



## **Retention and Completion Committee**

### **Meeting Minutes**

Thursday, June 7, 2018 @ 2:00 p.m.

LCC Café de Luna

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

#### **Roll Call**

**Present:** R&C Chairperson Sierra Fernandez, Vice Chairman Raymond Varela, Michael Montoya, Financial Aid, Nicholas Casados, School of Business, Moses Marquez, Admissions, SherylAnn Yara, Recorder, Janice Varela, STEM, Renee Maestas, Student Success Center, Brenda Ortega, Education Director, Dr. Anita Roybal, Humanities Director, Nathan Baker, Humanities and Francina Martinez, Fiscal.

#### **Approval of the Agenda**

Vice Chairman Raymond Varela moved for approval of the Agenda. Dr. Anita Roybal seconded the motion. The vote was unanimous.

#### **Approval of the Minutes – May 17, 2018**

Renee Maestas advised that on the last page the date must be changed to August 17<sup>th</sup> as opposed to August 18<sup>th</sup>.

Nathan Baker moved for approval of the May 17, 2018 minutes with the above listed correction. Moses Marquez seconded the motion. The vote for approval of the May 17, 2018 minutes with the correction was unanimous.

#### **Informational/Discussion Items**

##### **1. Committee Member Reports**

- Moses Marquez advised that the Admissions/Recruitment Department now has a new employee, Ms. Laura Salazar;
- Have met with President regarding branding LCC, promote value, tuition cost, and services LCC offers
- Dr. Anita Roybal informed that LCC hosted Mr. Santiago Baca, (author) for a reading and book signing, accompanied by an artist who had been incarcerated for ten (10) years – phenomenal stories
- Nathan Baker updated on the Bridge Program – high expectations that all will pass

- Michael Montoya suggested possibly changing the name of the Bridge Program so as not to confuse it with the Financial Aid Bridge Scholarship;
- Gave an update on the HLC Hearing which took place in May in Chicago, Committee very pleased with President Ricky Serna's response, Amanda Ortiz gave a great speech

## 2. Committee Membership

Janice Varela of the STEM Department and LCC Controller Francina Martinez to be considered as members of the R&C (Retention & Completion) Committee.

Monica Rossetti of the Humanities Department opted for not being involved as a committee member throughout the summer.

## 3. R&C Reporting (Fact Book)

Chair Sierra Fernandez informed that she had touched base with Denise Gibson of the IT Department who will be adding the survey to the Facts Book.

- Raymond Varela will be assisting Nathan Baker with his survey returns;
- Estelle Garcia will be assisting in the Nursing Department with survey returns;

## 4. Retention Survey Data

- Institutional Research position will soon be filled;
- Dr. Anita Roybal inquired about tutoring on-line;
- Collect data from students

## 5. Summer Event Participation – Enrollment/Recruitment

Chair Sierra Fernandez advised that an all campus meeting will be held tomorrow and once this takes place, we will decide what event we will put on.

- LCC Annual Car Show will take place on Saturday, June 9, 2018 – tables will be provided for departments;
- Departments to be present from two (2) to three (3) hours;  
Raymond Varela – STEM/Humanities  
Sierra Fernandez – Nursing  
Ricky Baca – Trades

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

A discussion ensued regarding the R&C (Retention & Completion) budget and it was suggested that a proposal be put together by the Committee to work on bigger events with all committee members as opposed to the smaller events.

- HLC Academy – three (3) year commitment
- Florida Conference – Student Success Training

Committee members were also reminded of the Webinar scheduled for June 18, 2018 at 9:30 a.m.

## **Action Items**

1. Janice Varela – New R&C (Retention & Completion) committee member.

Chair Sierra Fernandez moved to accept Janice Varela as a new R&C Committee member. Nicholas Casados seconded the motion. The vote to accept Janice Varela as a new R&C committee member was unanimous.

2. Francina Martinez – New R&C (Retention Completion) committee member.

Moses Marquez moved to accept Francina Martinez as a new R&C committee member. Brenda Ortega seconded the motion. The vote to accept Francina Martinez as a new R&C committee member was unanimous.

3. Removal of Monica Rossetti as an R&C Committee member until further notice, *(for the record, this is at the request of Monica Rossetti)*.

Brenda Ortega moved for the removal of Monica Rossetti as an R&C Committee member until further notice. Moses Marquez seconded the motion. The vote to remove Monica Rossetti as an R&C Committee member, until further notice was unanimous.

**Next Meeting Scheduled – June 14, 2018**

## **Adjournment**

Nicholas Casados moved for adjournment. Janice Varela seconded the motion. The vote for adjournment was unanimous.

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Sierra Fernandez, R&C Chairperson

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Raymond Varela, R&C Vice Chairperson

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SherylAnn Yara, Recorder

