**8:00 AM • Thursday, October 1, 2020 • Zoom Meeting**

<https://cccconfer.zoom.us/j/92640632385?pwd=UnhYZ0RUcGxSQmQyR2dhVG5HZmxpZz09>

Password: 003034 Meeting ID: 926 4063 2385

**Members:** Carley, Michael; Carranza, Araceli; Keele, Jeff; Michelle Miller-Galaz; Phinney, Sarah; Harmon, Arlitha

1. **Review Minutes – September 17, 2020 Meeting**

Motion was made to approve the following minutes:

M/S/C: Michael Carley/Michelle Miller-Galaz

1. **Documenting PC’s Campus Grant Oversight Process**

* The Grants Committee doesn’t set a strategic vision but looks at a priority list that would be taken to College Council for review.
* The committee discussed PC’s internal process as well as the District’s process. The committee reviewed the Notice of Intent to Apply and Routing/Approval forms.
* The committee also discussed an additional step in the application process by creating a rubric. The rubric will be used to evaluate grants and making sure that the form will allow for constituent input addressing staffing requirements. The rubric will also look at sustainability, match requirements and goals.
* Grants committee needs to create a grant committee email or individual email to receive forms.
* Michelle will create a list of routine grants.
* The Grant Committee decided not to apply for a CARES IREPO grant because it was very competitive and PC wouldn’t have time to spend the money.
* The Grant Committee discussed developing a Canvas classroom to try to collect all information into one place. The colleges are working together to create a Zoom training that will be given over a couple of months throughout the year.

1. **Future Items**
2. **Next Meetings:** October 15, 2020 and October 29, 2020. 8:00am via Zoom