



Minutes
Date: February 22nd, 2017 **Time: 2:00 to 3:30 p.m.**
Rm. 4402

Tri-Chairs:

Maureen McCarthy Teresa Zwack Lori Silverman

Members:

Kerry Bahadur	Matthew Low	San Lu
Valerie Fong	Katie Ha	Voltaire Villanueva
Allison Herman	Elaine Kuo	Eric Reed
Sam White	Tilly Wu	Sarah Munoz
Justin Schultz	Susie Huerta	
Jiin Liang	Angel Tzeng	

Ex-Officio:

Andrew Lamanque

Agenda:

Time	Topic	Discussion
2:00 – 2:10 PM	Review and Approve Minutes	
2:10 – 2:25 PM	Expenditure Analysis	Justin Schultz
2:25 – 2:40 PM	Expenditures Memo & Updated Guidelines	Justin Schultz
2:40 – 3:10 PM	Funding Request: Noncredit ESL textbooks	Tri Chairs/members
3:10 – 3:20 PM	Math Summer Bridge update	Eric Reed/Teresa Zwack
3:20 – 3:30 PM	Questions/Concerns/Announcements	

Present: Eric Reed, Teresa Zwack, Matthew Low, Tilly Wu, Allison Hermon, Katie Ha, Angel Tzeng, Voltaire Villanueva, Sarah Munoz, Tracee Cunningham

Topics:

1. The minutes from the January 25th meeting were approved.
2. We have until June 30th to spend about 72.5 thousand dollars. We can put out for proposals for the end of this quarter and the spring quarter. The embedded tutoring and one-on-one tutoring in the STEM Center can be moved to Basic Skills. The student workers in the Foundations Lab could possibly be funded through Basic Skills.
3. Affective immediately BSI, SE and SSSP allocations now have to be spent in two years. This is up from a year and a half for SSSP and SE. All expenditure allowables need to be “reasonable” and “justifiable”. The five non-allowable expenditures are the same as

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before. All funding requests need to be seen by Justin Schultz before approved. The budgeting will need to be discussed with the other workgroups. Justin will keep us updated.

4. The funding request for ESL noncredit books is approved. Enrollment in these noncredit ESL classes is increasing. More books are needed and books are needed to replace damaged books. Work is being done to increase the number of students that move from noncredit to credit classes.
5. Funding request for loaner scientific calculators in the Foundations Lab was approved.
6. Funding request for faculty/staff to attend and/or present at the CATESOL Regional Conference was approved.
7. The Summer Bridge Math Brochures are at the printers and should be done by the end of the month. Teresa will distribute them to Counseling, Testing Center and EOPS.
8. It was proposed that BSI money be used to pay the costs for Supplemental Instructors to take Statistics or Grammar Pedagogy classes offered here on campus. Justin will check if this is allowable and get back to us at the next meeting. It may work better if they took the class at another college.
9. Katie Ha will be writing a proposal for TESOL conference in Seattle March 21 – 26. Any other faculty interested in going should contact her.

Next Meeting: March 22nd, 2 – 3:30 pm