

Institutional Advancement Committee

MINUTES

FEBRUARY 2, 2018

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 Weeks, Steve Kaufman, Bob Gandee, Michele Novachek	
Agenda topics:		
10:00 – 10:05	CALL TO ORDER	JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> 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. The chair asked for additions or corrections to the December 1, 2017 minutes. There being none, the minutes were approved first by Steve Weeks 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	During today’s meeting we will be discussing parts of the “tool kit” for scholarships	
	PRESENTATION TO UC COUNCIL	JARED COLEMAN
DISCUSSION	<p>Items Discussed:</p> <p>Jarrod shared with the group the temporary placeholder page on Brightspace has been created. We then discussed ideas of what we need to place on this page that will be helpful tools for everyone during the scholarship process.</p> <p>Group discussed opening the following areas:</p> <ul style="list-style-type: none"> • Introductory Section • Scholarship definition • Scholarship Cap • Contact Information for each college • Timeline for scholarships • How to get started • Key contacts (i.e. Mary Schadle) • Discussion Forum for everyone to leave comments, questions and such. • Announcement on Digest when this is ready to roll out. • UA scholarship resources – how to find <p>The website will be put together based on the above – at the next meeting we hope to be able to view the template as a group.</p>	

Institutional Advancement Committee

MINUTES

MAY 4, 2018

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: Michele Novachek, Nicole Merchant, Wynter Mason (student), Steve Kaufman, Jarod Coleman, Barb Pizzute
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	<p>Items Discussed:</p> <p>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.</p> <p>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.</p> <p>We will list key contact from each college on the site, Barb Pizzute to gather who the contacts will be from each college.</p> <p>The Akron Guarantee Scholarship needs to be placed on the site as well.</p> <p>Contact information for Financial Aid department needs to be listed.</p> <p>At our next meeting we will be able to view the current website and give feedback.</p>

Institutional Advancement Committee

MINUTES

JUNE 14, 2018

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: Robert Gandee, Steve Weeks, Michele Novachek, Jarod Coleman, Barb Pizzute, Ali Dhinojwala	
Agenda topics:		
10:00 – 10:05	CALL TO ORDER	JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> 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. Meeting minutes from May 4, 2018 motion to approve as made by Michele Novachek and second by Robert Gandee, minutes passed unanimously. 	
	UNFINISHED BUSINESS	JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> Introduction and welcome of new member Ali Dhinojwala. 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	<p>Items Discussed:</p> <ul style="list-style-type: none"> Terrie Sampson joined the meeting and presented an update on the areas of endowment letters, scholarships and giving numbers. Endowment letters have gone out to all donors. These letters share with them the current value of their endowment, and which students received an award from there account. It also shares with them how the funds available to be awarded fall 18/spring 19. A discussion took place in regards to the new leadership with Interim Dr. Green, asking if we have heard how the community and donors are reacting to the news of President Wilson stepping down. Terrie shared so far all has been stable with community as well as donors. Dr. Green is very well known and has a great community following. We don't anticipate and negativity. President Wilson will be missed, but we are committed to continuing to move forward in a positive direction with UA and its students. We shared an update with new member Ali Dhinojwala regarding our goal of the toolkit. He did share some insight on polymer's scholarship process. 	

- Continued discussion with the process and flow of scholarship awarding. Who is doing what in each college, we are looking for a standardize scholarship process across campus. Easier for our students to apply and find the right scholarship for them, as well as easier process for colleges to award and apply to students.
- We discussed taking a look at other local college websites for scholarship information and comparing to UA.
- At our next meeting we are going to actually view the toolkit and give feedback as to how the site is working. We will discuss creating a simple tutorial video for viewing.
- We need to work on how we will present this to the UA community at our next meeting.

Institutional Advancement Committee

MINUTES

SEPT 13, 2018

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: Robert Gandee, Michele Novachek, Jarod Coleman, Barb Pizzute, Ali Dhinojwala, Julia Spiker, Steve Kaufman, Abbey Shibban, Nicole Merchant, Kim Cole, Richard Glotzer	
Agenda topics:		
10:00 – 10:05	CALL TO ORDER	JARED COLEMAN
DISCUSSION	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.	
	UNFINISHED BUSINESS	JARED COLEMAN
DISCUSSION	Introduction and welcome of new members Julia Spiker, Richard Glotzer, and Abbey Shibban. This meeting is the final meeting as Jared Coleman serving as Chair of this committee. The purpose of this meeting to discuss this past year’s progress on goals and elect a new Chair and Vice Chair.	
	COMMITTEE DISCUSSION	JARED COLEMAN
DISCUSSION	<p>Items Discussed:</p> <p>Jared Coleman shared his thoughts on this past year, stating we have progressed in many ways on our goals. We have had great group discussion and guest speaker discussions. The continued growth on bright space will benefit the entire UA community tremendously. We need to continue to move the process forward. In setting our goals for next term, continue to focus on what work has been accomplished and build from that.</p> <p>Jared thanked everyone for the support for this past year. He stated he is always available to help in any way needed. He looks forward to our committee’s future achievements.</p> <p>Next item of business is the election of a new chair and vice chair. We asked the committee for nominations for chair. Steve Kaufman nominated Julia Spiker as chair. A motion for approval was made, motion passed unanimously.</p> <p>Next was the election of vice chair. We asked the committee for nominations, Steve Kaufman was nominated. A motion for approval was made, motion passed unanimously.</p> <p>We then discussed next meeting date of October 5th. Barb Pizzute will send out a meeting reminder.</p> <p>The meeting was adjourned.</p>	

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	
	Members: 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"> 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. Approval of minutes from 09/13/2018 was sought, approved by Steve Kaufman, second by Abbey Shiban. Minutes were approved unanimously. 	
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"> * Process / Funding * RFP currently in process for new software program * testbed / measure success * marketing plan * have guest speakers that facilitate, process, create scholarships come and talk to our group. * feedback once site is being used. * roll out plan / training sessions 	
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.

Institutional Advancement Committee

MINUTES

NOVEMBER 2, 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
	Members: Barb Pizzute, Ali Dhinojwala, Julia Spiker, Abbey Shiban, Robert Gandee, Michele Novachek

Agenda topics:

10:00 – 10:05 CALL TO ORDER JULIA SPIKER

DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent. Approval of minutes from 10/05/2018 was sought, there was one adjustment to the minutes to add the note being - a discussion took place regarding a possible December planning meeting for a Spring roll-out of the Brightspace, which was noted on the minutes approved by Bob Gandee, second by Michele Novachek. Minutes were approved unanimously.
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UNFINISHED BUSINESS JULIA SPIKER

DISCUSSION	<p>The group spent the time during the meeting reviewing each goal that was drafted during the past committee meeting.</p> <p>The order the of the original goals were re-racked as follows:</p> <p>Original Goal #1 of creating a toolkit of best practices for those in colleges/departments was revised and moved to Goal #3 – with the wording changed to review and finalize UA Scholarship toolkit. How this goal is to be measured also was changed to adding a discussion forum within the UA Scholarship toolkit (in Brightspace) to provide feedback...</p> <p>Goal #2 remained.</p> <p>Original Goal #3 of educating colleges of existence of the UA Development Scholarship webpage was revised and moved to Goal #4. The measurement was changed to include a possible new software program will help in the overall scholarship process.</p> <p>Original Goal #4 of improving marketing to students the awareness of scholarships that exists was revised and moved to Goal #1. A development of Institutional Marketing Scholarship Campaign was added to the measurement of the goal.</p> <p>The committee will be sent the goals after the meeting in final format for a vote to submit to UC Council. Please see below final goals.</p>
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Type Standing Committee Name Here
Goals for the UC year ending August 31, 2019

Goal	Priority Number	How Will Goal Be Measured?
Improve the marketing of scholarships. Improve the ways students are made aware of scholarships, focusing on scholarships with specific requirements that may go unawarded.	1	Development of an Institutional Marketing Scholarship Campaign. Measure the number of web hits, the number of applications, and/or the number of scholarships awarded. The number of unawarded scholarships should decrease year by year.
Increase the standardization of processes and messaging regarding scholarships among colleges.	2	College/department committees and/or staff will be able to incorporate information from the UA Scholarship Toolkit into their scholarship processes. For example, sample scholarship applications, sample student thank you letters may prove useful. Use of the material may be used in the training of new employees involved in these processes.
Review and finalize a UA Scholarship Toolkit of best practices for those in colleges/departments who process scholarship applications and awards. Facilitate communication between these employees for additional support.	3	Creation of the UA Scholarship Toolkit—an active Brightspace group where these resources can reside and issues can be discussed and resolved. Discussion Forum within the UA Scholarship Toolkit (in Brightspace) to provide feedback on the efficiency and the usefulness of this resource.
Educate each college of the existence of the UA Development Scholarship webpage. Improve access of the UA Development Scholarship page for students to be able to research available scholarships.	4	Possible new software program will help in the overall scholarship process. Currently looking at other comparable programs. Have quarterly training sessions to be able to measure college participation.

Institutional Advancement Committee

MINUTES

DECEMBER 7, 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
	Members: Kim Cole (absent), Julia Spiker, Steve Kaufman (absent), Barb Pizzute, Richard Glotzer (absent), Abbey Shiban, Ali Dhinojwala (absent), Robert Gandee, Yuan Xue, Michele Novachek, Natalie Browning, Nicole Merchant (absent)

Agenda topics:

10:00 – 10:05 CALL TO ORDER JULIA SPIKER

DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent. 2. Approval of minutes from 11/02/2018 were sought, the minutes were approve unanimously.
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UNFINISHED BUSINESS JULIA SPIKER

DISCUSSION	<p>Julia shared with the group her presentation of the committee’s goals at the recent UC Council meeting. The presentation went well, the audience was interested in learning more and seeing a preview of the Brightspace. A couple of question came from the audience, one being “was this replacing how the colleges handle scholarships.” Julia and Steve explained that this was not affecting the scholarship process currently in place. This website is just a tool for reference to not only UA but to students as well. Julia stated we are continuing to update the website as we move forward in building the site. Steve offered anyone who wanted access to the site to please email him directly and he would get them access.</p> <p>The next item discussed was speakers to come and join the committee to educate the committee on certain processes that affect scholarships. It was conclude the following would be helpful to our committee. Terrie Sampson, Director of Stewardship, Jennifer Harpham from Zip Assist and Sarah Chapman from finance would be a start.</p> <p>Terrie Sampson will be asked to join our next meeting.</p> <p>The meeting was adjourned.</p>
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