



**Retention and Completion Committee
Meeting Minutes**

Thursday, May 17, 2018 @ 10:00 a.m.
Café de Luna

Call Meeting to Order and Establish a Quorum

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

Present: Vice Chairman Raymond Varela, STEM, Joy Shrum, Nursing, Nicholas Casados, School of Business, Moses Marquez, Admissions, Dr. Anita Roybal, Director of Humanities, Nathan Baker, Humanities, Kenneth Bachicha, Humanities/MA&FT and SherylAnn Yara, Minute recorder.

Absent: Monica Rossetti, Humanities/CJ, Brenda Ortega, Education, Michael Montoya, Financial Aid/Student Success Center and Renee Maestas, Student Success Center.

Approval of Agenda

Informational item #3 to be moved to #2

Dr. Anita Roybal moved for approval of the Agenda. Nicholas Casados seconded the motion, with all in favor, the motion did carry.

Approval of Minutes

Moses Marquez moved for approval of the April 26, 2018 minutes. Nathan Baker seconded the motion, with all in favor, the motion did carry.

Informational Items

1. **Committee Member Reports**

A brief discussion ensued regarding the HLC Academy and the Conference in Florida which will be both be held in October.

Dr. Anita Roybal suggested putting together a proposal (R&C) monies for both the Academy and the Conference and submitting it to Dr. Lalla.

Chairperson Sierra Fernandez will work on proposal.

After discussion regarding how often the R&C Committee should meet, Nathan Baker suggested that the Committee meet every two weeks, which seemed to be the consensus of the committee.

3. **Committee Membership**

A suggestion was made to present an invite to Francina Martinez, Controller and Janice Varela of STEM to become members of the R&C Committee.

Kenneth Bachicha suggested that Distance Ed also become a part of the R&C Committee or others to be part of strategic planning (primarily directors) as either sub-committees or standing committees. Kenneth recommended placing this item on the agenda for the next scheduled meeting.

2. R&C Reporting

Chairperson Sierra Fernandez advised the committee that Faculty Senate discussed plans to be a part of the registration event and seem to be onboard.

Moses Marquez advised the committee that Student Success Center met with President Ricky Serna and discussed doing something big, possibly for the 4th of July Fiestas, (possibly otto pops), or even possibly a barbeque.

Dr. Anita Roybal suggested also doing something for the Mora Fiestas which take place the latter part of July.

4. Faculty Retention Plan

After a brief discussion, Kenneth Bachicha asked if this was going to be part of an evaluation program or if it would be course based.

5. Retention Survey Data Entry

Chairperson Sierra Fernandez advised that she would like to piggy back off of Strategic Planning in order to send it out to stakeholders and further advised that it would be awesome to share it with the campus.

Chairperson Sierra Fernandez also created an Excel template and forwarded it to all and also passed it out for all to review.

6. Fall 18 Registration Event

Chairperson Sierra Fernandez advised that this issue was discussed earlier in the meeting and suggested a possible meeting with Faculty Senate, Student Success Center and the President.

New or Follow-up Items for next meeting's agenda

Kenneth Bachicha reminded the committee of the upcoming LCC Car Show which will take place on Saturday, June 9, 2018.

Moses Marquez advised that the Office of Admissions has a new recruiter, Laura Salazar.

A reminder that Orientation will take place on August 17, 2018.

Next meeting scheduled

Thursday, May 31, 2018

Adjournment of meeting

Moses Marquez moved for adjournment. Nathan Baker seconded the motion, with all in favor, the motion did carry.

Sierra Fernandez, R&C Chairperson

Raymond Varela, R&C Vice Chairman

SherylAnn Yara, Minute Recorder

