

**Laney Foundation Skills Committee (FSC) Meeting Agenda/Brief Minutes**

September 23, 2013

Room B262

11:00-12:00

Co-chaired by Lisa Cook and Mildred Lewis

In attendance: Lisa Cook, Suzan Tiemroth-Zavala, Mildred Lewis, Marie Wilson, Karen Talbot and Benita Baines

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitator	Time
1. Updates: <ul style="list-style-type: none"> <li>1. Budget Subcommittee</li> <li>2. Tutoring</li> <li>3. Strengthening Student Success Conference Registration</li> </ul>	<p><b>Expected Outcomes:</b>  <b>Inform Committee</b></p> <p><b>Outcomes Achieved</b>  <b>Committee Informed:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget subcommittee has still not met</b></li> <li>• <b>Tutoring Resource Center on track to open in Student Center Sept. 30</b></li> <li>• <b>Cook, Franeta, Tiemroth-Zavala and Agard registered for SSS Conference and indicated payment by check; Travel Request Forms needed ASAP(Lisa Cook and Dr. Lewis to meet this week and plan for this)</b></li> <li>• <b>Committee members not attending SSS Conference should review conference program and notify those attending to pick up materials for presentations of interest to them</b>  <a href="http://www.rpgroup.org/sites/default/files/SSC13 Program.pdf">http://www.rpgroup.org/sites/default/files/SSC13 Program.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Lisa Cook	10
2. BSI Funds (Budget) Update	<p><b>Expected Outcomes:</b>  <b>Inform Committee and Discuss</b></p> <p><b>Outcomes Achieved:</b></p> <ul style="list-style-type: none"> <li>• <b>Committee informed that figures at District and college do not match; Dr. Lewis and Lisa Cook to meet the following day and report back next week</b></li> </ul>	<ul style="list-style-type: none"> <li>• Update on balance of amount of budget that was to be spent by June 30</li> <li>• Payments to leaders of funded projects in Spring</li> <li>• Current allocations</li> </ul>	Mildred Lewis	10
3. Review New Funding Requests: <ul style="list-style-type: none"> <li>• Hiring Tutors for Smartpen Project</li> </ul>	<p><b>Expected: Approve, Change, Deny</b></p> <p><b>Outcomes Achieved:</b></p> <ul style="list-style-type: none"> <li>• <b>Committee recognized need for funding to pay tutors for the Smartpen project but requested more details as to actual classes/instructors participating or</b></li> </ul>		Lisa Cook	10

	<p>slated to participate in fall and spring</p> <ul style="list-style-type: none"> <li>• Committee decided to hold off approval until more members in attendance at special meeting next week</li> </ul>			
4. Basic Skills End-of-Year Report due Oct. 10	<p><b>Expected: Inform Committee And Discuss Response to Narrative and Action Plan</b></p> <p><b>Outcomes Achieved:</b></p> <ul style="list-style-type: none"> <li>• Committee reviewed 2012-2013 Long-Term Goals and Basic Skills Action Plan and determined that measurable outcomes achieved in all areas.</li> <li>• Committee discussed communicating progress better to college community through brown bags and newsletter</li> <li>• Committee decided to add an additional meeting to its schedule for Sept. 30 from 11-12:00 to further inform and plan for the completion of the report</li> </ul>		Lisa Cook	30