



## **Guided Pathways Steering Committee**

### **Minutes for Friday, November 4, 2022**

Scheduled for: 12:00 pm – 1:30 pm

#### **Members (9)**

Present: Amanda Phillips, Gary Plunkett, Matthew Wilson, Craig Donahue, Brian Thompson, Donna Greene Dr. Christina Tafoya, Interim Executive Vice President (on behalf of Jeff Baker, Vice President of Student Services)

Absent: Jeff Baker, Steve Holman, Veronica Daut

Recorder: Patricia Danna

#### **1. Call to Order**

Christina Tafoya called the meeting to order.

#### **2. Action Items**

- 2.1 Approval of Agenda – Agenda was approved as is.
- 2.2 Approval of Minutes – October 14, 2022 – Minutes were approved as is.

#### **3. Information/Discussion Items**

- 3.1 Funding Request Form Update – Patricia suggested that the date submitted and the date approved be added to the form.
- 3.2 Review of GP Project Forms Submitted.
  - The OER project got flagged; but was able to move forward.
    - Regarding the TEA stipends; we don't want anyone to be penalized this semester, so the union said it was OK to proceed for this fall semester, but wants to bargain for next semester.
  - HR is requesting that TEA forms indicate if the faculty member is full time or part-time.
  - We have had three OER Champions for the fall semester at \$500 each.
  - In addition to the GP Steering committee approving the request; if a funding request includes stipends for faculty, each stipend must be approved by HR and the faculty unions prior to advertising it or giving the final approval of the funding request.

- Christina suggested that the VP be responsible to submit the proposal to HR and the faculty unions. The “key players” for the request should be noted so that they can answer any questions.

#### Discussion:

- Administrative Support for routing paperwork. Classified staff cannot have an additional assignment on a TEA. They need to be paid overtime by the hour if the work cannot be incorporated into their eight hour day. The budget had \$2,000 allotted for this.
- Should we submit a new funding request for an OER Initiative Coordinator

#### 3.2.1 Faculty Mentor Program – 2023-2024 Academic Year

Submitted by VP Sara Butler and Jermaine Cathcart

- Sara and Jermaine presented their funding request to the committee.
  - Jermaine is the Coordinator of this program.

#### Discussion:

Donna Greene asked if we were going to increase the mentees. Wanted to expand to classified employees. This idea was born out of Pillar #3, which gives support to adjuncts.

Motion: Brian made a motion to approve the funding. Amanda seconded the motion; all approved.

- Christina said we will need to add this item to the next meeting’s agenda as an action item to finalize the vote.

#### 3.3 Guided Pathways Budget Update

- Matt and Patricia met with Val Martinez and the numbers given to us by Tony Carrillo are correct. (The carry forward from last fiscal year and the new allotment in this fiscal year).
- What is inaccurate is the amount of funding that is unencumbered at this time.
- It was discovered that since 2016 Guided Pathways has been funding the Instructional Support person in the MESA program. Positions get rolled over without any verifications of funding. \$30,000 is being paid out of GP funds.

#### 3.4 Phase 2

- Have not received the information from the Chancellor’s office yet.

#### 3.5 Faculty Coordinator Stipend

- Amanda is waiting for HR to get back to her.
- Christina will check with Diana Galindo to see what mechanism can be used to compensate Jin and Matt for work done on Guided Pathways

that is above and beyond their current jobs.

#### **4. Good of the Order**

#### **5. Future Agenda Topics**

- ***To be added as Action Items***

- Approval of the Faculty Mentor Program for 2023-2024 Academic Year
- Donna Greene suggested that any ongoing funding requests from the previous five-year cycle: (2016-2021) be considered null and void and a new request submitted.
- A second update to the Funding Request Form adding the approvals of HR and the faculty unions.

**Next Meeting:** Zoom  
Friday, December 9, 2022  
Noon to 1:30 p.m.