

Grants Committee Minutes
September 18, 2012

Members Present: Deborah diCesare, Sherri Rodriguez, Raul Castillo, Helen Shrager for Lennie Ciufu, Ellie Rabani, Bobbi McDaniel, Nona Matatova, and Gary Huff

Members Absent: Laurie Nalepa, Raul Gonzalez, Marni Roosevelt

Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Approved May 2012 minutes
2. Reports
 - a. **Grants Status** – During 2011-2012, the Grants Committee reviewed and approved 19 grants for submission from the college. A total of 3 grants were awarded funding. A further 9 grants were approved and submitted during July 2012.
 - b. **Grants Handbook** – In June, the EPC reviewed and approved the Grants Handbook. This resource has now been posted to the Grants Committee website.
3. Action Items
 - a. **Membership Review & Voting** –
 - a. Helen Shrager will join the committee as a member. Due to scheduling conflicts, Laurie Nalepa and Lennie Ciufu will become resource members on the committee.
 - b. All grant tracking forms are forwarded to the committee for approval have been vetted. Please review all grant tracking forms carefully, and respond with questions or approval within 48 hours. Only regular committee members may vote to approve.
 - b. **Self-Evaluation Feedback** – Discussed ways to integrate grants information throughout campus committees, creating a process for letting other committees know what has been submitted/awarded, and promote the opportunity to brainstorm project ideas with the committee.
 - c. **Establish 2012-2013 GC Goals** – 1) Maintain database, 2) refine website, and 3) conduct campus training workshop on grant writing
 - d. **Review Changes to Website** – Website has been modified to call attention to the Grant Tracking Form and Grants Handbook. In addition to the pre-submission resources list, this information now has a dedicated link on the main page.
 - e. **Other Information** –
 - a. GC needs a student representative
 - b. Grants that require curriculum development will require a letter or email from the appropriate Dept. Chair(s) prior to GC approval. This information will be added to the GC Handbook.
4. Adjourned at 11:20 AM
5. Submitted by: Gary Huff
Date Submitted: October 9, 2012

Next Meeting Dates
10/16/12 (10 am – 11 am)
President's Conference Room