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## TITLE V ACTIVITY TWO COORDINATORS COMMITTEE Approved Minutes

CSU Stanislaus  
MSR 350

**Meeting Date:** Wednesday, November 26, 2003

**Attending:** Roger Pugh, CSU Stanislaus  
Martha Robles, Modesto Junior College  
Michelle Stanford, Merced College  
Marcella Rodgers, Regional

### I. **Minutes Approval**

The November 14, 2003 minutes were approved as read.

### II. **Campus Reports from Activity Two Coordinators**

Stanford wrote a resolution for priority registration and will be making a presentation before the Merced Community College Academic Senate on December 4, 2003 for the first reading.

MJC will hire mentors through an honorarium while Merced College and CSU Stanislaus will utilize the hourly payroll process. The number of mentors planned for each campus during year one is as follows: MJC 10 mentors, Merced College 7 mentors, CSU Stanislaus 20 mentors total with ten for the south and ten for the north of the region. Efforts are being made to recruit MJC and Merced College transfer students at CSUS to be mentors. The pay rate for mentors is: \$10.00 for CSUS, \$9.72 for MJC, and \$11.36 for Merced College.

The group discussed conducting a joint regional meeting of the facilitators. The group stressed the need to work jointly when advantageous to the grant objectives as that is the purpose of a cooperative grant. We are not operating three separate grants this is a cooperative grant and need to keep that in mind as decisions and process are developed.

### III. **Mentor Job Description**

The group discussed changes and will make revisions and review at the next meeting.

#### **IV. Program Marketing Materials**

Stanford created and distributed two program marketing flyers. One flyer was directed at Student Ambassador recruitment and one was directed at Student Ambassadors for financial aid outreach.

#### **V. Community College Incentives**

Pugh plans to distribute a revised CSUS student incentives list at the next meeting. The community college representatives feel the most effective incentive is priority registration.

#### **VI. Guaranteed Transfer Agreement**

Pugh will report on this item at the next meeting.

#### **VI. Project Directors' Meeting Update**

Rodgers reported that each activity coordinator will be responsible for maintaining their campus activity budget in an excel document that will be created by Donna Moore, CSUS accountant. This will provide uniform record keeping within the region. All equipment purchased with Title V funds will be required to have a CSUS property number. The regional office will be required to maintain a regional equipment list. All purchase requisitions will require prior approval and signature by the Rodgers, the Regional Title V Project Director.

Rodgers will send the coordinators a revised activity log in Excel. The logs are due on a monthly basis to Rodgers.

#### **VII. Regional Research**

Rodgers reported that the Regional Research Committee meet on Tuesday, November 25 in preparation for a joint regional meeting with the activity one and activity two coordinators scheduled for December 8 at 8:00 am.

#### **VIII. Other**

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Project Director