

SEA Committee Meeting  
May 7, 2020  
3:00 - 4:30 PM, ~~Room CC-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 Gavaskar, Liz Giles, Christy Grant, Pam Guenther, Andy Harper, Dolores Howard, Elizabeth Imhof, Priscilla Mora, Vanessa Pelton, Steve Reed, Kristy Renteria, Co-Chair Arturo Rodriguez, Co-Chair Laurie Vasquez, Sara Volle

**Resource:** Cesar Perfecto

**Members Not Able to Attend:** Jens-Uwe Kuhn, Jose Martinez, Ashlynn Pyae

**Guests:** Kate Brody-Adams, Lydia Aguirre-Fuentes, Cosima Celmayster-Rincon, Virginia Estrella (for Jens-Uwe Kuhn), Robin Goodnough, Marit Ter Mate-Martinsen

#### A. Welcome Facilitated by Co-Chair Rodriguez

*The meeting began at 3:03 p.m. There were 17 participants, and quorum of voting members was met. Co-Chair Vasquez said that Chancellor Oakley just announced there was a \$54 billion deficit in the California budget.*

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.
2. Approval of [minutes, 4/23/20](#) (AR)

*Andy Harper made a motion to approve the 4/23/20 minutes. Elizabeth Imhof seconded the motion. The majority of members voted yes, and the motion passed.*

#### B. Today's Goals: Develop SEA '20-'21 budget recommendation

#### C. Co-Chair Report

[Chancellor's Office Guidance Memo - Potential State Fund Sources of Direct Emergency Aid to Students.](#)

The last two paragraphs of this document pertain to SEA.

#### D. Discussion Items

#### E. Action Items

1. [2020-2021 SEA budget Recommendation](#), (AR) 85min
  - a. Review Committee priorities based on [ranking outcome](#)  
*Priscilla Mora brought up a concern regarding ranking when it came to "ongoing contracts." She was under the assumption that contracts were obligatory. It was uncertain where there would be any money in the general fund to pay for them.*

*Co-Chair Rodriguez said that these contracts are annually renewed.*

- b. Determine if new permanent employee position(s) can be added to the SEA budget
  1. Consideration for a new permanent position(s), not to exceed a specific amount?  
(\$503,195, not tied to permanent labor or the current SEA operating fund.  
\$876,640 ongoing expenses)
    - a. ACC Technician (12 month, \$95,000)
    - b. ACC Student Program Advisor (12 month, \$108,000)
    - c. Equity Administrative Support (11 month, \$66,598)
    - d. Admission and Records, ½ time to full time position (12 month, \$51,000)

*Co-Chair Rodriguez said the committee has to determine if they want to set aside funds for four new permanent employee positions. Out of the operational budget, there is \$500,000 that can be dedicated money to permanent employees if the committee chooses to do that. He cautioned that there is \$876,000 of ongoing expenses that people have requested.*

*Here are some questions, comments, and concerns that were brought up.*

- *The dollar amounts for the four positions include benefits.*
- *There was a request to do the other part of the budget first and then come back to this one.*
- *A concern was brought up that if funds were tied up for years without a process with integrity in place, the committee wouldn't be serving the ultimate goals of these funds.*
- *Currently, 88% of the SEA budget is for permanent employees.*
- *Most of these positions if not filled will need to be supplemented through hourly budgets.*
- *It was noted that permanent costs could go up yearly, but the funding would not. Cesar Perfecto said the funding could go up to a max of 10%. This could happen if enrollment went up, and the college did better with the success or equity portion. For example if the college gets more students with Pell grants, the allocation goes up. Another factor is we might be heading toward a recession. When a recession hits, community colleges tend to have an increase in enrollment*
- *If all four positions were funded, the total would be about \$260,000, which would bring the permanent positions up to 94% of the current allocation. This would leave only \$243,000. Co-Chair Rodriguez would not recommend that the committee approve all of the positions that are being requested. A suggestion was made to possibly have one position work half time in two different departments, such as Equity and ACC.*

*The committee left this discussion for a while and came back to it later.*

*Co-Chair Rodriguez asked if there was a motion to either approve \$0 or a specific dollar figure.*

*Pam Guenther made a motion to approve one position, the Equity Admin Support position for \$66,598. Sara Volle seconded the motion.*

Some questions, comments and concerns:

- *There was concern from other members that ACC would not be able to function without more support. They are mandated by the state to provide services to all students, including DI students. For instance, the CA community colleges are supposed to:*
  - *Increase by 20% the number of students annually who acquire associate degrees and/or certificates*
  - *Increase by 35% the number of students transferring annually to a UC or CSU*
  - *Decrease the average number of units accumulated by students earning associates degrees*
- *Although in support of the other positions, there was a question about whether or not some positions were the most appropriate use of SEA funds.*
- *The two ACC positions were recalculated by Cesar Perfecto, bringing the total to \$320,598 for all four positions. Pam Guenther recalculated the percentage of the budget if all four positions were funded, to 95.6%.*
- *There was a request to see how the positions ranked. The first was the Equity position, next was A & R from half-time to full-time. After that, it was the Tech position for ACC and then the SPA position for ACC.*
- *As it was 4:30 p.m., members who were leaving the meeting could designate a proxy to vote for them. The only stipulation was they needed to be from the same class (i.e. positional, CSEA appointment...). Vanessa Pelton had to leave the meeting, so Kristy Renteria was her proxy. A proxy would automatically count for two votes (theirs and the person they're voting for).*

*Priscilla Mora asked if there could be an amendment to the motion to include item B along with C. Pam Guenther did not accept the friendly amendment, but was fine with voting on all the items separately.*

**Equity Permanent Position for \$66,585:**

*Co-Chair Rodriguez asked the members to vote on the motion for the Equity permanent position for \$66,585.*

**Outcome:** *There were 14 yes votes, so the motion passed.*

**Amended ACC Technician Position for \$95,000:**

*Christy Grant initially made a motion for the ACC technician position, with the caveat that ACC work with Equity in joint collaboration with the SPA in reaching out to students that are flagged and disproportionately impacted. Steve Reed seconded the motion.*

*Roxane Byrne made a friendly amendment that the collaboration part be left off the table and that the motion would just be a request for the ACC technician. Cesar Perfecto added that whenever there's a discussion about two different positions, it can create additional problems (i.e. someone working out of class...).*

*Ms. Grant thought working collaboratively with Equity would help in not duplicating efforts, but she agreed to the amendment. Ms. Byrne agreed that working collaboratively would be a great idea, but just not part of the motion.*

*The voting process begin for the ACC Technician for \$95,000.*

**Outcome:** *There were a total of 10 yesses, one no, no abstentions. The motion passed.*

*Cesar Perfecto said there was \$340, 597 remaining.*

**Motion to not consider the other full-time positions:**

*Priscilla Mora made a motion that the committee not consider the other full-time positions, and move on to the next phase of ranking. Elizabeth Imhof seconded the motion.*

**Outcome:** *There were 11 yes votes, zero no votes, and no abstentions. The motion passed.*

- c. [Hold harmless for “operational” expenses](#) and use [Rubric](#) ranking for “ongoing” allocations (Hold harmless’ is receiving lesser amount between ‘19-’20 allocation and ‘20-’21 request)
- d. Begin allocation process

*Co-Chair Rodriguez counted 15 members as having voted.  $15 \times 30 = 450$ . There was a concern as everyone Co-Chair Rodrigues listed voted, but they didn’t vote on all of the items. The assumption was they either didn’t feel comfortable voting or they possibly ran out of time.*

*It was determined that Cesar Perfecto would calculate how many people voted for each line item and divide it out by that total number of points. While Mr. Perfecto worked on the calculations, the committee discussed the four permanent positions (above) before coming back to this.*

*Co-Chair Rodriguez then put the percentages in descending order. There was confusion about the first ranking vs. the second ranking, but Co-Chair Rodriguez explained that the first time, everybody who voted, voted for every line item. He said the members just need to look at the percentage, not the points. The ranking order was now reflective of omitting those who did not vote.*

*Priscilla Mora proposed that the committee go one by one in order. Roxane Byrne reminded the committee to be conscious of equal distribution vs. equitable distribution of funds.*

*Virginia Estrella talked about the STEM Transfer program to the committee.*

**Motion to go through operational and ongoing expenses first:**

*Sabrina Barajas made a motion to go through the rest of the budget with the operational and ongoing expenses first, and then later on looking for the call for proposals. Roxane Byrne seconded the motion.*

**Outcome:** *The majority approved, so the motion passed.*

Some of the members could not stay until 5:30. Sara Volle became the proxy for Steve Reed.

Here are the results of the motions for operational and ongoing proposals in descending order:

**Equity for \$130,350:**

Elizabeth Imhof made a motion to approve Equity for \$130,350. Dolores Howard seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**Tutoring for \$200,000:**

Christy Grant made a motion to approve Tutoring for \$200,000. Pam Guenther seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**ESL Peer Advising (PASS) for \$34,790:**

Roxane Byrne made a motion to approve the ESL Peer Advising (PASS) for \$34,790. Andy Harper seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**ESL Retention and Recruitment for \$40,472:**

Christy Grant made a motion to approve the ESL Retention and Recruitment for \$40,472. Pam Guenther seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**Two Noncredit Hourlies for \$40,542:**

Dolores Howard made a motion to approve the two noncredit hourlies for \$40,542. Roxane Byrne seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**ACC adjunct counseling for \$172,000:**

Sabrina Barajas made a motion to approve \$172,000 for ACC adjunct counseling. Liz Giles seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**Vaquero Events for \$7,000:**

Andy Harper made a motion to approve Vaquero Events for \$7,000. Priscilla Mora seconded it.

**Outcome:** The majority approved, so the motion passed.

**Welcome Center College Reps for \$40,000:**

Priscilla Mora made a motion to approve the Welcome Center college reps for \$40,000. Andy Harper seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**STEM Transfer Program for \$19,141:**

Priscilla Mora made the motion to approve \$19,141 for the STEM Transfer Program. Dolores Howard seconded the motion.

**Outcome:** The majority approved, so the motion passed.

**Amended Hourly Scanning Request for \$0:**

*Priscilla Mora initially made a motion to approve the Hourly Scanning request for \$6,200. Andy Harper seconded it. However, Liz Giles believed that the \$6,200 was already included in the \$47,000 A & R Hourlies request. Co-Chair Rodriguez asked Dr. Mora if she would like to make a friendly amendment to zero the \$6,200 request out. She agreed.*

**Outcome:** *Co-Chair Rodriguez said that the amended motion was to approve zero dollars for the Hourly Scanning request. The majority approved, so the motion passed.*

**Ongoing Contracts for \$63,375:**

*Priscilla Mora made a motion to approve the Ongoing Contracts for \$63,375. Jana Garnett seconded the motion. There were 7 yes votes, 3 no votes, 3 abstentions (but two of the abstentions were proxy votes, so the abstentions equaled 5 votes).*

**Outcome:** *The motion did not pass.*

*There was a request to look at the various items under contracts and have a separate vote on each one (at another meeting). Co-Chair Rodriguez briefly explained what the individual contracts were for. He said there will probably be an executive decision about these funds because there are no other sources of funding.*

**A & R hourlies for \$47,030:**

*Andy Harper moved to approve the A & R hourlies for \$47,030. Priscilla Mora seconded it.*

**Outcome:** *The majority approved, so the motion passed.*

*As the voting was still going on, Co-Chair asked the remaining members if they could stay until 5:45. He said 8 votes were needed. Quorum was made, so it was agreed to stay until 5:45.*

*At this point, Cesar Perfecto said there was still \$110,000 available, and the remaining requests were for \$93,000. All of the ongoing and operational requests had been reviewed, so starting from the top, the committee would look at the new items.*

**New Requests:**

**AB 943 Emergency Funding for \$20,000:**

*Priscilla Mora made a motion to approve the AB 943 emergency funding for \$20,000. Jana Garnett seconded it.*

*Roxane Byrne asked to address the additional \$180,000 that departments could use out of their own SEA funds at their discretion in times of emergency or crisis. Co-Chair Rodriguez said that right now, the motion was for \$20,000. He suggested Ms. Byrne revisit the request during the first meeting of the year.*

**Outcome:** The majority approved, so the motion passed. The org number is 4094.

**Multi-literacy English transfer program (MET) for \$26,620:**

*Dolores Howard made a motion to approve Multi-literacy English transfer program (MET) for \$26,620. Andy Harper seconded it.*

**Outcome:** The majority approved, so the motion passed. The org is under English and Literature.

**ESL Professional Development proposal for \$26,835:**

*Andy Harper made a motion to approve the ESL Professional Development proposal for \$26,835.*

**Outcome:** No one seconded, so the motion failed.

**Vidas Sanas (Healthy Lives) for \$20,000:**

*Dolores Howard made a motion to approve Vidas Sanas (Healthy Lives) for \$20,000. Roxane Byrne seconded the motion.*

**Outcome:** The majority approved, so the motion passed. The org is under PE/Athletics.

*When all of the voting was done, there was \$43,000 remaining. Co-Chair Rodriguez said that if the committee didn't mind, he would recommend to Dr. Ralston that the remaining money be operational.*

*Dolores Howard asked if part of it could be used for the emergency fund for students. Given the importance of what was talked about regarding ongoing contracts, Co-Chair Rodriguez opted to keep it operational.*

**Follow-up:** *There was a request to separate out the ongoing contracts so they could be voted on individually. Given the time constraints, Co-Chair Rodriguez said this can be put on the agenda for the first meeting in the fall. Another item that could be put on the agenda is the request to add additional money to the emergency fund. He told the committee members that if they did not see the items on the agenda in the fall, they could add them to it.*

*Co-Chairs Rodriguez and Vasquez, and Cesar Perfecto were thanked for all of their hard work and facilitating the meetings. Co-Chair Vasquez said that in the fall there will be more opportunity to dig deeper.*

## **F. Adjourn**

*The meeting ended at 5:43 p.m.*

## **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)
- 5. [SEA Purpose](#)
- 6. Approved [2019-2020 SEA budget](#)
- 7. [SEA education code](#)
- 8. [Vision for success reference](#)
- 9. [SEA Membership](#)
- 10. [SEA Labor Expenses](#)
- 11. Proposals made in response to committee queries.
  - a. Counseling Proposal: ACC [Coordinator Position](#), ACC [Technician Position](#)
  - b. Tutorial [Proposal](#)