A scheduled meeting of the Off-Site Committee was called to order at 3:10 pm. by Dean Rios, Committee co-chair at the South Gate Educational Center Conference Room.

The Minutes of the September 22, 2006 meeting were approved with the following corrections: Dr. Farkas’s statement should read pg. 2, 1st paragraph: “Dr. Farkas said that there was a plan to assess how safe the Firestone site was. M/S/P – Miller/Beaulieu.

Committee Co-Chair
Dean Rios announced that Gabriella Lopez will be the co-chair of the Off-Site Committee starting December 2006.

One-Time Funding Proposals
Dean Rios met with Gonzalo Mendoza, IT manager to discuss the South Gate applications for one-time funding. There is $60,000 cost associated with creating smart classrooms. It would cost another $5,000 to make this functional in three South Gate computer classrooms. Engineering also looked into offering a class at South Gate via teleconferencing equipment. Dean Rios stated that with the one-time proposals more technology will be available at the South Gate campus. D. Beaulieu added that if it was justified there was no reason to hold back with more one-time funding requests for South Gate.

Items from the Floor
Dean Perez stated the challenges Dean Rios had been facing because of decreased secretarial support at the South Gate location. Dr. Perez wanted to invite individuals to sit on the South Gate program review taskforce in order to assist completing the program review. She stated that faculty members along with staff members were invited to participate. The program review will be due on March 15, 2007 for the South Gate campus.

B. Moore expressed an interest in participating on the taskforce but she was already serving on the validation committee. Dean Rios said that chair representation on this task force would be good. D. Beaulieu suggested that South Gate faculty is contacted and asked to serve. Dean Perez wondered whether flex time could be given to faculty for serving. Ms. Yepes along with Ms. Soriano and Mr. Ortiz volunteered to serve on the task force. Participants agreed to ask representatives from the South Gate financial aid office and the library to serve as well.
Learning Center Proposal for South Gate
Dean Rios reported that he had met with Ms. Yepes to discuss improvements to the South Gate tutorial program. Three different classrooms were considered for the tutorial program. According to Ms. Yepes, in Room 121, we could start collecting WSCH. We should dialog with the Math and English departments and roll out the tutorial program in the spring. This will also be a component on the program review recommendations. A full-time employee who was hired for the South Gate Center, Beth Musgrave was away because of family responsibilities.

Shuttle Updates
Dean Rios distributed the proposed shuttle schedules to attendees. Currently, they were looking into having one shuttle bus operating Monday through Thursday between the main campus and the South Gate Educational Center. The cost is $48,000 for the year. The capacity of the bus is 62 persons, 52 seats. The main goal is to bus people to the main campus. Participants suggested that the morning rides should start before 8:00 a.m. Dean Rios also mentioned that there may be parking problems created by students who park their cars at South Gate and attend school at the main campus all day. The committee members also talked about coming up with a name for the shuttle service.

Updates on the Firestone Property
D. Beaulieu stated that they were still trying to find the plans of the site. They were suspecting that Firestone had the plans.

Full Time Faculty at South Gate
Participants discussed the issue of attracting full time faculty to South Gate. B. Moore suggested looking at instructors who are doing half of their teaching load at South Gate. D. Beaulieu noted that the shuttle bus may also help to attract faculty.

Next Meeting
Friday, December 1, 2006 at 1:00 pm at the Main Campus.

Adjournment
The meeting adjourned at 4:25 p.m.