

1 **WILLIAM S. HARVEY SCHOLARSHIP**
2 **SELECTION COMMITTEE**
3 **WEDNESDAY, DECEMBER 1, 2010**
4

5 A meeting of the William S. Harvey Scholarship Selection Committee was held on Wednesday,
6 December 1, 2010 at the City Hall, 2nd Floor Conference Room, 2345 Providence Boulevard,
7 Deltona, Florida.
8

9 **1. CALL TO ORDER:**
10

11 The meeting was called to order at 6:33 p.m. by Chairperson Dawn Drysdale.
12

13 **2. ROLL CALL:**
14

15 Chairperson	Dawn Drysdale	Present
16 Committee Member	Christopher Alcantara	Present
17 Committee Member	Peggy Fisher	Present (6:38 p.m.)
18 Committee Member	Don Philpitt	Present
19 Committee Member	Alice Russell	Present
20 Committee Member	Neal Ferrari	Present

21

22 **3. APPROVAL OF MINUTES & AGENDA:**
23

24 **A. Minutes – June 14, 2010.**
25

26 **Motion by Don Philpitt, seconded by Alice Russell to approve the minutes of the June 14,**
27 **2010 meeting as presented and the Committee concurred.**
28

29 **4. OLD BUSINESS:**
30

31 **A. Review of By-Laws to be presented to the Commission for approval.**
32

33 Mrs. Kent asked for clarification of the Committee member's term in Article III, Sections 1(b) and
34 Section 3 because they conflicted with each other.
35

36 **Dawn Drysdale stated the terms should remain “three-year terms” and the Committee**
37 **concurred.**
38

39 Mrs. Kent asked which member of the Committee would be present at the Regular City
40 Commission Meeting on Monday, December 13th when the By-Laws would be presented to the
41 Commission and Dawn Drysdale replied she would be present.
42

43 **5. NEW BUSINESS:**
44

45 Peggy Fisher joined the meeting at 6:38 p.m.
46

47 **A. Review of 2009-2010 Scholarship Selection Process.**
48

49 Neal Ferrari asked that City staff go through all the applications and only supply the Committee

1 with those applications that are eligible for scholarship. He stated he does not want applications
2 from anyone who has received two (2) scholarships in the past and no incomplete applications and
3 the Committee agreed.

4
5 Chris Alcantara asked how the scoring process worked and the Committee members explained the
6 process.

7
8 **Motion by Don Philpitt, seconded by Chris Alcantara to approve the 2010-2011 Scholarship**
9 **Selection Process as presented.**

10
11 **B. Review 2009-2010 Application Package.**

12
13 The Committee members discussed which version of the application was the most up-to-date and
14 recommended the following changes per page:

15
16 General Revisions:

- 17 • Remove social security numbers where applicable on the application, provide the Social
- 18 Security Form which is for City staff's use only;
- 19 • All documents to be three (3) hole punched; and
- 20 • Always provide a revised date on all documents that have been revised;

21
22 The Committee members discussed the checklist and recommended the following changes per
23 page:

- 24 • Clean up grammar throughout the document;
- 25 • Distribute the application packet before Christmas break;
- 26 • Page 1, #7, add the word "college" after "high school"; and
- 27 • Page 1, last sentence to be bolded;

28
29 Application Revisions:

- 30 • Page 1, change "Preferred Contact #" and "Secondary Contact #" to include the words
- 31 "...Telephone Contact #";
- 32 • Page 2, III (2), should say "Telephone Contact Information";
- 33 • Page 2, IV, add "College/University" after "GED";
- 34 • Page 3, #1, add the words "Advisor Name" before the organization "Phone Number";
- 35 • Page 5,

36
37 Requirements Revisions:

- 38 • Last paragraph, take out the word "college/...".

39
40 Alice Russell stated there was an issue with getting applications that included transcripts and
41 Dawn Drysdale asked how the Committee should handle that issue. The Committee concurred to
42 handle each application on an individual basis and keep in mind any special circumstances.

43
44 **Motion by Peggy Fisher, seconded by Don Philpitt to approve the application as revised and**
45 **the Committee concurred.**

1 **Add-On Item – Selection of a new Chairperson and Vice Chairperson.**

2
3 **Motion by Peggy Fisher to nominate Alice Russell as the new Chairperson and Ms. Russell**
4 **declined the nomination.**

5
6 **Motion by Alice Russell, seconded by Neal Ferrari to nominate Don Philpitt as the new**
7 **Chairperson and the Committee concurred.**

8
9 **Motion by Dawn Drysdale, second Don Philpitt to nominate Alice Russell as Vice**
10 **Chairperson and the Committee concurred.**

11
12 **Ms. Kent asked to confirm that the Committee wanted the application packet online as soon**
13 **as possible and to not wait until the By-Laws were approved by the City Commission at their**
14 **Regular City Commission Meeting of December 13th and the Committee concurred.**

15
16 Several Committee members asked what the total available funds were for scholarships and Mrs.
17 Kent replied she would double check the total amount of funds available and e-mail the
18 Committee members.

19
20 **6. ADJOURNMENT:**

21
22 **Motion by Neal Ferrari, seconded by Don Philpitt to adjourn the meeting and the**
23 **Committee concurred.**

24
25 There being no further business, the meeting adjourned at 7:54 p.m.

26
27 The meeting was reconvened at 7:54 p.m.

28
29 The Committee members discussed when to schedule the next meeting.

30
31 **After discussion, the Committee concurred to schedule the next meeting on Wednesday,**
32 **March 16, 2011 at 6:30 p.m. and to move the deadline for applications to 5:00 p.m. Tuesday,**
33 **March 1, 2011.**

34
35 Neal Ferrari stated if the City Commission does not approve or there are changes to the By-Laws
36 the Committee may need to meet before March 16th.

37
38 Chris Alcantara stated his sisters would be applying for scholarships and he would need to recues
39 himself from scoring their applications. Peggy Fisher stated the Committee would need to exclude
40 him from the average when scoring those applications.

41
42 **Motion by Don Philpitt, seconded by Chris Alcantara to move the deadline for applications**
43 **to 5:00 p.m. Tuesday, March 1, 2011**

44
45 **Motion by Don Philpitt, seconded by Peggy Fisher to schedule the next meeting on**
46 **Wednesday, March 16, 2011 at 6:30 p.m.**

1 Neal Ferrari asked for a reminder of when the CD's containing the applications would be ready for
2 the Committee members to pick-up.

3
4 **Motion by Peggy Fisher, seconded by Neal Ferrari to adjourn the meeting and the**
5 **Committee concurred.**

6
7 There being no further business, the meeting adjourned at 8:10 p.m.

8
9
10
11 _____
12 **Joyce Kent, CMC, CITY CLERK**