

Foundational Skills Committee Meeting Minutes
Thursday, April 30, 2009

Present: Rick Perez, Monette Tiernan, Amir Nour, Ellen Oppenberg, Dana Nartea, Jane Diluccio, Peter Stathis, Kathy Flynn, Pat Zayas, Dawn Lindsay, Tatyana Bartholomew, Ed Karpp, Terrence Yu, Zepiour Shabani
Absent: Ani Shaboyan, Edgar Avakian,
Proxy: Nancy Getty for Brenda Jones, Joy Cook for Jeanette Stirdivant

The meeting was called to order at 1:00 PM

Coordinator New Ideas/Updates

Ellen proposed idea of changing Basic Skills title to now be called College Success or Student Success. The name Basic Skills has a negative undertone and by changing the name it can potentially unify different offices. Can lead to a pilot program during the summer where students that just receive their assessment scores can come in to potentially weed out problems that may hinder their education before they start classes. Idea tabled.

- Professional experts lent by Jewel Price were very helpful because they assisted with Academic Probation meetings and now the follow-ups.
- Classroom volunteers have been very successful. Professors have requested more for the following semesters.
- Vocational Education (Career Tech. Ed) has attended a Basic Skills workshop and we will hear more on the integration.
- Promoting the Basic Skills Initiative has great results with the responses from the proposals.
- Next week's Basic Skills Regional Meeting has at least 8 people signed up. Some from the English department and Garfield is well represented.
- Ellen Oppenberg mentioned a Basic Skills workshop called Boot Camp at Chaffey College that is for free if anyone wants to attend at the end of May for three days.

Website Demonstration

Dana Nartea demonstrated the new Basic Skills Website that is up and running but still under construction. The website has the Foundational Skills Committee Meeting minutes on the website along with other forms and documents pertaining to Basic Skills. Dana asked the committee members to look at the website and e-mail her suggestions on items to add and corrections to make.

MSC (Tiernan, Zayas) to approve committee minutes from March 16, 2009.

Accounting

Amir Nour mentioned discussions with Ron Nakasone about the previous potS of money and uncovered the following information:

- Programs started in the fiscal year of 2005/2006 include 1st and 2nd Pot.
- Program # 1 is 103X, program # 2 is 104X which are both due/expiring June 30, 2009.
- Reports currently show prog. # 103X is over expended 75k. Prog. # 104X has 123k still sitting in the Pot for fiscal year 2005/2006.
- Pot 2 is prog. # 105 has 439k left. Like Pot 1, Pot 2 is due/expiring June 30, 2009.
- Dr. Perez mentioned technology request that was funded 280k, and then an additional 100k approved to upgrade classrooms to level three. The funds have not been expensed to the appropriate account and money needs to be moved around from pot to pot to cover expenses.
- Pot 3 fiscal year of 2007/2008 has program # 106X and has 627k still in the pot. Pot 3 money is due/expiring 2010.
- Money sitting in the Contingency Reserve is total of 44k.
- Amir Nour also mentioned that he wants to change previous ways of accounting meaning that expenses should be charged to the correct account in the beginning instead of charging one account and at the end of the year moving funds to the correct account.

Necessity for Pot 4 Allocation

- Ed Karpp brought to the committee's attention that the ACE program would like to pay 20% of Terrence's salary beginning in fall, in return for work on some projects for ACE.
- Terrence Yu's, Ellen Oppenberg's release time and Zepiour Shabani's relief clerk position are paid through the end of the calendar year 2009.
- The salaries of Ellen, Terrence and Zepiour are covered. There is enough remaining in the allocation to fund these salaries. Come Spring 2010 we will start getting in sync. (Full year for Terrance and half a year for Ellen).

MSC (Cook, Flynn) to set aside 135k for coordination of programs, clerical, and R&P from Pot 4 for 6 months.

Criteria for Selecting/Reviewing Proposals

- Criteria for RFP's previously decided on by the committee were to attend one RFP workshop in order to submit a proposal. Two proposals from a faculty member who did not attend one RFP workshop were omitted from the consideration. Proposals need to be separated based on existing asking for new money, existing but not asking for new money and new RFP's. The criteria need to be fully decided upon before the review of the proposals for the next committee meeting. Terrence to decide on a point system for grading proposals.
- Next Foundational Skills Committee Meeting to be scheduled for Thursday May 28.
- Heartfelt appreciation to irreplaceable Jane Dilucchio as she takes on other responsibilities starting June 1.
- Until further notice, Committee meetings will take place on the 4th Thursday.

Meeting was adjourned 2:45 PM.