

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

Feb. 10, 2014

**Room T450**

**11:30-12:30**

Co-chaired by Lisa Cook and Mildred Lewis

In attendance: Lisa Cook, Sonja Franeta, Terrance Greene, Marie Wilson, David Mullen, Suzan Tiemroth-Zavala, Karen Talbot, Linda Berry, Edward Chavez, Rey Lopez, Benita Baines, Fred Bourgoin

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitator	Time
<p>1. Goals for Spring semester:</p> <ol style="list-style-type: none"> <li>1. Create and publish FSC bylaws</li> <li>2. Draft standards and procedures for implementation of cohorts to bring to campus committees, senates, college council, etc.</li> <li>3. Set up budget subcommittee meeting times and present budget to committee including payments made for approved funding requests</li> <li>4. Plan for Fall 2014 Pathways programs</li> <li>5. Set dates to bring progress reports and recommendations to shared governance entities</li> </ol>	<p><b>Expected Outcomes:</b></p> <p align="center"><b>Prioritize goals for committee for Spring 2014</b></p> <p align="center"><b>Set up budget subcommittee meetings</b></p> <p><b>Outcomes Achieved</b></p> <ul style="list-style-type: none"> <li>• <b>Goals 2 and 3 were assigned top priority</b></li> </ul>	<p>Goal 3: Faculty payments for work completed Spring 2013 and Fall 2013</p> <ul style="list-style-type: none"> <li>• Some faculty have still not received payments for Spring 2013 and have contacted the PFT</li> <li>• Committee confirmed receipt (12/12/13) and correctness of spreadsheet requesting payments for Fall 2013</li> <li>• The committee requested that the Budget Subcommittee meet ASAP to address the issues with payments and it was suggested that Phyllis Carter be invited to this meeting</li> <li>• It was suggested that the FSC follow the model of the Professional Development Committee and pay a stipend to a designated staff member in the business office to process FSC payments to faculty and staff</li> </ul> <p>Goal 2: Standards and procedures for cohorts</p> <ul style="list-style-type: none"> <li>• Faculty, staff, and students would benefit from a Learning Communities web page and database identifying point person and other roles</li> <li>• Clear procedures for implementation of learning communities needed so that they are included in college systems to be effective. For example, they need to be included in the schedule of classes a way that</li> </ul>	<p>Lisa Cook</p>	<p>20</p>

		makes sense to faculty and students		
2. BSI Funds (Budget) Update	<b>Expected Outcomes:</b> <b>Inform Committee</b> <b>Outcomes Achieved</b> <b>None due to lack of information</b>	<ul style="list-style-type: none"> <li>Update on payments and balance of BSI funds</li> <li></li> </ul>	Mildred Lewis/Linda Berry	5
3. Review of funding requests: <ul style="list-style-type: none"> <li>Revised Math Lab funding request</li> <li>Reading Workshop (Pappert)</li> <li>Accelerated CTE Pathway (Franeta and Maher)</li> </ul>	<b>Expected Outcomes: Review proposals</b> <b>Outcomes Achieved:</b> Requests Approved: <ul style="list-style-type: none"> <li>Accelerated CTE Pathway</li> <li>Reading Workshop</li> </ul> Requests requiring more info.: <ul style="list-style-type: none"> <li>Math Lab funding (F. Bourgoin to address exact amount requested with Math Lab staff)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Lisa Cook	20
4. Reports from Pathways Programs and other funded projects	<b>Expected: Inform Committee and plan forward</b> <b>Outcomes Achieved:</b>		Lisa Cook	5
	<b>Expected:</b> <b>Outcomes Achieved:</b>			

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