**Basic Skills Committee**

**Meeting Notes**

**September 15th, 2015**

**Approved October 20th, 2015**

**In attendance:**

Jason Berner, Kathleen Donlan, Brandy Gibson, Elvia Ornelas-Garcia, Mayra Padilla, Agustin Palacios, Ashley Patterson, Elisabeth Xiezopolski, Lisa Jones, Terrill Mead

Meeting Started at 2:30 pm Location: LA-25

The committee discussed budget for Fiscal Year 2015/2016, including the carry-over funds from FY 2014/2015. Agustin presented an update on the budget. For FY 14/15 we had a $12,152.42 carry over from 13/14, plus our $90,000 yearly allocation. We spent the $12,152.42 carry over last year. That makes our total expenditures for 13/14 $90,000. Our total expenditure for the 14/15 fiscal year was $40,818.88 [out of the 90k budget]. That left us with $49,180.70. Out of this, the unspent tutoring money will be moved to the Campus Wide tutoring account. This means that after moving the $12,346 (tutoring balance), we will have a remaining carryover of $36,834.70. If we add the $36,834.70 to our yearly $90,000 allocation, it leaves us with a total of $126,834.70.Last year we planned a $92,000 budget. This did not reflect our total funds, since it did not include our entire carry over ($12,152.42). Out of those 92k we spent $53,372.54, and had $38,627.46 left. Part of the reason there this large carry over, is that Equity funds paid for most of tutoring last fiscal year.

Since we had money carried over, the committee discussed the possibility of funding a retention specialist. Ashley pointed out that there is a lack of capacity to support the large number of basic skill students on campus. The committee will be in conversation with the Basic Skills Task Force put together by the college. Elvia, Mayra, Kelly, and Terill are members of the task force.

The committee discussed and worked on the BSI end-of-the-year report. We had another discussion on the discrepancies/errors in DataMart. Agustin and Jason are working on coding English classes correctly, and this should be done by the end of this semester. This will be noted in the report.

The English department reported on the success of the English Boot Camp, held in July 28-31. Many students completed the boot camp successfully and were able to advance to English 1A. These numbers will be reported in our next BSI end-of-the-year report. Match Jam was another successful summer program.

The committee agree to continue discussion on the possibility of funding a BSI retention specialist.

Meeting adjourned at 4:00.