



Cal-SOAP Consortium Executive Board
Minutes of Meeting Held October 20th, 2011
Santa Barbara Junior High School Room 154
721 E. Cota St. Santa Barbara, CA 93103
9:00 am – 11:00 am

Cal-SOAP Executive Board Members in Attendance:

Louise Lindberg, Lisa Przekop, Vicki Wedmore.

Cal-SOAP Executive Board Members Not In Attendance:

Ben Partee.

Cal-SOAP Staff in Attendance:

Alex Clarke, Ismael Ulloa.

- I. **Roll Call** – N/A
- II. **Opening Remarks** – N/A

A. New Business

Program Update

I. Annual Program Plan (APP)/Contract

2011-2012 APP was submitted before furlough (late August). Contracts will come shortly.

II. Tutors

- There are 43 Tutors hired. Two have started already at the EYC SMET program. The majority are completing the TB/Fingerprint process. We have discussed their service site placements, and Alex will send all tutor information to site coordinators for class placement.
- Cal-SOAP Orientation is set for Nov. 4 from 3:00 PM-5:30 PM. It will be an introduction to Ca-SOAP, CAC HR policies and paperwork completion (CAC & Work-Study timecards, sign-in sheets, etc). The following weekend (11/12/2011) AVID training will be held.
- Recent delay was caused by creation of new account with Department of Justice (DOJ) for fingerprinting purposes. It took 2 months to establish said account.
- Due to recent delay, Cal-SOAP may need to hire more tutors to keep in line with 30% stipulation.

III. Database

- Database is up and ready on both CAC and Cal-SOAP ends. Sadae Horiki will voluntarily train staff. David Krier and Brett Lecourve (IT at CAC) have set it up for Ms. Lindberg.
- Ms. Horiki's training sessions can allow possible reduction of budgeted \$5,000 consulting fees to be dispersed elsewhere.

IV. Project Director/CSAC Conference Call

- There may be additional funds coming down to the other consortiums. Cal-SOAP lost a consortium (North Valley) last year, and their funding may be divided amongst the rest. Consortium will return with different Project Director at a later date.

- Since SB Cal-SOAP receives a high amount of money, and with the recent instability of SB Cal-SOAP, Ms. Przekop and Mr. Ulloa were approached and asked to reduce the amount of money applied for by SB Cal-SOAP. The reason being other consortiums could potentially apply for more program money; the concern being SB Cal-SOAP not spending all the money, and unused funds being lost. A discussion on this topic is slated for Governing Board meeting on 11/9/2011.

V. Other

- SB Cal-SOAP has added La Cuesta High School (710 Santa Barbara Street) to its service sites. There are enough tutors to be supplied, and La Cuesta High School is a part of the Santa Barbara School District.
- New office assistant, Neudi Rangel, will be starting on Monday Oct., 24 2011.
- Media coverage: Both Cal-SOAPs (SB and Central Coast) can pool resources and litter the media sources with Cal-SOAP information, stories, etc. Highlight Cal-SOAP in general and CAC as heroes who came to SB Cal-SOAP's rescue.

Grants

- Orfalea Foundation has offered SB Cal-SOAP \$20,000 grant. Application is due Oct. 25th.
- College Access Grant (\$50,000-\$60,000) for Student Scholarships.
 - Enter with caution. Very labor intensive with no administrative funding included. Access Board stipulates 'Who can be awarded' with multiple, specific requirements.

Ms. Wedmore proposes applying for \$5,000 in "emergency" grants from SB Foundation.

- CAC must write grants for Cal-SOAP.

30% Student Stipend Policy

- There must be a cap on student hourly stipends. Hourly cap is calculation of Cost of Attendance (COA) minus Financial Need. Tutors cannot earn more than the Financial Need shown on their Financial Aid Award Letter. Self-Help Aid (Work-Study, Loans) is not considered in equation.
- To count towards the mandated 30% tutor budget, the tutor's work needs to be with students. Not really an issue for SB Cal-SOAP because we don't hire students on a year-round, full-time basis, or for strictly office work.

Fiscal update

- Cal-SOAP has completed its start-up funds. Total spent: \$72,265, plus \$4,000 for Carpinteria AVID tutors; not a lot given back to the state: all but about \$5/6,000. Ms. Lindberg used start-up money for background checks to save money for new 2011-2012 budget.
- It was decided to swap copiers with CAC Energy Department; Cal-SOAP gets longer, cheaper lease.
- Cal-SOAP has not received new contract yet, therefore there is no budget. SB Cal-SOAP applied for the full amount of program money.

By-Laws Discussion

- For General Governing Board meeting 11/9/2011, place on agenda discussion of By-Law revision.

New Consortium Member Discussion.

- Organizations that have expressed interest, or that Executive Board has deemed valuable: Housing Authority, County Office of Education, Police Activities League (PAL), Girls Inc., Partners In Education (PIE), Advancement via Individual Determination (AVID).

- The protocol is a board member nominating an organization for membership. A formal vote is required.
- SB Cal-SOAP Governing Board needs to discuss expanding its consortium (establish a cap of members?). And, if new members are considered: what exactly Cal-SOAP can bring to the organization, what they can bring to Cal-SOAP.
- Pros and Cons.
 - Pros:** Bigger consortium helpful in meeting required in-kind match; serve more students.
 - Cons:** Are organization demographics Cal-SOAP target demographics (age; socio-economic standing)? The new members need to be actively involved; if consortium gets too large it may have trouble meeting quorum. Thus, inhibiting business getting done.

Set Items for Next Agenda for the Governing and Executive Boards

Agenda for Governing Board

- Downsizing vote for funding.
- Bylaws; requirements for membership.
- Updates (since June; last Governing Board meeting was June 1, 2011).
- Introduction of new members (Silvio, Otha).
- New Consortium Members: basic criteria that we think are important to us to meet in order to be invited as we get approached by organizations.

Executive Board items

- Program Updates
- Meeting w/ Superintendent Dave Cash
- Media outreach

B. Next Meeting

The next meeting of the Santa Barbara Cal-SOAP Consortium Executive Board is scheduled for December 14, 2011.