Solano Community College
Student Equity and Success Committee
<u>Meeting Minutes</u>

Friday 11/30/18, 12:00-1:30 p.m., Room 135

In Attendance:

Voting Members: Josh Scott (Student Equity and Success Coordinator, co-chair), Dwayne Hunt (Administration, co-chair), Jose Cortes (English Success Coordinator), Sarah Donovan (Math Success Coordinator), Candace Roe (DSP), George Olgin (ASTC), Michael Wyly (Pathways) Melissa Reeve (FYE), Isabel Anderson (Puente), Kimberly Ramos Coulter (Counseling), Jocelyn Mouton (TAP), Danielle Widemann (Math/Science), Maria Isip-Bautista (Social and Behavioral Science), Atticus Frey (Library}, Terri Pearson-Bloom (Health Sciences), Dawn Carpenter (CTE), Claudia Tenty (International Research), Erica Beam (DE),
Advisory Members/Guests: VP Rob Diamond (Finance & Administration), Antoinette Troupe-Gardner, (Financial Aid), Neil Glines, Sarah McKinnon, Claudia Tenty, Pei-Lin Van't Hul, Heather Watson-Perez, LaNae Jaimez, Rachel Purdie, Lauren Taylor-Hill, Damany Fisher (Research and Planning), Cle Long.

1. **Call to Order** - Josh Scott, Chair
2. **Comments from the Public** - None
3. **Approval of Minutes** – Minutes of October 12, approved as submitted.
4. **Budget Update - Rob Diamond and Dwayne Hunt**
   Dwayne Hunt reviewed that at the 10/26/18 meeting, they went over the budget expenditures and projections for Equity, BSSOT and Basic Skills. Also, the committee asked that numbers be supportive through fiscal, which is why there's an additional spreadsheet to show what is already expended and what is remaining for the rest of the year.

   Rob Diamond reviewed two handouts (SEA and BSSOT Budget to Actual) and explained that the difference between the two is that one is by organization and the other by expenditure type. The numbers are slightly different because they were run on different days. R. Diamond mentioned that there will be another meeting this afternoon to figure out how many projects can be funded. He also explained the carryover money from the 2017-18 prior year shown on the report. Both forms have a top and bottom half. The top half represents carryover money from the prior year's allocation 2017-18. The bottom half represents the current year's allocation. He noted carryover money from prior year allocation should be spend first, otherwise the funding will be lost. A concerned was raised about if projects are monitored so that it's known whether they're moving forward and staying within budget. R. Diamond acknowledged that J. Scott also brought this issue to his attention before. He explained that they don't track by projects in the accounting system. D. Hunt added that Form-6's (Personnel Payroll Action) and other budget tracking procedures and day-to-day oversight fall within his office. R. Diamond said they're trying to come up with an active way within the accounting system to breakdown the numbers. His concern is that the more complicated the accounting structure, the more errors could happen. He suggested maybe giving access to the accounting system to a few selected people that to look at any time they want. M. Morenic commented that that should be tracked at D. Hunt's level to look up the details within Banner. Potentially, in the future, they can put either an active location for various projects. Also, with first-in-first-out, some of these grants are ending June 2019. If the money has to be spent by then, is there a plan to spend it? For projects that have already been funded, where is the data that shows we have moved the needle for those projects and they have been successful? R. Diamond answered that in reality, with the BSSOT program we were told that we had until the end of December to spend out, then the Chancellor's office recently said a mistake was made, it's June. The 2:00p meeting this afternoon is to go through the approved projects and Step 1 is to find every project that could be BSSOT so that we use those funds first. D. Hunt added that particular projects were presented at the October 26 meeting and none of these initiatives are less than _____ as far as getting staff hired, organization management, getting

people in place, developing procedures, etc. It will take a bit to say how we're moving forward during the day-in-day-out operational piece. Further discussion on Item 4 - continued at next meeting.

5. **Discussion/Evaluation Foster Youth Success Initiative Proposal – Antoinette Troupe-Gardner**
Antoinette briefly detailed the proposal. R. Diamond added that the Foster Youth Program is one of the targeted group in SSSP and we have practically abandoned the program. Currently Antoinette is working with the foster youth out of the kindness of her heart and she is very passionate about the program. C. Tenty asked about the numbers (inaudible). Antoinette explained that when the proposal was first submitted the numbers was around 300 students based on 2017-18. Currently, there are approximately 69 self-identified students that are located on campus. Antoinette said she doesn't have numbers for students previously served, but could get that information with no problem. M. Morenic asked for clarification on whether these students would also be served through EOPS, and is there already a coordinator for EOPS, and is the proposal for a full time coordinator rather than faculty on release time? R. Diamond explained _____. Also, it was noted that an outreach specialist wasn't mentioned in the proposal. This is a concern because one of the biggest components to the success of the program is outreach. Antoinette explained that she has been doing some outreach with high schools and community partners. P. Van't Hul questioned the in-proportionate dollar amount in the proposal request compared to previous years. R. Diamond responded that at this stage they're only asking the committee for approval to go on to the next step in the process. Other concerns and details will be worked out during the next phase.

6. **Develop Questions for Social Justice Survey – Lauren Taylor-Hill and Rachel Purdie**
Rachel and Lauren reviewed the original 10 survey questions distributed for discussion. Suggestions were made to ask students open-ended questions to avoid usurping their trust.

The committee suggested the following questions to ask students:
   1. What are specific areas of support you're interested in?
   2. Where do students look for help?
   3. Do you work full or part time?
   4. What do we need to learn and/or improve?
   5. Identify where tensions are—potential growth?
   6. What do you want others to know about you?

The committee recommended to consider and or include the following on the survey:
   1. Arrange questions to breakdown what students need.
   2. Change wording to I've observed, instead of I feel.
   3. Make sure to define all terms and use rankings, then sort based on identifiable criteria.
   4. List multiple choice descriptions for people of color—I identify as….
   5. Need to find social media that works.
   6. Google Docs—start with questions and answers. Is there an interest? Start in Qualtrics Survey. P. Van't Hul will find out how many can be added and report back to committee.
   7. Copy survey monkey instead of Google Docs and get feedback from there.
   8. Capture and globally announce at end of 2018.
   9. Send out in Spring 2019

Candace Roe offered to work through her office to assist Rachel and Lauren with vetting questions.

Adjourn.