STUDENT EQUITY & ACHIEVEMENT COMMITTEE MEETING AGENDA

Thursday, May 20, 2021| 2:00 p.m. to 4:00 p.m. | Location:
https://cccconfer.zoom.us/j/97009008051

Agenda

1. **Call to Order (2:05pm)**
   In attendance: Ashley M, Shawn T, Jill O, Rifka S, Kristy W, Katie E, Frances H, Jin T, Kyle J, Nan H, Nezrin H, Terrance T, Todd S, Emerald T, Ana D, Liz M

2. **SEA Budget Update**
   Gov revise out; 5% increase in SEA budget, but – position was reactivated (dead because of budget reasons) and person hired. COLA increase, faculty increase. Still flat (no deficit, but no surplus). Have each department do a software audit – software budget is 6 figures.

3. **A Word on Subcommittee Updates**
   Not verbally in meetings any more – Starting fall 2021, send Shawn updates on Monday before SEA meeting; Shawn will send out a newsletter. Intention is for more efficient and directed use of our time.

4. **Native Land Recognition/Material Impact (Michelle Gonzalez)**
   Surrounding CCs (Laney, Sacramento CCs, Chabot) already doing this. What can we do? Pushback was what do we do to make it not just performative? When we find out what land we're on, maybe offer a scholarship (in conjunction with LPC Foundation). For past 13 years, collectively at LPC we have less than 0.67% students identify as Native American. Our welcome back strategy must be inclusive.

   How much does an AA degree cost? (~$2000 per year)

   Livermore has a Native American Center.

   Name recognition by fall; scholarship by spring

5. **Equity Innovation Fund (Draft Request For Attached)**
   Short term project, more impact (5 digits)

   Application for funding from SEA; categories for SEA reporting to state.

   Exec Team has another version; we'll merge the two. (Want funds to be available beginning fall 2021 semester); maybe funding

speakers; We want a measurable ROI for this fund.

Allowable expenditures for SEA funds will change with the new fiscal year. (T-shirts allowable)

EMP has explicit language "nurturing a rigorous culture"; we may want to align with EMP language (Jin)

Include estimates for budget – F hour, benefits, people's time (faculty/classified/admin)

How does this Augment/amplify/extend existing work?

Look at other rubrics (FHPC, RAC): connection with PR

May want to decide whether we offer ourselves as consultants for the projects – maybe an all-cmte consultants

Remove likelihood of redundancies – the harder to obtain outcomes (shifting culture of student body) is where innovation lies. "It's okay if it doesn't work the first semester"

Hopefully all levels participate – faculty, staff, students – different needs, different situations;

Ted and Dale Kaye Innovation Grant – already here; maybe consider renaming/rebranding

When we build these initiatives, we often don't realize how we do the behind the scenes PAFs/HR paperwork – know how to get to the end and that we have the capacity to support it. (Nan)

 Prioritizing – What do we prioritize? Multiple areas? Gap analysis? Focus on where we will be a year out.

(other form will be sent via email; send Shawn any additional thoughts)

6. **Summer/Fall Priorities**
Summer is what it is

Black/Asian tension is really big right now in Bay Area – Looking for trans-cultural ideas; What do we do with the tension? Stella & Frances have been doing wonderful work.

Kyle – LGBTQ+ resource center/plan of action
Currently on LPC website – Alameda County /state resources
Mental Health – no counselor specific for this
Under Mental Health Designated LGBTQ Talk Circle; AAPI Talk Circle

Queer/Straight Alliance not active this past year.

Shawn will look into allowing clinicians to get their hours here.

CBRC – Constitution and By-Law Review Committee – How can we address equity as students? Student-led sub-cmte of SEA; invite students on regular basis to talk about experiences in class where didn't feel welcome for example; address equity concerns; Bring to SEA how we can implement at student level.

Vaccines – Once FDA approved will be mandated; host a student forum

7. **What is SEA's Role in Reopening?**
We say we promote student equity. We need to ensure that includes both sides of the aisle. Student forum on reopening

Carolyn Scott's email – two scientists presentation/forum this Sunday (mRNA and health) Virtual Covid-19 Vaccine Town Hall Sunday May 23, 1-2:30pm Featuring Dr. Kizzmekia Corbett, moderated by Dr. Natalie Wilson. Sponsored by Delta Sigma Theta

Having people of color talk about vaccinations will go further in some groups.

We need a reopening narrative that makes sense to people

Narrative about what equity is, what SEA is

Reintroduce ourselves to the campus; what equity really is (not oppression triage, but how do we remove barriers for the people with most barriers) strengths-based instead of deficit-based

The work we do to remove barriers improve things for ALL students; empathy. Here's how everyone benefits from it.

DropBox, updated website; Canvas announcements? How do we get people not currently at the table to be at the table? Mongoose?

8.   Committee Membership

Katie Eagan will be MLEA chair/SEA
Co-chair for 2021-2023

9.   Goodbye to Ashley

Thanks everyone!

10.   Announcements/Open Floor

English Jam; Veterans' Jam!

Black Graduation Tonight! 6pm

Student Government hosting De-
stress week! Burnout at 6:30
tonight

Paint!

LPCSG needs Senators! (Senators
get priority registration

Regular SEA newsletter!

11.   Good of the Order

12.   Adjournment (3:20 PM)

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Student Equity and Achievement (SEA) Funding Request Form

2021-2022

LPC's SEA funding request are reviewed to ensure that all proposed projects/events support the goals, mission, objectives, and activities identified in LPC's Student Equity Plan. All requests are reviewed and recommended for approval or denial by the SEA Committee. Before submitting a request, please review the "Allowable Expenditures" guidelines at the end of this document.

Title of Project/Activity:	
Requested Funding Amount:	

Funding Category:

- ⌐ Outreach
- ⌐ Professional Development
- ⌐ Academic/Student Support
- ⌐ Other (Detail Below)

Other: _____

_____

Target Student Population: (Check All Groups That Apply)

⌐ African-American/Black	⌐ LatinX	⌐ Asian	⌐ Pacific Islander
⌐ Two or More Ethnicities	⌐ Students with Disabilities	⌐ Foster Youth	⌐ Veterans
⌐ Low-Income Students	⌐ Male	⌐ Female	⌐ Non-Binary

Provide a brief description of your project/activity. Please include targeted disproportionate impacts:

Estimated Project/Activity Start Date:	Estimated Project/Activity Completion Date:

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What is addressed in this project/activity (Check all boxes that apply):	
⌋ Access ⌋ Readiness ⌋ Retention ⌋ Graduation ⌋ Persistence ⌋ ESL ⌋ Basic Skills ⌋ Guided Pathways ⌋ Career/Transfer	
Project/Activity Lead (Name):	**Project/Activity Participants:**
Department: Email: Phone Number:	

How does this project/activity support one or more of the 2019-2022 Student Equity Plan Goals and Outcomes:

Describe the projected/desired outcome of the project/activity:

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Describe which methods you will use to measure the success of the project/activity (Assess Effectiveness):

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Budget Details (Project/Activity)

If a category doesn't apply, please leave blank:

Category:	Estimated Cost:
Professional Development or Faculty/Management/Classified Professionals	
Tutors/Supports	
Consultant(s)	
Guest Speaker(s)	
Equipment (non-computer)	
Software	
Conference	
Outreach/Marketing	
Meals (on campus)	
Meals (off campus)	
Travel/Mileage	
Printing/Mailing	
Other:	

Total Amount Requested: $

Signature of Project Lead:_____Date:_____

Department Chair/Supervisor Signature (or stamp):_____Date:_____

SEA Committee Recommendation:

Approved:_____Denied:_____Pending Further Details:_____Date:_____

Vice President, Student Services, or Designee:

Approved:_____Denied:_____Pending Further Details:_____Date:_____

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Las Positas College

Student Equity & Achievement (SEA) Program

Reasonable and Justifiable Expenditure Guidelines

The Student Equity & Achievement (SEA) program is the consolidation of the Basic Skills Initiative (BSI), Student Equity (SE), and the Student Success & Support Program (SSSP) as defined by California Education Code.

All SEA program expenditures should be reasonable and justifiable. "Reasonable" means expenditures are prudent and every effort is made to utilize funds efficiently. "Justifiable" means expenditures are consistent with goals and activities related to the SEA program. Colleges are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should clearly establish the link between a given expenditure and SEA program goals and objectives.

In general, the Chancellor's Office will not provide an exhaustive list of allowable and non-allowable expenditures, as decisions for each expenditure must be made locally according to program objectives and activities, and the "reasonable and justifiable" criteria as outlined above.

Colleges and districts are ultimately responsible for expenditure decisions. This responsibility cannot be delegated. The SEA program will be included in the District Audit Manual with the expectation that district-contracted auditors annually audit expenditures. Audits may also be conducted by the California Bureau of State Audits, the California Community Colleges Chancellor's Office, or other government agencies with a lawful interest in the expenditure of funds.

Reasonable & Justifiable - Eligible Expenditures and Activities:

1.   Financial support may be used for targeted outreach by means of publications and outreach materials to potential student groups and communities identified in the Student Equity Plan as being from disproportionately impacted groups, and the 2017-2019 Unified Plan: Basic Skills Initiative (BSI), Student Equity (SE), and Student Success & Support Program (SSSP). Outreach may include, but is not limited to, brochures, flyers, newspaper, online, radio, television, and social media.

2.   Financial support may be used for Student Services entities including state funded categorical (restricted) programs that directly support improved outcomes on success indicators for target populations prioritized in the Student Equity Plan in accordance with applicable state laws and regulations. Any direct student support provided should supplement, not supplant any services provided to students currently participating in state funded categorical programs and any other federal, state, and county programs.

3.   Financial support may be used for institutional research, institutional effectiveness, planning, and evaluation related to improving student equity and success.

4.   Financial support may be used for hiring a student equity program director or coordinator and support staff (full-time and part-time classified professionals and faculty that may include reassign time) to directly coordinate, support, and implement student equity and success activities.

5.   Financial support may be used to provide food and refreshments for equity and success related planning meetings, professional development, and student gatherings. Expenditures for food and refreshments may not exceed 5% of the overall SEA program annual allocation.

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6.   Financial support may be used for professional development for administrators, classified professionals, faculty, and students. Professional development includes, but is not limited to, college sponsored activities and events (e.g., Convocation Day, College Day, Flex Day, etc.); and in state and out-of-state travel to attend, participate, and present at conferences and trainings (e.g., Historically Black Colleges & Universities field trips, Puente Project field trips, etc.) in accordance with state laws and local policies and procedures. Professional development may also include the hiring consultants to educate College employees on the effects of student inequities and strategies to reduce them; methods for detecting and researching student inequities and their effects on college programs and local communities; improving the use of data; and effective practices and methods for addressing and improving outcomes for under-served students.

7.   Financial support may be used for developing or adapting academic or career related programs, and credit and non-credit curriculum and courses to improve student equity outcomes and success. Align and augment funding to support Guided Pathways, Strong Workforce, and other college-wide initiatives to address student equity and success.

8.   Financial support may be used for providing embedded tutoring, counseling, supplemental instruction, and other academic and student support services.

9.   Financial support may be used for computer hardware, computer software, and related peripherals to be used primarily by students and directly in support of students, excluding large-scale technology projects.

10.   Financial support may be used to purchase office supplies (e.g., paper, pens, pencils, highlighters, etc.), furniture (e.g., bookcases, chairs, desks, etc.), or related equipment (e.g., whiteboards, markers, erasers, etc.) for College employees assigned directly support and improve student equity and success.

11.   Financial support may be used to provide for other direct academic and student support services including, but not limited to, textbooks, supplies, tools, uniforms, transportation, childcare, and course materials.

Reasonable & Justifiable - Ineligible Expenditures and Activities:

1.   Financial support may not be used for college construction, remodeling, renovation, repairs, maintenance, operations, parking lots, or the purchase, rental, or leasing of buildings on-campus or off-campus.

2.   Financial support may not be used to make political contributions to any person or political campaign, political party, political action committee, or lobbying entity or lobbyist. In addition, financial support may not be used to pay for political or professional dues, memberships, or contributions.

3.   Financial support may not be used to pay for courses or the delivery of courses that may otherwise be eligible to receive general funds or other special funding to generate full-time equivalent students

(FTES).

4.   Financial support may not be used to provide gift of public funds to include gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds.

5.   Financial support may not be used to provide stipends for students to attend, participate, and present at professional development activities and opportunities; or to students for their participation in academic and student support programs and services or classroom activities.

6.   Financial support may not be used to purchase computer hardware, computer software, and related peripherals not primarily to be used by students and do not directly support students. Large-scale technology projects are ineligible for funding.

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7.   Financial support may not be used to purchase office supplies, furniture, or related equipment for College employees who are not assigned to directly support and improve student equity and success.

8.   Financial support may not be used to compensate (salary and benefits) of District and College employees who are not directly assigned to support and improve student equity and success as described in the College's approved Student Equity Plan and 2017-2019 Unified Plan: BSI, SE, and SSSP (e.g., Administrative Services, Business Services, Human Resources, Payroll, etc.).

9.   Financial support may not be used to pay for legal or audit related expenses.

10.   Financial support may not be used to pay for indirect costs (e.g., air conditioning, electricity, heat, or janitorial services).

11.   Financial support may not be used to pay for unrelated travel costs for College personnel and students not assigned to directly support and improve student equity and success; or to participate in non-student equity activities or functions.

12.   Financial support may not be used to purchase or lease vehicles.

13.   Financial support may not be used to purchase clothing (e.g., athletic attire, jackets, sweatshirts, tee shirts, or graduation regalia).

14.   Financial support may not be used to conduct for institutional research, institutional effectiveness, planning, and evaluation unrelated to improving student equity and success.

15.   Financial support may not be used to supplant general or state funded categorical (restricted) district funds expended on student equity and success activities prior to the availability of student equity funding beginning in Fiscal Year 2014-2015. Supplanting rules do not apply to expenditures previously paid for by the Basic Skills Initiative (BSI), Student Equity (SE), or Student Success & Support Program (SSSP).

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Student Equity and Achievement (SEA) Program Expenditure Guidelines

KEY STATUTES

It is the intent of the Legislature that funds for the Student Equity and Achievement (SEA) Program support the California Community Colleges in implementing activities and practices pursuant to the California Community Colleges Guided Pathways Grant Program and activities and practices that advance the system wide goal to eliminate achievement gaps for students from traditionally underrepresented groups.

Annual allocations of funds under the SEA program must be utilized for program implementation as prescribed in California Education Code, section 78222. Within these parameters, districts and colleges are afforded the discretion and flexibility to make spending decisions locally, including decisions on both credit and noncredit programs. Ed. Code 78222 supersedes previous program codes but does references education code sections of these prior programs. Below are links to applicable code.

CA Education Code, section 78212

CA Education Code, section 78213

CA Education Code, Section 78220

CA Education Code, section 78222

 CA Education Code, section 88815

REASONABLE AND JUSTIFIABLE

All expenditures should be reasonable and justifiable. "Reasonable" means expenditures are prudent and every effort is made to utilize funds efficiently. "Justifiable" means expenditures are consistent with goals and activities related to the SEA program. Colleges are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should clearly establish the link between a given expenditure and SEA program goals and objectives.

ULTIMATE RESPONSIBILITY

Colleges and districts are ultimately responsible for expenditure decisions. This responsibility cannot be delegated. The SEA program will be included in the District Audit Manual with the expectation that district-contracted auditors annually audit expenditures. Audits may also be conducted by the California Bureau of State Audits, the Chancellor's Office, or other government agencies with a lawful interest in the expenditure of funds.

NON-ALLOWABLE EXPENDITURES The Chancellor's Office has identified the following non-allowable expenditures:

 1. Gifts -- Public funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds.

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2. Stipends for students -- funds cannot be used to pay stipends to students for participation in program or classroom activities.

3. Political Contributions.

4. Courses -- funds may not be used to pay for the delivery of courses that generate FTES.

5. Supplanting – Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs. Supplanting rules do not apply to expenditures previously paid for by BSI, SE or SSSP.

In general, the Chancellor's Office will not provide an exhaustive list of allowable and non-allowable expenditures, as decisions for each expenditure must be made locally according to program objectives and activities, and the "reasonable and justifiable" criteria as outlined above.