

Basic Skills Committee

Thurs. March 6, 2014

2:00-3:00 Room 902

Minutes

BSI Coordinator Melissa Reeve called the meeting to order at 2:08 pm.

Roll: Susanna Gunther, Karen McCord, Melissa Reeve, Genele Rhoads, Josh Scott, Barbara Villatoro

I. Budget Update

Melissa met with S/P Laguerre to discuss the Basic Skills budget and he agreed to reinstate funds. He announced this commitment to the Academic Senate on March 3 and will instruct the President's Cabinet to restore the Basic Skills budget with the difference between backfill coordinator costs and the full cost of coordinators, effective retroactively for this academic year. Melissa has been working on reconstructing the BSI budget to what it was before the unexpected major reduction that impacted the Committee's ability to move forward since last fall.

The Committee had approved proposals, based on the previous backfill budgeting, money was spent, and \$29,000 was expected to still be available for this year. However, the allocation from the State decreased from \$118,000 to \$107,000, due to a coding issue with English 360. Erin Moore has since recoded it and Melissa will ask Barbara Illowski at the Chancellor's Office if the funding will be restored retroactively or for next year. If the approximately \$11,000 difference isn't restored for this year, there will only be about \$19,000 of BSI funds available for the current year. With S/P Laguerre's commitment, the budget for 2014-2015 proposals and activities should total \$67,000 or more depending on the State allocation. Rollover is not included in this figure. The method to restore the budget going forward and how rollover will be handled is unknown. Melissa will, verbally and in writing, reassert assumptions that the BSI funds should only be billed the coordinators' backfill costs and rollover needs to be kept in the BSI budget and not in the general funds.

II. Moving Forward

Melissa asked Committee members for input on how to use the remaining funds. A spring proposal process has normally been used for spending money the following year. Suggestions included conference attendance and increased funding to currently approved summer proposals. Melissa noted there is still money available that was earmarked for conferences and she suggested using an internal round of proposals for additional funding needed to complete proposals that were already approved. The deadline for internal proposals was set for March 19, to be reviewed by the Committee on March 20. Basic Skills related

proposals already submitted to the Strategic Proposal process could be accepted until March 31. Up to \$25,000 can be used for summer, leaving approximately \$45,000 for next academic year activities.

Melissa was concerned that proposals accepted at different times can't be weighed against each other. The Committee agreed that formal internal proposals are needed for uniformity and they can include needs for now and summer. Melissa will send a call for proposals. Susanna noted Shared Governance Council will make Strategic Proposal decisions on March 19. Coordinator positions are at the discretion of administration and will be kept in place for now. Melissa will check on the terms of current coordinators.

The meeting adjourned at 2:57 pm.

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