



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 Meeting Minutes

Wednesday, 2/20, 2019 | 2:05pm
CSULB: Student Success Center-Room 280B

Attendance Record

- **Not present, Compton Unified School District**
- **Not present, CSU Dominguez Hills**
- **Michelle Scott (EOC), CSU, Long Beach**
- **Mekonnen Garede (UOSR), CSU, Long Beach**
- **Dominica Scibetta (Cal-Soap), CSU, Long Beach**
- **Curglin Robertson (CSULB, UB), CSU, Long Beach**
- **Not present, Long Beach City College**
- **Sandy Annino, Long Beach Job Corps**
- **Not present, Long Beach Unified School District**
- **David Ramirez, Lynwood Unified School District**
- **Brenda Beza (Program Director), Rio Hondo College**
- **Lilia Torres-Cooper, Whittier Union High School District**
- **Guests: Rafael Topete**

Call to order: David Ramirez called the meeting to order at 2:05pm.

I. Adopt Today's Agenda

- a. David R: calls motion to set agenda
- b. Mekonnen G: seconds

II. Approve Minutes of Previous Meeting (December 19, 2018)

- a. David R: motion to approve last meeting minutes. Board did not have last meeting minutes available.
- b. Motion dead, last meeting minutes (Dec 19th) will be brought and approved at next meeting. George Mailat to make minute corrections (e.g. ensure Michelle, Curglin, and Sandy's names are correct on meeting mins from October and December).

III. Welcome/Introductions

- a. Rafael Topete introduces himself as well as interim Cal-SOAP Director Dominica Scibetta, and greets everyone warmly while wishing everyone a productive meeting.

Long Beach Regional Cal-SOAP Governing Board Meeting Minutes by: James Zoucha
February 20, 2019 | Page 1 of 4



A CALIFORNIA STUDENT OPPORTUNITY & ACCESS PROGRAM

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

IV. Unfinished Business

- a. Curglin R.: coming together for writing of proposal for RFA. Will be spoken about later in the meeting*

V. Reports & Updates

a. Cal-SOAP

- i. *Data & Budget Report*
 1. Dominica still in process of gaining access to CSULB Data Warehouse. In the meantime, working to reconcile reports with CSULB Research Foundation and ORSP (grants administrators).
- ii. *Q2 report submitted*
 1. Taken care of by prior Cal-SOAP director.
- iii. *Site Visit and Staffing Assessment*
 1. Dominica met with several Compton schools and has plans to meet with Whittier/Lynwood, and Long Beach in the upcoming weeks.
 2. In meeting with the site supervisors, Dominica plans to work on ensuring the mission of CalSOAP is clear, as well as be more strategic when determining programs/services offered. She plans to work in tandem with other pre-college programs at each site.
 3. Dominica meeting with all CS Advisors Friday (02/22) to set a uniform direction and goals at sites.
 4. Have advising vacancies at Jordan and Compton HS.
 5. Losing Veronica Prado March 1st (Cal-SOAP coordinator).
- iv. *Spring 2019 Priorities*
 1. Dominica plans on working on the following during interim period:
 2. Focused on stabilizing all staff (advisors, coordinators, operations/data)
 3. Working with payroll to make sure all salary, hourly, and students are classified correctly
 4. Working on drafting weekly data reports to monitor outreach at sites and pain points
 5. Working with IT to work in Access Database is accurately tracking student services.
 6. Streamlining communication (e.g. move all emails to regional basis, all professional staff to have csulb.edu emails), to create a history for future, and better manage site communication.
 7. Program branding and site awareness
 8. Working with Grant Administrator on budget reconciliation

Long Beach Regional Cal-SOAP Governing Board Meeting Minutes by: James Zoucha
February 20, 2019 | Page 2 of 4



A CALIFORNIA STUDENT OPPORTUNITY & ACCESS PROGRAM

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

- v. *Sacramento CSAC meeting 3/20-03/22*
 - 1. Dominica attending CSAC Commission meeting
- vi. *Website revise (2/20 go live date)*
 - 1. Currently live, www.csulb.edu/calsoap
 - 2. All info now here for mins, agenda, and other updates on meeting
 - 3. Wix will be taken down on March 1st

VI. New Business

- a. **RFA (Dominica S.)**
 - i. Cal-soap moving towards competitive grant program 2020-2021. State designated contortions they want to see how funding structure will be changing.
 - ii. Move forward the same as funding and planning process for the 2019-2020 year
 - iii. Will look into March if we will compete for RFA consortium along with LA region
 - iv. LA includes OC and LB, but LA guaranteed some amount of funds, while LB may have to fight to be part of their state funding process (CSAC remapped to service the areas that need more assistance)
 - v. Dominica looking into in-kind matching for each site
- b. **Summer Academy 2019 (Dominica S.)**
 - i. Still awaiting budget insight and reconciling to see if any fiscal budget leftover
 - ii. In talks with doing partner summer academies
 - iii. May do services by district/region and host at CSULB, instead of going to each individual site and providing transportation
 - iv. Some sites like the idea of coming to CSULB for campus exposure, support for programming, and shortening of the week program to around 3 days
 - v. Will do summer prep but not at each site, rather a collective training at a specific place
 - vi. Curriculum will be presented at next board meeting
- c. **Consortium In-Kind/Match (Plan A and Plan B form) (Dominica S.)**
 - i. ORSP looking into how matching policies at the university and Governing Board level.
 - ii. Dominica suggests that the Board to document 18/19 Cal-SOAP plan A and B records to reconcile consistency of signed commitments of contributions.
 - iii. Dominica will draft Plan A forms based off history to have something documented for closeout of 18-19 fiscal year because not sure how things have been accounted for

VII. Announcements

- a. Lilia TC - La Serna High School Sept 18th Wednesday tentatively 5-6pm, Whittier HS College Fair
- b. All announcements on district wide events can be emailed to Dominica (dominica.scibetta@csulb.edu or calsoap@csulb.edu)

Long Beach Regional Cal-SOAP Governing Board Meeting Minutes by: James Zoucha
February 20, 2019 | Page 3 of 4



A CALIFORNIA STUDENT OPPORTUNITY & ACCESS PROGRAM

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

VIII. Action Items

- a. Have elections next meeting for voting members, expel members that have not meet requirements, and decide on voting process
- b. Dominica will go through old contacts list to get members who have not showed or meet criteria to have new designated representatives
- c. Dominica will send Lilia Torres-Cooper with data link CSAC gives her to correct her school's numbers
- d. Dominica will create Doodle link to plan upcoming meeting

IX. Date/Place of Next Meeting

- a. **Week of April 8th – 12th**
 1. Dominica will create Doodle poll to determine what works best
- b. **Week of June 10th – 14th**
 1. Dominica will create Doodle poll to determine what works best

Date/place of next meeting

Will be determined through Doodle poll

Adjournment: David Ramirez adjourned the meeting at 3:06pm.