

MSFT Committee Meeting Minutes
Monday, February 18th, 2019 — 8:00-9:00 AM
Provost's Conference Room BTW#2185

Meeting Objective: Review proposals for fiscal year 2019-2020 (FY19-20) projects.

Attendees: Laine Lyzak, Sean Kelly, Monica Tandel, Geydy Martinez, Jerry Garcia, Raul Perez, Thomas Dorch.

Staff Present: Jacky Connell, Kirk England, Dianne Wei.

I. New Business

A. Begin going through FY 19-20 MSFT proposals

- Meeting called to order at 8:02am;
- The Learning Resource Center (LRC) is part of the Library; reducing original request of \$25k to \$5k due to only having three months left in the semester; they typically budget 250 hrs tutoring per week; \$90k previously funded in FY17/18; proposal notes that FY18/19 was a 30% funding reductions (for approx.. 175 tutoring hours/week); minimum wage increases coming; 18 tutors preferred to meet demand, have 16 now; MSFT funds student tutors – has not been supported by other sources, deans are looking for more institutional support (GD901) going forward;
- The Writing and Multi-literacy Center (WMC) is also run through the Library; \$80k request, received \$65k last year (asking for additional \$15k this year); WMC supports writing, but also digital and oral presentations; in class tutoring program is also available (some may be tutoring at the WMC, while others may be tutoring in the classroom); currently there are 20 tutors, visits are increasing; spent on tutors = Fall \$31k, Spring \$52k; \$10k GD901 budget for supplies (this year using office supplies and salary savings to pay for deficit), goal is to have a PERM funding base;
- Motion by T. Dorch to approve additional \$5k for LRC and \$15k for WMC; R. Perez seconded – **VOTE:** All In Favor of Approval;
- Malibu Hall Stage Improvements: discussion of request to have a portion of their \$70k award roll into next FY, due to current limitations and timelines for Facilities; Motion by R. Perez to approve that a portion of their award (~\$35k was the estimate from recipients) be encumbered and roll over to next year; T. Dorch seconded – **VOTE:** All In Favor of Approval;
- K. England suggested that committee ask award recipients for

spending projections and timelines; let's communicate that funding is granted up to the amount of the award, with any unspent balance being returned to the MSFT Fund.

- II. Other business and meeting adjournment
 - Meeting adjourned at 8:52am.