



A CALIFORNIA STUDENT OPPORTUNITY & ACCESS PROGRAM

5500 Atherton, Suite 227A, Long Beach, CA 90815 | Tel: (562) 596-1679 | www.csulb.edu/calsoap

**LONG BEACH REGIONAL CAL-SOAP GOVERNING BOARD
GENERAL MEETING
Meeting Minutes**

Thursday, June 13, 2019 | 1:00pm – 3:00pm
CSU, Long Beach, Student Success Center 280G

AGENDA

I. Attendance

Compton Unified School District Not present
CSU Dominguez Hills Not present
CSU, Long Beach – EOC Michele Scott (EOC)
CSU, Long Beach – UOSR Carol Zhou (UOSR)
CSU, Long Beach – CalSOAP Dominica Scibetta (Cal-Soap)
CSU, Long Beach – Upward Bound Kathy-Ann King (CSULB, UB)
Long Beach City College Margaret Antonio-Palomares
Long Beach Job Corps Sandy Annino
Long Beach Unified School District Not present
Lynwood Unified School District David Ramirez
Rio Hondo College Brenda Beza
Whittier Union High School District Not Present

II. Call to Order

David Ramirez calls meeting to order at 1:06pm

III. Roll Call

- *David Ramirez – Lynwood Unified School District*
- *Dominca Scibetta – Cal SOAP Director*
- *Brenda Beza – Rio Honda College*
- *Margeraet Antonio - LBCC*
- *Sandy Annino – Long Beach Job Corps*
- *Michele Scott - EOC*
- *Carol Zou - CSULB (proxy for Mekonnen Garedew)*
- *Kathyann King – Upward Bound (proxy for Curglin Robertson)*

IV. Adopt Today's Agenda

- *Margeret motion to approve*
- *Sandy seconds*
- *Agenda is approved*

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V. Approve Minutes of Previous Meeting (April 12, 2019)

- *Sandy motions*
- *Brenda seconds*
- *Previous minutes are approved*

VI. Welcome/Introductions

Everyone is welcomed to by the Chair

VII. Unfinished Business

1. *David will send out an email to those who have not reached requirement about sending in forms and sending a new designee, giving them until July 15th to do so or else their membership could be terminated per a vote by the Board*
2. *David will send out emails to adjust membership rosters for the upcoming year, clarifying those who are guests and those who are members*
3. *James will go over ideas for bylaw amendments with David*

VIII. Reports & Updates

a. **Cal-SOAP Director Report (Dominica S)**

It may be helpful for others to bring in action items and or updates if it is deemed necessary, especially for affiliated consortium members.

i. **Data Report**

1. *Shows how many students have been served and how many serves have been giving out by this current date at every site*

ii. **Budget/Fiscal Report + In-Kind Contributions**

1. *Handout shows current balance to date*

iii. **RFA and CSAC Commission Update**

1. *CSAC is not sure where to place Cal-SOAP in the state and may move to CDE. It is not clear as to how they will award grants going forward, whether it is competitive or the stay the same.*

iv. **Summer program overview**

1. *First week served 85 students. Participants learned about the college system as well as planning out their last years of high school for success*
2. *Second week has about 70 students registered*

v. **Fall 2019 hiring, review organizational chart**

1. *Finished hiring for advisors and coordinators, data clerks, and program assistants*
2. *Refer to the org chart, submitted with the APP a month ago*

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- vi. Fall 2019 programming
 - 1. *High schools and other educational programs can now go on the Cal-SOAP site and request workshops.*
 - 2. *The organization will fill out what workshop they want and how many people they will expect to come*
 - 3. *This process makes it easier to schedule events as the website is a public and sharable location accessible to the Cal-SOAP staff*

IX. New Business

- b. In-Kind Pledge for 2019-2020 (Dominica Scibetta, *Interim Director, LB Cal-SOAP*)
 - i. *Reviews tracking of the forms and reconciliation for auditing purposes*
 - ii. *Form A is what an organization will contribute, and Form B is a tracking document to report contributions for each quarter*
 - iii. *James handed out forms to those who are present and still need to sign them*
- c. Recruitment Process and Packet (Dominica Scibetta, *Interim Director, LB Cal-SOAP*)
 - i. *Goes over basic history, goals, roster, and how to reach out to those who members may see fit to add to the Board*
 - ii. *Has requirements, and forms which potential members need to fill out*
 - iii. *Board membership roster will be updated prior to, and continuously along the recruitment process*
 - iv. *Should be used as a tool to help outreach and possibly recruit new members.*
- d. Nominations for Long Beach Governing Board – Executive Board (David Ramirez, *Chair, Long Beach Regional Governing Board*)
 - i. *Dominica sent out voting poll listing David for Chair, Margaret for Vice, and Mekonnen for Treasurer*
 - ii. *The 7 votes that were needed were procured for the officer roles so officially David is Chair, Margaret is Vice, and Mekonnen is Treasurer.*
 - iii. *David will connect with the Executive board to set-up a transition meeting.*
- e. Project Director Position (David Ramirez, *Chair, Long Beach Regional Governing Board*)
 - i. *Job has been posted and should have options listed by at least July 1*
 - ii. *Dominica is the sole applicant*
 - iii. *David calls to question Dominica as Director of Cal-SOAP*
 - iv. *7/7 votes procured and Dominica is the Director of Cal-SOAP*

X. Announcements

No announcements

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XI. Action Items

1. *David will sent out emails to confirm 2019/2020 Board members.*
2. *David will email members that have been absent to clarify their role and clearly articulate consequence of not attending in the future.*
3. *David will connect with new executive board to coordinate a transition meeting*
4. *A doodle poll will be created for the next meetings starting in August, and then subsequent meetings based around the end of each quarter*
5. *David will meet with new officers in the month of July with exact date pending*

XII. Date/Place of Next Meeting

Next meeting anticipated to be held in August, as doodle poll will determine

XIII. Adjournment

1. *David motions to end*
2. *James seconds*
3. *2:09pm adjourned*