Equity Committee

December, 13,2016

1:30-3:00 in the TLC

MINUTES

**ATTENDANCE**

E. Cervantes, E. Talavera, K. Warren, J. Richburg, O. Lopez, C. Velarde-Barros, E. Luna, R. Sharboneau, C. Boss, B. Boeding, C. Cisneros, J. Nari

**GUESTS**

M. Clemente, M. Sanidad, R. Shook, C. Traver, P. Wruck, R. Brown, F. Lozano, J. Tomasello

1. **Call to Order at 1:32 pm**
2. **Roll Call read by E. Cervantes**
3. **Approval of Agenda**

An adjustment to the agenda was made to add Proposal Submission Process and Tutoring Proposal

**MSC (E. Luna/E. Cervantes). Vote: unanimous. Approved as presented.**

1. **Approval of Minutes from Nov 22, 2016**

R. Sharboneau asked to add Agenda Items and Next Steps to the minutes so the committee knows what the next steps will be for the next meeting.

**MSC (E. Talavera/C. Velarde-Barros). Vote: 2 abstentions. Approved as presented.**

1. **Update from the Equity Coordinators Summit (5 Minutes)**

E. Cervantes updated the committee on the Equity Coordinators Summit. He mentioned that some campuses are separating the Equity Plan from the Equity Culture piece. The plan is systematic and the culture takes time to change, 5-10 years. He recommended members to attend when possible.

1. **Plan Assessment Forms due (10 Minutes)**

E. Cervantes reminded the committee that the forms were sent out and need to be submitted by the end of the semester so the committee can see the bigger picture. The deadline to submit the reports is December 22, 2016. R. Sharboneau asked for the process of the reports. E. Cervantes has concerns that the committee assessing may be a conflict of interest or violation of worker rights, he will research further. The committee will assess the goals but clarification needs to be given by K. Moberg. Assessment will begin during the spring semester.

1. **Retreat Update/Integrated Planning (15 Minutes)**

E. Cervantes discussed that Dr. Rose wants to see integration between Basic Skills, SSSP and Equity. There needs to be a differentiation between the culture issues and the plan. The retreat can focus on integrating the three areas and get ready for the new reporting process. One idea is to discuss the vision of the committee at the retreat and the possibility of having the presentations in the afternoon. E. Cervantes will ask K. Moberg if this is possible.

1. **Proposal Submission Process**

C. Velarde-Barros asked why there was no call for proposals and how proposals can be approved when there is no funding information for equity. E. Cervantes replied that K. Moberg asked for the proposals to be taken to the committee. What is decided are recommendations to Cabinet, who has the final say. This came last minute since there were cost savings from positions not being filled and some of these proposals are onetime funding. R. Sharboneau thanked E. Cervantes for the information. She added that it is important to give the campus the opportunity to respond to these proposals or ask for funding. Other questions that arose were what the process of reviewing proposals is on campus and she feels as if the foundation is not there. It was suggested that a rubric be designed to approve proposals, a timeline for the process from submission to approval and determining who will be on the committee who will be approving proposals over $5k. E. Cervantes reminded the committee that this is funding that has not been spent this year due to the inability for certain proposals to hire. C. Cisneros added that the committee needs to give direction in certain areas. She thanked E. Cervantes for the work he is doing with the committee. It was asked that the basic information be posted on the website for the Equity Committee. J. Tomasello will continue working on posting the information. E. Cervantes will send out a call for proposals to the campus. E. Cervantes will ask for budget information before reviewing proposals.

E. Cervantes suggested that the last three agenda items will be tabled so that the structure of the proposal approval process can be discussed.

**MSC (E. Cervantes). Vote: unanimous. Approved as presented.**

K. Warren recommended for the call of proposal deadline for requests over $5k be February 3, 2017 submission deadline.

**MSC (E. Cervantes). Vote: unanimous. Approved as presented.**

Proposals under $5k paid from the 2015/16 carry over will go directly to K. Moberg for approval.

**MSC (E. Cervantes). Vote: unanimous. Approved as presented.**

1. **Upward Bound Funding Proposal (15 Minutes)**

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1. **Guided Pathways Funding Proposal (15 minutes)**

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1. **Tutoring Proposal**

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1. **Spring Meetings (5minutes)**

E. Cervantes’ tenure is up and will no longer be chairing. He would like members to think about filling the position so that training can start before end date.

1. **Next Steps (5minutes)**
* E. Cervantes to locate rubric and send out by email for committee to review.
1. **Adjournment by consensus at 2:51 pm**

Minutes submitted by J. Tomasello and E. Talavera