

Grants Committee Minutes

September 27, 2011

Members Present:, Deborah diCesare, Nona Matatova, Ellie Rabani, Laurie Nalepa, Raul Gonzalez, Helen Shrager, Sheri Rodriquez and Gary Huff.

Members Absent: Lennie Ciufo, Marni Roosevelt and Bobbi McDaniel.

Guests: Maggie Lopez

Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Approved.

2. Reports:

- a. IEC – Ellie Rabani reported that IEC approved motion to accept policy statement and the grant tracking and approval form and process with minor change to requiring the Area VP signature when need for additional space is needed. There was a comment about process seemed cumbersome but it was agreed to proceed and evaluate at later date.

3. Old Business (Action Items)

- a. Handbook – Updates were made and distributed this morning. Requesting feedback by end of week and then will send to non-committee members for input. Suggested to change title to Grants Handbook.
- b. Website– Gary Huff provided revised Tool Box resource list. All agreed ready to post. Suggested to also post sample letters or a how to write a support letter. Members to send Gary samples.
- c. Form and Data Base – Once President signs IEC recommendation and changes made, form will be ready to post. MS 2010 should be installed in October and entry to begin with entering current year. Discussed additional process needed to track signatures, obtain signatures and notifications. Suggested to add VPs to notification list with PDF of form to expedite signing of grant documents.

Discussed additional scenarios when to use grant form. Decided to have a new notification form for renewals and possibly another form for when we are partners with no money attached. Laurie Nalepa & Nona Matatova will draft for next meeting.

Committee agreed that when a program or department is a partner in a grant, the grant approval and tracking form must be completed.

4. New Business (Action Items)

- a. Goals 2011-12
 - a. Launch website
 - b. Implement Database
 - c. Conduct a workshop on the grant writing process
 - d. Foster and facilitate the acquisition of grants

Suggested that a faculty member make a presentation at a Chairs and Directors meeting and a workshop through Professional Development.

5. Public Agenda Speakers: None
6. Adjourned at 11 AM
7. Submitted by: Deborah diCesare
8. Date Submitted: September 27, 2011

Future Meeting Dates

10/18, 11/15, 12/20, 1/17/12, 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