# Institutional Advancement Committee

**MINUTES**  
MAY 4, 2018  
10:00 A.M.  
INFOCISON STADIUM

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>Jared Coleman, chair</th>
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<tbody>
<tr>
<td>TYPE OF MEETING</td>
<td>Monthly Meeting</td>
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<tr>
<td>PRESIDER</td>
<td>Jared Coleman, chair</td>
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<td>NOTE TAKER</td>
<td>Barb Pizzute, secretary</td>
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<td><strong>Members:</strong></td>
<td>Michele Novachek, Nicole Merchant, Wynter Mason (student), Steve Kaufman, Jarod Coleman, Barb Pizzute</td>
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**Agenda topics:**

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

**DISCUSSION**

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.

**UNFINISHED BUSINESS**  
**JARED COLEMAN**

**DISCUSSION**

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

**PRESENTATION TO UC COUNCIL**  
**JARED COLEMAN**

**DISCUSSION**

Items Discussed:

Main focus at today’s committee meeting was to discuss the final stages of UC Advancement’s tool kit that is being placed on Brightspace for access by UA employees and students.

We discussed an introductory section that we will place on the front page of the tool kit. This introductory section will include items such as why this tool kit it helpful, scholarship process, scholarship CAP definition, who to contact for help, etc.

We will list key contact from each college on the site, Barb Pizzute to gather who the contacts will be from each college.

The Akron Guarantee Scholarship needs to be placed on the site as well.

Contact information for Financial Aid department needs to be listed.

At our next meeting we will be able to view the current website and give feedback.