

**Grants Committee Minutes
October 18, 2011**

Members Present: Deborah diCesare, Bobbi McDaniel, Nona Matatova, Raul Gonzalez, Helen Shrager, Sheri Rodriguez and Gary Huff.

Members Absent: Lennie Ciufu, Ellie Rabani, Marni Roosevelt and Laurie Nalepa.

Guests: Jo Ann Handt

Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Approved.
2. Reports: None
3. Old Business (Action Items)
 - a. New forms – Reviewed what should be included in the new partnership form. After discussing different scenarios, decided renewal grants, e.g., Upward Bound, should complete full Grant Tracking and Approval form. Nona Matatova will test pilot the form and advise committee at next meeting.
 - a. Noted minor corrections on current form; two # 17's and to merge Supervisor with Department Chair line. Jo Ann to advise Naja ElKhoury.
 - b. Website Tool Box – Gary Huff has been given web privileges; once webmaster updates tabs on page he can post directly.
 - c. Update on Form and data base – Distributed notification form and advised awaiting MS 2010 installation in order to proceed.
 - d. Process – Reviewed August grants process; advised what went well; improvements.
 - e. Presentations to be on December agenda to plan for spring.
 - f. Review Handbook – Ellie Rabani – moved to next month
4. Public Agenda Speakers: None
5. Adjourned at 11 AM
6. Submitted by: Deborah diCesare
7. Date Submitted: October 18, 2011

Future Meeting Dates

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