

UNIVERSITY ENTERPRISES, INC.
Campus Grants Program Committee Meeting Minutes
Thursday, February 16, 2017
UEI Boardroom
10:00 a.m. – 12:00 p.m.

Present: Liz Baidoo
Anne Fuller
Monica Kauppinen
Patricia Worley

Staff Present: Michael Calvillo
Billy Le
Cossette Leos

The meeting was called to order at 10:10 a.m. in the UEI Board Room. The purpose of the meeting was to review the current processes for gathering and evaluating proposals for the Campus Grants Program (CGP). The committee added three new members this year and there was a desire to identify and discuss some goals and opportunities for the program moving forward.

The committee discussed the pre-award process, more specifically the CGP Announcement that outlines criteria and scoring information for use by potential applicants. The committee agreed there were opportunities to reword and reorganize the content to make the document easier to understand, less redundant, and more in line with the university's goals of student success and campus unity.

Next, the committee discussed the scoring criteria that were adopted in 2016. The committee felt that the weighting method of the scores was still correctly emphasizing the innovation inherent in the program as well as rewarding those projects that demonstrated a substantial impact on students and the overall campus community.

Lastly, the committee reviewed the current guidelines for proposal consideration. The committee agreed that some clarification was needed to not only assist those applying for funding but also help the administrative process of screening for proposals that do not meet the guidelines and criteria.

The meeting was adjourned at 12:05 p.m. A second meeting was scheduled for April 18, 2017, to finalize edits of the CGP Announcement form as well as reviewing the proposal form.

Respectfully submitted,

Liz Baidoo
Chair