Mastermind Discussion:

- **Approve Minutes:**
  - Jessie Pate moved to approve the minutes. Abby Rausch seconded the motion. Approved unanimously.

- **SOC Update:** None

- **Retention Scholarships**
  - UMW has had success in increasing enrollment by offering $500 retention scholarships.
  - Capture contact information from the students who attend the upcoming welding rodeo and Skills USA events to build lists for recruiting.

- **CARE 1/27/23 Update**
  - No CARE meeting this week, the next meeting is scheduled for Tuesday, Jan. 31
    - Coordinating with Sarah, Turi Watson (Maxient Consultant), and Kim F. to complete "back end" Maxient work
    - Banner and Maxient are not communicating, Emily put in an IT ticket for this process to be updated (must be done on a semester basis, overlooked by accident when Rick left)
  - New CARE Referrals:
    - 1 referral for a student in emotional distress (student was walked to Emily’s office)
    - 1 referral for a student with financial and housing needs (working with TRIO, and currently receiving assistance) no CARE case opened
  - Current CARE:
    - 2 students from last week with high housing need --> working with student life
      - (1 homeless, 1 high-risk student currently in unsafe housing with parent)
    - 2 students with transportation needs --> working with student life
  - The food Pantry refill is scheduled for next week.

- **MARCH BOR Update:** Meeting with Jasmine Casanovas Thursday at 2 p.m. APC
  - Parking map approved.
    - Recommendation: The VIP parking participants will display a VIP parking permit on their dash so HC can identify who should be parking in the reserved areas.
The service entrance parking spots on the south side will be blocked off and reserved for construction vehicles and delivery trucks.

- Refreshment & Catering Schedule
  - Offer Wednesday’s breakfast buffet style so the participants can make their breakfast sandwich
  - Offer bananas, grapes, and/or cuties instead of apples.
  - Offer single-serve ice cream sandwiches, sorbet, and vanilla/chocolate cups instead of an ice cream sundae bar.
  - Instead of purchasing water bottles, the Cabinet would like the water served in large dispensers. Paper cups will be provided or participants can fill their water bottles.

- Email Signature
  - The goal is to have the email signatures uniform in the font (Arial), and links (orange font color), and have the correct HC logo.
  - Encourage employees to upload pictures to their Outlook profiles.