# Minutes
## The Senate Scholarships and Awards Committee [SSAC]

**Presiding:** Lang, Damaris-Lois Y  
**Minutes Prepared By:** Shaw, Ronette  
**Present:** Bly, Djehamou; Hoiland, Sarah; Hammonds, Theresa; Rayo, Rocio; Rodriguez, Yoel; Subert, Maria; Shaw, Ronette; Lang, Damaris-Lois, Ben-Reuben, Raziel; Vasquez-Iscan, Elys; Munoz, Victoria  
**Absent:** Gyan, Joseph  
**Guests:** Rivera, Johana; Brenan, Sarah

### TOPIC | DISCUSSION | DECISION / ACTION
---|---|---
**Call to Order and Confirm Quorum** | Quorum | 12:39 pm

**Acceptance of Agenda and Acceptance of Minutes** | *Members Accept both Agenda and Minutes: 04/08/2019* | 12:40pm

**Chair’s Remarks and Agenda Items** | **Annual Honors Convocation**  
**Funds:**  
- GAEF working with Anna Martinez to distribute information in support of donations for both Honors Convocation and Graduation.  
- Anna Martinez to obtain a list of students to distribute monetary awards.  
- Ms. Hammond SSAC-Academic Criteria (subcommittee) distribute check-list criteria for the GAEF awards.  
- Committee chair discussed and clarified GAEF monetary award criteria.  
**Booklet:**  
- Ms. Sarah Brennan discussed updates, due dates for award submission. Emails concerning (updates) for the booklet should be sent directly to Ms. Brennan.  
- Anticipated booklet completion date: 5/21/2019  
- Anticipated count (650) programs printed for attendees  
- Students receiving monetary awards highlighted to identify the students to collect awards.  
**Certificates:**  
- Committee chair submitted certificates to the president’s office for signatures. | Committee members aware.  
Committee members aware.  
The departments should determine the criteria and consider the academic criteria based on the committee criteria. (9 credits, GPA less than 3.5)
Reaching out:
- List of students receiving awards,
- SSAC departmental representatives has been supportive to contact students via email.
- Phone calls to students will be done through student Government (Ben-Reuben)

Recipient Lists:
- Convocation booklet

Scholastic Lists
Clarification complete

Ceremony Preparation Progress
- Discusses name cards for students receiving awards (1 card for each award)
- Students present with name tags will have their names announced.
- Sarah Brennen outlined the Convocation schedule for members of the committee.
- Designated time (4:30), in the Repertory Theater students are expected to be present.
- Departmental representatives will be present.
- Stage Marshalls: Dr. Lang, Prof. Shaw, Prof. Subert

Annual Convocation/SharePoint-Planning Ahead:
- Discussing “SharePoint” to organize files Fall-2019 semester.

SSAC Representatives for each department inform departments:
- Fall semester: designated for submission of all departmental awards including award descriptions.
- Spring semester: designated for departments to submit the names of award recipients

Letter Template for Presidents list:
SSAC: Academic criteria sub-committee group to develop template for Presidents List

Fall 2019 Meeting Schedule:
Members established fall semester meeting date via distributed doodle:
- Chair to clarify with members concerning the fall 2019 date for SSAC meetings.

Additional Guests Remark: none

Guest Remarks
None
| **Subcommittee Members’ Remarks and Updates** | SSAC Visibility Group: TBA  
SSAC Tracking Group: Victoria Munoz (Point Person)  
SSAC Academic Criteria Group: Hammond (Point Person)  
SSAC Resource Group: Prof. Yoel Rodriguez (Point person) | All Members in agreement. |
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<td><strong>Secretary’s Remarks and Announcements</strong></td>
<td>Fall meeting date: TBA</td>
<td>Committee members acknowledged.</td>
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| **Old and New Business** | Old Business: None  
New Business: None | Committee members aware. |
| **Attendance and Adjournment** | 1:57 pm |  
Minutes of 5/13/2019 at 12:30pm, Room: A243  
3/2 |