

Institutional Advancement Committee

MINUTES

JULY 20, 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, Steve Weeks, Terrie Sampson, Christina Chipemba, Bob Gandee, Huey-Li Li, Michele Novachek	
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 June 16, 2017 minutes. There being none, the minutes were approved first by Steve Kaufman and second by Christina Chipemba. Minutes then approved by unanimous consent. The minutes will be posted to the UC SharePoint site. 	
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 on Alumni and Govt. Relations.</p>	
PRESENTATION TO UC COUNCIL		JARED COLEMAN
DISCUSSION	<p>Items Discussed:</p> <p>The team spent the entire hour reviewing the college's that information was captured regarding scholarship procedures. The following colleges were discussed:</p> <ul style="list-style-type: none"> School of Law Engineering Williams Honors College School of Nursing College of Business Administration Wayne College Development <p>Most common issue that arose during evaluations is the scholarship cap. Students that receive multiple scholarships might not be able to be awarded the full dollar amount because they have reached the cap. We cannot refund them any overages.</p>	

Most colleges do have students write thank you letters, School of Law required these letters to be completed, if they are not then the student is not eligible for the next semester's award.

It does seem that most scholarships are due by early March and awards are announced early June. The scholarships are not credited to accounts until late August by Financial Aid.

Only one college, Polymer holds a scholarship event, all other do not.

We will continue to gather information and create a worksheet that will combine all information to get a better feel for processes.