**Basic Skills Committee**

**Meeting Notes**

**April 24, 2012**

Jason Berner, Elvia Ornelas-Garcia, Helen Kalkstein, Ellen Smith, Sherry Sharufa, Kenyetta Tribble, John Gregorian, Nooshi Borhan, Vern Cromartie, Brenda Gutierrez (Student Rep), Terrence Elliot, Lynn Morgan

Meeting Started at 2:40pm

College Council wanted more detail of how the $62,000 was going to be divided over the three programs (FYE, Umoja, Math Learning Village) and so that was the focus of the meeting. The majority of the cost to support the programs falls on the counselor. Sherry projected the following breakdown of the counselor’s cost to support FYE and the Math Learning Village.

Counseling @ 15 hrs./wk. for 18 weeks = 270 hours

270 hours \*$73.97 = 19971.90

Add 15% for benefits= 2995.79

Total **22967.69**

Counseling 100 class for 9 hours a semester

9 hours \*$86.22= 775.98

Add 15% for benefits= 116.40

Total  **892.38**

Coordination for Convocation @ 10 hours a week for 3 weeks = 30 hours

30 hours \*$55.44= 1663.20

Add 15% for benefits= 249.48

Total **1912.68**

**Semester Total 22967.69 + 892.38 + 1912.68 = 25772.75**

**Year Total for Counseling support = 51545.50**

**Supplies: 2000.00**

**Total 53545.50**

Helen Kalkstein will check with Vicki Ferguson to see if the Counseling department can cover the cost for teaching Counseling 100 since a new counselor will be hired and the class may be part of the new counselor’s load. If counseling can cover the cost, that reduces the total counseling budget to about $52,000.

$2000 will remain in the budget for the summer Umoja conference. Vern expressed his concern about how the Umoja program was being supported.

$5000 has also been allocated to Umoja to assist with planning and coordinating.

Nooshi expressed concern about equity and access about the programs and how students are recruited for FYE and the Math Learning Village. She emphasized that communication must happen about how the programs are working so the committee members are clear about the programs being supported.

Nooshi presented her proposal for an additional $3000 to pay for a student assistant. The assistant will help support the application, assessment and registration process for limited-English proficiency students. ESL was originally granted a budget augmentation of $3000 for a student assistant. The budget augmentation was rescinded so ESL is requesting the funding from BSI. The committee approved the additional $3000.

**The next meeting is scheduled for 5.08.12**