**Present:**

Michael Carley, Anja Goebel, Joe Cascio, Jodie Logan, Catherine Hodges, Kendra Haney, Primavera Arvizu, Erin Wingfield, Maria Roman, Rachel Vallejo

**Absent:**

Esmeralda Rodriguez

1. **Call to Order**

Mr. Carley called the meeting to order at 2:02 pm.

1. **Approval of Agenda**

Motion made to approve the December 10, 2020 agenda.

**M/S/C:** Jodie Logan/Anja Goebel

1. **Approval of Minutes**

Motion made to approve minutes from December 10, 2020.

**M/S/C:** Jodie Logan/Joe Cascio

1. **Discussion Items**
2. **Veterans Program Review**

Veterans Resource Center Director, Maria Roman will submit revised Program Review.

The committee recommended the following:

* Program Mission Statement meets requirements
* Service Area Outcome – delete instructions
* SAO #1 – Change numbers to percentages
* SAO #2 – Change to say success rate has been met every year, veterans are outperforming non-veterans and add how you can continue to improve
* SAO #3 – Reword to reflect the understanding of the program requirements and explain further
* Program Analysis & Trend – Remove item below (in parenthesis) and add a header with Policies and Procedures. Put commas in numbers over a thousand and mention other centers do not provide services to spouses & dependents of veterans, this is unique to your center.
* Veterans Unique Awards – Word differently to make distinction it’s unique to students and change to degrees and certificates
* Program Strengths – Edit for grammar errors i.e. many instead of much. Put an introductory paragraph to list donations and turn it around to start with; Veterans Resource Center response to Covid-19 included…. then add your list
* Areas of Improvement – Recruiting efforts with advertising and increasing locations at parades and festivals. Also add technology improvements in this area
* VRC Stats – How many college veterans are using the center, what percentage
* Data Review – Goals and recruitment in percentages
* Future goals – Increase recruiting, be more specific and put percentages
* Staff Resources – Name staff by position broken down by percentages tied to the VRC
* Technology Needs – In the area of improvements put the number of laptops and the MiFi’s
* Safety and Security – Mention professional development and mental health awareness
* Budget – No change requested
* Proofread document for language and grammar and send corrections to the committee

The Veterans Resource Center program review meets standards and will be forwarded to CC after all recommended changes.

 **V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 3:01 pm.**