**Basic Skills Committee**

**Meeting Notes**

**February 11th 2014**

[Approved March 11th 2014]

In attendance:

Agustín Palacios, Nooshi Borhan, Heather Roth, Maritza Jackson-Sandoval, Loraine Zenaba (student), Gabriela Segade, Kathleen Donlan, Najia Azizi, Elvia Ornelas-Garcia, Karl Debro

Meeting Started at 2:30pm

Minutes from the last meeting were reviewed and approved.

Committee updates:

**Counselor visits:** Maritza discussed counselor classroom visits. It was agreed that there needs to be communication between counselor and instructor to determine what services and information students need. Jason suggested developing specific outcomes. Jason also suggested that Maritza develop a budget for counselor visits. Heather shared that Andrea Phillips visited her class and that students seem to have benefited. Nooshi emphasized the need to reach a good number of students, and the possibility of growth. Elvia suggested that there should eventually be a project report so that the committee could evaluate the effectiveness of counselor visits and the possibility of expanding the project.

**Budget Update:** Committee had a discussion about the budget. We discussed tutoring spending. Tutoring for the Skills Center has gone over its allocated budget. Part of the problem, as discussed by the committee, is that the college has not been responsible for paying for the center’s tutors. BSI got an additional $15,845 from the state. Part of this money will pay for over spent on tutoring. It was made clear that the committee will not pay for additional Skills Center tutoring this semester. Jason clarified that there will be no more BSI moneys going to Skills Center tutoring this semester.

The $10,000 that was put aside for classroom visits (budget category “Student Services), has not yet been spent. Maritza will begin doing classroom presentations soon. This will be a small scale project.

**Budget Allocation:** Committee began discussing budget allocation for next semester and fiscal year.Elvia proposed emailing all faculty to see if they will take on new BSI-related projects. The purpose of these projects would be to promote innovation. Nooshi gives as an example the start-up monetary support the committee gave Umoja in the past. Umoja was later funded outside of the committee.

Jason pointed out that by we need to decide on the budget at our next meeting so that there is enough time to present to college’s budget committee.

**BSI Committee Mission Statement:** The committee decided to produce a mission statement that will define committee’s purpose and vision. The mission statement will help us define our identity in the college and to ourselves. Karl suggested that it might include aspects of what we will like to be and our greater vision. He asked that we keep in mind that some of our goals might align with the Student Success Committee.

Before putting out a call for project proposals, the committee will try to have a finalized mission statement. This mission statement will be used to judge funding project proposals.

Meeting ended at 4:00pm