



**Retention and Completion Committee**  
**Meeting Minutes**  
December 12, 2019 @ 2:00 p.m.  
MEC Atrium

**Attending:** Karen Wezwick, Raymond Varela, Yvonne Pina, Sierra Fernandez, Tycie Jackson, Nathan Baker, Lita Bernal

- I. Call Meeting to Order and Establish a Quorum**
- II. Approval of Agenda** – Request to approve agenda, motion made by Nathan, seconded by Lita, motion carried.
- III. Approval of Minutes from last meeting**– Request to approve minutes, motion made by Karen, seconded by Lita, motion carried.
- IV. Informational/Discussion Items**
  - 1. Subcommittee Membership-** subcommittees will adjust membership based on need and job title relevance. Need to have a full committee and chair and co-chair of subcommittees will still attend R&C meeting to report progress
  - 2. Adding a year to the subcommittee plans-** Dr. Patterson said subcommittees and R&C will have to add 4<sup>th</sup> year to the plans to stay ahead and pregress as committees. Each subcommittee must submit plan to R&C for approval and further the entire retention plan.
  - 3. Committee member reports/Subcommittee progress-** Subcommittees are required to submit a specific sheet as far as progress goes, to the R&C group. This sheet was discussed to make it easier for each group.

- 4. Update on the new structure-** New structure may change how subcommittees operate and how/who they report to. Nothing is finalized but more information will be given later

**V. Action Items**

- 1. none**

**VI. New or Follow-up Items for Next Meeting's Agenda-** update on new structure

**VII. Next Meeting Scheduled-** will confirm through email on next meeting date

**VIII. Adjournment of Meeting**