



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

Friday, April 12, 2019 | 1:00pm – 3:00pm
CSU, Long Beach, Student Success Center 280G

Attendance Record:

- **Not Present**, Compton Unified School District
- **Not Present**, CSU Dominguez Hills
- **Curglin Roberts**, Upward Bound, CSU, Long Beach
- **Mekonnen Garedew**, University Outreach and School Relations, CSU, Long Beach
- **Margaret Antonio**, Long Beach City College
- **Sandy Annino**, Long Beach Job Corps
- **Not Present**, Long Beach Unified School District
- **David Ramirez**, Lynwood Unified School District
- **Not Present**, Rio Hondo College
- **Lilia Torres-Cooper**, Whittier Union High School District
- **Not Present**, General Community

Guests:

- **Dominica Scibetta**, Director, Long Beach Cal-SOAP
- **Michele Scott**, Director, Director, Educational Opportunity Center
- **Linda Doughty**, Director, San Diego and Imperial County, Cal-SOAP
- **Connie Tabor**, Assistant Director, San Diego and Imperial County, Cal-SOAP
- **Evelyn Klaus**, Dream Success Center, CSU, Long Beach
- **James Zoucha**, Program Assistant, Long Beach Cal-SOAP

- I. **Call to order:** David R. calls meeting to order at 1:05pm.
- II. **Roll Call:** David R. leads roll call of present members and guests.
- III. **Adopt Current Agenda**
 - a. David R. motion to approve. Curglin R. seconds. Motion is approved.
- IV. **Approve Last Meeting Minutes (February 20, 2019)**
 - a. David R. motions to approve last meeting minutes. Sandy A. seconds the approval. Last meeting minutes approve by unanimous decision.

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V. Welcome and Introductions

- a. On behalf of CSU Long Beach and Executive Director Rafael Topete, Dominica S. offers a brief word of gratitude to all Board members for their service.

VI. Unfinished Business

- a. No unfinished business

VII. Officer Reports

a. Chairman

None

b. Vice Chairman

None

c. Treasurer

None

d. Cal-Soap Director Report (Dominica S.)

- i. *Website and Publicity*
 1. www.csulb.edu/calsoap has governing board info, job posting, bylaws, minutes, etc.
 2. Branding made for all sites and contacts
- ii. *Data Report.*
 1. Data presented to reflect number of services delivered and number of students served.
- iii. *Q3 Budget/Fiscal Report + In-Kind Contributions*
 1. Annie Hong, Grant Administrator, drafted Q3 fiscal report for amount requested and remaining.
 2. Will likely have salary/fringe benefits savings at the end of the fiscal year due to low staffing.
- iv. *RFA and CSAC Commission Update*
 1. Dominica S. attended in March. She reported that not much clarity related to the RFA was provided. CSAC may have a draft ready in June and will then update the board on the proposal process.
 2. For 2019/2020 year, CalSOAP will proceed with the Annual Program Plan.



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- v. *Summer Program Review*
 1. CalSOAP will be hosting two sessions, June 10-12 and June 17-19 for rising juniors/seniors, transportation, food, and program resources provided.
 2. The curriculum will focus on college readiness.
 3. Funding through “program services” line item (see in Q3 budget/fiscal report).
 4. College peer advisors will act as camp counselors
 5. CalSOAP will arrange Saturday academies to make up for students who cannot attend Summer Academy.
 6. Registration is live on website and deadline is mid-May

VIII. New Business

a. **Annual Program Plan (APP) 2019-2020**

- i. Dominica S. presents the Annual Program Plan to be submitted by April 15th. No significant changes from 2018-2019.
- ii. Motion to adopt by David R. Seconded by Curglin R.
- iii. Motion approved by voice vote.

b. **In-Kind Pledge for 2019-2020**

- i. Dominica S. sent out 2018/2019 Form A and Form B forms prior to meeting and requested that Board members work on reconciling contributions for the current academic year.
- ii. Dominica S. sent out 2019/2020 Form A pledge forms and requested that Board members work to derive an in-kind pledge for the upcoming year. These numbers will be tracked throughout the upcoming year. To file the 2019/2020 APP, historical numbers were used for members who did not provide updated 2019/2020 numbers
- iii. Dominica S. clarified that from a fiscal perspective, all state-side CSULB programs are included under CSU, Long Beach. All other foundation programs are not included and can therefore derive a unique in-kind contribution amount.
- iv. 2019/2020 contributions will begin July 1, 2019.
- v. Motion to approve In-Kind tracking process by David R. Motion seconded by Curglin R.
- vi. Motion passes by voice vote

c. **Robert’s Rules Presentation**

- i. James Z. provides brief review on how to best structure a board meeting, specifically addressing and voting procedures.

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d. Governing Board Training and Development

- i. Linda D. provides presentation on general boardmanship (see meeting packet), including attendance, participation, separation of power responsibilities, and assessing the needs of service sites.
- ii. She encouraged the board to expand outreach to garner more participation.

e. Nominations for Long Beach Governing Board – Executive Board

- i. David R. motions to open nominations for new executive board for 2019/2020 year.
- ii. Nomination for Mekonnen G. to act as Board Treasurer. Nomination seconded by Curglin R.
- iii. Nomination for Margaret A. to act as Vice Chair, pending supervisor approval. Nomination seconded by David R.
- iv. Nomination for David R. to act as Chair for 3rd term. Nomination seconded by Michele S.
- v. Board members engage in discussion about the need to suspend rules to allow David R. to serve for a 3rd term and remove non-active members from the Board.
- vi. Dominica S. expresses concern about the membership directory and need to revise the bylaws to more accurately reflect the affiliations present on the board. She encourages the new executive board to launch a formal recruitment initiative to garner more community support. Specifically, she suggests inviting Evelyn Klaus as a board member to represent DREAM students and Basic Needs Department.
- vii. David R. shares her concern regarding board membership. He states that members such as CSU Dominguez Hills and Vice Chair, Carol Ortega have had minimal attendance and may be asked to send new representatives, have voting rights suspended, and/or be asked to step down as board members.

IX. Announcements

- a. David R. reminds Board Members to review the Project Director job description provided via email.
- b. Linda D. invites Long Beach Governing Board to attend San Diego/Imperial County Governing Board meeting scheduled for June 7, 2019 12pm – 3pm.

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X. Action Items

- a. New Executive Board is encouraged to revise and strengthen the bylaws.
- b. David R. to email members who have not met membership requirements about possible suspension of voting rights and membership.
- c. David R. to present voting options for members unable to make the June 13th meeting.
- d. Dominica S. to follow-up with members regarding Form A and B in-kind contribution forms.
- e. Mekonnen G. will continue to reach out to Dafu from CSU, Dominguez Hills.

XI. Date/place of next meeting

- a. June 13th 1pm-3pm, Student Success Center, CSULB. Agenda to be sent at least two weeks prior.

XII. Adjournment

- a. David R. motions to end meeting. Mekonnen G. seconds. David R. adjourns meeting at 3:06pm.

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