



**Retention and Completion Committee
Meeting Minutes
October 29, 2019 @ 9:00 a.m.
Media Education Center Atrium**

Attending: Raymond Varela- Chair, Tycie Jackson- Co-Chair, Sierra Fernandez- Past Chair,
Renee Maestas

I. Call Meeting to Order and Establish a Quorum

Quorum not met. All discussion only

II. Approval of Agenda

III. Approval of Minutes

IV. Informational/Discussion Items

Advisement

- Suggestion was made by Dr. Patterson to look into an advisement app that would serve our advisement needs.
- Advisors need to become part of NACADA via department funds, not institutional funds
- Advisement Subcommittee is working on a Student Assessment Team. In their next meeting they will determine who the committee will be

Tutoring

- Discussed signage to direct students to tutor lab
- Issues with tutoring at Mora site
- Surveillance cameras have been installed in the lab
- Discussed having snacks at the tutoring lab

IT/DE

- Not present

Recruitment/Campus Life

- Discussed creating a campus calendar
- Gathered LCC information a year in advance
- Events need to be approved
- Career Fair in April



- Work with Small Business Development Center can help students with interview techniques and resume writing

LCC Retention Plan

- No updates

R&C Charter-Review of charter

- No updates

V. Action Items – No Action items

VI. New or Follow-up Items for Next Meeting's Agenda-No New or Follow up Items

VII. Next Meeting Scheduled

December 12, 2018 @ 9:00 a.m. in MEC

VIII. Adjournment of Meeting