

**Title V HSI *Lanzamiento* Grant**  
*Steering Committee Meeting Minutes*  
*Friday, September 24, 2021, 11:00-12:00 p.m.*

**Present:** Pedro Avila, Beatriz Camargo, Robert Holcomb, Stephanie Dirks for Kate Jolley, Jeremy Smotherman, Solen Sandi-Vasquez for Julie Thompson, Matthew Long, Laura Larqué.

**Absent:** Anetra McCartney, Mariana Martinez, Debbie Weatherly

**Guests:** Victor Tam, Tammy Sakanashi, David Trujillo, Walter Lane.

Laura Larque began the meeting at 11:03 a.m. with a warm welcome and introductions.

Members of the Steering Committee members introduced themselves and expressed appreciation toward invited guests, external auditors from Trujillo and Associates, plus Dean Victor Tam and Dean Tammy Sakanashi.

Robert Holcomb led a review of grant Year 1, focusing on four critical areas: implementation of grant activities, attainment of benchmarks/performance indicators, budget management, and regulatory compliance.

All Year 1 grant activities are implemented and there are hyperlinks to evidence of implementation within an activities implementation document that was shared.

Three of the four, Year 1 benchmarks/performance indicators were attained. There was discussion about possible reasons why the performance indicator relating to course completion was not achieved, including factors such as: the COVID-19 pandemic, operating in remote modalities, computer access, family obligations, and others.

The budget is in excellent condition, with \$117,000 of approved carryover funding from the Year 1 allocation that will be applied in grant Year 2 toward PALS, Student Success Coaches, and Communities of Practice.

The *Lanzamiento* grant continues to operate in full compliance of federal grant regulations—spending provisions, time and effort reports, quarterly reporting—all of which is captured and archived in the online Internal Controls Manual. Marian Taylor was commended on her facilitation and maintenance of the online Internal Controls Manual.

There was extensive open discussion during which the following commentary was noted:

- David Trujillo- this project has excellent organization by Robert Holcomb, among there is within the HSI community. The foundation of the grant initiative was developed based on a strong proposal. It is research-based and it has sufficient resources and support from the institution to be successful.
- Solen Sandi-Vasquez applauded Laura Larqué for organizing and supporting implementation of the HSI-designated sections and facilitating integrated support.
- Pedro Avila acknowledged the focus on students and student success without grant resources becoming political or territorial.

- Beatriz Camargo commended the efforts that have been built up from the ground up. She mentioned that Communities of Practice are geared toward better serving the students.
- Laura Larqué indicated that the grant initiative has been successful because there is a common vision, collaboration, and cohesion.

Dean Victor Tam and Dean Tammy Sakanashi provided a basic overview of the newly-awarded HSI STEM grant. It is a \$4.69 million, 5-year allocation. Salient points included the underrepresentation of Latinx students in STEM, particular under-representation of Latinas in STEM, and opportunities to engage and support Latinx students within health occupations. Grant resources include learning communities, dedicated support personnel, embedded tutors, Communities of Practice, among others.

David Trujillo noted that the external evaluation process becomes more specific and extensive in subsequent grant years and that Robert Holcomb and Laura Larqué should work closely with OIR to establish additional research methods to measure the impact of grant activities, beyond the normal annual institutional benchmarks.

The discussion ended on a very positive note with appreciation in reflection of grant Year 1 and excitement about activities to come heading into grant year 2.

The meeting concluded at 12:00 p.m.