

**Grants Committee Minutes
November 15, 2011**

Members Present: Laurie Nalepa, Nona Matatova, Helen Shrager, Bobbi McDaniel, Sheri Rodriguez, Ellie Rabani and Gary Huff.

Members Absent: Deborah diCesare, Lennie Ciufu, Marni Roosevelt, and Raul Gonzalez.

Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Read and approved.
2. Reports: None.
3. Old Business (Action Items)
 - a. Grants Handbook - Ellie asked that all revision for the grant handbook be submitted by November 22. Laurie made a few formatting suggestions.
 - b. Grants Website - Gary showed the website. Any suggestions should be submitted to him by November 22.
 - c. Partner Tracking Form - Nona distributed the partnership form. There was a question regarding how much information needed to be on the form regarding anticipated personnel. She will meet with Raul to clarify this and send out a revised form. Suggestions should be submitted to her by November 22.
 - d. Grants Committee Presentation - Ellie, Nona, and Gary will make a short presentation regarding the committee's progress at the next Chairs and Directors Meeting. In February, they will also schedule with Deborah Kaye a longer workshop for professional development.
 - e. The group agreed to cancel the meeting in Dec. 20
4. Public Agenda Speakers: None
5. Adjourned at 11 AM
6. Submitted by: Laurie Nalepa
7. Date Submitted: November 15, 2011

Future Meeting Dates

1/17/2012, 2/21/12, 3/20/12, 4/17/12, 5/15/12, and 6/19/12

The meeting is scheduled from 10 – 12 in the Student Services Complex, 2nd Floor Conference Room