Grants Management Committee  
Meeting Notes  
Thursday, October 28, 2010  
12:30 p.m., Winlock Lounge

Present: Bruce Anders, Mary-Jo Apigo, Katherine Boutry, Rose Marie Joyce, Sunny Leon, Helen Lin, Olga Shewfelt, Robert Sprague, Beraki Woldehaimanot

Guests: Norma Barragan, Richard Block, Barry Sloan, Kathy Walton

R. Sprague called the meeting to order at 12:41 p.m.

1. Welcome: R. Joyce apologized for not attending the last meeting and had requested R. Sprague to chair the meeting on her behalf. She acknowledged that O. Shewfelt and M. Pracher have been working on a new committee charge. The committee will be a division of College Council and will present a monthly report update to the Council.

2. Change to the Committee: The draft Resource Development Committee (RDC) charge was distributed. Upon members’ consent, the document will be presented to the College Council for its approval. The new charge includes renaming the committee, giving it a broader charge, and assigning a new leadership composition of a faculty representative and an administrator co-chairs.

A discussion occurred on the procedure to approve recommendations: a simple majority vote or consensus. Concerns were brought up in favor and against each method. The discussion shifted to concerns about decisions made on grants submissions. A suggestion was made that the committee develop a template that can be used to determine if a grant or a revenue enhancement fits into the college mission and educational master plan, so the college can be ready when an opportunity becomes available. It is also important that the committee reviews and consider any possible unintended consequences that may result from committing to a particular program.

Proposed changes to be made to the draft Charge:

- define items that fall into each standing report category,
- considering the time limit, develop a protocol by perhaps determine representatives from the committee who will be involved in reviewing which grant opportunities are chosen and to send a notification to other members on the decision made,
- add that grants submitted should be discussed at the next scheduled meeting date,
- state the consideration made on college obligation in ensuring program continuity when the grant ends,
- add a check list,
- reword paragraph 3 (Recommendations are formed by…), and
- specify guideline on how partnerships are developed.

The committee approved the concept on the draft document, with the above suggested changes to be included, to be presented at the next meeting.
• **New name**: Name change has been discussed at the previous meeting. Decision will be made at the next meeting after the draft concept has been revised.

• **New Committee charge and its fit in the Master Plan, Strategic Plan, Planning Committee, Budget Committee, and Program Plans and Review**: Not discussed.

• **Role in reporting to the College Council**: See paragraph 1 of the draft committee charge.

• **Clearing house for information**: Judith Fierro was appointed as the point of contact for collecting, posting and disseminating grants information to the campus community.

3. **Standing Reports** - The categories and order were changed to be as follows:

   A. Foundation
   B. Partnerships
   C. Enterprise
   D. Grants
   E. Revenue Enhancement Initiative Report — Impacts on college’s overall budget
   F. Contract Education

4. **Next Meeting**: Thursday, November 17, 2010, 12:30 PM

   The meeting was adjourned at 2:36 p.m.