the year because of the pandemic (for example, campus events that had to be canceled).*
- *Permanent positions that are currently funded make up about \$3.36 million. The noncredit SPA, although it is an active position, is not currently funded in this year's budget.*
- *Mr. Perfecto noticed an error on the form. STP received an allocation of \$19,141, not \$9,141, which is what is showing up on the form.*

- *The carryover fund had approximately \$480,000 allocated out of the \$1 million, so that leaves a carryover fund at the end of the year, that Mr. Perfecto estimates will be about \$521,574. Total savings is about \$670,918.*
- *It was noted that in the first round of proposals last year, ESL Peer Advising received about \$15,000 of the \$50,000 they requested. In the second round, they received the remaining \$35,000.*
- *Mr. Perfecto said if anyone sees any mistakes, make note of it. He will be meeting with every budget manager whose org received an allocation.*
- *Mr. Perfecto cautioned that there are still a lot of question marks on what the fiscal budget is going to look like for California next year, so he recommends that the committee continues having a reserve that carries over to next year because if the state cuts SEA by 15%, that probably would not be enough to fund all of SEA's permanent positions because payroll costs don't stay fixed -- they continue to go up.*

- Definition of carry over (Cesar)

- Definition of one-time (Cesar)

One-time allocations come out of the carryover fund. This is an allocation that is given for just one year. If somebody, for example, is asking for hourlies out of the carryover fund, and they receive it, it is just for this fiscal year. They're not expected to get it next year, unless they request it again and receive approval for it.

- Definition of hold harmless (Cesar)

We're not going to penalize anyone for not making an official request to receive funding. Whatever anyone received last year, they'll continue to receive this year, as long as it was out of the operating fund. In the operating fund, Mr. Perfecto tried to put the expenditures he saw out of the operating fund last year and he noticed there are a few errors. He will clean it up, but for the most part, it is about 90% accurate.

Questions, Comments and Concerns:

1. *There was a request for clarification about what exactly "one-time" means.*

Mr. Perfecto said that what was communicated last year was that any permanent positions are protected as ongoing costs or expenditures. At the

very minimum, any positions that are permanent positions will continue to be funded out of the operating fund.

Co-chair Arnold added that historically at SBCC, hourly workers have sometimes been thought of as more like permanent positions, especially those who have had long-term positions. She said that it's important to shift away from that way of thinking. Hourly funds need to be requested each year, even though hourly people have been working in departments or programs for a period of time.

Another shift in focus needs to be instead of thinking of these as three different pathways (SSSP, BSI, and Equity), what are the vision and goals of SEA? And how are we funding this through SEA?

2. The permanent position for the NC SPA for example, even though it's unfunded currently, who makes the decision whether that continues to get funded, for example, if the person retired?

Co-chair Arnold explained that the way the committee works is that the proposal would need to come to the committee. If the proposal is that SEA would fund this position again (if it includes the goals of SEA), the committee would make a recommendation that the co-chairs would take to Pamela for recommendation.

Mr. Perfecto said this situation might be an exception because this position was already approved in the proposal. In this case, if the committee did not want to fund it, then they should vote on not funding that position and propose that non-funding action to Dr. Ralston.

Dr. Ralston said in this situation, they're in a holding pattern because both the VP of SEL and the interim Dean left in June. She added, the expectation is student support work in noncredit that is serving some of our most vulnerable students, probably is pretty close to aligned to the work of the SEA budget.

Dr. Ralston added that we should try to do things more intentionally than ever. And when in the midst of change, when somebody leaves a position, it's probably one of the few times they have to look at a permanent position. This is something that needs to be thought through and brought back to the committee.

Robin Goodnough expanded on the thought of the committee needing to provide some clarity on what happens when a person leaves a position.

Roxane Byrne asked about the Equity position that was approved, and then put on pause. She wanted to know where it fit into this conversation.

Mr. Perfecto explained that it got through the proposal stage, it just did not get approved in the final stage.

Dr. Ralston added that we're going to want a system regarding what to do with the "left behinds" and the "not yet's."

- Hiring of hourlies , EPAF process (Cesar)

Mr. Perfecto said that when you're hiring an hourly worker and are submitting the EPAF, if you see that there's a budget line that doesn't line up with the budget line you're charging it to, please notify him, and he will direct it to the correct position. In other words, do not change the budget line of an EPAF. Doing it the correct way will lower the cleaning up (not to mention the level of frustration).

- [FY 20-21 budget](#) overview (Cesar)
- Summary of Budget outlook (Paloma)
- General Questions
 - Questions about specific budgets will be referred to Cesar

8. ACTION ITEMS

9. SUMMARY/FOLLOW-UP ITEMS

Co-chair Arnold reiterated that the important thing to remember is that if there is a 15% cut, there will all of a sudden not be enough money for the positions that we currently have. If we have money right now, it will go to the one-time projects, just to be fiscally smart.

Co-Chair Vasquez noted that Pamela had mentioned that one of the priorities for this committee is to more tightly align the allocation with our research and our disproportionately impacted populations, and that's where Z Reisz will be helping the committee as the committee digs further into this work.

Co-chair Arnold asked that if anybody emails her or Co-Chair Vasquez, to please email both of them. And if it's a budget question that is going directly to Cesar, please also include Co-chairs Vasquez and Arnold, so they're all in the same communication loop.

10. ADJOURNMENT

The meeting ended at 4:32 p.m.