

**Minutes of Stewardship for Equity, Equal Employment, and Diversity (SEED)**  
**Committee Held on March 28, 2017 in Room 6-203**

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**Chairs:** Lasana Hotep, Lucia Lachmayr

**Members Present:** Amory Cariadus, Serena Chu-Mraz, Ricardo Flores, Nina Floro, Cassandra Gutierrez, Raymond Jones, Jessica Lopez, Kristy Nguyen, David Reed, Michael Stokes, Marisa Thigpen, Phillip Williams

**Members Absent:** Wissem Bennani, Cesar Chavez, Luis Escobar, Cassandra Gutierrez, Lucy Jovel, Soledad McCarthy, Patricia Mendoza, Nathaniel Nevado, Tammy Robinson, Nadia Tariq, Rob Williams

**1. General Functions**

**1.1 Call to Order -**

Dean Hotep calls meeting to order at 2:10 PM.

**1.2 Approval of Agenda -** Due to lack of a quorum, no action was taken.

**1.3 Approval of Minutes –** Due to lack of a quorum, no action was taken.

**2. Discussion Report**

**2.1 Student Equity Plan Presentations**

The Student Equity Plan (SEP) is a document and budget that came from the State Chancellor's Office. It responds to the five categories that address institutional disproportionate representation of particular groups. The five indicators address Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Completion, and Transfer Rates.

Below are the descriptions of the five groups/programs that are funded by the SEP plan. These programs were asked to provide the status of their program, event, target audience, and department use of funds.

- Kwame Thomas presented on the Brothers and Sisters' Conference. The purpose of this conference is to increase African American enrollment. This conference exposes students from local and Eastbay high schools to programs, campus resources, testimonials, and student success stories. Over 150 students participated in a full day of activities that included a keynote, morning and afternoon workshops, lunch, and a program fair. Workshop topics included HBCU Panel, STEM, Sports, Entertainment, and English.

Total cost of conference \$14,626.64.

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- Guardian Scholars Program (GSP), Retention Specialist, Tia Holiday – GSP provides wraparound services addressing current and former foster youth population. Skyline students that have spent at least one day in the foster system are eligible for GSP services. GSP provides the following services, some of which include:
  - iFoster- laptop loaner program per semester
  - Data Collection – Mid-semester progress reports (areas students struggle; tardiness, attendance, assignments)
  - Direct service connect (Sparkpoint, Financial Aid, TRiO, Learning Center, Outreach)
  - Creating a BANNER code that is specific to the foster youth population
  - Conferences/Trainings- San Francisco and San Mateo Counties
  - Trauma Informed Services Training
  - Referrals to community and campus services
  - Other Services – Transportation, Materials, Career Exploration, and Field Trips.
  
- Lauren Ford, College Recruiter, presented the La Raza Conference. This conference exposes students of LatinX descent to college, cultural awareness activities, programs, and services. This is a full day of activities, which include community building exercises, workshops, resource fairs, and a keynote. There was over 100 students from local high schools that participated; 41% of the students were in the 12<sup>th</sup> grade. Keynote spoke about the culture of LatinX and the impact it has had on society, stereotypes, immigration issues, and the importance of education. Breakout sessions included 3D Design and Coding, Loteria (Cultural Identity), California Dream Act, Keeping it 100, and Escribiendo tu Historia es LIT. Surveys showed that the keynote was the highlight of the day, and 66.6% of the students that attend said they were very likely to enroll at Skyline in the future.

Total cost of conference \$13,424.68

- Michael Stokes, Director of TRiO and Summer Scholars Institute, presented Jumpstart, a 6-week program during June & July. This program focuses on academic motivation, skill development, support, college credit, and high school credit recovery. Program components include English, math, college success, college and career, and supplemental

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learning assistance. Benefits to this program are college credits, Chromebook loan program, course textbooks, faculty and student mentoring, tutoring support, transportation, and lunch. Cohort included 53% male and 47% female, with a diverse group of Black, Non-Hispanic, Latino, White, and Multi-Race.

Total cost of summer program \$23,148.46

- Chad Thomas presented on the multiple services provided by Sparkpoint. These services include financial coaching, public benefits, food pantry, and the Grove Scholars' Program.

With the funds from the SEP, Sparkpoint hired two part-time coordinators/financial coaches. Since then, there has been 2-3 more interactions with students on campus and at local high schools. Financial coaching focuses on the needs of the client, by assisting in creating a budget, IDAs, financial goals, and increasing or repairing the client's credit score. In addition, a financial coach would work directly with the Guardian Scholars' students one-on-one.

During the fall, financial coaches had 73 clients, with 124 clients FY16/17.

As of March, 2017, spent \$16,086.93, from total of \$50,000 allocated during FY16/17.

## **2.2 HSI Grant Update**

There were two priority tracks, Skyline will be focusing on one "Enhance Articulation Agreements and Transfer Pathways for Latino students". We will be using a grant writer from CSM, with assistance from Skyline staff, faculty and administration. The grant is due April 24<sup>th</sup>; we will submit April 20<sup>th</sup>. Award amount is 775K/year for 5 years, in coordination with San Francisco State University.

Also, SEED committee members are looking into the National Endowment for Humanities, "Humanity Initiatives at Hispanic Serving Institutions. This is geared towards creating opportunities for faculty members to study together, support humanity programs, contribute towards professional development, and create bridge

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programs for at-risk and nontraditional students. Up to 100K that can be used in 1-3 years.

### **2.3 Budget Update**

State Chancellor's Office is requesting that BSI, SSSP, and SEP budgets work cooperatively and not only integrate the budgets, but the plans as well. A combined plan must be submitted on December 1, 2017. On February 15, 2017, several administration attended an integrated planning summit, where they learned about this change. The yearly report will now be 9 pages long, each section 100 words or less, addressing "How are we integrating BSI, SSSP, and SEP here, but district wide?"

Secondly, the SEP budget will be decreased by 20% in 17/18. Also, some things that were not reflected in the spreadsheet that was provided in the past: over 75K in PIF's, salaries for division, and student workers for categoricals. This is why it is important to integrate the plans. All three divisions, Vice Presidents and the business office will be meeting soon to discuss what this change will look like.

Initiatives that have been funded for 16/17 will receive full funding for their programs/events.

### **2.4 Promise Scholarship –**

Dean Will Minnich provided information on the Promise Scholarship, which is for first-year students, who have recently completed high school, GEDs or their Adult Education program. Students must be enrolled full time and plan to earn a certificate/degree. Financial award covers the first year Fall, Spring and Summer semester. This scholarship also covers the following fees: enrollment, health, student rep, student union and student body. Students also have access to the lending library. They must declare their major after the Fall term, so students will be able to stay on track. They must meet with their dedicated counselor at least once per semester. The counselor will monitor progress, create an Student Educational Plan, ensure that they have declared a major, and provide support.

Students who have successfully completed the Summer Scholars' Institute program are automatically eligible for the Promise Scholarship.

Data/Results/Observations - First group was 138 students, 80% persistence from Fall to Spring. Students who struggled the most were unlikely to meet with their counselor.

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One of the observation about the application process is that the review committee is not needed for future cohorts.

Promise Scholarship to discuss at next meeting

**Announcements:**

Request to move next meeting to Tuesday, April 18 at 2:10pm in Room 6203.

**Next Meeting:**

Tuesday, April 18<sup>th</sup> @ 2:10pm in Room 6203

**Adjournment:**

Motion to Adjourn: Nina Floro, seconded by Michael Stokes - 4:00 PM