Minutes
The Senate Scholarships and Awards Committee [SSAC]

Presiding: Lang, Damaris-Lois Y
Minutes Prepared By: Shaw, Ronette
Present: Gyan, Joseph; Hammonds, Theresa; Mitchell, Sherese; Munoz, Victoria; Rayo, Rocio; Rodriguez, Yoel; Santana, Leana; Shaw, Ronette; Subert, Maria;
Absent: 
Guests: Brennan, Sarah

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<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>DECISION / ACTION</th>
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<tr>
<td>Call to Order and Confirm Quorum</td>
<td>Quorum</td>
<td>3:34pm</td>
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<td>Acceptance of Agenda and Acceptance of Minutes</td>
<td>Members accept meeting agenda and October 15th minutes</td>
<td>3:34pm</td>
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<td>Chair's Remarks and Agenda Items</td>
<td>Annual Honors Convocation Awards and Description Deadline:</td>
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<td>o At the committee chair request, each departmental representative provided a brief update regarding progress on the submission of award descriptions.</td>
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<td>GAEF update:</td>
<td>Representatives presented</td>
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<td>o Committee chair and members applaud the increasing visibility including “Giving Tuesday” advertising and encourage fundraising for GAEF.</td>
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<td>o Hostos foundation will match GAEF donations.</td>
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<td>o Funding from the GAEF will be allocated to departments as monetary gifts for students receiving a Gold/1st Prize, Silver/2nd Prize or Bronze/3rd Prize awards. Expected Funds distribution totaling 400 or 450 dollars (Gold-$175, or $200; Silver-$125 or $150; Bronze-$100) per department respectively. However, departments can choose to distribute funds differently with a minimum of $100 per student and a maximum of $175 or $200 per student, respectively)</td>
<td>Visibility group discussed further use of the Caiman clues or potentially an email blasts to recipients of both Deans and Presidents award.</td>
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<td>o Announcing Scholastic List recipients via succeed@ Hostos.</td>
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**Minutes:** Tuesday November 12th, 2019 at 3:30pm, Room: B401

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<th><strong>Announcements</strong></th>
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<td>Announcements for students on the Dean’s list include: IT is posting, direct alert to recipients of poster board. Hostos monitors, Caiman clues.</td>
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**Presidents List**
- Members reviewed the letter template drafted for potential recipients of the President’s award.
- Discussed budgeting for pins and pens specific to recipients on the Presidents list.

**Training-SSAC Share Point-Mon 11/18/19 from 2:00 to 3:00 PM, B-115**

**Increasing General Academic Excellence Fund (GAEF) Monetary support Awareness.**
- Various students have provided quotes related to the GAEF Monetary support for academic excellence.

**Guest Remarks**

**Ms. Sarah Brennon:**
- Suggested several dates for Honors Convocation closer to commencement while accommodating families and friends of award recipients.
- Members vote change honors convocation to the same week of Commencement ceremony:
  - Results: 9 yes, 1 Absent, 0 abstain

**Subcommittee Members’ Remarks and Updates**

- **SSAC Visibility Group:**
- **SSAC Tracking Group:** committee considering collecting both student names and student IDs of identified award recipients during the spring.
- **SSAC Academic Criteria Group**
  - Agreed to discuss awards criteria during next meeting.
- **SSAC Resource Group:** No updates

**Secretary’s Remarks and Announcements**

Next meeting: December 10th

**Old and New Business**

- **Old Business:** None
- **New Business:** None

**Attendance and Adjournment**

- 5:06pm

**Template approved by committee members; Ms. Hammonds agreed to submit a final copy to the president’s office for approval.**

**Members aware.**

**Members aware.**

- **Secretary’s Remarks and Announcements**
- **Old and New Business**
- **Attendance and Adjournment**