

ATTENDANCE

NAME

SIGNATURE

1. Abdoul, Balde

2. Castro Karina

3. Herrera, Denise

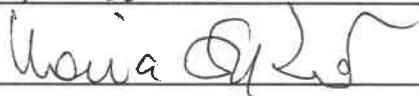
4. Lang, Damaris-Lois (chairperson)

5. Onovo, Grace

6. Rayo, Rocio (secretary)

7. Shaw, Ronette

8. Subert, Maria



Guests

Minutes for the Scholarships and Awards Committee

Date & Time: 3/28/18 @ 3:37pm

Location: B401

Presiding: Damaris Lois Lang

Present: Karina Castro, Damaris Lois Lang, Grace Onovo, Rocio Rayo, Ronette Shaw, Maria Shubert

Absent: Denise Herrar, Balde Abdoul

Minutes Prepared by: Rocio Rayo

Call to Order (3:38pm)

Confirm Quorum (3:38pm)

Acceptance of Agenda - Unanimous (3:40)

Acceptance of Minutes

We did not have an official secretary last meeting, but Rocio will type up her notes from the first meeting and send them around before we meet again.

Unanimous (3:42)

Meeting Schedule

Once per month, 1 hour each meeting, first Wednesday (when applicable) of each month, at 3:30.

Next Meetings: April 11 and May 2 both at 3:30.

Unanimous (3:56)

Changes to Function of Committee and Amendments

We want to define and differentiate between awards and scholarships.

We want to determine the number of awards and scholarships offered by department.

We need to re-evaluate Honors Convocation.

Will we be able to have it?

Get on the listserv for CUNY Central's Scholarship Coordinator.

Who is Hostos's scholarship coordinator?

What department/program are they under?

Questions we have:

Who controls the allocation of scholarship funds?

Who controls the budget of Honors Convocation? What is the budget?

MOVE: We will not change the current functions of the committee. Re-evaluate in the Fall.

Unanimous (4:22)

Membership Recommendation

Add 3 members.

1. Institutional Advancement
2. SVP's office
3. SDEM (Scholarships Coordinator? Student Leadership?)

We have to contact the Committee of Committee's.

MOVE: Target these three offices to add three new members to our committee?

Unanimous (4:31)

Step by Step Method's of Operation

There are three main roles to assign.

1. Someone to locate and allocate resources (this person will work closely with the member from SVP's office and the member from Institutional Advancement.)

MOVE: Karina Castro nominated (Action A)

Unanimous (4:38)

2. Enforce Dean's List/Department Criteria

MOVE: Ronette Shaw and Grace Onovo nominated (Action B)

Unanimous (4:40)

3. Allocation of Scholarships and Awards

MOVE: Maria Subert nominated (Action C)

Unanimous (4:42)

Dean's List

Who controls the website? We do.

Rocio is going to submit a work order to get permission to update the website.

Add pictures and FAQ'a to the website.

Should the Dean's List include Winter and Summer semesters?

(4:48)

Secretary Remarks

Notes will go out within a week after the meeting. Please respond to the email with additions, amendments, etc.

(4:55)

New Business

Honors Convocation – should we consolidate all the events into one?

PTK – why is it a separate event?

Dean's List – should there be a ceremony?

Should Department's hold their own award/scholarship events?

Where does the money to put this on come from?

How much money do we have to put it on?

Next meeting we must have people who can answer money questions in the room.

We are going to informally ask if the three new members would come to our next meeting before formally asking them.

(5:02)

Rocio (the secretary) had to leave (5:07)

