



## Grants Advisory Committee (GAC)

### Bylaws



#### 1.0 General Purpose and Function

The purpose and mission MVC's Grants Advisory Committee is to assist in meeting resource and fiscal needs of the institution through a strategic and comprehensive grant and resource review process and by recommending policies and procedures in the review and submission of grant and resource proposals college- wide and to the President.

#### 2.0 Members

The chair and co-chair will be nominated and approved by the committee by consensus for a two (2) year (academic year) term.

The responsibilities of the co-chairs include but are not limited to:

- a. Working with academic, administrative, and classified staff and students.
- b. Acting as an agent for the committee.
- c. Keeping records of all grant and resource development work and functions.
- d. Coordinating activities of the committee.
- e. Presiding at committee meetings.
- f. Creating and distributing agendas based on input from committee members prior to the scheduled meeting.
- g. Reporting updates GAC to the academic senate, President's Cabinet and Resources Subcommittee.
- h. Submitting required reports and updates.
- i. Updating committee membership roster and committee form as required.
- j. Updating and maintaining website content including GAC documents; by-laws; forms; FOAs; and grant information.

#### Committee Members

Committee members serve as volunteers that can be self-appointed or recommended by peers, and should serve for a minimum of one year. Representation is sought from all academic and student services departments, from administration, and from the students. GAC requests faculty appointments through the Academic Senate. The Associate Dean of Grants and College Support Programs is a standing member of the committee and serves as the Administrative Facilitator. The Grant Advisory Committee utilizes a consensus model for decision-making with the goal of a shared understanding and mutually agreeable path of action for the greater good. The GAC utilizes electronic voting processes to complete work between meetings as required.

#### 3.0 Meetings and Minutes

Regular meeting of the committee will occur at least four times per academic year or on an as-needed basis. Agendas are required for each meeting, posted online, and forwarded college-wide. The committee shall keep minutes of all meetings and will make these minutes available to the college community and post online. Agendas and minutes will be archived as required on the GAC website.