



LONG BEACH REGIONAL CAL-SOAP GOVERNING BOARD
General Meeting Minutes

Friday, September 27, 2019 | 1:00pm-3:00pm
LBCC Pacific Coast Campus-1305 E. Pacific Coast Hwy, Long Beach, CA 90806
Building/ Room Location: GG238

I. Attendance Record

- a. **Lynwood Unified School District**, *Present- David Ramirez*
- b. **Long Beach City College**, *Present- Margaret Antonio-Palomares*
- c. **CSU, Long Beach**, *Present- Mekonnen Garedew*
- d. **Long Beach Job Corps**, *Present- Sandy Aninno*
- e. **Long Beach Unified School District**, *Present-Carol Ortega*
- f. **Community**, *Not Present*
- g. **4-year (UC or Private)**, *Not Present*
- h. **Educational Opportunity Center (Long Beach)**, *Present- Michele Scott*
- i. **TRIO Upward Bound (Long Beach)**, *Not Present*
- j. **Rio Hondo College**, *Present- Brenda Beza*
- k. **Compton Unified School District**, *Present-Jorge Torres*
- l. **Whittier Union High School District**, *Not Present*
- m. **Long Beach Cal-SOAP**, *Present- Dominica Scibetta*

II. Guests:

Natalie Barrientos, Program Assistant, Long Beach Cal SOAP

III. Call to order:

- a) D. Ramirez called the meeting to order at 1:04 pm

IV. Adopt Today's Agenda

- a) D. Ramirez. motion to adopt today's agenda
- b) M. Garedew call to add item to the agenda, approve program budget narrative.
Agenda item added to Treasurer Report.
- c) M. Garedew seconds the motion to adopt today's agenda. Motion approved.

V. Approve Minutes of Previous Meeting (June 13th, 2019)

- a) D. Ramirez motion to approve previous meeting minutes.
- b) M. Garedew seconds motion. Minutes from previous meeting approved.

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VI. Welcome/Introductions

- a) D. Scibetta gave warm welcoming to Board members, and also introduced Natalie Barrientos as new program assistant.

VII. Unfinished Business

- a. *GB Bylaw Revisions (D. Ramirez)*
 - i. D. Ramirez provides overview of Bylaws, which include new voting procedures, election of executive committee members, participation and membership, probation and termination, meeting requirements, roles and responsibilities of board members, and in-kind procedures.
 - ii. M. Garedeu motions to approve the revised Bylaws.
 - iii. D. Ramirez leads vote. Quorum reached with an 8 of 8 voting members approve revised Bylaws.
- b. *Membership Directory (M. Garedeu)*
 - i. M. Garedeu provides update regarding membership directory and contact information for 2019-2020 Governing Board members. M. Garedeu also discusses attendance requirements and probation/termination protocol as outlined in the revised Bylaws. The treasurer will be responsible for maintaining board membership and communicating about probation/termination. D. Scibetta adds that the revised Bylaws clarifies membership requirements and consequences for not meeting expectations.
 - ii. M. Scott, B. Beza, and C. Ortega request contact information changes. D. Scibetta will update directory and send out revision to members.
 - iii. M. Garedeu motions to approve directory as active general board members for the 2019-2020 year, including updated contact information.
 - iv. M. Scott seconds the motion. 2019-2020 Board Member directory approved.



VIII. Reports & Updates

- a. *Executive Committee Report (M. Antonio-Palomares)*
 - i. Executive Committee met with D. Scibetta in July 23rd to discuss Bylaws revision, it included the recruitment process, roles of each board member, and reflection and governance of the program.
 - ii. M. Antonio-Palomares discussed the 2018-2019 activities of the school year.

- b. Cal-SOAP Director (D. Scibetta)
 - i. *Summer Academy Recap*
 1. D. Scibetta provides an overview of the three-day summer academy in which each of the districts were served. The biggest expense for the summer academy was transportation (busing). Other alternatives were discussed for transportation such as having the schools provide the transportation and also thinking about programming (more facilitators). Overall, the outcome was a success, student's confidence scale about college went up.
 2. D. Scibetta adds the report of 2019-2020, 804 students have been served and 114 services provided.
 - ii. *Year End Report Summary*
 1. Accomplishments
 - a. D. Scibetta shared 2018-2019 accomplishments (see handout), examples included Executive committee revised the Bylaws, In-Kind reconciled, program branding, office furniture and equipment, each of the schools have advisors that are overseen by three graduate level coordinators, etc.
 - b. D. Scibetta also mentions there is budget to hire one more undergrad (part-time).
 2. Challenges
 - a. D. Scibetta discusses how 30% of the budget goes to part-time student employees, making it difficult to hire full-time staff. Additionally, there is no budget to buy marketing/program outreach materials or for food/refreshments. She asked if Board members could keep this in mind and develop some potential "donors" to assist with programming.
 - iii. *CalSOAP Program AY Priorities*
 1. Fall Programming Calendar



- a) D. Scibetta reviews programs set for Fall 2019 (30+). Future requests should be completed using a web form - <http://web.csulb.edu/divisions/students/calsoap/services.html>
- b) Schools/districts go on website, receive an email and get confirmation. The school site must request workshop a month in advance in order for coordinators to book the workshop and determine availability.

2. *Cash for College*

- a) D. Scibetta discussed who can host (cash for college), register students and the disbursement. She also mentioned for sites to qualify for support monies, they must confirm at least 50 surveys.
- b) Board members discussed pros/cons of hosting C4C events. Many found the operations to be cumbersome and decided to leave it up to each district to determine if sites wanted to register already scheduled financial aid events with C4C.
- c) D. Scibetta will send email to J. Torres (Compton *Unified School District*) regarding potential C4C events.

3. *Curricula*

- a) D. Scibetta reviews the Senior Timeline, considered the most popular curriculum used during summer academy and on-site. Her team is working alongside CUSD on a 9th and 10th graders checklist.
- b) D. Scibetta shared the “curriculum menu” demonstrating the breadth of services CalSOAP can provide (see handout). She will continue to develop the workshop curricula.

c. *Treasurer (M. Garedew)*

i. *Quarter 1 Fiscal Report*

- a. M. Garedew mentions the Quarter 1 Fiscal Report is due Oct.30. ORSP is finalizing numbers, which will be presented at next Board meeting.
- b. Waiting for contract of 2019-2020 and pre-approval for more funding. CSAC has yet to contract any CalSOAP Consortia.

ii. *In-Kind 2019-2020 Match Report*

- a. M. Garedew provides the 2019-2020 In-Kind pledge amounts. He reviewed deadlines for Form B, which must be submitted by end of Q2.
- b. M. Garedew discussed In-Kind amounts listed and also provides references to fill out Form A and Form B.
- c. D. Scibetta will follow-up with members who have not completed 2019-2020 pledge amounts.



1. *Form A Pledge report (documents needed)*
 - a) Upcoming deadlines Form B needs to be fill out by Q2 and Form A must be submitted once a year by each member during the Q1 (or earlier). More updates will be provided in Spring 2020.
 2. *Upcoming due dates (refer to Bylaws)*
 - b) Form B must be fill out by second quarter (December meeting.)
- d. *Member updates/reports (D. Ramirez)*
- i. 400 students showed up to college fair (Lynwood Unified District)
 - ii. Request forms for tourism (CSU Long Beach Outreach)
 - iii. Cal SOAP advisors interested in taking their students to field trips
 - iv. Discuss funding training program 16-24 years old. (Long Beach Job Corps)
 - v. Rio Hondo's Family Nights ,Welcome Nights and Rio Promise (Rio Hondo College)
 - vi. Long Beach College Promise updates and upcoming trainings. C. Ortega will begin to invite CalSOAP to pathway/matriculation meetings. (Long Beach Unified School District)
 - vii. CSAC Training and UCLA Training (Compton Unified School District)

IX. New Business

- a. *Board Orientation (D. Scibetta)*
 - i. Review Board Binders
 - A. D. Scibetta gave out binders for this 2019-2020 and it has all the documents provided.
 - ii. Review In-Kind forms
 - A. D. Scibetta discusses important deadlines of the In-Kind forms, it is beginning of the year: fourth quarter last year (preferably). She and M. Garedeu will work together to follow-up with member forms needed.
 - B. M. Garedeu mentions Form B gives a summary to what was contributed for the upcoming December meeting.
- b. *Membership Recruitment (D. Scibetta)*
 - i. D. Scibetta mentions membership requirements and who will continue to remain on the Governing Board. M. Garadew will follow up with board members who do not attend at least 50% of scheduled meetings.
 - ii. D. Scibetta encourages Board members to develop new partnerships, specifically with 4-year institutions, UCs, and private entities. She has prepared a recruitment packet to aid with these efforts. New members are required to support the Cal



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SOAP mission and meet Governing Board Membership requirements. See Bylaws for more details.

- X. Announcements**
 - a. No Announcements

- XI. Action Items**
 - a. No Action Items

- XII. Date/Place of Next Meeting**
 - a. **December 6th 1pm-3pm**
Lynwood Unified School District - 11321 Bullis Rd, Lynwood, CA 9026
Room 203

- XIII. Adjournment**
 - a. D. Ramirez adjourned at 2:48 pm

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