Institutional Advancement Committee

MINUTES  MAY 11, 2017  10:00 A.M.  INFOCISON 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:

CALL TO ORDER  JARED COLEMAN

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.

UNFINISHED BUSINESS  JARED COLEMAN

DISCUSSION

Creating an event and a tool kit to help each college with communications to students and donors to bring this relationship closer together.

Jarod Coleman will also follow up with Willy Kollman and Matt Akers for updates on goals.

PRESENTATION TO UC COUNCIL  JARED COLEMAN

DISCUSSION

Items Discussed:

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.

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. An 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.
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.