

**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES  
Wednesday, September 16, 2009  
4:30 p.m.  
Room 211**

<b>Present</b>				
Frank Rapp	Norma Nunez	Eric Lehtonen		
Kathleen Dorantes	Angie Ruiz	Tina Aguirre		
Patty Robles	Lianna Zhao	Dave Zielinski		
Deirdre Rowley	Josue Verduzco			

<b>Absent</b>		<b>Visitors</b>	<b>Recorder</b>	
Gonzalo Huerta	Frances Beope	None	Martha Navarro	
Sotero Alvarado	Leticia Pastrana			
Patti Biley	Sydney Rice			
Ed Scheuerell				

**I. Approval of Minutes**

The meeting was called to order at 4:35 p.m. in room 211. Minutes of September 02, 2009 were approved as amended.

**II. Budgets**

1. Past- Frank proposed to put together all proposals and past plans. The committee then needs to figure out the cost and prioritize. Frank stated that he will then work on proposals.

2. Present-

Frank distributed the 07/08 & 08/09 Basic Skills carry-over Encumbrances and Request excel sheet created by Patty Robles. Frank stressed to the members that the money will be spent as plan so they do not have to send anything back. Patty notified the members that a small modification will be made on the form and it has to do with Jill Nelipovich's salary. Frank asked Patty if Jill Nelipovich's salary is being paid out of the 07/08 Basic Skills money. Patty replied that it is. Frank distributed the Basic Skills Allocations by District and College form to all members. Norma asked if a budget report was going to be sent to the State. Frank replied that the only report that they are sending is one reflecting what has been spent and what is left.

Norma and Patty noted that the Board minutes had Jill Nelipovich as full time tenured track and Kevin Howell and Jill Kitzmiller as full time non-tenured track personnel (categorical funded). She added it should be 50% Basic Skills and 50% English. If categorical, they cannot be tenured track. Norma asked which is right. Tina mentioned that both Jill Nelipovich and Jill Kitzmiller attended that the tenure meeting. She added that she has not been to Human Resource to check how the paperwork was filed. She

suggested leaving both as tenured track until she clears it with human resource. Once cleared, she will then take it to the Board.

Deirdre asked David if there are any plans for **reading** pods. David replied that there are other priorities. Frank stated that some requests were made by Leticia, Allyn and James Patterson. Frank asked the members to come up with a list of possible things that Basic Skill money can be wisely spent.

Patty suggested setting money aside for Frank's travel.

### 3. Future-

Frank distributed 2009/2010 Preliminary Basic Skills allocations by District and College. Patty asked Frank if it was the most recent allocation form. He replied that he printed the copy from the Academic Senate site. Patty stated that the copy from the Chancellor's site showed IVC was only getting 200,000 versus the \$388,627 noted on Frank's copy. Frank reminded the members that they need to work on 2009/2010 budget and so they can submit it to the state by October 15<sup>th</sup>, 2009. Tina notified the members that she will push to be sure that the 2009/2010 is submitted on a timely manner.

The members briefly discussed Basic Skills money being shift around. Frank stated that as long as the money is being utilized for Basic Skills and in Basic Skills categories, it should be fine. Patty added that the State only cares that they are following the rules and fulfilling requirements.

## **III. Procedures**

Frank noted that past plans were made and not followed through. He asked all members to work hard and try to create a system to make sure projects follow through on a timely matter. He added that the Basic Skills money needs to be spent as planned. Norma asked if they can have reports on those plans.

## **IV. Conferences**

Frank shared with the members that he is leaving to the Basic Skills Coordinator conference. He added that one of the things they will be working on is 2009/2010 Expenditure Plan. He is also attending the San Diego/Imperial Valley BS Regional meeting in Cuyamaca on September 25<sup>th</sup>. They will be working on the logic model. Another conference Frank discussed is one being held on October 1<sup>st</sup> and 2<sup>nd</sup>. In this conference, they are requesting teams of ten. Frank named the following faculty as a possibility of attending: Deirdre, Norma, Leticia, Allyn, Mardjan, Jill Kitzmiller, Alex Cozzani. Norma suggested Jose Velasquez to represent ITEC. Kathleen stated that she will ask Robert Baukholt if he would like to attend. The last conference Frank shared is one held in San Francisco. No date was mentioned. He did state that he will not be attending due to the meeting being only thirty minutes long. He did state that the meeting will be a progress presentation.

## **V. Other**

Angie Ruiz from the Business Division shared with the committee new software called Reading in the workplace. It's design for people who are in need of Basic Skills. The purpose is to integrate different areas into one course. Norma suggested talking to Jose Lopez about the software. Angie replied that Valerie Rodgers had already. Kathleen asked if the software is good for all IVC. Frank asked if the extended campus will have access to the software. Angie replied that they would have to purchase the software for \$590 but can talk to the representative to see if they can issue a discount. Angie stated that cost for each program is \$1180 and it's unlimited. Frank read an email that Valerie sent to him asking if this program can be covered with BS funds.

Angie asked the members if English 060 can be incorporated into the Winter Success Institute. She added that if the class makes it to the Winter Success Institute, someone at CalWorks had said they could easily have thirty students to enroll in English 060. The members stated that the budget and instructors are available, the problem is the timing. The deadline to submit winter schedule is very close. They also feel that incorporating another class could be too much for the students. Frank gave Angie a description of what the success institute entails. Angie requested a copy of the summer success institute schedule. Martha agreed to email her a copy. Angie agrees that incorporating English 060 into the winter success institute could be tight but she wants the members to discuss and think about it. Frank asked Tina what is the latest if they decide to incorporate English 060. Tina responded by next Wednesday.

Frank concluded the meeting by asking the members to think of ways in setting short and long term goals. To asses data to determine what's best for our community and determine where Basic Skills money can go. Tina suggested to Frank writing a program review on Basic Skills.

Eric confirmed with Frank that the Basic Skill committee was still meeting at 4:30pm.

## **VI. Adjournment**

The meeting was adjourned at 5:40pm