

**Stewardship Coordinating Council**  
**January 16, 2008**  
**Minutes**  
**ITT Executive Room**

**Members Present:** Ana Maria Rodriguez, Anne Thaddeus, Arturo Ramos, Beatrice Newman, Cathy Vale, Cynthia Brown, Dahlia Guerra, Debra Grant, Dora Saavedra, Edwin LeMaster, Faraon Torres, Jane LeMaster, John Villarreal, Karen Chandler, Karla Barragan, Kim Finn, LuAnn Gernentz, Susan Griffith, Rajiv Nambiar, S.J. Sethi, Sonia Del Angel, Teofilo Ozuna, Thomas Grabowski, Yvette Padilla.

**Members Absent:** Al Borrego, Beverly Jones, Bruce Reed, Gary Montgomery, Hector Ochoa, Jaime Curts, Juan C. Gonzalez, Lisa Prieto, Leota Hull, Michael Uhrbrock, Paul Sale, Penny Simpson, Peter Cortez, Richard Costello, Sandra Tijerina, Van Reidhead, Wendy Lawrence-Fowler, Yolanda Lopez.

The Stewardship Coordinating Council met on January 16, 2008, at 3:05 p.m., in the ITT International Room.

Jane LeMaster called the meeting to order. She said that the Executive Committee had met once again to make changes to the draft agenda. Susan Griffith walked through the agenda.

The major changes that were made to the revised agenda were:

- Using computers at each table.
- President Cárdenas would like to celebrate the University's past successes and improvements in her opening remarks.
- An assessment form will be distributed at the beginning of the retreat to determine participants knowledge about the stewardship process.
- The "Stewardship Responsibilities and Opportunities for Community Building, Collaboration and Mutual Support" presenters were changed because some of the presenters were not SCC members. Dora Saavedra, Jaime Curts, Sonia Del Angel, and Faraon Torres will be the presenters for this topic.
- President Cárdenas will be talking about "Continuous Improvement Summary Reports at Executive Level." She will mention how she will use the reports.

Dora Saavedra suggested that we have a stewardship banner with four puzzle pieces that include the four elements of stewardship. SCC decided it was a good idea and also recommended to have the puzzle pieces included on the cover of the retreat notebook. Jane LeMaster said that she could have her office design the banner and Tom Grabowski offered to print it.

**ACTION:** Jane LeMaster will have her office design the stewardship banner.

**ACTION:** Tom Grabowski will print the stewardship banner.

Members of SCC talked about having the six institutional goals on a six puzzle piece at the back of the notebook, and posters for each of the institutional goals posted throughout the ballroom. Jane LeMaster said her office will design the posters and Tom Grabowski offered to print them.

**ACTION:** Jane LeMaster will have her office design a poster with each of the institutional goals.

**ACTION:** Tom Grabowski will print the posters with the institutional goals.

Retreat participants will be receiving their retreat notebooks a week prior to the retreat. All the materials in the notebook should be sent to Lydia Flores before February 1<sup>st</sup> so that OIRE has time to put them together and distribute them.

**ACTION:** Presenters will send all materials for their presentation to Lydia Flores before February 1<sup>st</sup>.

**ACTION:** OIRE will distribute binders to all retreat participants.

Susan Griffith said that no further meetings were necessary since the agenda was almost finalized. SCC decided that a walk through of the agenda was necessary. After some discussion, SCC suggested to meet on Wednesday, February 13, 2008.

**ACTION:** SCC will meet to walk through the agenda on February 13, 2008,

Meeting was adjourned at 3:40 p.m.

**The next meeting is scheduled for February 13th, 2008, at 2 p.m. in the ITT International Room.**