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**TITLE V GRANT  
ACTIVITY TWO COORDINATORS COMMITTEE  
Approved Minutes**

**October 1, 2004**

**Present**

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

**Approval of Minutes**

The September 17, 2004 minutes were approved as read.

**Mentor Training**

The group discussed the September 17, 2004 mentor training participant evaluations. Rodgers will distribute an additional survey summary at the next meeting.

**Activity One and Two Coordinators Collaboration Meeting Agenda Review**

The coordinators reviewed and approved the joint meeting agenda that will include: Regional Newsletter, Regional Joint Mentor and SI Leader Meeting, and Marketing Title V.

**Regional Data Base**

The Coordinators reviewed and approved the Research Timeline document dated 8/11/04.

**Regional Staff Office Updates**

The new Regional Research Technician is Amy Howard-Houk and her work hours are Monday through Friday from 8:30 am to 3:30 pm. Claudia Abarca has been hired as the Administrative Support to the Regional Office. Les Rogers will provide Regional Server Tech Support to those in the field and he works Tuesday and Thursday afternoons. Amy Faylor is beginning her sixth year as Administrative Support to the HECCC Executive Director. Amy Faylor works Monday, Wednesday, and Friday from 10:30 am to 3:30 pm.

**Role of the Community College & CSUS Mentors**

The committee continues to refine the roles and responsibilities. Concern was voiced regarding CSUS mentors being located at the Tri-College Center because the location may be too far from the mainstream of students. CSUS mentors will also be isolated from Merced College staff.

**Student Progress Form**

The form is for coordinators to use if they find it helpful in maintaining their recordkeeping in relationship to student contacts. It is optional to use. Rodgers

reminded the coordinators that the student data pertaining to workshop attendance, mentor and counselor contacts needs to be entered in the regional database.

**Establish date for Spring Celebration**

The group will bring a suggested date to the next meeting. They suggested certificates be awarded to the participants based on their academic performance, successful transfer, and graduation. There was discussion of a guest speaker.

**Other**

Coordinators began discussion regarding the need for additional teamwork among the coordinators to facilitate meeting specific needs of students in relationship to course planning, transfer issues, and financial aid. The group decided the organizational aspects of the grant project are in good order. Therefore, meeting time can and should be allocated to discuss specific student needs. The coordinators agreed to bring specific student files and particular situations to the next activity two coordinators meeting to develop collaborative interventions to assist the project participants.

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Director