In attendance: Tonia McKoy, Robert Fusco, James Bumgardner, Linda Seidman, Stafford Barton, Jorge Hernandez, Kate Plessing-Brunetto, Magali Muniz, Greg Fenkart, Caroline Ofodile, Jacqueline Ottey, Michael DiBartolomeo, Eunice Dominguez, Monica Postle

- Stats on the 2,710 cohort were presented. 466 of the 2,710 (18%) did not return to BCC for the Spring. Jackie brought the evals of those 466. We will break them out for the March 2 meeting in the following ways:
  - Pull out the 213 with a FALL balance (Caroline provided the list).
  - Of those 213, separate into two piles; those with a 1.75 GPA and below and those above 1.75 and above.
  - Separate the remaining 253 into two piles; those with a 1.75 GPA and below and those above 1.75.
  - Identify those 283 students who are currently enrolled and on probation. Group will need to be addressed before the Spring break.
  - Identify the parameters for collecting the required data for the various groups of students to enable committee complete a thorough assessment of students and issues. These parameters may include registration date, number of remedial classes, grades, program of study, financial etc.
  - Committee will determine the nature of outreach to these students upon completion of data gathering.

- Monica is going to send a sample template to Kate and Caroline.

- It was reported that the GPA required for scholarships was lowered to 2.0 and we should let qualified students know this.

- Our subcommittee will decide on March 2 who wants to tackle which groups and what type of communication should be sent.

-The committee looked at the DRAFT letter (below) and discussed.

  Comments:
  - The SGA President or her designee should be on this committee and sign the letter.* (Dr G-DJ will have final say on this)
This letter (once finalized) will go to the 2,244 students who DID return to BCC for Spring. The 466 who did not return will receive some communication from us once we determine how to address them.

The committee will email Kate with comments / corrections on the letter. We hope to have the letter finalized before March 5. Kate will work with appropriate people to get facts for letter. The letter will go to Dean Liguori and then to Dr. G-DJ for final approval.

A logo can be designed for 2016-2017 so all communication from this group will be easily recognizable. Kate put in a request with PR for this.

Linda suggested entering these students into Pipeline. (Kate spoke with Jen Reyes after the meeting and she prefers not to do this but to send the students to the counselor on duty at the One Stop instead. See edited letter.)

The committee needs to decide if we want a designated mail box for our subcommittee and who will monitor it.

The next meeting is Monday, March 2 in Room C211. **PLEASE** make every effort to attend.
Dear __________ (student name):

Congratulations! You made it through your first semester at Bergen Community College! What a great feeling it must be! You’re well into your second semester now and graduation will be here before you know it!

Did you know that you started the Fall 2014 semester with 2,709 other full time, degree seeking students? That’s right; there are 2,710 of you that make up the Class of 2016 / 2017.

Your class is made up of some really special people. Check out these facts about your class:

- **98 of you graduated in the top 15% of your high school class and are considered NJ Stars.**
- **Students in the class of 2016 / 2017 come from almost every town in Bergen county and as far away as Ethiopia.**
- **Your class is made up of students from ages 16-87, and everywhere in between!**
- **156 of you play on one of our BCC athletic teams. Go Bulldogs!**

The Project Graduation committee at Bergen Community College is here to help you navigate the road to graduation. You will be receiving emails and letters from me and the Project Graduation committee over the next few semesters. We hope hearing from us will keep you informed about campus activities, academic support services and encourage you to stay on the road to graduation.

If you have any questions or would like to meet with an Academic Counselor, please come to the One Stop in the Pitkin Education Building between 10 AM and 2PM Monday through Friday. The Counselor on duty will discuss which classes you need to take to make sure you’re on the road to 2016/2017 graduation!

Dr. Naydeen González-De Jesús  
Vice President of Student Affairs  
Bergen Community College