

# Agenda

## ABE Leaders Meeting – March 23, 2011

✓ Surekha Chaplot ✓ Diana Dzib ✓ Erica Ledezma ✓ Madelyn Arballo ✓ Angelena Moore  
 ✓ Annie Vu ☺ Marilyn McNall ✓ Omideh Sloan ✓ Maria Cardenas

### ABE Leaders' Group Norms

- *Maintain confidentiality*
- *Respect other's opinions*
- *Offer constructive, honest input and then be part of the solution*
- *Practice active participation*
- *Work cooperatively with the team*
- *Be prepared for meetings*
- *Follow-through*
- *Have a positive attitude*
- *Provide each other a safe environment for sharing concerns*
- *Have a sense of humor*

Topic	Discussion	Action (Responsible Party, Timeline)
<b>Review of Minutes</b>	None	
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• <b>New employees</b> <ul style="list-style-type: none"> <li>• Pictures</li> </ul> </li> <li>• Open hourly positions</li> <li>• Open permanent position –               <ul style="list-style-type: none"> <li>○ Office Assistant – FT – Front desk (approved by Cabinet ) – Interviews scheduled for April 6</li> <li>○ Office Assistant – PPT-Eve HS (approved by Cabinet ) – Interviews scheduled for April 6</li> <li>○ Admissions/Reg- PPT – AD Program (pending)</li> <li>○ Tutorial Assistant – submitted to Cabinet</li> </ul> </li> <li>• Departures</li> </ul>	

<p><b>Area Updates</b></p>	<ul style="list-style-type: none"> <li>• WIN</li> <li>• BAS</li> <li>• TANF/WIA</li> <li>• ABE</li> <li>• HS</li> <li>• CAA/HRSA</li> <li>• SUMMER HS</li> </ul>	
<p><b>Budget Updates</b></p>	<ul style="list-style-type: none"> <li>• Course Reductions <ul style="list-style-type: none"> <li>○ Next year 1500 offered; will need 2200</li> <li>○ Priorities for noncredit – CTE, basic skills, transfer (same as credit)</li> </ul> </li> <li>• BSI Funding -2011-12 <ul style="list-style-type: none"> <li>1.2 allocation + 187K carryover</li> <li>1.1 perm positions</li> <li>270K for projects</li> <li>2010-11 allocation for ABE is 300K</li> </ul> </li> <li>• Consideration of 2011 funding limitations <ul style="list-style-type: none"> <li>○ Assignment – evaluation of current staffing, services</li> <li>○ What you could do without?</li> <li>○ Bring this to the next meeting on April 13</li> </ul> </li> <li>• 231 Casas Update/ Benchmarks</li> </ul>	

<b>WASC and PIE</b>	<ul style="list-style-type: none"> <li>• Staff development <ul style="list-style-type: none"> <li>○ Angelena</li> </ul> </li> </ul>	
<b>Release of Information</b>	<ul style="list-style-type: none"> <li>• Updated form - review</li> </ul>	
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Building 35 update <ul style="list-style-type: none"> <li>○ Diana</li> </ul> </li> <li>• Graduation update <ul style="list-style-type: none"> <li>○ Speaker</li> <li>○ Timeline</li> </ul> </li> <li>• Other</li> </ul>	

**REMINDER:** All details mentioned in supervisory meetings are to be kept confidential. Also, any information about staff or students that you are privy to due to the scope of your position must also be kept confidential.

**Next meeting: April 13, 2011**