



**Student Support Council
Minutes for October 24, 2024**

12:50-1:50pm

Location: Industrial Technology Building (IT), Room 110

ZOOM: <https://rccd-edu.zoom.us/j/88443227226?pwd=Rvlt2S2aHexBtKledeZfYa3YQKpLP0.1>

Committee Members (total:16)

Meeting Participants

Committee Members Present-In person

Natalie Aceves (co-chair), Kaytlyn Blank, Samantha Cannon, Sonia Gonzalez, Steven Gonzalez, Vivian Harris, Cheryl Kumar, Elizabeth Lopez, Jethro Midgett, Gustavo Ocegüera, David Schlanger

Committee Members Present-Via Zoom

Caroline Hutchings, Amy Kramer, Kaneesha Tarrant (co-chair)

Committee Members Not Present

Lisa Hernandez, Sheree Summers

Guests

Kimberly Thomas

Recorder

Monica Esparza

1. Call to Order

- Time 12:56 PM

2. Action Items

2.1 Approval of Agenda

- MSC Harris/Midgett
- Approved by consensus

2.2 Approval of Meeting Minutes from May 16, 2024

- MSC Harris/Lopez
- Approved by consensus

2.3 Approval of Meeting Minutes from September 26, 2024

- MSC Ocegüera/Kumar
- Approved by consensus

2.4 Student Services Resource Requests Prioritization Recommendations

- MSC Harris/Lopez
- Approved by consensus
- Kaneesha Tarrant discusses the ranking of positions based on the needs rather than funding availability, with a focus on the importance of an embedded training
- Attached copies of Student Services Prioritization ranking recommendations for
 - Items
 - Budget
 - Staff
 - Ranking for Staff
 - Gustavo Ocegüera mentioned for ranking number 4; Director, Academic Advising and Student Support position
 - Position will be funded with Title 5 grant
 - Position planned to be institutionalized in year four, after the grant runs out
 - Make sure this position is secure in year 4-5

3. Discussion Items

3.1 Basic Needs Presentation

- Kimberly Thomas highlighted program efforts to improve accessibility of these services to students, both in-person and online and presented data from a 2023 survey conducted by the Real College, which showed that about 60% of Norco students had a basic need. She further shared the department's progress in serving students, with a significant increase in the number of students served from 2022 to 2023. Kimberly also mentioned the program's work with other programs on campus, such as EOPS, Phoenix Scholars, and the Unity Zone, and the addition of a bot to their website to answer general questions. She provided a handout and presented on the various support services provided by Basic Needs and Wellness Program -see attached handout and presentation. Services offered include:
 - Food Assistance
 - Pantry
 - Meal Vouchers
 - Farmer's Market
 - Snack Centers
 - Housing Support
 - Emergency Housing
 - Housing Referrals
 - Continuum of Care
 - Financial Assistance

- Emergency Grants
- Financial Literacy Workshops
- Health and Wellness
 - Mental Health Services
 - Health Services
- Transportation Assistance
 - RTA GoPass
 - Emergency Assistance
- Technology & Education Resources
 - Access to laptops (partnership with LRC)
 - Grants for textbooks
 - Referrals for low-cost WiFi
- Since its inception, the Basic Needs and Wellness Program has significantly improved student retention and success rates. By addressing fundamental needs of our students, we have created a more inclusive and supportive environment

4. Information Items

4.1 E-Voting Protocols

- All college leadership councils will implement electronic voting protocols-see attached
 - Encourage participation
 - Support transparency
 - Ensure consistency in decision-making
 - The protocols will be used when quorum is not met, allowing councils to conduct business remotely
 - The co-chairs would initiate the e-vote within three business days after a meeting, and council members would have five business days to vote electronically
 - The e-vote report would be sent to the members, listing each member's vote and summarizing the outcome
 - The e-vote report would then be added to the agenda and meeting minutes of the next meeting where quorum is achieved
- Council members discussed the potential challenges of using e-voting, such as tracking amendments and managing potentially contentious issues
 - Agreed; the method of e-voting would be left up to each council to decide.

5. Good of the Order

- Harvest Festival, Friday, October 25, 2024, 6-9pm
 - Festivities include Club booths, live performances/music and jumpers

6. Adjournment

Time 1:36 PM

Next Meeting:

Date: February 27, 2025

Time: 12:50-1:50pm

Location: TBD

Spring 2025 Meeting Dates:

February 27

March 27

April 24

May 22



Student Support Council Minutes for May 16, 2024

12:50-1:50pm

Location: Industrial Technology Building (IT), Room 110

Committee Members (total:16)

Meeting Participants

Committee Members Present

Natalie Aceves (co-chair), Samantha Cannon, Caroline Hutchings, Amy Kramer, Lisa Martin, Daniela McCarson, Jethro Midgett (co-chair), Ross Miyashiro, David Schlanger, Kaneesha Tarrant (co-chair), Kimberly Thomas

Committee Members Not Present

Melissa Bader, Kaytlyn Blank, Elizabeth Lopez, Brittany Sanchez, Sheree Summers

Recorder

Monica Esparza

1. Call to Order

- Time 12:51 PM

2. Action Items

2.1 Approval of Agenda

- MSC McCarson/Midgett
- Approved by consensus

2.2 Approval of Meeting Minutes from April 25, 2024

- MSC Midgett/Martin
- Approved by consensus

3. Discussion Items

3.1 Report of Effectiveness

- Tri-Chairs drafted a report
 - Making available to Council to make edits.
 - Last sentence in Evaluation of Survey feedback
 - Update “were” to “and”
 - Moving to College Council for review in Fall

3.2 Bellwether Presentation

- Jethro Midgett and David Schlanger presented-*attached presentation*
 - Scale-only from incoming first-time intervention
 - For ongoing students, system can be automated
 - Can follow up with continuing students
 - Solved by February 25th
 - Goal this summer to have done by September
 - Common Application
 - Holistic component to application
 - In general, seeing increases
 - Referrals to programs
 - Full Service Assessment
 - Data inconsistent
 - Varied by program
 - Hard to determine successfulness

3.3 Faculty Representation Recommendation

- Kaneesha Tarrant presented currently in Student Support Council Charter
 - SBS/Guidance/Counseling– Faculty
 - Counseling Faculty Representative– Faculty
 - Counseling Faculty Representative– Faculty
 - Faculty rep from Guided Pathways/Faculty Advisors– Faculty
 - Faculty rep from Guided Pathways/Faculty Advisors– Faculty
- Suggested faculty representation
 - Library
 - Instructional
 - CAP Faculty

1. Information Items

- N/A

2. Good of the Order

- Strategic Enrollment Management Plan-Final Convening Mini Retreat, May 29, 24. Operational plan draft to implement SEM
- 3rd Annual Asian American Native Hawaiian Pacific Islander Heritage Month Celebration - Tuesday, May 21st from 12-2PM, Amphitheater. Highlighting Polynesian cultural.
- Orientation Registration Lab-Need a counselor or an Educational Advisor there.
- AB928 Implementation, August 01, 2024
- Orientation ONC-Discussion on removing “C”; restoring to “C” means “See a Counselor”

3. Adjournment

Time 1:53 PM

Spring 2024 Meeting Dates:

- ~~February 22~~
- ~~March 28~~
- ~~April 25~~
- May 16 (meeting moved due to Distinguished Faculty Lecturer)

Next Meeting Fall 2024



**Student Support Council
Minutes for September 26, 2024**

12:50-1:50pm

Location: Industrial Technology Building (IT), Room 110

ZOOM: <https://rccd-edu.zoom.us/j/88443227226?pwd=Rvlt2S2aHexBtKledeZfYa3YQKpLP0.1>

Committee Members (total:16)

Meeting Participants

Committee Members Present

Natalie Aceves (co-chair), Kaytlyn Blank, Samantha Cannon, Sonia Gonzalez, Steven Gonzalez, Vivian Harris, Caroline Hutchings, Amy Kramer, Cheryl Kumar, Gustavo Ocegüera, David Schlanger, Sheree Summers, Kaneesha Tarrant (co-chair)

Committee Members Not Present

Elizabeth Lopez, Jethro Midgett, 1-vacancy

Recorder

Monica Esparza

1. Call to Order

- Time 12:57 PM

2. Action Items

2.1 Approval of Agenda

- MSC Harris/Aceves
- Approved by consensus

2.2 Approval of Meeting Minutes from April 25, 2024

- Tabled for next meeting on October 24, 2024

3. Discussion Items

3.1 Review of Student Support Council Charter

- Kaneesha Tarrant presented Student Support Council Charter-*attached* [ssc-charter-2021-25.pdf \(norcocollege.edu\)](https://www.norcocollege.edu/files/2021/09/ssc-charter-2021-25.pdf)
 - Reviewed purpose of charter
 - Charge

- Standards
- Guiding Principles and Assumptions
- Scope and Expected Deliverables
- Membership
- Focus on key things for the college, moving forward.
- Charter will sunset at the end of 2024-2025 academic year.

3.2 Meeting Procedures

- Kaneesha Tarrant presented Attendance and quorum procedures for the 2024-2025 academic year-*attached*
 - Moving to all-hybrid leadership council meetings
 - Co-Chair:
 - In-person attendance
 - Remote attendance (due to district travel/business) requires advance notice to co-chairs
 - Include Co-chair remote attendance in meeting minutes (co-chair virtual attendance or absence)
 - Voting Members:
 - Can attend virtually or in-person
 - If you have to be virtual, you have to have your camera on
 - Redefine Quorum
 - 50% +1 of actual attendees (voting members virtual + in-person)
 - 3-person minimum
 - Discussion:
 - Gustavo Ocegueda recommended 50% +1 of appointed members, excluding vacancies

3.3 Resources Request Prioritization Plan

- Kaneesha Tarrant presented
 - VP's met with Deans
 - Proposed plan
 - Current Student Support Resource Request form 2024-2027
 - Spreadsheet will be updated on 9/10/2024
 - Student Services Cluster Ranking 9/30/2024
 - VP's & Deans meet to prioritize requests 10/08/2024
 - Review with Student Services Management 10/15/2024
 - Action Item to Student Support Council 10/24/2024
 - Discussion:
 - Recommendation to add a statement/narrative to why the order of ranking
 - Be able to ask question
 - Recommend a timeline

3.4 Charters

- AANHPI SAP Advisory Group
- Commencement
- Diversity, Equity, Inclusion and Accessibility

- Outreach, Norco Advantage, Promise Program
- Racial Justice Taskforce
- Scholarship Committee
- Special Programs
 - DRC Advisory Committee
 - EOPS Advisory Committee
 - Foster Youth Support Network
 - Undocu-Taskforce
- Student Equity Plan Project Team
- Transfer Advisory Committee

4. Information Items

4.1 My Portal

- My Portal demonstration, Friday, September 27, 2024
- Portal goes live on Monday, October 07, 2024 - [MyPortal Staff and Faculty Training video](#)

5. Good of the Order

- Transfer season is upon us-send students to Natalie Aceves in the Transfer Center

6. Adjournment

Time 1:49 PM

Next Meeting:

Date: October 24, 2024

Time: 12:50-1:50pm

Location: IT110

Fall Meeting Dates: ~~September 26~~ October 24 November 21

Items

Unit	Resource Year	\$ Amount Requested	Resource Type	Request Title	What resources do you need?	Updated Ranking	Additional Notes
Student Services: Advising and Counseling	2024 - 2027	6600 (2200 each)	ITEM: Equipment, Services, Software, Furniture	Computer Resources for General Counseling	We are requesting at least three extra laptop units which are compatible with the office docking stations.	1	Completed in the year one of 2023-2024. Rationale: With the move to laptop docking stations, when FT faculty telework, they take their laptops with them. This leaves the counseling office without a computer for adjunct users.
Student Services: Student Life	2024 - 2027	\$22,780.	ITEM: Equipment, Services, Software, Furniture	Strategic - Communication	4K Video Cameras (2) with cards & accessories \$14,000, Digital Camera with lenses \$6,000, Backdrops \$300, New monitor to the camera \$300, Teleprompter \$310, Headphones \$350, Wireless microphone kit \$500, AVID software \$200 annually, Graphic software (Canva Pro \$120 annually, Envato Elements \$200 annually)	2	4k Video Camera (1) Digital Camera (2)* This item was not included in the 2024-27 process; however has been requested in prior years. Wireless Mic (3) Headphones (4) Reflector Set (5) Monitor (6)
Student Services: Special Programs	2024 - 2027	\$15,000.	ITEM: Technology	SAM Database Management License (for DRC)	15000 for a 3 year license	3	not needed if only DRC using and funded
Administrative: Student Services	2024 - 2027		ITEM: Technology	Case Management Software	One tool that can be used for case management	4	There may be a decision from the Nov 1st Fall 2024 Scaling Guided Pathways Convening of the case management tool that will be used across the district. While this is a priority, the recommendation is that we don't invest in a tool in isolation.
Student Services: Advising and Counseling	2024 - 2027	\$15,000.	ITEM: Equipment, Services, Software, Furniture	Mentor Platform	Ongoing funding to support the license for the Xinspire mentoring/networking platform.	5	This can be funded utilizing grant funding (PACES and Echale Ganas) through February 2030
Administrative: Student Services	2024 - 2027		ITEM: Technology	Student Satisfaction Survey	Qualtrics or other Software specific for collecting student level survey data at POS.	6	Completed - no cost

Budget

Unit	Resource Year	\$ Amount Requested	Resource Type	Request Title	What resources do you need?	Updated Ranking	Additional Notes
Student Services: Special Programs	2024 - 2027	\$5,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	SARS Expanded Software	Funds to expand capabilities of SARS	1	Uniform system for all ares to schedule and capture data useful in Program Review and Service improvement.
Student Services: Advising and Counseling	2024 - 2027	\$430,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	Overload and Adjunct Counselor Funding	Committed annual funding for overload and adjunct counseling (1439 object code) to sustain at least 5,500 hours (about \$800,000).	2	To ensure counseling support throughout the academic year in alignment with the Standard of Care.
Student Services: Advising and Counseling	2024 - 2027	\$28,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	Student Engagement Activities	Funding to support ongoing student engagement activities.	3	Requesting \$16,000 annually for practicing professional guest speakers and \$12,000 annually for copying/printing, food/refreshments, and other related costs for student events aligned with CAPs.
Student Services: Student Life	2024 - 2027	\$150,000.	BUDGET: Facilities Building, Remodel	Funding for permanent confidential space for mental health counseling	Funding for department build-out or allocated permanent counseling space, 3 additional office spaces	4	Mental health counseling requires a private office/location to comply with HIPPA standards.
Student Services: Enrollment Services	2024 - 2027	\$79,598.	BUDGET: Facilities Building, Remodel	Office Construction for Financial Aid Assistant Director	Modular walls to create an office space	5	The Assistant Director provides direct supervision of FA staff (classified professionals and student workers)
Student Services: Student Life	2024 - 2027	\$135,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	Sustained - Commencement Budget	Dedicated budget to keep pace with inflation and costs of commencement ceremony	6	Commencement budget is funded for 24-25; on-going funding is needed.
Student Services: Advising and Counseling	2024 - 2027	\$20,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	Outreach Aides	Supplemental funding to support 2 Outreach Aides working 10-15 hours per week	7	Currently funded and supported with one-time grant funds.
Student Services: Advising and Counseling	2024 - 2027	\$50,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	Peer Advisors	Funding to support a team of 5 department-funded Peer Advisors	8	Currently funded and supported with one-time grant funds.
Student Services: Enrollment Services	2024 - 2027	\$39,365.	BUDGET: Facilities Building, Remodel	Computer Bank for the Welcome Center	Six to eight more computers from Financial Aid and modular furniture to house privacy booths for the computers that could be added onto the Welcome Center.	9	Completed -funded
Student Services: Special Programs	2024 - 2027	\$18,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	SAM Case Management Software	Software for 4 programs that can be used across many equity programs (\$4,500 ea)	10	No longer needed

Staff

Unit	Resource Year	\$ Amount Requested	Resource Type	Request Title	What resources do you need?	Updated Ranking	Additional Notes
Administrative: Student Services	2024 - 2027	\$27,000.	STAFF: Classified Professional, Confidential, Mgr	Salary for Student Services Technician	25.62% funding	1	25.62% of position is funded on grant or categorical funds. This would provide permanent funding for this position.
Student Services: Enrollment Services	2024 - 2027	\$53,128.	STAFF: Classified Professional, Confidential, Mgr	Moving 47.5% Financial Aid Office Assistant to 100%	\$39,365.04 to cover 27.5% salary and benefits	2	Increase position from PT to FT to increase capacity in Financial Aid.
Student Services: Student Life	2024 - 2027	\$156,000.	STAFF: Classified Professional, Confidential, Mgr	Mental Health Counselors	Funding for Mental Health Counselor	3	Increased demand for Mental Health Services and only one FT employee (Mental Health Supervisor)
Student Services: Advising and Counseling	2024 - 2027	\$205,830.	STAFF: Classified Professional, Confidential, Mgr	Director, Academic Advising and Student Success	1 Director, Academic Advising and Student Success	4	To support implementation of Federal Title V grant Enchale Grant (Title V)
Student Services: Student Life	2024 - 2027	\$20,000.	STAFF: Professional Development	NaBita Training	Funding to pay for NaBita Training - Basics and Case Management	5	Training to ensure CARE team is able to appropriately respond to students of concern for the college community. There isn't a dedicated budget for this area.
Student Services: Advising and Counseling	2024 - 2027	\$143,169.	STAFF: Classified Professional, Confidential, Mgr	Educational Advisors	3 Educational Advisors	6	To support expansion to 8 schools and the Standard of Care.
Student Services: Special Programs	2024 - 2027	\$170,000.	STAFF: Classified Professional, Confidential, Mgr	DRC Educational Advisor	A team member to support the case management meetings with DRC students.	7	To support growth in the DRC, Counseling/Advising services and Standard of Care.
Student Services: Special Programs	2024 - 2027	\$115,000.	STAFF: Classified Professional, Confidential, Mgr	Disability Specialist	1 additional Disability Specialist. These classified professionals are tasked with the majority of duties related to providing students with their approved services.	8	To support growth in the DRC and ensure timely implementation of Accommodations.
Student Services: Advising and Counseling	2024 - 2027	\$132,855.	STAFF: Classified Professional, Confidential, Mgr	Employment Placement Coordinator	1 FT Employment Placement Coordinator for general students	9	High priority and need from Holistic Student Survey. September 2024: update to employment services plan involving CTE Employment Placement Coordinator
Student Services: Enrollment Services	2024 - 2027	\$65,490.	STAFF: Classified Professional, Confidential, Mgr	Financial Aid Outreach Specialist Full-time	\$65,490.12 to move the Outreach Specialist from 19 hours to 40 hours a week	10	Increase position from PT to FT to increase capacity in Financial Aid.
Student Services: Enrollment Services	2024 - 2027	\$108,076.	STAFF: Classified Professional, Confidential, Mgr	Operations Assistant at 50% and Student Services Specialist at 40% plus benefits	\$55,276.80 in salaries and \$52,800 in benefits for a total of \$108,076.80	11	Operations Assistant 11 Student Services Specialist 12 To support Enrollment Services including CRC, Dual Enrollment
Student Services: Special Programs	2024 - 2027	\$55,000.	STAFF: Classified Professional, Confidential, Mgr	Foster Youth Student Resource Specialist-PT to FT	Funding to transition the Student Resource Specialist from PT to FT	13	Increase position from PT to FT to increase capacity.
Student Services: Student Life	2024 - 2027	\$156,000.	STAFF: Classified Professional, Confidential, Mgr	Funding for a Full-Time Registered Nurse	none	14	Funded at 32 hours. Budget for this position needs to be reassessed. Currently was in process of hiring.
Student Services: Special Programs	2024 - 2027	\$195,000.	STAFF: Classified Professional, Confidential, Mgr	EOPS Director	FT Director; required if program serves 500+ students; nearing that number; must be paid by college/general funds.	15	New Position
Administrative: Student Services	2024 - 2027	\$30,000.	STAFF: Professional Development	Division Retreat (5)	Funding to lead retreat for process mapping for each area within student services and one retreat for SS Management	16	To support division efforts in equity, quided pathway, SSIPP and Standard of Care.

Basic Needs Ecosystem

Food Security

Housing Security

Transportation Support

Financial Support

Parental Support

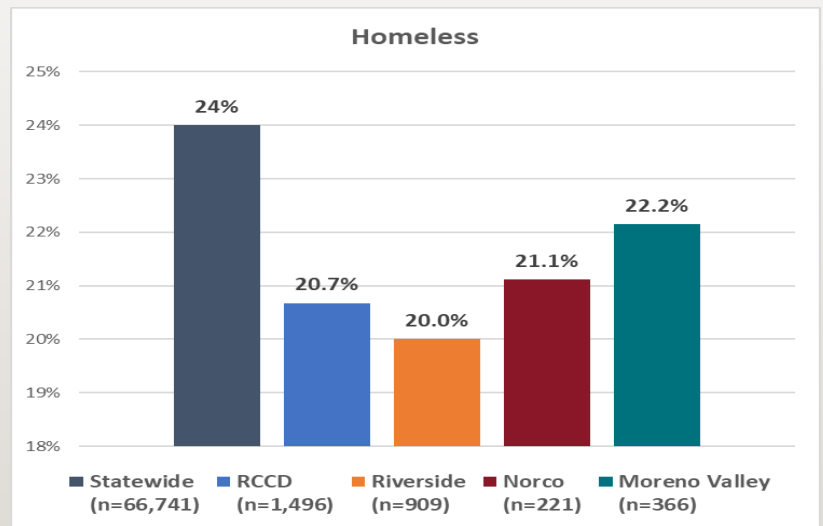
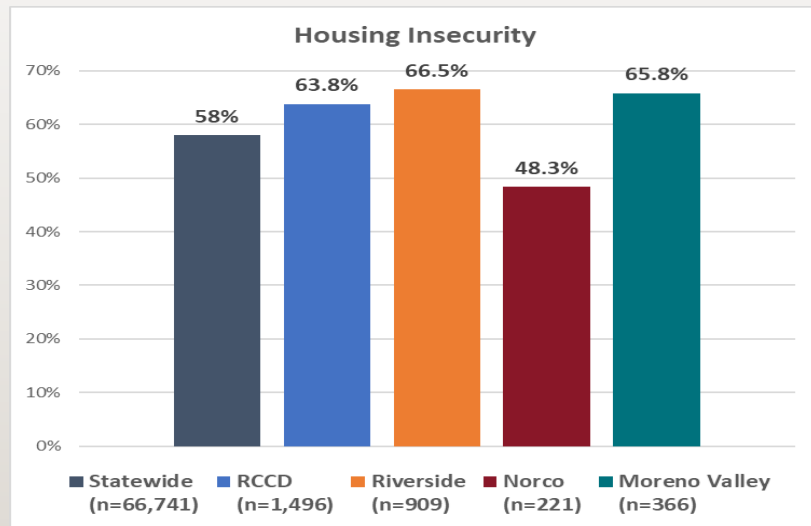
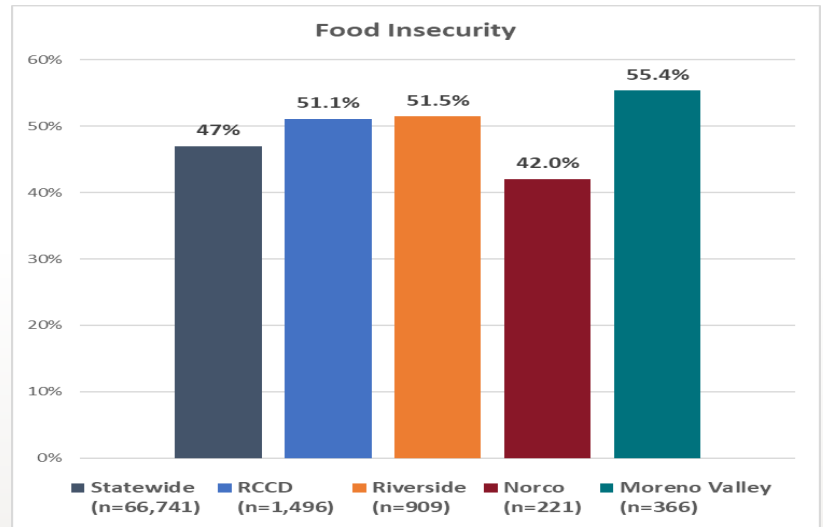
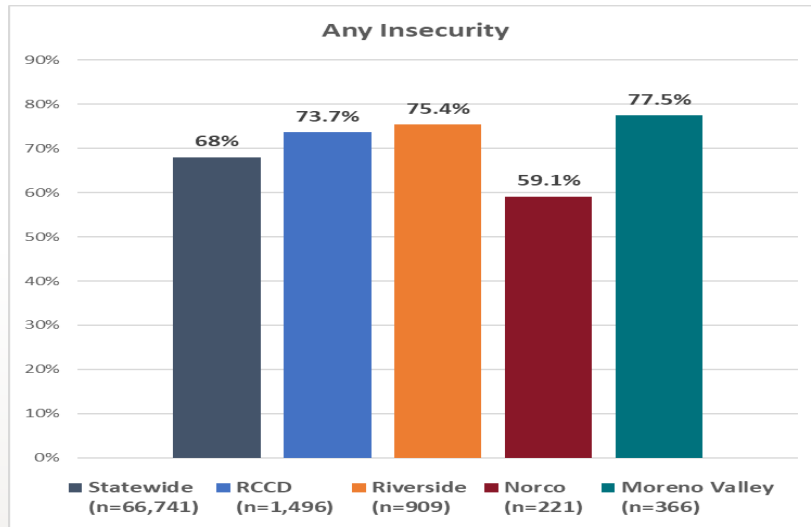
Wellness Services

Technology Support

Accessibility of services:

- Outreach to students
- Social media
- Faculty referrals
- Virtual and in-person presentations
- Individualized meetings based on student needs

Real College Basic Needs Data



Source: Data shared via The Research and Planning Group for California Community Colleges (The RP Group), San Rafael, CA. Affordability, Food, and Housing Access Taskforce Report (Spring 2023).

RCCD Basic Needs Data

	Fall 2022	Fall 2023
Food Insecurity	2729	23,035
	Fall 2022	Fall 2023
Homeless Housing Insecurity Pilot	8	32
	Fall 2022	Fall 2023
Case Management	335	1,589
	Fall 2022	Fall 2023
Housing	216	496

Source: California Community Colleges Management Information System (MIS) Student Basic Needs SG23 data (2023, 2024)



NORCO COLLEGE

Basic Needs Resource Center



Food
Security

	Mustangs Eat	Corral Cards	CalFresh Events	Total
Fall 2022	729	53	61	843
Spring 2023	3530	90	112	3732
Fall 2023	4811	122	346	5279



Wellness
Services

	Case Management	Mental Health	Clothing Hygiene	Total
Fall 2022	124	32	45	201
Spring 2023	89	210	241	540
Fall 2023	431	212	802	1445

Fall 2023
6700+
Services Numbers



*Data includes visits to snack centers, special events, Tree finals meals, Farmer's Produce Stand and collaborative events with ASNC.

Student Testimonial



"As a single mom exiting foster care, I often felt overwhelmed and uncertain about the future. The dream of providing a stable and loving home seemed like an impossible feat.

The Section 8 process, which once seemed daunting, became attainable and achievable with your unwavering support. From the moment I started working with Kim, I felt supported and hopeful. Today, I am filled with immense joy and gratitude as I write this letter from the comfort of our new home. Norco College's Basic Needs and Wellness Center, you have made a profound impact on our lives."

Student Profile Norco College	Single parent, former foster youth
Services Provided	<ul style="list-style-type: none"> • Housing referral • Hotel Assistance • Emergency Funds • Mustang's Eat • Childcare Resources • Scholarship assistance
Considerations	Norco area lacks: <ul style="list-style-type: none"> • Affordable housing • Transportation • Childcare facilities
Outcomes	<ul style="list-style-type: none"> • Section 8 voucher • Furnished apartment • Diapers for 6 months • \$15,000 Scholarship



E-Voting Protocols

Purpose: To encourage participation, support transparency, and ensure consistency across our Leadership Councils in decision making, electronic voting (e-voting) protocols for all Leadership Councils are being established. Norco College Governance Council do not follow the Brown Act.

Scope: These protocols allow for e-voting on agendized action items from Leadership Council meetings at which quorum is not met. These e-voting procedures may not be used for any other purpose. The e-voting protocols exclude Agendas and Meeting Minutes.

Timeline: Within three business days following any Leadership Council meeting where quorum is not met, an e-vote can be initiated for any agendized action item from that meeting. Once initiated, Council members will be provided at least five business days to vote electronically on that item.

Procedures: E-voting procedures will be initiated by the Leadership Council Co-Chairs. Although council attendance is encouraged and expected for all appointed members, e-voting provides councils with the opportunity to conduct business when the 50% +1 quorum meeting requirements (both in-person and virtual attendees) are not met. Any action item from such a council meeting may be acted upon via the electronic voting procedures below.

Instructions:

- 1. Establish Quorum:** Leadership Council Co-Chairs establish voting is suspended due to lack of quorum at regularly established council meeting.
- 2. Initiate E-Vote:** Within three business days following a Council meeting in which a quorum was not met, the Council Co-Chairs may initiate an e-vote on any action item from that meeting.
- 3. Distribute E-Vote to Members:** The Leadership Council Co-Chairs and/or meeting recorder will distribute separate messages for each item for which an e-vote is sought. Each item shall include the relevant documentation for the action item.
- 4. Discuss and Collect E-Votes:** All appointed Leadership Council members will have five business days to submit their comments and e-vote, including council Co-Chairs.
- 5. E-Vote Reporting:** At the conclusion of an e-vote, the Co-Chairs and meeting recorder will send an E-Vote Report to the members listing each members' vote and summarizing the outcome of the vote. A passing vote necessitates a majority vote (50% +1) of voting members.
- 6. Add to Meeting Minutes:** The E-Vote Report will be added to the agenda and meeting minutes of the next meeting in which quorum is achieved.