

Student Success Committee

February 2, 2017

2:30-4:00

GE-311

**Present:** Jason Berner, Karl Debro (Chair), Dennis Franco, Brandy Gibson, Beth Goehring, Carolyn Hodge, Joel Nickelson-Shanks, Mayra Padilla, Agustin Palacios, Andrea Phillips, Kelly Ramos, MaryKate Rossi, Alex Walker-Griffin, Esmerelda Topete, Randy Watkins

The meeting was called to order at 2:35.

The January 19 minutes were approved. (The draft of the Equity Plan report template served as the minutes of the 1/19 meeting.)

The agenda was approved.

Mayra Padilla summarized the reporting timeline for those who received funding from the previous Equity plans. Moving forward (i.e., beginning with the FY18 Equity Plan) there will be two reporting periods for those receiving Equity funding: A mid-year report to be turned in at the end of January and a final report due in August. The mid-year reports should articulate progress on spending so that, if necessary, funds could potentially be redistributed.

For the previous years' Equity plans, the reporting timeline is as follows:

2015-16 plan: All funds should have been expended by 12/30/16. The final reports are due by 3/31/17.

2016-17 plan: Mayra is requesting that a mid-year report (budget check-in) be submitted by 4/27/17 (NOTE: As mentioned above, mid-year reports will, from this point forward, be due by the end of January.) The final reports for 2016-17 will be due 1/31/18.

(NOTE: Funds allocated in the 2016-17 plan must be expended by 12/30/17. In future years, all Equity funds must be spent within a twelve-month period; e.g., 2017-18 funds allocated by 7/1/17 must be spent down by 6/30/18.)

The following deadlines were **approved** by the committee:

- Final report for 2015-16 funding: 3/31/17
- Budget check-in for 2016-17 funding: 4/27/17
- Final report for 2016-17 funding: 1/31/18

The tentative dates for reporting on 2017-18 funding are as follows:

- Budget check-in: 10/31/17
- Final report: August 2018

These dates have not yet been approved by the committee.

The committee reviewed the Equity Plan reporting template. The committee approved the general categories on which people will report. Jason Berner agreed to proofread and copy-edit the document. Attached to this document are both the committee-approved document and the “clean-copy” (i.e., edited and proofread).

Andrea Phillips expressed concern about the lack of clear communication to those receiving funding about the reporting requirements. A subgroup of the Student Success Committee, comprised of Karl Debro, Mayra Padilla, Marykate Rossi, and Beth Goehring will meet before the next scheduled Student Success meeting to brainstorm suggestions for a process to access Equity funds.

The meeting was adjourned at 4:00 PM.

Next meeting: 3/2/17