



TITLE V ACTIVITY TWO COORDINATORS COMMITTEE
Approved Minutes
Thursday, May 20, 2004

Present:

Jacqueline Forte, CSU Stanislaus
Martha Robles, Modesto Junior College
Michelle Stanford, Merced College
Marcella Rodgers, Regional

Guest:

Bob Bauer, Merced College
Isabel Cambridge, Merced College
Gary Lowe, CSU Stanislaus
Donna Moore, CSU Stanislaus Accountant

Approval of Minutes

Isabel Cambridge, from Merced College, was introduced by Michelle Stanford as the Activity Two Coordinator for the summer 2004 session. Michelle Stanford will return to this position in the fall 2004. Campus representatives introduced themselves and summarized their project duties and responsibilities.

The committee approved the April 30, 2004 minutes as read.

Regional Database Format Development

The committee reviewed at length the database categories to finalize the regional grant participant database. Bauer and Lowe attended representing the Regional Research Committee. Rodgers will draft the final copy of the database and send out to the Activity Two Coordinators for their final review. This item will be on the next meeting agenda as an action item. The database will allow for campus and regional reporting. Merced College will continue to do their data entry.

CSU Stanislaus Target Population Statistics

The CSUS IR staff is formulating this information to be shared regionally.

Budget Q&A

Donna Moore, CSU Stanislaus Title V accountant, provided an update expenditure report on the accounting details, as have been reported by the activity two coordinators. The additional process details between the community colleges and the University were discussed. The CSU business reports are about four weeks behind the actual activity due to the realities of the reporting process. All colleges have submitted their first quarter billing for reimbursement to CSU Stanislaus. Rodgers thanked Moore for attending as it gave the coordinators an opportunity to ask accounting report questions. This type of communication assists to keep all the partners "on the same page".

Defining the Role of the Mentors

The CSU mentors provide advising on specific major preparation required coursework to the project participants. The CSU Stanislaus Activity Two Coordinator provided training in this area and will continue for next years training. The community college and CSU mentors have meet during meetings at the community college sites. Merced College community college and mentors are required to attend

Possible Summer Mentor Training

A joint summer mentor training session will take place at the CSU Stanislaus campus. A date needs to be calendared at the next meeting. Representatives will review their campus and individual calendars and bring potential dates to the next meeting.

Approval of 2004-05 Meeting Calendar

The draft calendar will be changed from Mondays to Fridays at the request of the committee members. The Regional Office staff will coordinate an agreeable meeting schedule with the coordinators and send out a revised 2004-05 meeting calendar through email.

Title V Web Site

The paperwork is being processed through CSU Stanislaus to finalize the consultant contract. Phase I will provide for committee calendars, agendas, approved minutes, and other related documents. Phase II will address the regionally shared research documents, including posting regional database information. Rodgers will keep the committee updated.

Summer 2004 Committee Work

The committee reviewed the agreed upon summer projects. The major focus will be preparation for the fall semester, including: recruiting fall project participants and mentors, finalizing the regional master participant database, adjusting the mentoring training.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Director