

TO: Scholarship Committee

DATE: November 8, 2017

RE: Notes from Meeting with Dr. Boehmer on 11/8/17

The Scholarship Committee met with Dr. Boehmer at 8:00am on Wednesday, November 8, 2017, to discuss the work of the committee to date, and to update the new members of the committee on the work of the committee. Present were: Karen Jones, chair; Ciara Peebles, Meshia Williams; Dr. Lee Cheek; Beverly Walker; Mary Smith; Dr. Robert Boehmer.

The Committee reviewed the purpose and function statement for the committee that is on the website. Dr. Boehmer led things off by discussing that his purpose for meeting with us was to ensure that the committee was working productively and efficiently.

Karen Jones stated that the committee had all new members, with the exception of herself and Dr. Cheek. She explained that most of the committee's work takes place in the Spring when Foundation Scholarships are advertised and awarded. She stated that scholarship applications are reviewed through the scholarship software program (Awardspring) which makes the process smoother and less cumbersome. She stated that each committee member has access to the applications in Awardspring, and that each of the new members will be receiving training on this program

Dr. Boehmer said he wants to ensure that the committee is following the correct process for reviewing and awarding scholarships. The process should be:

- The Foundation sets the amount of money available in scholarships and provides this information to the committee;
- The committee awards the scholarships based upon that set amount of money; and
- The Foundation receives communications about who was awarded the scholarships and for how much.

In the past, it has been somewhat backwards but proceeding forward this should be the correct order.

Dr. Boehmer also wanted to ensure that the specific requirements for the scholarships provided by the donors are being met. Ms. Jones described how the Awardspring system works, that these requirements are listed for each scholarship, and are very visible to each committee member when reviewing applications.

Dr. Boehmer expressed his concern that scholarships need to be used as a recruitment tool when appropriate. He also stated that he would like to be notified when these scholarships are awarded at different ceremonies in the local high schools. These should be used as a recruitment / publicity tool. Ms. Jones stated that she would make sure he gets that information.

In reviewing the purpose and function statement, the recommendation was that the wording be changed to reflect that the committee actually awards the scholarships, as opposed to making recommendations. The statement will be amended as follows:

“...Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, evaluate applications received for scholarships based on criteria, and make award decisions to worthy recipients for these scholarships”.

In concluding the meeting, Dr. Boehmer said he hoped that individual supervisors of committee members would be notified of the committee’s work so that the individual committee members could be recognized for their work in this area. He also expressed the desire that notes/minutes of the work of the committee should be posted on the website for review by others and for institutional memory.

Meshia Williams also stated that there will be a self-service option for faculty to input the committees they have served on and the tasks done on those committees. Mrs. Jones will encourage everyone to utilize this option so that all of their information is in one place and readily accessible to their deans. Ms. Jones stated to the committee that she would be working to get training sessions scheduled on the Awardspring software so that each committee member could become familiar with this program.

Beverly Walker was nominated and accepted the position of secretary for this committee.