

Grants Committee Minutes
April 17, 2012

Members Present:

Castillo, Raul Ciufu, Lennie DeHaro, Jehiry diCesare, Deborah Fowles, Michelle
 Gonzalez, Raul Huff, Gary Lopez, Magdalena Matatova, Nona McDaniel, Bobbi
 Nalepa, Laurie Rabani, Ellie Rodriguez, Sherri Roosevelt, Marni Shrager, Helen

Guests: Violet Amrikas, Jim Marteney, Chaled Hussain

Called to order at 10:00 am

Welcomed newest member, Jehiry DeHaro, our student representative! Jehiry is the Commission for Public Relations and is interested in the sciences.

1. **Minutes of Previous Meetings:** February & March minutes approved
2. **Reports**
 - a. Grants Partnership form approved by EPC & IEC.
 - b. Grant Tracking Forms Reviewed & Process Update – Grants submitted since July 1 have been entered into database.
3. **Action Items**
 - a. **Website Resources identify post grant award documents** – Violet Amrikhas informed there will be a new Budget office website that will include forms relating to new grants and renewals; e.g., EBTA, RFC, JVs, etc. Administrative Services website has forms for mileage, purchase orders, etc. Committee decided to put on Grants website the links to existing resources with an explanation. The Grants website will have links for time sheet and time and effort forms as neither existing site has these forms. Gary will set up links and Nona will provide documents for Grants website.
 - b. **Handbook** – Gary made final edits and it will be submitted with a motion to EPC for approval at the May 14 meeting.
 - c. **Workshop on Foundation Funding Opportunities** – Marni Roosevelt will arrange for representative from Project Grad to make a presentation to the Grants Committee members at either the May 15 or June 19th meeting.
 - d. **Campus Wide Grant** – Discussed current US Department of Education grants, those pending and future projects. Reconfirmed one purpose of grants committee is to ensure full engagement of campus community to meet institutional priorities. Discussed need for designated writer. Work Group will be formed to brainstorm.
4. **Other?** – External Audit district meeting: Bobbie McDaniel will attend and report back to committee.
5. **Public Agenda Speakers:** None
6. **Adjourned** at 10:45 AM
7. **Submitted:** Deborah diCesare
8. **Date Submitted:** April 18, 2012

Future Meeting Dates
5/15/12 and 6/19/12

The meeting is scheduled from 10 – 12 in the President's Conference Room.