

**WILLIAM S. HARVEY DELTONA SCHOLARSHIP
ADVISORY BOARD MINUTES
WEDNESDAY, NOVEMBER 16, 2011**

1. CALL TO ORDER:

City Clerk Joyce Kent called the meeting to order at 6:15 PM in the absence of the previous Chair and Vice Chair. She suggested that the board discuss Item 5-B first.

Item 5-B. Selection of New Chairperson and Vice Chairperson.

Motion by Peggy Fisher, seconded by Karen Chenoweth to appoint Dawn Drysdale as the Chairperson. Motion carried unanimously.

Motion by Dawn Drysdale, seconded by Karen Chenoweth to appoint Peggy Fisher as the Vice Chairperson. Motion carried unanimously.

2. ROLL CALL:

Dawn Drysdale	Present
Peggy Fisher	Present
Christopher Alcantara	Present
Karen Chenoweth	Present
David Dawson	Present
Gretel McNaney	Present
Vernon Moore	Present

Also present: City Clerk Joyce Kent; and Board Liaison Rebecca Wilk.

Item 5-A. Welcome new members.

The board members introduced themselves to one another.

3. APPROVAL OF MINUTES AND AGENDA:

Motion by Peggy Fisher to approve the minutes of March 22, 2011. Motion carried unanimously.

4. OLD BUSINESS:

Board discussed the term changes in the By-Laws.

Ms. Fisher inquired about the term changes in the new By-Laws. She had suggested staggering the terms for the members and wanted to know the Commission's feedback. Joyce Kent informed her that the Commission wanted to keep the By-Laws generic for all boards; however they did make sure that the terms would allow the board members to be on the board through the

entire scholarship award process each year. The Board clarified that the By-Laws now state one (1) year terms.

The board confirmed the thirty-five thousand dollar (\$35,000) amount budgeted for this year's scholarship awards.

5. NEW BUSINESS:

A. Welcome new members.

B. Selection of New Chairperson and Vice Chairperson.

C. Review of 2010-2011 Scholarship Selection Process, Application Package, and the method to be used for posting the opportunity.

Ms. Drysdale discussed the process used in the past to review the documents for the next scholarship award year. She discussed items that were revised in the past such as the application and the FASFA (Free Application for Federal Student Aid) requirement.

Ms. Drysdale asked the board to take a look at the eligibility requirements. She noted that recipients are only eligible for two scholarships and she asked if it pertained to concurrent awards only and Ms. Fisher replied "no". Dawn outlined the restrictions and requirements for the scholarship. She also discussed the applicants' responsibilities.

The board opened the conversation up to questions about the process and requirements. Ms. Drysdale brought up past issues with SAT scores. Ms. Fisher explained how some applicants were unable to obtain their transcripts from out of State schools before the submittal deadline. Ms. Drysdale stated that some applicants are returning students and their former schools expunged their SAT scores due to the time frame since they took them. Ms. Chenoweth inquired about how the board handled those issues in the past. Ms. Drysdale and Ms. Fisher stated that greater emphasis was placed on financial need in the past. Ms. McNaney questioned whether the application would be incomplete if the SAT scores were not provided and she suggested structuring the scholarship requirement to match the requirement of a state college. Ms. Fisher suggested setting aside time to discuss issues prior to establishing the award recommendations.

The board discussed the timing for the ranking and approval process. Ms. Drysdale and Ms. Fisher explained how the upcoming ranking meeting needs to provide time for the commission to review and approve the board's recommendations, as well as provide time for the board to attend the local schools' awards ceremonies. Ms. Fisher said she would like to see the revised application distributed to the schools prior to winter vacation.

Ms. Drysdale brought up previous issues with financial information not meeting the criteria as outlined on the application, thus disqualifying applicants. Ms. Chenoweth stated that she felt there was not enough time to have applicants submit 2011 tax returns.

Mr. Alcantara joined the meeting and greeted the new members. Ms. Drysdale brought him up to speed with the topics that had been discussed in his absence.

The Board reopened discussion regarding acceptable financial documentation, specifically tax information and Free Application for Student Aid (FAFSA) documents. Ms. Chenoweth recommended adding "2010" to the tax information requirement and Mr. Dawson agreed. Ms. McNaney recommended leaving the requirements as listed and after a lengthy discussion the board agreed.

The Board discussed issues with transcripts, specifically how some applicants were unable to submit their transcripts last year because they requested the transcripts from their school too late. Ms. Drysdale informed the board of an issue in the past where an applicant was unable to provide transcripts due to the length of time since the student previously attended school. Ms. Chenoweth suggested adding language like "if you are a returning student or you have been out of high school for more than 15-20 years, then maybe some of these requirements won't apply to them". Ms. Fisher asked Rebecca Wilk, the advisory board staff liaison, if calls were received last year from applicants with issues such as these. Ms. Wilk stated that several calls came in, but most pertained to transcripts. The board reviewed the reasons why applicants were disqualified last year and no applicants were disqualified due to the school being unable to provide transcripts with the exception of those applicants who waited too long to request the transcripts from the school. Mr. Moore inquired about accepting placement test scores. The board discussed setting aside time in the ranking meeting to discuss special circumstances and adding City Hall contact information to the application checklist for applicants with additional questions.

The board asked about how the information was distributed last year. Staff stated that the information was posted in the following areas: local schools, City website, City Newsletter, Deltona TV, Deltona Water bills, in City Hall and at all the parks in the City. The staff liaison confirmed that the information was sent to Daytona State College last year as well. The board recommended several other locations for City staff to post the information. Mr. Dawson suggested sending emails to individuals from the public who are requesting City e-mails. Ms. Kent, City Clerk, informed the board that individuals are able to sign up for various information on the City's website and can receive scholarship information.

Ms. Chenoweth asked where the scholarship funds come from, Ms. Drysdale let the board know that the funds come from recycling in Deltona.

Motion by Ms. Fisher, seconded by Mr. Dawson to accept the package with the City contact information added for additional questions. Motion carried unanimously.

D. Set up dates for the following: Application deadline, Advisory Board pick-up date, and ranking meeting date.

The board discussed the dates for local graduations and awards ceremonies and various application dates, to ensure that the deadline will allow enough time for the Commission to approve the recommendations and the board to attend local graduations and awards ceremonies.

The board discussed close of business on February 27th as the postmark and drop-off deadline for applications. The members asked that the agenda packet for the next meeting include a disk with complete and incomplete application information instead of paper versions. Mr. Dawson asked if the information could be e-mailed and Mrs. Kent explained that it is a lot of information but we could attempt to send it to you in several e-mails.

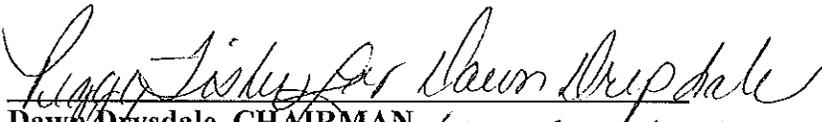
Motion by Ms. Drysdale, seconded by Mr. Alcantara that applications must be postmarked or dropped off by February 27th, 2012; the board will pick up the disks sometime between the 5th and 9th and the next meeting will take place at City Hall on March 14th at 6:15pm. Motion carried unanimously.

6. PUBLIC COMMENTS: None.

7. MEMBER COMMENTS: None.

8. ADJOURNMENT:

The meeting adjourned at 7:38 PM.


Dawn Drysdale, CHAIRMAN (Peggy Fisher, Vice Chairperson)

ATTEST:


Rebecca Willk, RECORDING SECRETARY