College of the Redwoods  
Basic Skills Committee  
September 19, 2014 Meeting  
Notes:

**Present:** Erin Wall, Steven Jackson, Kristy Carlsen, Sheila Hall, Pam Kessler, Angelina Hill, Julia Peterson, Harry Pyke, Tracey Thomas, Crislyn Parker-support

1. Review Notes/Membership Update (if any):
   - Notes approved as stand. No membership updates required.

2. FY 2014-14 Basic Skills Funding Requests:
   a. Updated form and instructions:
      - *Instructions:* After discussion it was agreed to include the bulleted items from the previous funding request form, right after the mission; and update the basic skills funds eligibility language: "*Basic Skills funds are not eligible to supplant existing staff or operations already funded by the college and should not require funding beyond three years by the basic skills committee.*"
      - Add footnote to work with Area Secretaries or Crislyn to estimate total project costs.
      - *Form:* After discussion it was agreed to alter the language in Question 8a of the request form: "If yes, note: ongoing expenses should not require funding beyond three (3) years by the basic skills committee, and need to include a plan to be institutionalized by the college within that time.
      - Emphasize the need to work with tech support in question 11.
   b. Updated Process and Tracking:
      - After discussion, it was agreed that submission of the request will not require submission of the tracking forms. Faculty will work with division secretaries and/or Crislyn to detail and finalize purchases and requisitions.
      - It is noted that cost estimates must be complete, included such items as tax, shipping, salary benefits and implementation needs.
   c. Fund Balance:
      - Funds designated for basic skills tutors need to be a percent of total tutoring activities. The relevant individuals will meet to discuss how to achieve this.
      - Basic skills committee has a total of $180,000 to expend by June 30, 2015, plus any or all of the 2014-15 allotment of $90,000, which must be expended by June 30, 2016. Per the current tracking, much of the $180,000 has already been expenses through funding requests approved for this fiscal year from last year’s call for requisitions.

3. Action Item(s):
   a. BS funding Request – IR: Angelina Hill: *Request Approved.*
   b. BS funding Request – Non Credit-Julia Morrison*: tabled to next meeting.

4. Review Charge, Focus, Member Terms: N/A

6. Other: next meeting will be from 9am to 10:30am. *Future Agenda Items:* update on adult education.

Next meeting: Friday, October 3, 2014, 9am -11am, SS 104, 9am-10:30

*Partial request carryover from 2013-14; partial new request. See attachments*