BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday February 27, 2013, 1:30 p.m.
Room 1704

Present	Frank Rapp	David Zielinski		
	Nancy Lay	James Patterson		
	Betsy Riehle	Lisa Salomon		
	Caroline Bennett			
Not Present				
	Norma Nunez			
	Leticia Pastrana			
	Frank Miranda			
Visitors	Xochitl Tirado	Jill Nelipovich		
	Daniel Gilison			
Recorder	Martha Navarro			

I. Opening of the Meeting

A. Call to order

Frank Rapp called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:35 p.m. on Wednesday, February 27, 2013.

B. Approval of the Minutes

M/S (Lisa Solomon/Caroline Bennett) *to approve the minutes of the January 23, 2013, regular meeting of the Basic Skills Committee, as presented. The motion carried.*

II. Action Items

1. *Travel Reimbursement Policy*

- The members discussed submitting travel request ahead of time. Some members suggested four to six weeks in advance while others said one week is sufficient time. Frank added that there should be enough time for the approval process to go through.
- The members also discussed putting a cap amount on travel reimbursement. Anything over the cap needs to be approved by the Basic Skills Committee. Daniel suggested

voting electronically, since the Committee only meets once per month. Frank stated that he will honor travel reimbursements for March conferences.

M/S/C (James Patterson/Lisa Solomon) to establish travel policy to submit travel request ahead of time.

Betsy made a motion to submit travel request 24 hours prior to leaving then withdrew her motion. No motion was carried.

M/S/C (David Zielinski/Caroline Bennett) to submit travel request one week prior to leaving; One opposition made (Betsy Riehle).

M/S/C (Lisa Solomon/Caroline Bennett) for travel policy to take effect March 15, 2013.

III. Discussion Items

1. *Systematic Data Assessment*

- Frank reminded members about the meeting scheduled March 13 to discuss the data that has been gathered.
- Martha confirmed that the meeting is schedule from 1:30pm-3:30pm in room 1502.

2. *Other*

- Frank encouraged members to attend more conferences, since there is no staff development.
- Frank suggested that members attending conferences should report back and share any information that was learned.
- Frank confirmed that 25% of Jill Kitzmiller and Kevin Howell's salary is being paid by the district.

The meeting was adjourned at 2:00 p.m.