STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING

SEA WEBSITE

Monday, September 11, 2023

1:00 – 2:30 p.m.

MINUTES

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Join Zoom Meeting:
https://sbcc.zoom.us/j/92888839255?pwd=T2xFeUpNeEdjMjNnK3hEN3dMWjZYZz09

Meeting ID: 928 8883 9255 Passcode: 419332

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Members in Attendance: Co-Chair Paloma Arnold, Co-Chair Roxane Byrne, Andrew Gil, Robin Goodnough, Jennifer Hamilton, Akil Hill, Elizabeth Imhof, Christina Llerena, Jennifer Loftus, Julio Martinez, Jennifer Maupin, Vanessa Pelton, Kristy Pula, Co-Chair Laurie Vasquez, Sara Volle

Members Unable to Attend: Jeanette Chian, Liz Giles, Jens-Uwe Kuhn, Chelsea Lancaster, Maureen McRae Goldberg

Resources in Attendance: Cheryl Brown, Nicole Hubert

Advisory Representatives in Attendance: Kyle Rasmussen

Guests: Cornelia Alsheimer, Raquel Hernandez, Elizabeth Mares, Melissa Menendez, Nicole Oldendick

1. Call to Order
   1:04

2. Public Comment

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

3. Approval of Minutes

   5-8-23 Minutes
   There were no corrections/adjustments to the minutes, and they were approved.

4. Information
   [Information item added on at the meeting.] The SEA Expenditure Report for 2023 is due on October 1st. The Chairs, Nicole Hubert, and Cheryl Brown will be working on it in the next couple of weeks to make sure it is submitted to the Chancellor's office by October 1st.

5. Discussion
   a. Update on SEA Budget (Paloma)
      i. Summer SEA budget work
         The SEA budget was worked on during the summer by Nicole Hubert, Cheryl Brown and the three Chairs, to make sure it was correct, appropriately coded, and budgeted appropriately for the next fiscal year. A huge amount of credit goes to Cheryl Brown for her work on this.
      ii. SEA allocation 2023-2024
         As a reminder, every year we get a new SEA allocation, but we have two years to spend it. Essentially, we are always managing two different allocations at one time.

         All of our operational expenses are in the primary year's allocation, including all of the permanent positions that are funded by SEA (there are currently about 25 positions), as well as Equity programs, a few expenses under the MESA and ESL programs, and a few contracts from SSSP days.

         If we have any money that is not spent during that current year allocation, that goes into a rollover for the next year.

         A lot of the work Mx. Brown did this year was cleaning up how those two different year allocations were coded. She figured out a system so that each year the budget numbers and codes actually change to align with whether we are using the current year's allocation as our operating expenses, or the previous rollover as our rollover expense. Ex: For our allocation that we received for 2022-23, the budget number is 12153. The end number matches the year that the allocation ends.

      iii. Status of SEA proposals
         Through the cleanup process that we worked on this summer), and with the raises that all employees received this year, we found that we are pretty much on budget. We have basically spent all of last year's allocation, and we are fully budgeted for this year's allocation. We were actually over budgeted for this year, and we had to go through and see what we could eliminate and cut, and possibly fund in other areas.

         We built in a little contingency in case some areas do go over budget.

*Essentially what that means is **there will be no funding for any proposals that were presented at the end of last year.***

We have a great Student Equity Plan that we would like to figure out and determine how we can start using the SEA allocation to budget the activities that we put into it. We are going to use this year to do some level setting.

Co-Chair Arnold clarified that the Equity programs still have a normal operating budget that's funded by SEA, and that has not necessarily changed. We knew going into the discussion last year that if we had any amount of money to fund special proposals, it was going to be a very small amount of money. We had decided to put that towards Umoja, knowing that our Student Equity Plan was written primarily to support Black and African American students. And then Umoja would determine how to work with all of the different departments to achieve some of those proposed activities that people had submitted applications for. Because we are fully budgeted, Umoja will not be getting that additional amount of money.

Co-Chair Byrne added that they are looking at ways that they can reduce the budget for those ongoing equity programs as well.

Co-Chair Arnold reminded everyone that the SEA budget allocation was about $4.6 million, the same as last year, and of that, 80-85% is positions. That percentage went up significantly with our raises. Also, while we all received a COLA, the SEA budget did not.

Questions, comments, and concerns:
- Suggestion from Robin Goodnough: begin a detailed review of the SEA budget to see what is funded through it that is not equity related, and work towards institutionalizing or not filling those vacated. Make the budget documents available to the campus.

Chair Arnold said there are two things to consider:
- The general fund cannot absorb any additional expenses, and
- How do we ensure that all of the positions, people and departments that are funded by SEA are doing some of this equity work? Co-Chair Byrne added, if they're not doing that equity work, how do we move them towards that?

Co-Chair Arnold made it clear that we are not talking about eliminating any positions at all. Our number one priority is making sure that we continue to fund the positions.

Co-Chair Arnold said we can work on putting together some documents that we can put on the SEA website, and then do a more specific budget presentation, maybe at the next or third meeting.

- Raquel Hernandez had a question about reviewing the currently distributed money and making sure that it is in line with the equity work that was originally proposed. Are we holding it to the standard that we had originally applied for, because the last application window was specifically targeted to our black student community? Does that change the guidelines for whether or not we're doing the equity work?

Co-Chair Arnold answered yes and no. The Student Equity Plan this last year was specifically focusing on our Black and African American students, since they are the students who, on every metric, have the most disproportionate impact. But that doesn't mean that's all the equity work that's happening on campus.

Co-Chair Byrne added it wasn't the intent that we wouldn't be serving other student populations, but with the Student Equity Plan specifically, and then some monies attached to that, the challenge that we've had over the years is that because we've sort of diluted our efforts and diluted our plan, it was really hard to see any real movement on specific metrics. The aim here was to focus on what our intent was, and to put the right resources, people, programs, funding [in place], to see if we can then move that needle.

Co-Chair Vasquez reminded the committee that a lot of this metric work came from the Chancellor's Office. They saw 116 equity plans and realized they needed to provide more specifics and details of what they wanted from the colleges and expected from the equity plans. So they revised it again and laid out the expectations with more details.

The co-chairs will be notifying all of the people who submitted SEA proposals very soon. They wanted to have this discussion with the committee first and make sure that everyone was on the same page and understood what all of the work we did last summer led to.

b. Leadership, Membership, Structure of SEA Committee
    i. [SEA-SEC Consolidation Memo](CPC mtg. 3/1/2022)
       In March of 2022, we submitted a memo to the College Planning Council (CPC) basically stating that the two committees (Student Equity Committee and Student Equity and Achievement) were going to merge.

Part of that work was to re-examine the structure and the membership of the committee. In the coming meetings, we will be discussing that work, and you will all be involved in the conversation.

Co-Chair Byrne added that when we merged the two committees, we took everyone who was remaining from those two committees. We essentially had six representatives from each constituent group. We also had a quad chair model. There were two chairs from SEA and two from the Student Equity Committee (one, now that Brittaney Muschamp has left). We have gone with that natural attrition as people have left. We have not filled seats because we are still over-represented all around. We have the continued tri-chair model. Some of our constituent areas have the full six reps, some of them have less. Our next big push is to figure out what this new committee model will look like. We were waiting until we were done with the Student Equity Plan, because that took precedent. We were also wanting to see what the campus was doing in terms of committee makeup and guidelines from A4A , and looking at how other committees were handling membership.

Questions, comments, and concerns:

- Melissa Menendez said she was there as the Academic Senate representative on the committee.

Co-Chair Arnold said she talked with Kim Monda. We're just trying to confirm how many Senate reps will be on the committee. As we finalize that discussion next week, we'll follow up with Kim Monda and Tara Carter, deferring to the Senate as to who will be on the committee.

-Co-Chair Vasquez noted that we also had a representative from the SEL in the past, and that person has fallen off. We'll be looking at that as well.

-Co-Chair Byrne noted that there are a lot of people who've wanted to join this committee, either through their constituent groups or independently, or as advisory, based on their role.

- Co-Chair Arnold said as we're thinking about a membership structure, have folks on the committee who will function as a liaison or lead for the different activities. The other piece that we're really looking to increase as part of our membership is constituency reports, both in and out.

- Ms. Goodnough said that this is an operational committee, and usually that is made up of constituents that are determined by the VPs office, and also in consultation with the Faculty and the CSEA as to who needs to be

represented on the committee. How will we get that consultation and input from them?

- Co-Chair Byrne said that because we merged from two committees with three each, if there are six people, who are the three that are going to remain? What is the committee make-up? What does the discussion look like going back into each area? Also,what advisory role membership do we need? How can we be more intentional about making sure that we have representation from different areas that may or may not be a part of that constituent group representation?

- We need to look at the basic structure of how this committee should be established. A big chunk of what was previously the SEA committee was SSSP, and that committee was structured totally differently than we've ever seen before. It was structured based on positions. We have a lot of historic memberships on SEA that are based on different positions, who were important to have input on SSSP. That's a piece to navigate as well.

- Z's guide to governance. Who do we need in the room to tell us how many representatives each area needs?

Co-Chair Arnold said we need to refer to the guide, and let that be our guiding authority to start the conversation.

Governance document:
https://www.sbcc.edu/institutionalresearch/files/planning-and-decision-making/Resource%20Guide%20to%20Governance%20and%20Decision%20Making%20v4.0%20FINAL.pdf

Current SEA & SEC merged committee makeup:
https://www.sbcc.edu/sea/

- When the two committees merged, we agreed to keep the name Student Equity and Achievement Committee and use that format. This is an opportunity for us to consider how we want to move forward, because this wasn't just the SEA committee absorbing the Student Equity Committee. It was the merger of the two. The governance [document] is based on the merger of the two, but not what we will update it to. That's the discussion that hasn't happened yet.

- Ms. Goodnough asked if we had a new student rep for this year.

Co-Chair Arnold said no, but she will reach out to ASG to request a representative on the committee, noting that ASG is not a full Board yet.

-Jennifer Hamilton requested to have a conversation prior to people stepping into these roles, so that there is consistency in attendance. It was very challenging last semester when members didn't show up, and the group had to start from the beginning of what they were working on.

Co-Chair Byrne agreed, because we need to make sure that people are attending the meetings, sending a proxy if they need to. Also, what is an appropriate number of missed meetings? Those are things that we should be talking about as we're talking about our membership structure, particularly for the voting members.

- Something else to consider is the frequency of when the meeting meets.Should it meet twice a month, or should we have a once a month meeting, with the second meeting giving the liaisons an opportunity to work with their groups?

- Maybe part of the prep work for the co-chairs is to merge the two different committees into one list. Who are those representatives from these different groups, and where they came from SEC or SEA?

- The 3 chairs need to do some homework to get the historical information together to see, this is what the structure of the two committees were, these are the people that we still have in these roles, these are roles we don't have anybody for, these are roles that don't even exist at City College anymore…Where were we before? And how did we get to where we are now? Does it make sense for that position to be on the committee like it did before when it was SEA or SSSP? Maybe it does, maybe it doesn't. That's a discussion we need to have together as a committee.

Co-Chair Byrne added that It won't be a discussion of <u>who</u>, as in which person specifically should be on a committee? It will be more the roles. Where maybe it's a person related to that role would be for advisories.

But if we decide we want, for example, four reps from each constituent body, we're not going to say who those four are. Then it goes back to those constituent groups to have those conversations. Within that, we should think about diversity. In faculty, we probably want to request or suggest that we have diverse representation (e.g. teaching faculty, educational support faculty). With the student equity work, we want it to be across the board as much as possible to include noncredit faculty, CSEA ….

There was a concern about the prep discussion for the next meeting

happening when we don't have a classified co-chair right now.

Co-Chair Byrne noted that classified is actually the area that has the most representation. We have never had a classified co-chair for either of these committees, and that's a newer discussion for all committees across the board, having that tri-chair.

- What is the chair model that we want to move to?

- Co-Chair Arnold noted that the prep work that we're going to be doing is not to make any proposals or recommendations. It's really just to try to bring all of the historical information for the committee to be able to see.

Co-Chair Byrne said we will share that out ahead of the next meeting.

- Ms.Goodnough thought inviting a CSEA rep to come to the meeting so that they can represent that viewpoint would be important. Same thing with noncredit, if we don't have somebody on the committee now.

- Co-Chair Byrne thinks the chairs will notify all of the leadership, so Senate, ALA, CSEA are aware and that there will be perhaps some shifting and movement that they will have to do within themselves to decide who their members are that they will be appointing.

- Co-Chair Arnold looked through the operational guide, and was unable to find a consistent guide on what a participatory governance committee is, and how it has to be structured. It says certain representatives from XYZ need to be there, but that is all.

Ms. Goodnough said, having worked on the Guide on Senate, and in consultation with Z Reisz, it depends on what the charge of the committee is, and it also depends on what each of the representative bodies say they feel they need. There's usually an attempt to balance numbers of classified and faculty on an operational committee.

Chair Arnold said that this one is categorized under a participatory government, not operational.

Elizabeth Imhof added that she did this on another committee recently. She doesn't think there is any pre-prescribed number. Traditionally you go to the different groups and say what kind of representation do you feel like you need on this committee? And you figure out how to balance it.

Chair Arnold said they will take all of this, start doing the prep work, reach

out to all of the different constituency groups, and bring all of that information to our next meeting to discuss the ideal structure for our membership.

- Co-Chair Byrne added that although we just finished the Student Equity Plan, we will probably need to start gearing up to write our next plan within the next year or so. We're kind of in this assessment mode for a moment, and then we need to start thinking about what that next process looks like. So when we talk about committee makeup, and that's where those advisory members become really important, commitment levels become really important. And then the meeting times become pretty critical as well.

    ii.   Propose discussing leadership and membership structure at next meeting
          1.   SEL
          2.   SEP Leads
   iii.   Constituent Reports (in and out)

c.   Update Process/Report In-Report Out
    i.   Synthesize work done last year in breakout groups
    ii.   Identify a liaison for each SEP metric (after membership discussion)
          1.   Successful enrollment
          2.   Completion of transfer level Math and English
          3.   Retention from Fall to Fall
          4.   Completion & Transfer

Co-Chair Arnold said that one of the things that we want to structure a little differently this year is how we report in and report out some of the activities that we are doing to fulfill the Student Equity Plan.

If any of you are on the Strategic Enrollment Management Committee, we asked folks to function as a liaison, or point of contact and connect with people or departments or programs who had been specifically identified in the Strategic Enrollment Management Plan and asked them for a quick paragraph about what they had accomplished in year one of the plan, or what steps they had made to accomplish some of the activities that were done.

We think it would be a good idea to take a similar approach to the Student Equity Plan, to break it down by some of the activities that were outlined in the plan, and to identify different people on the SEA committee to function as liaisons and to connect with the

programs and departments. Some of you might or might not already be that person. Then, report into SEA, some of the activities that you or that program are already completing to help meet the goals that were written into the plan.

It doesn't mean that all of the work that was done last year in the workgroups was done for nothing. The co-chairs are going to try to take a lot of the work that was done last year in the workgroup, synthesize it, connect it to different goals and objectives that are in the Student Equity Plan, and then ask folks to reach out and act as a liaison, to fill in any gaps or to identify any updates and to try to develop that as a model to report what we are doing to fulfill the Student Equity Plan.

Part of that includes updating the Board of Trustees and CPC with how we're fulfilling our Student Equity Plan. This will give us a streamlined process to be able to do that in a more comprehensive and effective way.

Co-Chair Byrne said we really want to report in and report back to constituent groups.We want to get people engaged and involved in work both inside the committee and then outside of this space. It is a working committee, and it's something that we will be refining.

In summary, our objectives this year are to:
- Formalize our structure. That discussion we will have in meeting #2. And to present that to CPC and the powers that be so that it is approved and implemented right away
- Develop a process to report-in and report-out on the Student Equity Plan;
-After setting the foundation, what else would we like to do as a committee moving forward?

The meeting ended at 2:08

6. Action

Resources

- Final Student Equity Plan 2022-2025

- Metric participants
  - Metric: Successful Enrollment
    - Jeanette Chian Brooks
    - Vanessa Pelton
    - Sara Volle
    - Martha Swanson
    - Cheryl Brown
    - Kristy Renteria
    - Chantille Marquez (dual enrollment)
  - Metric: Completion of Transfer Level Math and English
    - Elizabeth Imhof
    - Jens-Uwe Kuhn
    - Robin Goodnough (Access?)
    - Raquel Hernandez (Access?)
    - Jennifer Maupin
    - Elizabeth Mares
  - Metric: Retention from Fall to Fall
    - Andy Gil
    - Nicole Hubert
    - Maureen McRae Goldberg
    - Akil Hill
    - Lelia Richardson
  - Metric: Completion & Transfer
    - Christina Llerena
    - Elizabeth Giles
    - Julio Martinez
    - Kyle Rasmussen
    - Jennifer Hamilton
    - Chelsea Lancaster
    - Marc Bobro