



**Retention and Completion Committee  
Meeting Minutes**

Thursday, April 12, 2018 @ 2:00 p.m.  
Student Success Center Board Room

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

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

**Present:** Chairperson Sierra Fernandez, Monica Rossetti, Humanities/CJ, Nicholas Casados, Jr., School of Business, Martin Garcia (for Moses Marquez), Admissions & Recruitment, Brenda Ortega, Education, Renee Maestas, Student Success Center, Michael Montoya, Financial Aid/Student Success Center, Joy Shrum, NSG and SherylAnn Yara, Recorder.

**Absent:** Raymond Varela, Vice Chairperson, Dr. Anita Roybal, Humanities Director and Nathan Baker, Humanities.

**Approval of Agenda**

Nicholas Casados, Jr. 1<sup>st</sup>, Brenda Ortega 2<sup>nd</sup>, with all in favor, the motion did carried.

**Approval of Minutes**

Monica Rossetti 1<sup>st</sup>, Joy Shrum 2<sup>nd</sup>, with all in favor, the motion did carry.

**Informational/Discussion Items**

**1. Committee Member Reports**

Nicholas Casados, Jr. reported of a Strategic Enrollment to Advisement & Success Forum (with HLC), to be held on Tuesday, April 17, 2018 from 3:30 to 5:00 p.m. at the NMHU Student Union Building and suggested attending as a committee.

Monica Rossetti, Brenda Ortega, Nicholas Casados, Jr. and Chairperson Sierra Fernandez may attend.

Nicholas Casados, Jr. advised that the Forum may also be viewed on Zoom.

Martin Garcia reported on the different Fairs which will be taking place (Robertson High School 4/17/18, West Las Vegas High School 4/18/18, Senior Citizens Center, Roy, and Alta Vista). Martin Garcia reported that LCC Admissions/Recruitment Office will be doing some general recruitment at these Fairs, although the only material available to them is what may be printed off of the web page.

A suggestion was made that the LCC Media Arts classes could possibly work on flyers for these types of Fairs.

Chairperson Sierra Fernandez then introduced Ms. Denise Gibson of LCC's IT Department who she invited to attend in order to answer questions regarding reports/data which the committee has discussed requesting.

Denise Gibson advised the committee that she can run pretty much any uniform report requested, although she requested that check off/request sheet be submitted along with the request and that the request be complete and very specific. Denise also asked that support tickets be sent to the IT department and that she is given ample time to run the reports.

Questions asked of Denise Gibson:

Monica Rossetti – Does Denise have Retention Rate data.

Denise advised she does, although she did not gather the numbers. Denise also advised that Retention Rates are done Fall to Fall, Spring to Spring, quarterly and yearly through NMICC.

Monica Rossetti – Do the reports list phone numbers which would allow for Instructors to contact students.

Denise advised that individuals with access to CAR's may access that information. Denise further advised that student address changes must be done by the student although, phone numbers do not.

Chairperson Sierra Fernandez suggested having the Department Advisors call the students.

Nicholas Casados, Jr. advised that he does make calls, although the students do not answer or will hang up once they know who they are speaking to.

Renee Maestas advised that he Department has resorted to sending letters through the mail to the students.

Michael Montoya then reported that most of the students do not read their school email so we are now one step closer to emailing award letters to the students which will keep student's attention on their school email and this may also be a way of Instructors keeping in touch regarding other issues.

## **2. Student Transcripts**

Monica Rossetti asked how long it should take for a transcript to be released.

Michael Montoya advised that he feels that it is going to get better and that currently we are able to receive and send out transcripts via Parchment and Escripts.

Michael then recommended that we need to make the office of the Registrar aware of what the students are lacking in order to assist with their completing the education.

**3. Department/Data Chart**

A discussion ensued as to which chart would work best for the committee. (Committee was given copies of various charts and were asked to study and make recommendations).

Michael Montoya then advised the committee that this needs to be moved on as soon as possible as at this point, he does not feel that the committee is going anywhere.

Chairperson Sierra Fernandez advised that the item will be placed as an action item on the next agenda.

**4. R&C Systems & Peer Institutions**

A conversation ensued regarding Fact Books and peer institutions such as Clovis and Northern New Mexico's.

Chairperson Sierra Fernandez would like to eventually have something developed.

Committee agreed to mirror Clovis Community College's placing it on the web page as well as attempt to have it ready by May 20<sup>th</sup> as Michael Montoya would love to present it to HLC when he is there for the hearing.

Chairperson Sierra Fernandez would also like to get the retention survey into the Fact Book and build on it each semester.

**5. Retention Survey**

A discussion ensued as to how many and what questions should be placed on the Retention Survey and after several suggestions, it was decided that the committee would hone in on 10 of the most important questions.

**6. Fall 18 Registration Even**

Due to a lack of time for discussion, Nicholas Casados, Jr. moved to have the item tabled and placed on the next meeting's agenda. Renee Maestas seconded the motion, with all in favor, the motion did carry.

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

**1. Finalize Retention Survey**

Retention Survey will be finalized at the next scheduled committee meeting.

**VI. Next meeting – April 19, 2018.**

**VII. Adjournment of Meeting**

Michael Montoya moved for adjournment. Monica Rossetti seconded the motion, with all in favor, the motion did carry.

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Sierra Fernandez, R&C Committee  
Chairperson

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Raymond Varela, R&C Committee  
Vice Chairman

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SherylAnn Yara, Recorder