

# COMMUNICATIONS COMMITTEE

MINUTES

DATE 04/05/19

TIME 10:00 PM

LOCATION KOLBE, 111

MEETING CALLED BY	Heather Walter, vice chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Heather Walter, vice chair	
NOTE TAKER	Pam Duncan, secretary	
ATTENDEES	<p><b>Attendees:</b> Sharon Crawford; Pam Duncan; Kristin Foy-Sampson; Anwar Sadek; Tiffany Schmidt; Heather Walter</p> <p><b>Absent with notice:</b> Amy Freels; Elizabeth Kennedy; Wayne Hill; Sherry Sims</p>	
Agenda topics:		
10:07 – 10:09	CALL TO ORDER	HEATHER WALTER
DISCUSSION	The committee met informally until quorum was met at 11:05	
10:09 – 11:05	OLD BUSINESS	JULIE CAJIGAS
DISCUSSION	<p>The committee reviewed notes and materials from the March meeting with Development and ZipAssist. Additional input from both departments is needed. Letter should contain:</p> <ul style="list-style-type: none"> <li>• Details on grant eligibility</li> <li>• Custom link from Development</li> <li>• Data on past awards</li> <li>• Details on expiration and possible gap funding</li> <li>• Focus on student retention component</li> <li>• Confirm SEFA vs. FHF language</li> </ul>	
	<p><b>ACTION ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Heather Walter: Contact ZipAssist for SEFA data and grant expiration details</li> <li>2. Pam Duncan: Contact Claudia Kaeberlein about SEFA link and send supporting data to Heather for inclusion</li> <li>3. Heather Walter to draft revised letter based on new criteria</li> <li>4. Committee to approve letter and forward to Development and ZipAssist for approval by Wednesday, April 10</li> </ol>	

11:07	COMMITTEE VOTES & ADJOURNMENT HEATHER WALTER
	<p>Motion to approve minutes (after quorum met at 11:02):</p> <ol style="list-style-type: none"><li>1. Tiffany Schmidt</li><li>2. Pam Duncan</li></ol> <p>Motion to adjourn:</p> <ol style="list-style-type: none"><li>1. Sharon Crawford</li><li>2. Anwar Sadek</li></ol> <p>The committee voted unanimously to adjourn the meeting.</p> <p><b>Next Meeting: Friday, May 3, 2019 10:00 a.m., Kolbe 111</b></p>