

**Grants Committee Minutes  
March 27, 2012**

**Members Present:** Deborah diCesare, Nona Matatova, Helen Shrager, Laurie Nalepa, Raul Gonzalez, Gary Huff and Sheri Rodriguez.

**Members Absent:** Ellie Rabani, Marni Roosevelt and Bobbi McDaniel,

**Called** to order at 10:00 am

1. **Minutes of Previous Meetings:** November and January approved.
2. **Reports** – Darby Southgate new chair of EPC.
3. **Action Items**
  - a. **Finalized New Grant Partnership Form** – Omitted question 8 and added descriptor of when to use form; Deborah diCesare will present to EPC. This form will be used when there is no money involved in the partnership. Nona will finalize and distribute.
  - b. **Handbook**– Received additional feedback; comments received are similar in that the document addresses both “how to write a grant” and “internal processes” and recommends we separate the focus into two different documents. Gary will create another draft to circulate this month.
  - c. **Workshop on Foundation Funding Opportunities** – Raul Castillo provided overview of Foundation resources, public and private. Marni Roosevelt will arrange a workshop on Foundation funding.
  - d. **Solicitation by Hanover Grants** – Committee decided not to pursue this avenue as the return on investment of \$40,000 annual cost could not be guaranteed.
  - e. **H.S.I. Eligibility; US Department of Education Funding Opportunities** – Bobbi McDaniel will gather information from Munsell & Associate regarding our Title V funding eligibility. Discussed current H.S.I. application and created work group consisting of Marni, Bobbi, Sherri, Nona and Deborah. Deborah will invite Scott Weigand as Student Success Chair.
  - f. **Website Resources identify post grant award documents** – Nona Matatova will pull together commonly needed forms, e.g., time sheets, time and effort, assignment logs, etc., for the committee to review for posting on website.
4. **Other?** – None
5. **Public Agenda Speakers:** None
6. **Adjourned** at 11 AM
7. **Submitted:** Deborah diCesare
8. **Date Submitted:** February 21, 2012

**Future Meeting Dates**

**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**