

STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING

[SEA WEBSITE](#)

Thursday, February 18, 2021

3:00 – 4:30 p.m.

MINUTES - DRAFT

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/91610694377?pwd=OUx4VUIHUKFJVjRUR3V2TFZnOTdDQT09>

Meeting ID: 916 1069 4377

Passcode: 954209

Members in Attendance: Lydia Aguirre-Fuentes, Co-Chair Paloma Arnold, Roxane Byrne, Cosima Celmayster, Joyce Coleman, Jana Garnett, Vandana Gavaskar, Liz Giles, Pam Guenther, Marit Ter Mate-Martinsen, Elizabeth Imhof, Vanessa Pelton, Steve Reed, Kristy Renteria, Co-Chair Laurie Vasquez, Sara Volle

Members Unable to Attend: Jens-Uwe Kuhn, Dylan Penglase

Resources in Attendance: Robin Goodnough, Cesar Perfecto

1. CALL TO ORDER

1.1 Call to Order

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 [Minutes, January 21, 2021](#)

The 1/21/21 minutes were approved.

4. REPORTS

4.1 Co-Chairs report

a. Update on applications and [drop-in hours](#).

Three drop-in sessions have been held. Two faculty from English, one from P.E./Athletics, and one from Noncredit have dropped in to the sessions. It was suggested that a reminder email be sent 30 - 45 minutes before the drop-in sessions begin. Co-Chair Arnold will do that, and she noted that the one drop-in session that people attended was the one in which a reminder email was sent.

There are six more drop-in sessions scheduled. It was requested that committee members discuss the possibility of applying for SEA funding in their areas, and to point people to the SEA website for the application and resources.

It was suggested that another campus-wide email reminder be sent out about the application in general.

Since there hasn't been a lot of participation in the drop-in sessions, it was decided to drop the 10:00 a.m. session on Friday, Feb. 19th. The calendar and website were updated to reflect the change.

For committee members who attend, they may not need to stay the whole time, depending on how many people drop in. Maybe just attend for the first 5 – 10 minutes, and if low attendance, they can check out (but be “on call” and have their “chat” on in case more people show up). The Co-Chairs will look at the upcoming meetings to see if any more should be scaled back.

5. INFORMATION ITEMS

5.1 [Budget projection for 2021-22](#) (Cesar Perfecto)

Cesar Perfecto displayed the budget projection, which is what he projects the expenditures to be through the end of the [fiscal] year. January is the midpoint for academic salaries for anyone who doesn't work in the summer.

He explained we start with our allocation for fiscal year 2020-21. We get our allocation this year, and we have two years to use that money. The operating fund is what we call “year one.” Whatever is not used, ends up being our carryover fund that carries over into the next year. The first two pages is the operating fund, which is our current year's budget. Pages 3 - 4 show the carryover fund, which is the remaining balance from what carried over from last year's budget. Ideally, we would want to use our full allocation in one year. We use as the operating fund about 95% of the expenditures. Right now there are still a few positions that are not filled.

In the operating fund, at the bottom of page two, is what we expect the carryover to be at the end of the year. The totals are off a little bit on the spreadsheet, but there is a \$4.265 million budget, and about \$700,000 in carryover funds.

The carryover amount is due to:

- We have a few vacant positions such as two SPA positions and Director of Equity, which is now being upgraded to Executive Director of Equity. (Note: The increase in pay for this upgraded position is going to be funded out of the general fund.)*
- There are less programming expenditures that we would normally have (i.e. campus events, decrease in supplies since everybody is working from home)*

Pages 3 and 4 show the carryover budget. We were already starting with a carryover balance, where over \$500,000 had not yet been allocated. At the bottom of page 4, the carryover balance is actually going to be a little over \$700,000. Our carryover balance is going to grow. It's going to jump up from \$700,000 to double that amount, to \$1.4 million for next year.

This is not going to match Simpler because Simpler still has a lot of clean-up required. There are a lot of hourly positions, for example, that were being charged [by budget managers] to the wrong fund. The spreadsheet reflects what would be a cleaner version of Simpler.

Classified hourlies include hourly expenses. Everything is broken down into the major expenses.

Pam Guenther noted that of the \$1.4 million that's going to be carried over, we don't want to be allocating all of that because:

- A couple of those are positions will be filled, probably, in the next year*
- The cost of positions goes up every year as salaries and benefits go up.*

Mr. Perfecto noted that the governor is proposing a 1.5% increase to COLA for some of the categorical funds, which would include the SEA fund. There is a lot that can happen between now and the May Revise, depending on what happens with the pandemic and whether schools will reopen. In addition, he has some concerns about the next few years because:

- California is expected to go into a deficit in two to three years.*
- California is experiencing an 8 – 10% decline in student enrollment in the community college system.*
- There is negative net growth. There are more people leaving California than coming in.*
- There's a natural decline in the birth rate.*

Mr. Perfecto recommends having a buffer for the next few years, with about a \$500,000 reserve. That would leave \$900,000 for the committee to determine what to do with.

Co-Chair Arnold said that she, Co-Chair Vasquez, and Cesar Perfecto will need to meet with Pamela Ralston to discuss the new positions that were approved, but not funded.

Mr. Perfecto said that the [Office] Assistant position requested by Roxane Byrne a year ago that was approved by the committee, was not approved by Dr. Ralston, and therefore, was never funded. Part of the reason for that was because if that position had been approved, there wouldn't have been any funding for it if the SEA fund had experienced a 15% cut that was initially proposed by the state.

Ms. Byrne would like to advocate for the Equity assistant position even more so now that they are recruiting for an Executive Director of Equity, Diversity, and Inclusion. Mr. Perfecto said if there was a position approved by the Administration, it would not necessarily need to be funded by SEA.

Mr. Perfecto also said that the SEA committee approved two Academic Counseling technicians, but in the budget, only one of those positions was approved.

Co-Chair Arnold noted that one of those positions has been filled. She also said that the SEA program is still funding hourly people to do the work of the other position. She explained that the reason a permanent position isn't being added is because there's a risk to adding more permanent positions if we are going to be cut in the future significantly.

There was concern that when we come back to campus, we may have a significant need to ramp things up, support-wise for students. We're naturally spending less now because we're online, but we may need to go back to a certain level and maybe even increase temporarily, in order to support everybody coming back.

Mr. Perfecto has been getting requests for meetings when budget managers see that their department isn't accurate in what it is reflecting. For the next two months, however, budget managers will need to meet with someone on his team if needed, as Mr. Perfecto will be tied up with budget policy and training the new Controller, who starts next week.

5.2 [Simpler training dates](#)

Budgets can be viewed using the Simpler system. If you need Simpler access, training, or documentation, please contact Lisa Saunders at saunders@sbcc.edu. You can [access the Simpler system online](#) but you must be on campus or use a virtual private network.

5.3 Know your budget and correct account codes (meet with Cesar)

If you need some training or a refresher on how to read Simpler, that can be offered as well. If you would like more personal one-on-one time to go over your specific department budget, Mr. Perfecto can have someone from his team sit down with you for that.

Co-Chair Arnold suggested that once we know the proposals that are going to be approved, maybe there could be a training meeting with all of those people together. The meeting could also include people who have current SEA budgets, if they have concerns or need a refresher. She said we can keep that on the list of things to do for people once they've been approved and extend the invitation to people who have current SEA budgets.

6. DISCUSSION ITEMS

6.1 Review the [application resources](#) on SEA website.

Co-Chair Arnold brought up the SEA website to give a quick overview.

For the SEA Sample Application, the one used was Liz Giles' application from last year. It was updated to mirror this year's application, which aligned it with the SEP and the VfSS, and had something that could be measured that would demonstrate success.

6.2 Discuss abbreviated application for Tutoring and ACC.

(To request/develop abbreviated application to ensure continued focus on DI populations, to ensure meeting the equity intent of funding).

At our last meeting, we discussed that Equity would not have to submit a new proposal because the work that's done through Equity is work that we want to continue funding.

The two other areas that fell outside of the scope of our one-time proposal, but were not really considered the permanent funding positions were:

- *Hourly ACC Adjunct Counselors*
- *Tutors*

The reason these fall outside the norm is because the projected budgets for them would likely be greater than the \$50,000 we set for the one-time proposals, and because there is more of a long-term need for them. But, we wanted to ensure and develop a baseline to make sure that the funding for those areas and those positions are really going to support the equity work, and to make sure they're in alignment with the SEP and the VfSS alignment plan. We had briefly discussed developing an abbreviated application for those areas, that would be a more modified version of the application.

Co-Chair Arnold pulled up the application so the committee could look at what questions they thought would be important to answer. Does the committee want a shortened version of the application for these areas?

Some questions, comments and concerns:

- *Marit Ter Mate-Martinsen thought it would be a good idea to look into seeing what would be a realistic amount for Tutoring, since a lot of the funding from SEA has gone unspent for several years.*

Co-Chair Arnold said that part of the intent of having the Tutorial Center go through the process of doing an application would be to make sure that the request reflects the need.

Elizabeth Imhof noted that for many different reasons the tutorial program has atrophied over the last several years, and it is the plan to build it back up. The other point to consider is, at the end of the year, we lose about \$150,000 annual funding from the Title III grant.

It was suggested that Dr. Gavaskar do a presentation at the next SEA meeting, but Co-Chair Arnold said that rather than do that, the information would just need to be in her application.

- *Regarding the application, Co-Chair Arnold agreed with Pam Guenther in that it may be that we recognize that these two things [Tutoring and ACC] will be greater than the \$50,000, but we would actually like the same information on the application from everybody.*
- *Even for ongoing projects, it's good to keep circling back to the goal of these funds.*
- *There was some concern from the ACC Co-Chairs about how certain pieces of the data would be captured. Co-Chair Arnold asked how are we connecting the information that we have in Starfish with some of our data on our backend? That's an area that needs to be improved in Student Services in general.*
- *Ms. Guenther said that Melanie Rogers from the Institutional Research office built several different Tableaus for Tutoring (Math Lab, Writing Center, the Academic Achievement Zone and Embedded Tutoring). The Tableaus are set up to disaggregate the data. She suggested requesting that Institutional Research do something similar for the Starfish data/Banner. Co-Chair Arnold mentioned that she has started having conversations with Z Reisz, about trying to get data that supports what Student Services does.*

Co-Chair Arnold concluded by saying we are hoping that [Tutoring and ACC] will fill out the complete application, with the understanding that it's not going to be held to the \$50,000 limit.

6.3 What should our process be if committee members want to submit a proposal?

After some discussion, it was determined that:

- *People on the committee can submit their own proposals.*
- *There can be more than one person from an area on a committee, but they get one vote.*
- *The committee members will discuss applications and proposals amongst themselves first (during two internal meetings).*
- *Committee members will formulate questions and send them to applicants ahead of time in preparation for meeting number three, in which applicants will answer the prepared questions.*
- *Ten minute slots of time will be set up for applicants to answer the formulated questions about their proposal at the third meeting*
- *Internal applicants need to wait to answer questions at the third meeting.*

Discussion regarding one-time funding:

- *A question was asked if the one-time funding amount had been determined yet.*

Co-Chair Arnold said that after her, Co-Chair Vasquez', and Mr. Perfecto's meeting with Dr. Ralston, they will then be able to determine how much money is available for the one-time funding.

- *Ms. Byrne said that Equity is expanding the Food Pantry and developing a Basic Needs Center, so they will need more ongoing funding for that part of the Equity programming.*

Co-Chair Arnold said that that was not something that had been discussed or we developed a process for.

Ms. Byrne said that last year, the process was that everybody assumed that whatever was already earmarked for you last year, is what you would continue to get the next year. And anything additional you wanted in your ongoing funding, we had to put in a request for.

Co-Chair Vasquez explained that we are being watched very closely in terms of how we're going to allocate these funds. She wants to make sure that there is a process where we can say, 'this chunk of money was given one time for ongoing, and there was an increase in additional monies because the cost went up in an ongoing program.' She feels like we need to start fresh in a way because we're going to have a new [Executive] Equity Director that might have different ideas of how we should do things. The conversation will hopefully continue at the next meeting, when she and Co-Chair Arnold can bring back more information.

Mr. Perfecto stressed the importance of every department looking at their operating budget on an annual basis. The operating fund should be looked at to see if any changes should be made. He will ask the Co-Chairs and Dr. Ralston to look at that as part of their regular follow-up process

The goal between between now and the next meeting is: Co-Chairs Vasquez and Arnold, and Mr. Perfecto will meet with Dr. Ralston, and come back to the next meeting with more information.

7. ACTION ITEMS

7.1

8. ADJOURNMENT

The meeting ended at 4:31 p.m.