

# Institutional Advancement Committee

MINUTES

OCTOBER 5, 2018

10:00 A.M.

INFOCISION STADIUM

MEETING CALLED BY	Julia Spiker, Chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Julia Spiker, Chair	
NOTE TAKER	Barb Pizzute, Secretary	
	<b>Members:</b> Barb Pizzute, Ali Dhinojwala, Julia Spiker, Steve Kaufman, Abbey Shiban, Natalie Browning	
Agenda topics:		
10:00 – 10:05	CALL TO ORDER	JULIA SPIKER
DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>2. Approval of minutes from 09/13/2018 was sought, approved by Steve Kaufman, second by Abbey Shiban. Minutes were approved unanimously.</li> </ol>	
UNFINISHED BUSINESS		JULIA SPIKER
DISCUSSION	<p>The group discussed moving forward with goals that were established for 2017-2018.</p> <p>The group agreed current goals needed re-racked for priorities. Points from discussions were:</p> <ul style="list-style-type: none"> <li>* Process / Funding</li> <li>* RFP currently in process for new software program</li> <li>* testbed / measure success</li> <li>* marketing plan</li> <li>* have guest speakers that facilitate, process, create scholarships come and talk to our group.</li> <li>* feedback once site is being used.</li> <li>* roll out plan / training sessions</li> </ul>	
COMMITTEE DISCUSSION		JULIA SPIKER
DISCUSSION	<p>Below is the “draft” goals that were discussed. At the next meeting, approval will be sought.</p> <p>The group will meet through May on the first Friday of every month. At next meeting the goals will be finalized and ready to present to UC Council.</p>	

Goal	Priority Number	How Will Goal Be Measured?
Create a toolkit of best practices for those in colleges/departments who process scholarship applications and awards. Facilitate communication between these employees for additional support.	1	<p>Creation of the toolkit—an active Brightspace group where these resources can reside and issues can be discussed and resolved.</p> <p>Obtain feedback from all colleges regarding the Brightspace site.</p> <p>* process / funding</p>
Increase the standardization of processes and messaging regarding scholarships among the colleges.	2	College/department scholarship websites will incorporate information from the toolkit into their websites. Use of our materials in the training of new employees involved in these processes.
Marketing Brightspace. Educating each college of the existence of website.	3	Possible new software program will help in the overall scholarship process. Currently looking at other companies. Have quarterly training sessions to be able to measure the amount of colleges that participate.
Improve the way students are made aware of scholarships, focusing on scholarships with specific requirements that may go un-awarded.	4	Creation of a new discovery web-tool with an expanded search function, to better match students with scholarships. Increase in the amount of endowed scholarship awards.