

meeting notes

Members Present Chair Henry Villareal

Sylvia Aguirre

Juanita Alunan

Ron Andrade

Lloyd Davis (note-taker)

Jon Kitamura

Jamie Marron

Krystal Romero

Brandon Smith

Jeremy Wallace

The agenda was approved. There were no January meeting notes. Lin Bowie will join us at our next meeting, replacing Kathy Diamond as a Math/Science representative.

BUDGET REVIEW Henry gave an overview of our budget and distributed a list of projections. We are working with funds from three different budget years: 2013-14, 2012-13, and 2011-12. 2011-12 funds must be expended by the end of this fiscal year, June 30. If need be we can shift funds between years to be sure all funds are used. Line items from each budget year include amounts budgeted, allocated, expended, and remaining balance, as of 1/31/2014. Each BSI-supported initiative or project is included.

We have funded 50% of Ron Andrade's Learning Center Program Services Coordinator position for two years. After this year, the college will pick up the permanent salary of the position. Our \$45000 allocation for that position increased to \$49986 with incorporation of benefits. Other allocations have been increased to cover benefits include Project Change and Sue Hwang's ESL project.

This is our third year funding SI, this year for \$50480. \$42000 is for student SI leaders, and the rest for Lena Feinman as the instructor leading the initiative. RA has \$800 left from 2012-13. Stipends were provided to faculty participants in RA training, including a lunch, and Theresa and Kathy Diamond were paid for some prep time for an RA workshop. None of the \$11400 approved from 2013-14 funds for RA for spring and summer has been expended yet.

The Math 811 project is funded separately. We have expended \$9089, leaving a balance of \$5503. \$10,540 was expended for BSI faculty coordinator James Carranza during Fall 13, leaving a \$3460 balance which will not be expended since James is no longer faculty coordinator.

\$4928 for the Community College Teaching and Learning Program (CCTLTP) is also not yet expended. In all, \$45,772 has been expended and \$48228 remains of 2012-13 funds. A big part will be for SI student leaders under Lena Feinman. Math 811 project funds will be expended.

We are heavily in the black. We will have 2013-14 funds to carry over into next year. If necessary we can shift additional funds to Jeremy's Professional Development Coordinator position.

Lots of CCTLP money is left. Three or four requests have come in but we will have about \$12000 in that line item which we can move over to 12-13. Henry suggested we announce funds are available and seek potential initiatives.

\$3613 allocated to provide substitutes for James are now available. He was doing his coordinator role as part of his load, but he never needed substitutes. \$5000 allocated for a BSI student assistant who was never hired has been reallocated through line items.

Jennifer Mendoza moved \$5000 in supplies money to supplement \$15000 budgeted for LC student tutors. \$325 will go to their benefits. Krystal will speak to Jennifer Mendoza about documenting that the students whose tutors are paid out of BSI funds are in basic skills classes. Learning Center math tutors cover down to Math 811. The LC does not do ESL tutoring.

Ron Andrade is no interim Learning Center Manager. The newly created Manager position includes a

significant portion of what Jennifer did as Director. The Director position has been eliminated.

Nothing has been expended from the general supply category. Its allocation was reduced to balance the budget. Some general supplies money was shifted to Project Change. BSI is continuing to fund the EOPS college tour, at \$5000.

HOSPITALITY Henry asked the group about the appropriateness of providing funds for light lunches or refreshments for BSI events, e. g. for RA or SI. Katie had inquired about such funding for today's Project Change meeting. Funds have allocated only for her salary. Henry was uncomfortable approving food expenditures without consulting our committee. When Katie arrived (with leftover food) she said she had expected to pay for it out of her stipend, but Jennifer picked it up. If we have carryover funds, we might establish a line item for refreshments. It would be beneficial if it attracted participants.

Members differed on whether hospitality (e.g. refreshments and publicity) should be a separate line item. Hospitality funding might be approved by the chair on the fly for a special event like a kickoff meeting, or when outsiders are brought in. Hospitality costs, particularly those to attract participants, could be built into proposals for events. The committee could check that they are appropriate and not extravagant. BSI sponsored events should not have alcohol or fancy spreads. We could include written policy guidelines in RFPs, e.g. food is OK for special events but not for every meeting.

Henry will check on reserves we know will not be fully expended. Our present budget has no reserves, but CCTLP funds are like a reserve. Henry will clarify with James whether funds can be carried over for an additional two years, or only one. We will get new money for 2014-15.

PROJECT CHANGE UPDATE Katie Bliss distributed a written update. During March Project Change will finish collecting student information on the 5 to 10 students in the pilot program. The information will be used to properly match mentors and mentees. The students have been incarcerated in juvenile hall. Some have been in Gateway School or Girls' Camp. They were identified by people who teach or work with them as ones who would benefit from the program – interested in college, resilient, and with no persistent behavior problems. The February 2014 *Advocate* had an article on Project Change.

Today Project Change held an information session for possible volunteers. It already has mentors from English, math, psychology, sociology, evening vocational programs, Pilates and yoga, and business. The BSI Committee should take part in selecting mentors. Interviews of potential volunteers for the pilot program will start in mid-March. We also need to identify suitable instructors and people involved in community based activities.

Katie distributed interview questions which committee members can edit. A task force on expanding the project to Skyline and Canada has been created, with Katie and Skyline VPI Sarah Perkins as co-chairs, and two representative from each college, including James and Krystal from CSM. Henry recommended getting it solid at CSM before expanding.

A full day of mentor training will occur in late March, with a person from Each One Reach One, so that mentors are knowledgeable about what is expected of them. There will also be a mentor-mentee matching day, and orientation. Mentors and mentees should touch base over the summer, but not with the twice monthly hour-long meetings they will have in the fall. They will have peer mentors in the Learning Center's Pathway to College. Henry thanked Katie for taking the initiative, and for conveying to students she knows what it will be like for them. Krystal noted the project has snowballed, with key players who could help institutionalize it.

BSI COORDINATOR QUESTIONS Draft questions were distributed by Juanita to the committee. The draft list was for the committee to review and discuss at next meeting. She will email copies out to all

committee members for their review and recommendations at next meeting. Henry brought up the interview process and asked how the committee thought the interview panel should be comprised. Whether the full committee, a small group or a large group or invite everyone to at least sit in on interviews with just a small group responsible for asking questions? The recommendation was that everyone be invited to attend but only a select sub-committee will be at all interviews asking questions of applicants. Krystal and Jeremy volunteered to be on the interview sub-committee. Krystal will ask Ruth if she is interested as well. Henry will be responsible for coordinating the interview schedule.

UPDATE BIS COORDINATOR AND REPORTING STRUCTURE Jennifer Taylor Mendoza gave an update on the new structure given her current position as Interim Dean of Academic Support & Learning Technologies (ASLT). There will be a new BSI chair as Henry is due to rotate out as chair. The new BSI coordinator will have reassigned time adjusted to 2 units. Much of the clerical responsibilities, budgetary work, and assessment process will be done within the ASLT dean's office. This will allow the BSI coordinator to spend their time setting agendas, communicating with faculty, reporting responsibilities and attending appropriate conferences. The time commitment was estimated to be 5 to 10 hours per week. There may be some increased interest in the position given the reduction in budget and assessment responsibilities but that also means a corresponding reduction to 2 units of reassigned time. The BSI chair will work with the Dean of the ASLT division on an action plan. Jamie asked for clarification on whether there were going to be 1 or 2 roles with BSI coordinator and professional development. Henry wondered if a co-chair structure with one faculty and one administrator was still necessary with the new ASLT division. Krystal thought that just a single chair may be workable but would want input from the new person selected for the role. There was agreement that the committee should remain flexible on the chair or co-chairs structure until the new person could be included in the conversation.

Jennifer talked a little more about some of the organizational changes under consideration and the attempt to align the duties of this role across all three campuses in the district. She also invited everyone to attend the "Doing What Matters" luncheon activity on Flex Day, March 5th, as a way to start conversations. The professional development role is still under review for Fall '14 since Jeremy is stepping down to work with Umoja.

Henry will be unavailable on the regularly scheduled meeting dates and asked to consider alternate dates for March and April meetings. It was agreed to move the meetings to the proposed alternate dates: March 17, 2014 and April 21, 2014.

Next meeting: March 17, 2014