



Basic Skills Committee
Meeting Agenda
Tuesday, December 11, 2018
President's Conference Room
2:30-3:30

Call to Order:

I. Roll call:

Faculty Members:

- Maria Duran
- Ann Gibbons
- Dr. Dirkson Lee
- Romana Pires

Classified Staff:

Administrative Members:

- Dr. Stephanie Lewis
- Patricia Quach

Guests:

- Dr. Ailsa Aguilar-Kitibutr
- Tahirah El Sherif
- Richard Jaramillo
- Micah Martin
- Mike Powell
- Christie Gabriel
- Dr. Tammy Allen
- Dr. Paula Ferri-Milligan
- Dr. Judy Joshua
- Joan Murillo (chair)
- Kay Dee Yarbrough
- Dr. Terri Long (co-chair)
- Dr. Kay Weiss
- Rick Hrdlicka
- Dr. James Smith
- Dr. Raymond Carlos
- Dr. Scott Thayer
- Diane Hunter

II. Approval of Minutes from November 27, 2018

- 1st:** Dr. Tammy Allen
- 2nd:** Dr. Terri Long
- Abstention:** Dr. Kay Weiss
- Minutes approved**

III. Chair's comments

- a. **Basic Skills Guidelines:** Joan Murillo reminded the Committee to keep the Basic Skills Guidelines in mind when reviewing proposals. These guidelines will be reviewed in further detail during the Spring semester.
- b. **Website:** The Basic Skills website will be updated with all minutes during the Spring semester.
- c. **Program Review List:** The Program Review Needs Assessment Prioritization List was sent to the campus on December 12, 2018. Please review and keep in mind when looking over proposals.
- d. **Basic Skills Budget:** Joan reviewed the Basic Skills budget with the proposals endorsed by the Committee. To date, the Committee has endorsed \$1.3 million.
- e. **Basic Skills Endorsement:** Dr. Terri Long reported back from the President's Cabinet on approving proposals. In the past, the Basic Skills Committee has been acting as if they have the authority to spend money. Dr. Long is suggesting having the Committee endorse spending and sending the proposals to the Executive Committee composed of the VPAS, VPSS, VPI, and President, similar to the Program Review process. There was some discussion on the communication issues

from the Executive Team and what the process would be if they deny an endorsed proposal. Dr. Long is hoping this will be a more transparent process.

- f. Allowable Expenses from Chancellor's Office: Basic skills categorical funds are intended to **augment** programs or services for students. Districts and colleges **cannot use** Basic Skills categorical funds to **supplant funding for programs, positions or services funded from another source**. Basic Skills categorical funds **may not** be used to pay for the delivery of courses that generate full time equivalent students (FTES) if the FTES is claimed for apportionment (via the Student Attendance Accounting Report, CCFS-320).

IV. Proposals

- a. James Smith:

- i. Dr. James Smith is requesting the Basic Skills Committee endorse the expenses to hire a Director for the Research and Planning Department. The request is for \$97,000 and is based on the idea of beefing up the department. Currently SBVC's Research Department is running on a skeleton staff and would coordinate between AB-705 and Guided Pathways. There is no commitment to keep managers, and this position could be hired with "soft" funds. There was some discussion on how this is not in the best interest to hire a Director.

Motion to Approve the proposal: Tahirah El-Sherif

Approval: 3

Opposition: 5

Abstention: 1

Committee will not forward proposal to President's Cabinet.

- ii. Dr. James Smith is also requesting to purchase SPSS Software for \$4,000

Motion to Approve: Joan Murillo

2nd: Dr. Terri Long

Motion Approved

- b. Judy Joshua:

Community of Practice proposal was originally endorsed by the Basic Skills Committee on November 27, 2018. Amount has been amended to \$48,770 to include additional two hour trainings.

Motion to Approve: Dr. Ailsa Aguilar-Kitibutr

2nd: Dr. Stephanie Briggs

Motion Approved

- c. Magdalena Jacobo:

Chromebooks for Reading Department. This proposal was endorsed through Rick Hrdlicka's submission on November 11, 2018

- d. Stephanie Lewis for Dr. Vicente Alvarez (1):

Chromebooks \$248,522 - This proposal was endorsed through Rick Hrdlicka's submission on November 11, 2018

- e. Stephanie Lewis for Dr. Vicente Alvarez (2):

Computer lab computers \$234,680 - This proposal was endorsed through Rick Hrdlicka's submission on November 11, 2018

- f. Raymond Carlos:
Opportunity Gap Software to increase data on student engagement. Software will be based in Student Life. Committee would like to see this software be more Basic Skills centered.
Motion to Approve: Dr. Terri Long
2nd: Dr. Tammy Allen
Oppositions: Tahirah El-Sherif, Christie Gabriel, Dirkson Lee, Judy Joshua
Motion Approved
 - g. Raymond Carlos for Cindy Huerta:
Proposal for software for the Student Development courses, which will help students decide on career choices.
Motion to Approve: Dr. Terri Long
2nd: Dr. Stephanie Briggs
Abstention: Christie Gabriel, Dirkson Lee, Judy Joshua
Motion Approved
 - h. Dirkson Lee:
Spring Writing Center tutor request \$10,900. Money for this request will be paid from the Office of Instruction General Fund.
- V. Budget update
 - VI. Next semester's goals
 - a. Get website up and running-any volunteers?
 - b. Conferences
 - c. AB 705 transition
 - d. College council advocacy for ongoing Writing Center funds. Make sure Writing Center request is on Program Review regardless.
 - VII. Adjournment

Basic Skills Committee meets 2nd and 4th Tuesdays of the month in President's Conference room unless otherwise noted.

Future Meeting Dates: 1/22/19