

**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES  
Thursday, April 3, 2008**

**PRESENT**

Lianna Zhao   Norma Nunez   Kathleen Dorantes  
Frank Rapp   Bruce Seivertson   Mardjan Shokoufi  
David Zielinski

**ABSENT**

**VISITORS**

**RECORDER**

Linda Amidon

**1. Budget**

The committee discussed the plan and budget deadline, which is May 1<sup>st</sup>. In order to go to the board on April 16, it needs to be on the agenda by Tuesday, April 8<sup>th</sup>. Kathleen provided the status of the plan. She used the wish list to prepare the draft of the budget and recollection of discussions and looked at personnel cost which are fixed costs that includes 5% increase. The following items were discussed:

- a. Witting Pods: The following calculations were made: 10 hours/week x \$55 x 16 x 2 = \$23,000. This calculation includes increase in overload rates. Kathleen will start pods around the third week of the semester.
- b. ESL Lab Assistant- \$5000 a year (or per semester)
- c. Learning Communities-stipends; Learning Communities will also require the utilization of an adjunct counselor.
- d. Course Articulation Calpis for instructor pay. Dave would like to increase service. More instructors will be involved.
- e. Research to provide software. Norma and David stated that matriculation funds cover a majority of current costs; Kathy's estimate is high.
- f. BSI Coordinator-expense depends on individual's instructor.

Kathy explained that some funds have already been spent. 2007/2008 expenditures have not been certified. Everyone needs to agree on expenditures.

Kathy asked the committee to review and make changes as needed to reflect proposes submitted. She also stated that during next week's meeting, the plan can be submitted to the board, at least without the budget.

**2. June Workshops**

Kathy recommends the committee to attend workshops in San Diego during finals week. Members are to notify Linda if interesting in attending.

**3. Updates**

a. Math Lab Tutorial Specialist: Advertisement to start on campus July 1<sup>st</sup>.

b. Writing Pods: Fifteen pods going every week. That is 3 people per pod. Forty-nine students signed up. Approximately three-hundred hours of positive attendance. Committee members are welcome to observe.

c. Other: Bruce stated that Gonzalo Huerta, Jose Lopez and Jose Velasquez attended a meeting in Sacramento. Norma shared with the committee that an adjunct counselor applied for a grant and will know the results in June. Dave stated that Matthew was able to link English 98/98 and English 101/Geography 108.

**4. Basic Skills Coordinator**

The committee discussed the BS Coordinator election. Eight ballots were read, including Bruce's. Ed, John and Jose Velasquez did not attend or voted. It was decided that the new BS Coordinator to make it a 177 day versus a 199 day. Bruce Seivertson was elected as the new BS Coordinator (appointed ten months). The committee discussed a BSI being held in August.

**5. Other**

Kathy introduced Frank Rapp as the new Dean of Instruction. She stated that Frank will be working more closely with the BSI Committee. Kathy thanked Kathleen for serving as Chair and for working on the plan.

The meeting was adjourned at 2:47 p.m.