

Institutional Advancement Committee

MINUTES

JUNE 16, 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: Barb Pizzute, Jared Coleman, Steve Kaufman, Jarrod Tudor, Michele Novachek, Bob Gandee	
Agenda topics:		
10:00 – 10:05	CALL TO ORDER	JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> 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. The chair asked for additions or corrections to the May 11, 2017 minutes. There being none, the minutes were approved first by Steve Kaufman and second by Michele Novachek. Minutes then approved by unanimous consent. 	
UNFINISHED BUSINESS		JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> Creating an event and a tool kit to help each college with communications to students and donors to bring this relationship closer together. Jared Coleman will also follow up with Willy Kollman on Alumni and Govt. Relations. 	
PRESENTATION TO UC COUNCIL		JARED COLEMAN
DISCUSSION	<p>Items Discussed:</p> <p>The team spent time during the meeting building a questionnaire that would be sent to each college regarding individual scholarship practices. This information will be helpful in building UA Advancement’s Scholarship Tool Kit.</p> <p>Below are the questions that will be asked. Once we receive feedback we will then consolidate the information.</p>	

**University Council
Advancement Committee**

Scholarship Questionnaire for Colleges

1. Where do your available scholarships and application to apply reside? (ask for a sample of application or the web address to view online)
2. How many scholarships do you have? How many applications to you on average receive?
3. Who are the contacts for the scholarship process in your college?
4. How do you advertise what scholarships are available and when the process is open for applications and deadlines for applying?
5. How are students notified if they receive an award?
6. When are students awarded fall / spring? How long does it take to award scholarships after applications are reviewed?
7. What is your thank you process from students to donors?
8. Do you hold any scholarship awarding events?
9. What is the most difficult process for your college awarding scholarships?
10. Do you work with UA Development team for contact information of donors?
11. Are there any un-awarded scholarships because no one applies or meets criteria?