

MINUTES

THE SENATE SCHOLARSHIPS AND AWARDS COMMITTEE [SSAC]

Presiding: Lang, Damaris-Lois Y

Minutes Prepared By: Shaw, Ronette

Present: Gyan, Joseph; Munoz, Victoria; Shaw, Ronette; Subert, Maria; Mitchell, Sherese; Hammonds, Theresa; Rodriguez, Yoel; Rayo, Rocio

Absent: Santana, Leana;

Guests: none

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order and Confirm Quorum	Quorum	3:42pm
Acceptance of Agenda and Acceptance of Minutes	<i>Members accept meeting agenda and minutes from previous meeting on 2/6/2020.</i>	3:45pm
Chair's Remarks and Agenda Items	<p>Award recipients and Description Templates Access:</p> <ul style="list-style-type: none"> • Ms. Victoria Munoz presented Google form to input award recipient's information. Presentation included, discussion of input nominee criteria template which indicates the names and award categories for recipients to maintain a template. • Members present reviewed previous application template. <p>Annual Honors Convocation Awards and Description Deadline</p> <ul style="list-style-type: none"> • Committee agreed to changing the deadline for members to submit names of award recipients from April 17th to the April 24th. Further discussion indicated, all members having direct access to input names of recipient and coordinators from assigned departments. • May 21st designated for Honors Convocation, members agree to final deadline for all submission May 1st <p>Departmental Representative Updates Ms. Teresa Hammonds presented examples of several Pins for award recipients. Members voted and unanimously agreed to Pin, costs and quantity discussed. In addition, Prof. Rodriguez to draft budget to reflect cost of pins, awards and cords.</p> <p>GAEF Donors: Foundation will provide monetary support for committee funds below 7,000. Consistent donors will be encouraged to continue to donate funds.</p>	Present members aware.

	Share-point Overview: Chair discussed and reviewed the current platform and discussed potential changes.	
Guest Remarks	<i>None</i>	
Subcommittee Members' Remarks and Updates	<ul style="list-style-type: none"> ○ SSAC Visibility Group: Ms. Rayo will continued to promote visibility activities for upcoming Honors Convocation through various forums. ○ SSAC Tracking Group: Ms. Munoz will continue to work on the Survey Monkey and Google documentation designed to input names of all award recipients. ○ SSAC Academic Criteria Group: Ms. Hammonds will continue to follow-up on metals for Presidents Awards recipients. ○ SSAC Resource Group: Prof. Rodriguez will forward a draft of the proposed budget to all committee member for review. 	<i>All members present aware.</i>
Secretary's Remarks and Announcements	<i>Next meeting date:</i> March 12 th .	
Old and New Business	<i>Old Business: None New Business: None</i>	
Attendance and Adjournment	<i>5:18 pm</i>	