



**Retention and Completion Committee  
Meeting Minutes**

Thursday, March 1, 2018 @ 2:00 p.m.  
LCC Student Success Center Board Room

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

Meeting was called to order by R& C Chairwoman Sierra Fernandez

**Attendees:** Sierra Fernandez, Chairwoman, Nursing Student Success Coach, Raymond Varela, Co-chairman, STEM, Nicholas Casados, School of Business, Dr. Anita Roybal, Director of Humanities, Renee Maestas, Student Success Center, Monica Rossetti, Humanities/CJ, Nathan Baker, Humanities, Michael Montoya, Student Success Center/Financial Aid Director and SherylAnn Yara, Minute Recorder.

**Approval of the Agenda**

Monica Rossetti moved for approval of the Agenda. Nathan Baker seconded the motion, with all in favor, the motion did carry.

**Approval of the Minutes (February 22, 2018 R&C Meeting minutes)**

Michael Montoya moved for approval of the February 22, 2018 R&C Meeting minutes (with changes, add Michael Montoya to Attendees and correct Monica Rossetti's name 3<sup>rd</sup> paragraph, second line), Nathan Baker seconded the motion, with all in favor, the motion did carry.

**Informational/Discussion Items**

1. Committee By-laws

Chairwoman Fernandez advised that she reached out to President Ricky Serna via email regarding By-laws for the R&C Committee and has not yet received a response.

Michael Montoya advised that he believes that the committee should have a set of By-laws or an SOP (Standard Operating Procedure) in order to establish the committee's foundation/purpose.

The committee then discussed some defined roles which they felt would need to be decided upon;

- Chair and Co-chair terms – (1 Academic year);
- # of members for a quorum;
- How to appoint members (possibly take recommendations from members, Chair and Co-chair;
- Representation from across campus
- Membership not to possibly exceed 13 members
- Quorum to be 2/3 of active membership

- What constitutes an active member – (Attendance and Participation)
- Committee may vote a member out if it is felt that they are not fully serving the committee after three consecutive missed meetings with no correspondence;

2. Review data currently available

Chairwoman Fernandez gathered information which is currently available, placed it in a binder and passed it around for everyone to review.

Once reviewed by the Committee, it was determined that the majority of the information was outdated.

Michael Montoya advised that he would request information from the Office of the Registrar regarding 2017-2018 retention (Fall 2017 and Spring 2018) – why students left.

Suggestions were made as to ways of retaining students such as the possibility of bringing back TRAC DAY at LCC which would allow us to register students prior to their return to LCC for their next semester

3. Determine next step

- Vote on By-laws at next scheduled R&C Committee Meeting
- Review report submitted by Office of the Registrar

*3:12 p.m. – Monica Rossetti has left the meeting.*

**Action Items**

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

Action Item #1 was tabled until next scheduled R&C Committee Meeting.

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

No Information

**Next Meeting**

Next R&C Committee Meeting scheduled for Thursday, March 8, 2018 @ 2:00 p.m. @ the Student Success Center Board Room

**Adjourn**

Michael Montoya moved for adjournment. Co-chairman Raymond Varela seconded the motion, with all in favor, the motion did carry.

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Sierra Fernandez, R&C Chairwoman

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Raymond Varela, R&C Co-chairman

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SherylAnn Yara, Minute Recorder

