



**Retention and Completion Committee  
Meeting Minutes  
Thursday, March 8, 2018 @ 2:00 p.m.  
Student Success Center Board Room**

**Call Meeting to Order and Establish a Quorum**

Meeting was called to order by R&C Chairperson, Ms. Sierra Fernandez

**Present:** Sierra Fernandez, R&C Committee Chair, Raymond Varela, R&C Vice Chair, Nicholas Casados, School of Business, Nathan Baker, Humanities, Monica Rossetti, Humanities, Joy Shrum, Nursing, Michael Montoya, Financial Aid/Student Services, Brenda Ortega, Education and SherylAnn Yara, Recorder.

**Approval of Agenda**

Nicholas Casados moved for approval of the Agenda. Vice Chairman Raymond Varela seconded the motion, with all in favor, the motion did carry.

**Approval of Minutes – March 1, 2018 R&C Committee Meeting minutes.**

Michael Montoya moved for approval of the March 1, 2018 R&C Committee Meeting minutes. Nathan Baker seconded the motion, with all in favor, the motion did carry.

**Informational Items**

1. Committee by-laws/Charter

The Committee took a few minutes to review the by-laws/Charter which they had been working on.

2. Review retention data, withdrawal data and current methods in place.

***\*\*This item tabled.***

3. Determine next step

**STUDENT PERSISTENCE REPORT**

Madam Chair Fernandez asked that the information be reviewed by the Committee over Spring break and upon returning, we may determine what it is we need to do and what methods we have in place.

## **Action Items**

1. Vote to approve committee by-laws/Charter.

Monica Rossetti moved to approve the committee by-laws/Charter. Nathan Baker seconded the motion, with all in favor, the motion did carry.

2. Vote to approve committee charge, priorities and reporting plan.

Michael Montoya moved for approval of the committee charge, priorities and reporting plan. Nicholas Casados seconded the motion, with all in favor, the motion did carry.

## **New or Follow-up items for next meeting's agenda**

No discussion

## **Next meeting**

- Tuesday, March 22, 2018 @ 2:00 p.m. in the Student Success Center Board Room.

## **Adjournment of meeting**

Nathan Baker moved for adjournment. Vice Chair Raymond Varela seconded the motion, with all in favor, the motion carried.

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Sierra Fernandez, R&C Chairperson

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Raymond Varela, R&C Vice Chairperson

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SherylAnn Yara, Recorder