



**Retention and Completion Committee**  
**Meeting Minutes**  
January 22, 2019 @ 9:00 a.m.  
Learning Resource Center (LRC)

**Attending:** Moses Marquez, Admissions, Anita Roybal, Humanities Director, Raymond Varela, Co-chair, Michael Montoya, Financial Aid, Janice Varela, STEM Advisor, Renee Maestas, Student Success Center, Brenda Ortega, Early Childhood Director, Sierra Fernandez, Chair

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

Quorum met. Meeting called to order 9:03 am.

**II. Informational/Discussion Items**

1. **Approval of Agenda** – Request to approve agenda, motion made by Michael, seconded by Janice, motion carried.

2. **Approval of Minutes Dec. 4, 2018** – Request to approve minutes of previous meeting, motion made by Michael, seconded by Francine, motion carried.

3. **Schedule Regular Committee Meeting Times** – Meetings on 3<sup>rd</sup> Tuesday of the month @ 9:00 am to allow subcommittees to meet and prepare reports. Next meeting would be 2/19/2019 @ 9:00 am. Request for full calendar with all R&C meeting dates. Sierra said she would ask Yvonne to create and send out calendar to committee members.

a) **Subcommittee Meeting Times** – will need to be determined by individual subcommittees.

4. **Restructured R & C Model – Review current model of R&C and subcommittees.**

**R&C** – Student and Career Services=Amanda Ortiz, Development at Risk Faculty=Nathan Baker, Institutional Research Director=Maxine Salas (non-voting member), chair and co-chair of each subcommittee. Total of 13 voting members. If chair or co-chair unable to attend meeting they can name a proxy.

**Tutoring** – Add each department Director that has tutors and Student Success Director. Add Director of Allied Health, Francina, and tutors.

**IT/DE** – Satellites should be represented. Discussion to add Joseph Salas.

**Advisement** – Is anyone going to be added to represent satellites? Sierra to have Rick and Advisement committee discuss satellite representative. Check with Sherri Goodyear to confirm which subcommittee she would prefer to be on.

**Recruitment/Campus Life** – Discussion of adding HR, but it was determined not to add HR.

Subcommittee titles can be changed if the members feel it is necessary.  
Membership can be adjusted if necessary.

- a) **LCC Retention Plan** - Status was presented to the group. Work on it will continue.
- b) **R&C Charter – Review of charter.** Francina wants to add a staff representative on R&C. Sierra – staff members could be assigned as chair or co-chair or even a student can be a representative. Michael – could it be one staff and one faculty as chair or co-chair? Sierra – we could add that to Charter. Discussion to include Athletics in the subcommittees (Tutoring, Advisement and Campus Life). R&C to be holder of retention plan, with subcommittees presenting 3-year goals into larger R&C Plan. Restructuring to happen annually. Michael – change charter now and inform subcommittees of updates. Sierra – updated charter to be approved at next R&C meeting and implemented in subcommittees after approval. Michael add meeting times for subcommittees for consistency.

### **III. Action Items**

1. **Approval of Restructured R & C Model** – Motion made by Dr. Roybal, seconded by Janice, motion carried.

Motion to approve discussed revisions to R&C Model made by Michael, seconded by Moses, motion passed.

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

Revisit Charter for new model, discuss Subcommittee reporting, and membership.

### **V. Next Meeting Scheduled –3<sup>rd</sup> Tuesday, February 19 @ 9:00 a.m. in LRC**

### **VI. Adjournment of Meeting (Include time)**