Access, Retention & Completion Committee Meeting Agenda & Minutes

Date: October 12, 2020 / 10:30 – 12:00 pm / Location: Zoom / Facilitator: Jennifer Anderson / Recorder: Michell Gipson

Members: ASG Representative, Josh Aman, Jennifer Anderson, Dustin Bare, Katrina Boone, Jaime Clarke, John Ginsburg, Michell Gipson, Marc Goldberg, Lori Hall, Shalee Hodgson, Joan Jagodnik, Kelly Love, Jim Martineau, Lauren McGuire, Jennifer Nickell, John Phelps, Ariane Rakich, Lisa Reynolds, Ryan Stewart, Terrie Sanne, Chris Sweet, Adam Wickert, Beth Wicklund, and Christina Wiglesworth

Present: Josh Aman, Jennifer Anderson, Dustin Bare, Jaime Clarke, John Ginsburg, Michell Gipson, Marc Goldberg, Lori Hall, Shalee Hodgson, Joan Jagodnik, Kelly Love, Jim Martineau, Lauren McGuire, Jennifer Nickell, John Phelps, Ariane Rakich, Lisa Reynolds, Ryan Stewart, Chris Sweet, Adam Wickert, Beth Wicklund, and Christina Wiglesworth,

Absent: Katrina Boone, Terrie Sanne, ASG President **Guests:** None

Topic/Item	Discussion	Action/Decision	Materials Reviewed
Committee Business – 5 minutes			
Committee Business - Jennifer Anderson	- Welcome Back & Introductions - Review previous June meeting minutes - Jim Martineau moved to approve June meeting minutes. - Chris Sweet Second the motion - Sub-committee membership – We bring work out of the Full committee to the subcommittees and the subgroups are to inform the larger committee of their work. - Now is the time if you are wanting to change the committee you are on or add to another committee. If you are new and would like to join a subgroup let Jennifer know and she can put you in touch with the right person. - Steering/Policy: Chair - Jennifer Anderson - Access/Recruitment: Chair -Ariane Rakich - Retention and Completion: Chair - Ryan Stewart - Financial Resource and supports: Chair: John Ginsburg - Work should be coming up from subcommittee to ARC and Work flowing down from ARC to subcommittee **Questions:** - Do we have a membership length of time for the larger ARC committee?	June meeting minutes approved	ARC Meeting Minutes Final 6.8.2020.docx ARC Subcommittee topics with members

	➢ Most of the members are required to participate as part of their role within a designated services area (e.g. Directors). Unless you change out of your role then you would stay on the committee. Folks who are participating at the request of their Director can move off the committee as needed. ➢ The charter doesn't specify membership terms. • Committee Business o Reminder that as a committee we use loose Roberts Rules when we vote on meeting minutes and to move policies forward.		
	Policy Review		

Board policies under revision – Jennifer Anderson	• Draft Expressive Conduct Policy and Administrative Regulation – there were no questions regarding Expressive Conduct Policy.
	 o This is related to freedom of speech thought, expression and assembly and that conduct activities must comply with Federal, state and local laws as well as campus regulations.
	 o This policy defines:
	  ▪ Expressive conduct and that is refers to behavior designed to convey a message, including speechmaking, communicating, petitioning picketing, leafleting, demonstrating and rallies.
	  ▪ We define time and place and matter referring to a set of boundaries in which expressive conduct is permitted.
	  ▪ Demonstrations or rallies refers to an action by a mass group or collection of groups of people in favor of a cause or people partaking in a protest against a cause of concern.
	  ▪ It is applicable to all college employees, volunteers, visitors, students and community members.
	 o Discusses location.
	• Draft AR Facility Use and Terms & Draft GBEC Drug Free Workplace
		Members to provide feedback and questions to policy stakeholders as needed.	Expressive Conduct Draft AR for ARC 10.1
			
			Expressive Conduct Draft Board Policy for
			
			DRAFT AR Facility Use and Terms.docx
			
			DRAFT GBEC Drug Free Workplace..docx

	o Jennifer Miller will be doing the facility drug use and the drug free board administrative regulations. • AR Drug Free Workplace • All three policies are going to be going forward for Board level approval. These are different than the normal ARC approval process.		
CCC Information & Initatives – 50 Minutes			
Review DEI & SEM Goals & Identifying needs for moving selected items forward – Jennifer Anderson, Dustin Bare, Chris Sweet, and John Ginsburg	• The attached is a summary of key goals that the DEI plan and the SEM teams have identified as part of our work in ARC. However, this list is quite expansive and does not include our existing sub-committee goals or the work occurring within our departments. This group needs to review this list and identify what we can focus on this term/year and what we need to push off for next year. We also need to identify what we need as a group to engage in this work effectively going forward and what • Guided Questions: 　o Of the items outlined on the Word document, which items do you think we need to work on first? Or which could be worked on this term/year? our efforts on other priorities? 　o What resources, training, structure, do we need in order to focus on these items? 　　▪ Do you feel like this group is ready to engage in conversations that might be fraught with sensitive subjects? 　　▪ If you were leading a conversation on one of these topics, what would you need? How would you proceed? 　o What type of measurable outcomes do we need to show we are making progress on these items?	Members to provide feedback and questions to leads. Themes will be reviewed at next meeting.	SEM & DEI Initatives for ARC.docx CCC dei-strategic-plan.pdf

Subcommittee Updates – As time allows			

Steering & Policy Committee Updates	• New/Returning Members: Shalee Hodgson and Katrina Boone will be joining this sub-committee this year.
	• There are two policies that will be reviewed by this committee this month in preparation for moving forward for full ARC review in November.
	   o Student Name Requirements Policy & Procedure
	   o Texting Policy and Procedure		

Access/Recruitment Subcommittee	• See written brief attached. • CCC Resources for undocumented and DACA students -		Access and Recruitment Subcomn CCC Resources for undocumented and D
Retention & Completion Subcommittee	The Retention and Completion subcommittee met 5-6 times over the summer. • Reviewed EYES and other data from the past year • Identified student feedback as a priority • Brainstormed ways to address student feedback in a timely manner and resolve issues quickly • Developed (in-process) a webpage that allows students quick, easy access to important feedback tools including a new general feedback survey, the problem resolution form, the CARE referral, and campus safety (Rave/Guardian) • We expect to have a draft to share with ARC soon •		
Financial Resources and Supports Subcommittee	• No meetings over the summer. • New Emergency Funding page consolidating various emergency funding options available to students launched over the summer.		

Upcoming Trainings/Events/Activities			
Announcements/ Information	• Updated Student Handbook will be posted to the web soon. • FYI: Chronicle Article: 2020 Has Been a Hard Year for Higher Ed. Could 2021 Be Worse • FYI: Inside Higher Ed Article: Community College Enrollments Drop This Fall		 2020-21 Student Handbook.pdf
Future Agenda Items			
Future Agenda Items	• Equity Lens • Workshop Progress Reports and Care units in Navigate and Expanding Navigate beyond advising • House and Senate Bills • Upcoming trainings/events/activities • SNAP/STEP/PTO • CRM • Service Area Assessment • CARE/College Safety Update		
ARC Full Committee Meeting Dates 2020-2021			
Fall Term • Monday, October 12, 2020: 10:30 – 12:00 • Monday, November 9, 2020: 10:30 – 12:00 • Monday, December 14, 2020: 10:30 – 12:00	Winter Term • TBD		Spring Term • TBD
Subcommittee Meeting Dates			
Access and Recruitment: • TBD	Retention and Completion • TBD		Financial Resources and Supports • TBD	Policy and Steering • TBD