



Budget Committee

MINUTES for Monday, November 7, 2022

1:00 p.m.

Zoom

Members Present:	Claudia Tornsaufer, Denise Munoz, Floreniza Yumul, Jan Jarrell, Mark Nesbit II, Jacqueline Sabanos, Stacy Surwilo, John Bromma, Andrei Lucas, Shirley Pierson, Michelle Gray, Cassandra Storey, Kelly Henwood,
Members not Present:	Jacqueline Hester, Lorie Crosby-Howell,
Guests:	Shakerra Carter, Diana
Recorder:	Patricia Lopez

AGENDA

1. Call to Order 1:03 p.m.

2. Approval of Agenda

3. Approval of Minutes

DISCUSSION	Minutes were approved.
CONCLUSION	Dean Jarrell moved to approve the minutes, Shirley Pierson second; motion approved.

4. Welcome and call to Order

INFORMATION	- VPA, Jacqueline Sabanos welcome the Budget committee to our second meeting. VPA Sabanos informed and shared the new 2022-2023 California Community Colleges Compendium of Allocations and Resources put out by the California Community College Chancellor's Office through the Zoom Chat.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

5. Student Equity and Achievement Program (SEAP) Presentation

INFORMATION	<p>-Dr. Shakerra Carter presented the Student Equity and Achievement Program to the Budget committee.</p> <p>- The Student Equity & Achievement Program (SEAP) was established in 2018 and merged funding for three initiatives:</p> <ul style="list-style-type: none"> • The Student Success and Support Program • The Basic Skills Initiative • Student Equity
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-Integrating these efforts into a single program advances our goal of demolishing once and for all the achievement gaps for students from traditionally underrepresented populations

-The SEA Program requires colleges to implement the Guided Pathways framework offering a clear path to a stated goal, to provide all students with an education plan based on that goal, and to eliminate outdated and inaccurate placement policies, and maintain a student equity plan.

- 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 objective.

- 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.

- 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.

2. Stipends for students - funds cannot be used to pay stipends to students for participation in program or classroom activities. Student Equity and Achievement (SEA) Program Expenditure Guidelines 2

3. Political Contributions.

4. Courses - funds may not be used to pay for the delivery of courses that generate FTES. An exception to this is that funds may be used to supplement instructional support courses that do not receive apportionment funding that covers expenses incurred by these courses.

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.

-Dr. Carter presented the 2020- 2025 Student Equity Plan

-Goal: Increase enrollment, persistence, and retention, and completion each DI group by 3%.

-Disproportionally impacted populations:

- Black males

- Latinx Male

- Low income males and females

-Key Initiatives:

- Expansion of Outreach Services

	<ul style="list-style-type: none"> - Digital Equity Program - Tutoring Centers - Basic needs center - Males of Color/ Black Student Success Program
DISCUSSION	
Action Item [Who?]	
6. CAEP/ SDAERC	
INFORMATION	<ul style="list-style-type: none"> -Kelly Henwood gave an overview of CAEP and SDAERC. - CAEP is part of State Legislation (AB104) and is governed by the Consortium and Not SDCCE as the sole entity. - The purpose of CAEP is the transformational change Adult Education Instructional Programs. Also, developing and implementing the Consortium Strategic and Annual Plans. CAEP is connected to other categorical projects and funding. - CAEP Instructional Programs include: <ul style="list-style-type: none"> • ABE • ASE _-HSD/HSE • ESL-Citizenship/VESL/IET • CTE • Adults with Disabilities -There are more programs supporter by CAEP that SDCCE are currently not offering. -CAEP is an initiative to support efforts that help to fulfill State Student Outcomes, supports efforts in state defined CAEP Instructional programs. Also, CAEP is for apportionment generating instructional & related projects. CAEP funding is only to be used according to state guidelines and SDAERC plans. -Consortia are designated by state of California legislation as the decision-making body for the California Adult Education Program (CAEP). Consortia are designated as the responsible body for CAEP strategic plans, annual plans, funding allocations, budget plans, funding expenditures, and overall accountability to address adult education for the region. Member agencies include CC noncredit (SDCCE) and K-12 AE (SDUSD) institution. -SDAERC is charged with evaluation of member agency effectiveness, improvement of service integration, improvement in student transitions to post-secondary education or workforce, alignment of AE services AE providers, the Workforce Innovation Opportunity ACT (WIOA I & II) programs, and engagement of community stakeholders. -SDAERC Goals are <ul style="list-style-type: none"> • Accountability • Institution understand the purpose of CAEP and its funding. • Action oriented efforts to implement SDAERC strategic and annual plans • Make improvements and address gaps as outlines ins Strategic Plan • Member agency collaborative goals. • SDCCE cross departmental collaborative goals for transitions (instructional and student services)

	<ul style="list-style-type: none"> • Collect, review, share and analyze data for CAEP project/ plan effectiveness. <p>-The State CAEP Objectives are</p> <ul style="list-style-type: none"> • Address educational needs • Improve integration of services and transitions • Improve effectiveness <p>-SDAERC Outcomes & indicators</p> <ul style="list-style-type: none"> • Increased Referrals for Instructional Programs • Increase Enrollments in Instructional Programs • Increase Retention in Instructional Programs • Increase Student Supports • Increase Completions of Instructional Programs • Increase Transitions to Credit and Jobs • Improve Accessibility <p>-Practice Effectiveness</p> <ul style="list-style-type: none"> • Shared Professional Development • Incorporation of Guided Pathways Approaches • Increased use of Technology • Use of Effective Instructional & SDAERC 2023 - 2025 Strategic Plan Outcome Practices <p>-Data, research, and reporting effectiveness</p> <ul style="list-style-type: none"> • Creation of a CAEP relevant Research agenda • Continued Capacity for Reporting and Accountability • Overcome data reporting challenges • Incorporation of Labor Market Information <p>-Governance effectiveness</p> <ul style="list-style-type: none"> • Increased Knowledge about CAEP priorities • Increase Recognition and Awareness • Increase Relationships and Partnerships • Leveraging Resources • Continued Capacity for Management, Communications, and Governance
DISCUSSION	
Action Item [Who?]	
7. Strong Workforce Program	

INFORMATION	<p>Strong Workforce Program is,</p> <ul style="list-style-type: none"> -Part of State Legislation -A collaborative effort between regional and local workforce systems -For transformational change -To support Students in sector-based programs -Funding is to be used to support Student Outcomes <p>It is encouraged to use SWP funding to/for,</p> <ul style="list-style-type: none"> -Increase the number of students in quality CTE courses, programs and pathways that will achieve successful workforce outcomes -Investing in new or emerging CTE programs that will lead to successful workforce outcomes -Broaden and enhance career-exploration and planning, job-readiness, job-placement and work-based learning -Instructional collaborations across Departments/Divisions <p>SWP Allocation</p> <ul style="list-style-type: none"> -Regional bucket (60%) <ul style="list-style-type: none"> • Regional Projects (RFAs, JPCM, Faculty Institute) -Local Bucket (40%) <ul style="list-style-type: none"> • Local Projects (Charters) • \$1.1M (\$1,056,586) • Incentive funding -Fixed Costs (Support Salaries, Job Developers, Admin) ~\$650,000
DISCUSSION	
Action Item [Who?]	
7. Adjournment Meeting adjourned at 2:03 p.m.	

NEXT MEETING:

Monday, February 6, 2023. – 1:00 p.m.

Zoom

Minutes submitted by:

Minutes approved: