



**Retention and Completion Committee
Meeting Minutes
June 28, 2018 @ 2:00 p.m.
Humanities**

Members Present: Rick Baca; Nathan Baker; Nick Casados; Sierra Fernandez, Chair; Renee Maestas; Moses Marquez; Francina Martinez, Michael Montoya; Brenda Ortega; Dr. Anita Roybal; Janice Varela; Raymond Varela, Vice-Chair

I. Call Meeting to Order and Establish a Quorum

- Meeting called to order at 2:03PM
- Quorum was established.

II. Approval of Agenda

- Agenda approved with the following amendments—
 - ~Add to the agenda Discussion and Action Item regarding the memberships of Nick Casados and Janice Varela in the R & C Committee because the end of their contracts is June 30. They have yet to be interviewed for permanent positions.
 - ~Discussion regarding how to determine a quorum.
- Motion made by Nick, seconded by Moses and carried to approve the agenda with amendments.

III. Approval of Minutes from June 7, 2018 Meeting

- Minutes not available at this time.

IV. Informational/Discussion Items

1. R & C Reporting (Fact Book)

- Denise Gibson is occupied with completing end of year reports and will prepare the data necessary beginning sometime in July.
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2. Committee Member Reports

- Sierra reported that she had met with the Interim President who said that the committee is doing a good job. She is working with the President to make sure that our role as a committee is clearly defined.
- The committee's focus is not necessarily recruitment; however, recruitment should be reflected in the committee's goals.
- The committee needs to create goals regarding retention, advisement, distance education, and information technology.
- Discussion:

- ✓ Janice Varela reported that she calls students for on-going advisement. \
- ✓ Sierra suggested that each department designate a person to facilitate calling/advisement efforts.
- ✓ The school's tutors are useful people to tap into because they often know what students are going through.
- ✓ GEAR-UP Survey can be modified to our needs to gauge students' attitudes, expectations and knowledge about their LCC educational experience.
- ✓ Rick provided information about the NACADA Conference that will take place in the Fall. All agreed that it would be good for the academic advisors to attend and that this is the sort of professional development opportunity that the Interim President is encouraging.
- ✓ Offering a "Financial Aid 101" type of workshop for students, advisors and any interested persons would help them to know how to apply for it, create a user name, PIN, etc., and educate them about various facts and myths regarding financial aid.
- ✓ Other Items discussed: Fall enrollment, brainstorming ideas for marketing the school, the need for a student centered approach in everything we do, that LCC can make plans to move forward but cannot follow through until HLC has delivered its verdict on our status.

3. Summer Event Participation

- Any planning of events are on hold until the HLC decision is publicized.
- All agreed to tentatively plan for a big event for the Fall and Spring semesters.

4. Sub-committees

- Consider for next meeting's discussion what the committee can/should do to promote retention and completion.

5. Retention Survey Results

- Sierra passed out results that contain both quantitative and qualitative responses. The information is raw data. She referred to the GEAR-UP survey that the committee might modify and use for gauging students' attitudes, expectations and knowledge about their LCC educational experience.

V. New or Follow-up Items for Next Meeting's Agenda

VI. Next Meeting Scheduled- July 12, 2018

VII. Adjournment of Meeting—3:21PM; Motion made by Nathan, seconded by Moses and carried.

Minutes prepared by Brenda Ortega
 Reviewed by Sierra Fernandez, Chair
 and Ray Varela, Co-Chair

VII. Next Meeting Scheduled

VIII. Adjournment of Meeting

