

**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES  
Wednesday, March 17, 2010  
4:30 p.m.  
English Division Conference Room**

<b>Present</b>	Kseniya Kareva	Dixie Krimm	<b>Visitors</b>
Kathleen Dorantes	Sotero Alvarado	Angie Ruiz	none
Frank Rapp	Deirdre Rowley	Betsy Riehle	
Lianna Zhao	David Zielinski		

<b>Absent</b>	Leticia Pastrana		<b>Recorder</b>
Allyn Leon	Kathy Berry		Martha Navarro
Ed Scheuerell	Eric Lehtonen		
Patti Biley	Robert Baukholt		
Frances Beope	Sydney Rice		

**I. Approval of Minutes**

The meeting was called to order at 4:35 p.m. in room 211. Minutes of March 3rd<sup>th</sup>, 2010 were approved.

**II. Old Business**

**1. Math Lab Specialist-**The meeting began with the discussion of the Math Lab Specialist position. Frank asked members if Sotero Alvarado is hired for one more year, will the obligations they signed for be met. Lianna stated that once the budget is approved, she would like to do an open search for the Math Lab Specialist and have that person go through a formal hiring process. Betsy Riehle pointed that Sotero has been doing an outstanding job as the Math Lab Specialist. Deirdre asked how the Math lab would be affected without the Math Lab Specialist. Betsy stated since Sotero’s arrival, the students are more interactive. Sotero stated that the success rate for students who attended Math 70 or 80 workshops during fall 2009 was 75%. He added that the typical pass rate for Math 70 or 80 students who did not have workshops available in the past was 54%. He also added that he keeps track of the Basic Skills students.

***Action Item: The members voted that the Full Time Math Lab Specialist position is contingent upon categorical funding.***

***Motion was carried via vote four to three.***

Deidre noted students taking writing pods are served at an economical rate. Kathleen added that the total number of hours serving these students is about 400 and the approximate amount is \$30,000.

Frank distribute to the members a copy of an excel worksheet created by Patty Robles containing approximate balances of the Basic Skills budget. As of March 15<sup>th</sup>, 2010, the balance available from the 2007-2008 carry-over budget is \$3300 minus a few travel expenses. He pointed that there are a few pending and ongoing expenses that need to be paid out of 2007-2008. Some of the pending expenses are salaries for instructors and counselors who taught during the winter institute success. The ongoing expenses are salaries for the Math Lab Tutors and Math Lab Specialist. After these items go through, the

approximate balance for 2007-2008 will be \$3300. The following information is the approximate balance of the 2008-2009 carry over budget and the 2009-2010 budgets that were also shared with the members:

<b>08-09 Carry Over</b>	<b>Approximate Balance</b>	
ESL Instructor <b>09-10</b>	\$45,600	On-going expense
ESL Instructor <b>10-11</b>	\$84,500	Carry over to 10-11
Math Lab Specialist <b>10-11</b>	\$68,700	Carry over to 10-11
Basic Skills Coordinator	\$43,000	Carry over to 10-11

<b>09-10 Budget</b>	<b>Approximate Balance</b>	
Extended Campus Tutor	\$2,500	On-going expense
Math Instructor <b>09-10</b>	\$28,000	On-going expense
Math Instructor <b>10-11</b>	\$72,600	Carry over to 10-11
English Pods	\$25,000	Available
Reading in the Workplace	\$10,000	Available

Frank added that a few travel expenses will be covered from that balance. Frank explained that if this balance is not spent by June 30, 2010, the balance will go back to the State. He also stated that 2008-2009 needs to be spent by June 30, 2011. Frank also mentioned that this year they are looking at receiving approximately \$100,000 in Basic Skills funds. Kseniya asked when those funds will be given to the college. Frank replied most likely by September. Dixie stated that the Committee can still work off the carry over funds.

Kathleen asked Frank if there are other priorities that need to be taken care of with the available funds. Frank mentioned the Cal-PASS cost. David added that he had spoken with the Imperial Office of Education and they suggest taking advantage of the local resource without going to Cal-PASS.

### **III. New Business**

**1. Mission Statement**-Frank presented his and Kathleen’s mission statements to the committee. The committee agreed with Kathleen’s mission statement. A few revisions were made and the end result is as follows:

*“The mission of the Basic Skills Committee for Imperial Valley College is to find ways to increase student success and retention rates in basic skills classes involving reading, writing, ESL, and math; to increase student skill levels in these areas so that students are better prepared for their academic and career goals; to provide training for IVC instructors so that they can better understand and teach basic skills students; and to generally support best practices to achieve these ends.”*

Kathleen will forward the revised mission to Martha via email to post on the Basic Skills webpage.

### **IV. Other**

Kathleen and Deirdre requested mileage reimbursement for a workshop they will be attending on April 9<sup>th</sup>. Frank approved the reimbursement and asked Kathleen and Deirdre to submit a travel request along with the proper documentation to Martha for reimbursement.

## **V. Adjournment**

The meeting was adjourned at 5:50 pm. The next Basic Skills meeting will be on April 21<sup>st</sup>.