

SEA Committee Meeting
April 16, 2020
1 - 2:30 PM, Room ~~CG-223~~ [Zoom Meeting](#)

[SEA](#) is a college-wide committee that reports to the EVP
[Committee Website](#)

MINUTES

Members Present: Sabrina Barajas, Roxane Byrne, Jana Garnett, Vandana Gavaksar, Liz Giles, Christy Grant, Pam Guenther, Andy Harper, Dolores Howard, Elizabeth Imhof, Jose Martinez, Priscilla Mora, Vanessa Pelton, Steve Reed (new member), Kristy Renteria (new member), Co-Chair Rodriguez, Co-Chair Laurie Vasquez, Sara Volle

Members Unable to Attend: Jens-Uwe Kuhn, Ashlynn Pyae

Resource: Cesar Perfecto

Guests: Angelica Contreras, Virginia Estrella (for Jens-Uwe Kuhn), Robin Goodnough

A. Welcome (90 minute agenda) Facilitated by Co-Chair

The meeting started at 1:03 p.m. Laurie Vasquez stated that two new CSEA members had been selected, and they will be joining today's meeting. The new CSEA representatives are Kristy Renteria and Steve Reed.

1. Public Comment: Limited to 2 minutes per speaker unless modified by Co-Chair to ensure committee has sufficient time to address committee business. Committee will not respond to comments during public comment.

1. Approval of [minutes, 4/2/20](#) (AR) 2 min

Priscilla Mora made a motion to approve the minutes. Jana Garnett seconded the motion. There were 12 yes votes, zero no votes, and no abstentions. The motion to approve the minutes passed.

B. Today's Goals: Identify missing data or questions to address before making a SEA '20-'21 budget recommendation.

C. Co-Chair Report

1. *No report*

D. Discussion Items

1. Budget
 - a. 2019-2020 SEA Budget update (CP) 10min
Assistant Controller Cesar Perfecto gave an overview of the SEA budget. Based on his projections, it appears that in carryover funds, there will be

about \$200,000 left at the end of the year. In the operating fund, it appears there will be \$800,000 left over at the end of the year. Some of the savings in the operating fund are due to:

- *Close to \$300,000 in savings in tutorial (reduction in tutors, and not replacing the Tutoring Coordinator).*
- *Counseling Technician that wasn't hired this year.*
- *Director of Equity vacancy*
- *Vacancy in Roxane Byrne's former position*
- *Some overestimates on STRS*

The assumptions in those projections are that everybody will continue to use their hourly budget. Right now, the commitment to hourlies is they will be paid at least through the end of the semester. Mr. Perfecto's assumption goes a little further and assumes they'll continue to be paid through the end of the whole fiscal year.

Mr. Perfecto discussed the budgeting process. Here are some points he made:

- *As he has been cleaning up items, it's exposed other areas such as permanent staff being charged to the wrong org.*
- *Regarding the proposals that were approved last week, Mr. Perfecto has not yet adjusted the carryover budget to include them.*
- *Asking the committee members to think with an institutional approach (people are not just representing their department and constituents, but also as a more collective unit, they're representing the institution).*
- *The college is still in a deficit, and it is expected to get worse. The college is expected to have a huge drop-off in international and out of state students. That means at minimum there is going to be a \$2 million decrease in revenues coming in, which may take years to build back up*
- *Last week, Fiscal Services sent out the labor budget for managers to submit their requested hourly budget. The college is expecting to cut the hourly budget by 25% (in addition to the ~ 20% cut from last year). Mr. Perfecto is concerned that as orgs are cutting their hourly budget, they're increasing their requests from the SEA fund to backfill that. The college is not supposed to be using any hourly staff to do the work of permanent staff.*

Andy Harper had a question about a half-time hourly position that he would like to be a permanent position. Mr. Perfecto explained the process needed to create a permanent half-time position (not that the hiring freeze has been lifted). Priscilla Mora added that due to the high health and benefits factor, half-time positions are rarely created anymore. She said most times, a person would work 50% in one department, and 50% in another department. Another option would be to combine all of the hourly positions into one full-time position.

- *The emphasis should be to start off by looking at what the SEA permanent costs are, and everything that is not permanent, should be reviewed every year. According to Mr. Perfecto, some of the permanent costs would be permanent staff, some programming costs and a*

minimum amount of supplies, and contracts that are existing or are going to be needed in the future. He also mentioned Travel & Conference costs, when ongoing training is part of the requirement.

- *Anyone who is requesting budgets for hourlies should also have a plan on what they are going to do for the following year.*
- *Permanent costs are going to continue to go up because STRS and PERS are going to be going up every year for the next 3 years. Permanent staff costs go up with benefits. They also go up with STEP increases, with premiums (i.e. tenured and 15 years)*

Follow-up: *Mr. Perfecto is going to need more logistical information from the budget managers who received approvals for their proposals last week. He will need information such as what org it should be under, if it should be broken out as hourly staff, hourly students, or as adjuncts.*

b. [2020-2021 budget](#), assumption: State revenue at 97% (CP, AR) 30min

1. Need to adjust operational budget

The budget managers who hadn't spoken last week talked about their budget areas.

Andy Harper explained that the School of Extended Learning (SEL) has been funded with two SPAs (permanent positions). The SEL also has two hourlies and that's where the \$40,000 is coming from. In last year's budget development process, because they had combined various employees in counseling, the two hourly employees were not included. They were included this year as a carryover fund, and now the SEL is requesting their two hourlies in addition to the full-time SPAs.

One of the hourlies serves as the front desk person, greeting students and making appointments for the SPAs. The other hourly has been serving as a half-time SPA, advising students, and is in particular responsible for DSPTS students. Over the years, the noncredit student support services team has been reduced, yet they are producing 10% of the revenue and 10% of the FTES for the college. They have 3,500 encounters a year, and because their enrollment and FTEs are going up every year, Mr. Harper is projecting that they're going to have 5,000 - 5,500 encounters in the coming year and more after that. In addition, Superintendent/President Goswami has recently asked the SEL to set up a career recovery program to respond to people who have become recently unemployed. Mr. Harper stated that the two hourlies are absolutely essential for the running of the noncredit student support services.

Co-Chair Rodriguez added that the SEL is greatly subsidizing the credit side of the college. The SEL is able to generate a lot more funds than they spend. As a result, they're subsidizing the college's overall operation. Without the SEL, the budget would probably be in the hole, anywhere from \$1 million to \$2 million.

The SEL serves disadvantaged students in the ESL AHS, and GED programs.

Co-Chair Rodriguez discussed the next area on the budget sheet, Athletics. This position was funded out of the general fund about five years ago, and then it got changed to SSSP. It includes one full-time SPA and the hourly staff, who is running the Achievement Zone. There is also a full-time counselor, but that position is in the ACC budget.

The next items discussed were the two different ESL proposals. The first position, the ESL Outreach and Retention Coordinator, was originally proposed 3.5 years ago to SSSP. It was identified as a need in response to serving DI students. ESL students are typically first in the family to attend college (almost 100% of them). Almost all of the ESL students are Latinx, and they're predominantly economically disadvantaged. There are a lot of barriers they face in accessing college education. ESL students because of their economic situation and other life factors, often leave for a period and return. The Outreach and Retention Coordinator has specifically done outreach to students who are on academic probation, students who are in danger of stopping out, students who have an emergency come up, students who just don't know what to do in the many situations that could arise that jeopardize their ability to register for the next semester. During the current crisis, the Coordinator is working with ESL students to help them identify financial resources, food resources, helping them get online, helping with technology issues, all bilingually. Another reason it was submitted to SSSP was assistance to the counseling department, being that ESL students still receive a face-to-face bilingual orientation and getting those set up, reserving space, setting up the signage, coordinating with the financial aid to have the support there, contacting the students to remind them of their orientation. There are a lot of little tasks that were just too much of a burden for the counseling department. The outreach position is critical to not only providing the support for students, but to completing state requirements for orientation services to ESL students.

Typically, there are between 500 – 600 ESL students in the ESL program, with spring being a little lower. They serve from beginning level through transition to ENG 110 (with the advent of AB 705). As ESL students transition to a new curriculum and a new program in AB 705, outreach people are critical to helping students navigate the transitions.

Co-Chair Rodriguez discussed EOPS next. They have one SPA. In addition to that, they had the \$50,000 request for adjunct counseling, of which \$[37,500] was approved.

The next area was the Transfer Achievement Program (TAP), a program run out of the Transfer Center. Those funds are for one full-time Academic counselor. The program has been in existence for 30+ years. Their main focus is to provide more in-depth supplemental counseling to academic

counseling. The students tend to be first generation, first time to college, and low income.

Next, was the IT Administration Systems position, Steve Reed. It is a full-time position for a programmer involved in implementing different programming and changes to coding. The position is the lead on Starfish implementation and working on Degree Planner. He works on all types of student records and technical issues. He is also heavily involved with coding for AB 705.

Angelica Contreras discussed the Admissions & Records budget. Ms. Contreras discussed the two hourly workers who scan, and have been paid out of this budget [and previously SSSP] for at least six years. They scan documents that include 25 or so academic counseling documents and then an additional 30 or so Admissions & Records documents. This includes transcripts, which is something that is viewed by many departments on campus. Counselors need the transcripts in a timely manner when they're working with students, so they can create an SEP that's accurate. As A & R is moving more toward electronic documents, there is still a need for that person to be able to link these documents, whether it's going to be in the current system or as they move toward Softdocs. Essentially there is one 19 ½ hour hourly worker, who is primarily responsible for the transcripts component. There are thousands of paper documents that come in.

During less busy times, this hourly worker helps the other hourly scan in additional documents that are needed.

The Degree Planner position was discussed by Liz Giles at a previous SEA meeting. All of the positions serve all students, including DI students. Ms. Giles also noted that based on the feedback they got back for the short-term funding, they are taking a look at exactly how they can focus on these DI groups.

Co-Chair Rodriguez said that if anyone had any questions, members could reach out directly to one of the budget managers, or they could email Co-Chair Vasquez or him for more information. Co-Chair Rodriguez said the committee has a big task considering there are substantially more requests than there is revenue, so the committee will need to take into account the carryover budget if possible.

Questions, comments and concerns:

- *Elizabeth Imhof noted that it was clear that many of those applying for these funds did not understand the need to serve DI populations. She suggested giving them all an opportunity to consider answering a question about how DI populations will be served with these funds, before decisions are made. Co-Chair Rodriguez said they can definitely ask them to provide a narrative as to how these funds support DI populations.*
- *There was some confusion about what is considered permanent and what is considered one-time.*

- *Co-Chair Rodriguez said given how much permanent staff consume, it doesn't make sense to look at anything beyond the permanent staff as ongoing. Instead, a new paradigm should be developed, where every year, whomever receives funding from SEA, should be expected to come to the committee and let them know many students they served, what DI populations were impacted, and why this deserves to be funded again next year.*
- *Co-Chair Vasquez said that it is important to remember that the work that is being done is fed back up to the state, so when they go to the Legislature to ask for more money, there are measured outcomes that they can actually see that the college is meeting those needs.*
- *Co-Chair Rodriguez said that the proposals that were approved last week could be pulled from the budget spreadsheet, however, Roxane Byrne requested that the Co-Chairs and Cesar Perfecto work with each budget manager to decide what can be pulled or not.*
- *Some committee members wanted to know what rubric would be used for the ongoing funding. Chair Rodriguez said that right now, the committee is kind of stuck in transition between looking at it very carefully through the Equity lens, and looking at it through the lens of past practice. At some point as a committee, there will have to be a shift into an annual review and move away from it being done this way*
- *Roxane Byrne was concerned that there are two positions in the overall Equity budget that are not under her purview, so when she does her numbers, they're not matching up.*
- *Christy Grant requested that ACC be allowed to present their positions that were approved last year since the committee has the different make up, and show how these funds are going to be used, and the needs of the department. Co-Chair Rodriguez said it will be kept on for the discussion next Thursday.*
- *Co-Chair Rodriguez asked that any hyperlinks be linked on the heading on the spreadsheet.*
- *It was noted that there was \$581,000 more in requests than the funds we have available, so having some direction or guidelines or clarity on how we're going to go through that in terms of process would be very helpful in advance of the meeting.*
- *To make it a visually clearer, Cesar Perfecto offered to format the budget sheet so the operating fund, carryover fund, and requests would be on the same page.*
- *There was concern that there isn't a common rubric, and what the outcome would be if everyone is coming from different perspectives and amplifying different priorities. Co-Chair Rodriguez said there will be a rubric that will be sent to the committee for feedback. Maybe it can be implemented within next week's meeting and then be able to assess the results by the meeting's end. If not, we'll have May 7th as our final meeting to come up with a recommendation for this budget.*
- *There is also a need for educating those who are applying for funds on this committee. What are the requirements? What does it mean to serve*

DI populations, and how do we evaluate whether or not we're serving DI populations?

- I.
 - a. [Ongoing expenses identified as one-time funds](#)
1. Relationship Between SEA and SEC (Laurie)
 - a. [Membership and Liaison to SEC](#), non-voting
 - b. First meeting for the Equity committee is 5/6/2020 from 3:00 - 4:30.
 - i. Liaison from the Student Equity and Achievement Committee (voting)
 - ii. Twice a month schedule and the same time on Wednesday ([SEC Charge](#))
 - iii. Nominations
3. Additional CSEA members to SEA committee
 - Steve Reed - Project Lead, Information Systems Specialist.
 - Kristy Renteria - Student Success Coordinator.

E. Action Items

1. [AB 943](#) provision of emergency student financial assistance (Chairs) 10min

[Google doc](#) from Roxanne Byrne Co-Chair of Student Equity committee

Discuss possible set aside for student emergency assistance since no joint proposal was submitted by Foundation.

Roxane Byrne requested to be first with this item that has been on the agenda for a few times. She and Z Reisz have been exploring what would be needed in order for SEA funding to be used as emergency funding. It was something that was passed through AB 943 that SEA funding could be used as emergency funding to students, but it needs to be written into our Equity plan, and currently it is not written into it. Co-Chair Vasquez said the committee needs to be mindful of how that's going to be communicated to the Equity committee.

There are a few criteria that AB 943 requires of the college:

- What are the types of assistance we would offer?
- What is the amount that SEA would set aside?
Regarding the amount, the committee would need to allot a certain amount of the SEA overall budget or a percentage of it, that the committee would be willing to use as emergency funding.
- What is the maximum amount that would be given to students?

Co-Chair Vasquez said that the first meeting of the SEC is 5/6/2020 from 3:00 - 4:30.

Follow-up: *There needs to be a liaison from the SEA committee to the Equity committee. Mr. Reisz said that the plan is for them to meet twice a month from 3:00 – 4:30 p.m. on Wednesdays.*

Co-Chair Vasquez suggested not making any decisions yet on this when the committee is in the middle of reviewing the whole picture of what requests are going forward. Everyone has access to this information.

For the committee's information, Co-Chair Vasquez stated that she and Co-Chair Rodriguez need to give a report to the Academic Senate on the work of the committee on May 6th, so she wants to make sure they meet that timeline and that a lot of the processes are resolved.

Elizabeth Imhof suggested forming a smaller group to meet to come up with a plan and propose something specific to the overall committee given it is a time sensitive and important issue.

Co-Chair Vasquez agreed that was a good idea. Volunteers for the smaller committee are: Elizabeth Imhof, Roxane Byrne, Sara Volle, and Pam Guenther (if her availability was not an issue).

Follow-up: Roxane Byrne will send an invite out to the subgroup. Co-Chair Rodriguez said this item would be on the April 23rd agenda.

- a. [Promising Practices](#)
- b. Chancellor's Office [memo](#)
- c. Ed Code [78220 \(2\)](#) In order for emergency student financial assistance to be an allowable use of Student Equity and Achievement Program funds, emergency student financial assistance shall be included in the institution's plan for interventions to students.

F. Next Meeting Agenda 4/23, 4:30 - 6pm, Topics/homework,

G. Adjourn

References

1. [AP 5050 \(draft\)](#) pending BPAP approval
 2. [Norms and Membership Expectations](#)
 3. [SEA Robert's Rule of Order](#)
 4. [Program expenditure guidelines](#)
- a. SEA in Support of Vision for Student Success [presentation](#) (pg 9-10)
1. [SEA Purpose](#)
 1. Approved [2019-2020 SEA budget](#)
 1. [SEA education code](#)
 1. [Vision for success reference](#)
 1. [SEA Membership](#)
 1. [SEA Labor Expenses](#)
 1. Proposals made in response to committee queries.
- a. Counseling Proposal: ACC [Coordinator Position](#), ACC [Technician Position](#)
 - b. Tutorial [Proposal](#)