

Institutional Advancement Committee

MINUTES

MAY 11, 2017

10:00 A.M.

INFOCISION STADIUM

MEETING CALLED BY	Jared Coleman, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Jared Coleman, chair
NOTE TAKER	Barb Pizzute, secretary
	Members: Kim Cole, Barb Pizzute, Jared Coleman, Steve Kaufman, Jarrod Tudor, Michele Novachek, Taylor Bennington, Christina Chipemba, Bob Gandee

Agenda topics:

10:00 – 10:05 CALL TO ORDER JARED COLEMAN

DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or corrections to the May 11, 2017 minutes. There being none, the minutes were approved first by Jarrod Tudor and second by Steve Kaufman. Minutes then approved by unanimous consent. The minutes will be posted to the UC SharePoint site.
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UNFINISHED BUSINESS JARED COLEMAN

DISCUSSION	<p>Creating an event and a tool kit to help each college with communications to students and donors to bring this relationship closer together.</p> <p>Jarod Coleman will also follow up with Willy Kollman and Matt Akers for updates on goals.</p>
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PRESENTATION TO UC COUNCIL JARED COLEMAN

DISCUSSION	<p>Items Discussed:</p> <p>Michele Novachek brought for discussion the 2017-2018 Upper Division Scholarship Application the School of Law uses. She shared the process for students to fill out, as well as the process on the administrative side to award the scholarships. We then discussed the student thank you process to donors.</p> <p>Discussion was brought to the table on how we can utilize a form similar to the School of Law for a university wide scholarship processing. Also discussed was how many scholarships exist and how students don't know how to find a scholarship they are eligible for. And idea was presented that we produce an online survey for a specific college, which a student fills out (similar to a survey) once completed it will then list all scholarship they are eligible to apply for. Steve Kaufman has offered to reach out to our IT department to ask help/ideas for creating this process.</p>
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Also noted, there needs to be a system in place that informs each college what scholarships and what scholarship dollars they have available to award each semester.

Our team will develop a “workshop” to have a college representative in from each area, to be informed of this new toolkit. We will discuss the application process as well as the thank you letter process for students.

Development will be hosting the 2nd annual Celebration of Scholarships on October 25, 2017 in SU Ballroom. Each Dean and/or college representative will be invited this year.

In our next meeting we will discuss design ideas for toolkit.