



5500 Atherton, Suite 227A, Long Beach, CA 90815 | Tel: (562) 985-3105 | www.csulb.edu/calsoap

LONG BEACH REGIONAL CAL-SOAP GOVERNING BOARD
General Meeting Minutes

Friday, September 24th, 2020 | 1:00pm – 3:00pm

Zoom Link: <https://csulb.zoom.us/j/98377444067>

Meeting ID: 983 7744 4067

I. Attendance Record

- a. **Lynwood Unified School District**, *Present, D. Ramirez*
- b. **Long Beach City College**, *Present, M. Antonio-Palomares*
- c. **CSU, Long Beach**, *Present, E. Daliwan*
- d. **Long Beach Job Corps** *Present, S. Annino*
- e. **Long Beach Unified School District**, *Present, C. Ortega*
- f. **Community**, *Not Present - Vacant*
- g. **4-year (UC or Private)**, *Present, T. Elmahadi*
- h. **Educational Opportunity Center (Long Beach)**, *Present, M. Scott*
- i. **TRIO Upward Bound (Long Beach)**, *Present, R. Curglin & K. King*
- j. **Rio Hondo College**, *Present, B. Beza*
- k. **Compton Unified School District**, *Present, J. Torres*
- l. **Whittier Union High School District**, *Present, F. Meza*
- m. **University of California, Irvine**, *Present, T. Elmahadi*
- n. **Long Beach Cal-SOAP**, *Present, D. Scibetta, A. Jimenez-Torres, J. Jaime*

II. Guests: First Name Last Name if present.

- a. Jack Friedman , Study Smart Tutors
- b. Christian Aguilar, Chapman
- c. Annie Hong, CSULB
- d. Rodolfo Acosta, GearUp

III. Call to order: David Ramirez called the meeting to order at 1:01PM on Thursday, September 24th, 2020.

Long Beach Regional Cal-SOAP Governing Board Meeting Minutes by: Ariella Jimenez-Torres & Jocelyn Jaime
September 24th, 2020 Page 1 of 7

Consortium Partners: Compton Unified School District, CSU Long Beach, Long Beach City College, Educational Opportunity Center, Long Beach Job Corps Center, Long Beach Unified School District, Lynwood Unified School District, Rio Hondo College, TRIO Upward Bound, UC Irvine, Whittier Union High School District



IV. Adopt today's agenda

- a. Motion presented by D. Ramirez and motion is seconded. Motion Approved.

V. Approve Minutes of previous meeting (June 25th 2020)

- a. Motion presented by D. Ramirez. D. Scibetta shares the document via chat. Motion approved by GB.

VI. Welcome Introductions

- a. D. Scibetta welcomes everyone to the first meeting of the semester, introduces guests and allows time for introductions.

VII. Unfinished Business

a. Executive Committee 2020-2021 vote:

- i. D. Ramirez reports that no nominations were presented for Chair prior to the meeting. Evelyn Daliwan asks for bylaws and position details to be presented by D. Scibetta. D. Scibetta shares position details for Chair, Vice-Chair and Treasurer via chat & screenshare. D. Ramirez shares their experience as Chair.
- ii. D. Ramirez motions M. Antonio-Palomares to remain as Vice Chair. D. Scibetta declares formal nominations for Chairperson. C. Ortega motions J. Torres. M. Scott seconds the motion.
- iii. D. Ramirez calls a motion to vote for J. Torres as Chair:
 1. Those in favor of J. Torres: B. Beza, E. Daliwan, C. Ortega, T. Elmahadi, M. Scott, M. Antonio-Palomares, F. Meza, S. Annino, D. Ramirez
- iv. D. Scibetta presents A. Hong to be a voting member.
- v. D. Ramirez motions to approve A. Hong as a new member of Cal-SOAP Long Beach and as Treasurer.
 1. Those in favor: C. Ortega, B. Beza, D. Ramirez, M. Scott, T. Elmahadi, F. Meza, E. Daliwan, M. Antonio-Palomares
 2. Motion passes. A. Hong declared as new member and Treasurer of Cal-SOAP Long Beach

VIII. Reports and Updates.

a. Cal-SOAP Updates (D. Scibetta)



- i. CSAC granted Cal-SOAP an additional 250,000 that must be spent by June 2021. The funding includes 2019 funds, 2020 funds, and the additional 250,000 that was provided.
 - 1. Additional funding has allowed Cal-SOAP to hire additional peer advisors, program assistants, data clerks, and provide additional services. All staff are able to work remotely and Cal-SOAP has been able to provide office supplies and division laptops when needed.
 - ii. Launching our Fall Programming, Marketing and Outreach. D. Scibetta provides insight on the releasing of our Fall Program:
 - 1. D. Scibetta shares promo flyers via screen share and explains the workshops available and purpose of the program. September program has launched and monthly programming will continue throughout the Fall.
 - 2. About 180 students registered and the average attendance of each workshop is 60 students. Students are able to register once and are granted access to all workshops held that week.
 - iii. In addition to our program, we are still supporting our individual sites and surrounding communities through workshops and 1x1 advisors.
 - 1. Cal-SOAP is now serving La Serna and Compton Early College. Cal-SOAP is also launching a parent program through PIQE.
 - iv. Cal-SOAP Referral Form: allows sites to request referrals. Program assistants take the lead on attending to referrals and forwarding those students to their designated advisor.
 - 1. Overview of advisors and the hours they work (20 hrs per week).
 - v. C. Ortega asked about Fall Programming registration capacity limitations for Zoom rooms. D. Scibetta explains that Registration stays open throughout the month but Zoom Capacity may be 300 to 1000 students. From past experiences, workshops don't go over 100 students.
- b. *Treasurer Report (Fiscal Report)*
- i. Quarter 4.
 - 1. D. Scibetta brings forward the additional funds of \$250,000 provided by CSAC. Logistics regarding the funds are still to be worked out with CSAC but overall Agreement Amount has been increased.



2. D. Scibetta reports about \$312,000 remaining from the 2019 Fiscal Year. The \$312,000 does not include the 2020 award of \$439,000. D. Scibetta advises to keep amounts in mind when thinking about programming.
3. D. Scibetta shares report to wrap up the 2020 Fiscal year.
 - a. Overview: Met our numbers in terms of the 30%. No reports of overspending. We do have a lot in terms of program services and staffing. Allotted money towards updating equipment. Mileage and travel at this point is not allowed. CSAC has not been clear on how and when to spend \$250,000 of additional funds but the overall amount is included in the contract agreement.
- ii. In-Kind 2019-2020 and pledge update
 - a. Right now we are only submitting the in-kinds that were completed last year and not worrying about the 2020-2021 in-kinds.
 - b. D. Scibetta advises to keep these in mind when discussing the New Business and Budget because we are held to in-kind agreements. With COVID-19 related limitations we have to make sure we are still able to match 1-to-1 what we spend. If we want to consider big ticket items, that amount spent must be matched by the district or the organization we are partnering with.
 - c. 2019-2020 In-Kind Summary: Total of \$508,000 was initially pledged and final total In-Kind contributions were \$553,001.49
 - d. 2020-2021 Pledge: Pledge total is \$593,993.92. We will have to discuss how that will be contributed throughout the year and how we will frame the contributions provided; considering that the pledges were made prior to COVID-19. CSAC is overall aware that the match for this year may be challenging due to the unforeseen COVID-19 limitations and school closures.

IX. New Business

a. Year End Report (D. Scibetta)

- i. D. Scibetta shares an overview of Year End report via screen share:



1. 5,948 students served, 24,357 services provided, 14 school sites, 9 community sites served
 2. 2,108 students seniors served, 932 students that showed college going activity, 2,424 college applications were reported, 1,808 college acceptances, 70.77% of our students reported financial aid application completion.
 3. 460 students and parents were supported at community sites.
 4. Summer Academy: 18 1-hour long workshops were provided each week for 3 weeks, 335 students registered, 202 attended at least 1 presentation, most attended 10 or more.
- b. 2020-2021 Budget (additional Funding) (D. Scibetta)*
- i. \$ 250,000 of additional funds from CSAC. Some of the money has been spent on:
 1. Additional staffing, additional staff development for team bonding, updated supplies for staff, contracted with UAspire, partnered with Study Smart, partnering with LA Cal-SOAP for college/financial aid Expo, looking into seminars for professional development, in the process of purchasing a 9 week PIQE parent curriculum.
- c. Membership Directory (D. Scibetta)*
- i. Program Assistants will reach out to the Governing Board to confirm contact information
- d. New Membership*
- i. Annie Hong, ORSP-CSULB
 1. Motion previously approved.
- e. Strategic SMART Goal Review (D. Scibetta)*
- i. Looking into carving out strategic goals for Cal-SOAP this year.
 - ii. D. Scibetta shares “SMART Goals for LB Governing Board 20-21” via screen share:
 1. In order for Cal-SOAP to complete our service goals we need to understand how we can support our sites. D. Scibetta proposes that we have a more strategic way of documenting what services are needed. D. Scibetta introduces “Site Financial Aid Plans”:
 - a. Sites will be contacted to complete strategic plans



- b. This will be an opportunity for Cal-SOAP to see what services are needed and how Cal-SOAP services can fill in any gaps at our districts.
 - c. Depending on what the needs are per site, in order to have services fulfilled, sites may need to also commit things to Cal-SOAP (parent lists, student lists, etc.)
 - d. The spreadsheet overall allows us to strategically plan out services throughout the year.
- iii. SMART Goals for the Governing Board:
- 1. SMART Goal #1: Each board member will utilize their network to build partnerships and leverage community resources to increase awareness of Cal-SOAP activities and mission.
 - 2. SMART Goal #2: Each board member shall either lead or become a member of one of the committees (Executive Committee, Post-Secondary Preparation and Affordability Committee, Financial Aid Committee, Outreach Committee).
 - 3. SMART Goal #3: Each board member shall attend 75% of all board meetings, and shall be responsive to Program Director communications.
- f. *Board Matrix Activity (J. Friedman)*
- i. J. Friedman shares the Board Matrix Tracker
 - 1. GB members fill out in their intended space (by name)
 - 2. Based on the categories, members are to fill in any spots that apply to them. This helps us see the resources and networks we already have in place.
- g. *Annual Commitment Form (D. Scibetta)*
- i. The form will be sent to GB via Email to confirm their commitments to Cal-SOAP
- h. Rodolfo Acosta with GearUP. Connecting with different programs to support first generation college students.

X. Announcements

- a. Reminder: Next meeting December 10th via Zoom at 1:00pm.



5500 Atherton, Suite 227A, Long Beach, CA 90815 | Tel: (562) 985-3105 | www.csulb.edu/calsoap

- b. Minutes, Year End Report, Quarterlies, Site Financial Aid Plans, SMART goals, will all be sent to GB via Email.
- c. Each district will get individual emails regarding the site plans
- d. Follow-ups with those interested in UAspire training
- e. GB will be contacted regarding In-Kinds for Quarter 1.
- f. Annual Commitment Form will be sent out.
- g. R. Acosta with GearUP introduces himself.

XI. Action Items

- a. In-Kinds for Quarter 1.
- b. Annual Commitment Forms.

XII. Agenda Items as listed on Agenda

XIII. Date/place of next meeting via Zoom, December 10th, 2020 at 1PM

XIV. Adjournment: D. Ramirez adjourned the meeting at 2:46PM on Thursday, September, 24, 2020.

Long Beach Regional Cal-SOAP Governing Board Meeting Minutes by: Ariella Jimenez-Torres & Jocelyn Jaime
September 24th, 2020 Page 7 of 7

Consortium Partners: Compton Unified School District, CSU Long Beach, Long Beach City College, Educational Opportunity Center, Long Beach Job Corps Center, Long Beach Unified School District, Lynwood Unified School District, Rio Hondo College, TRIO Upward Bound, UC Irvine, Whittier Union High School District