

**WILLIAM S. HARVEY DELTONA SCHOLARSHIP
ADVISORY BOARD MINUTES
THURSDAY, OCTOBER 25, 2012**

1. CALL TO ORDER:

Christopher Alcantara called the meeting to order at 6:27 PM.

2. ROLL CALL:

Ron Watral	Present
Vernon Moore	Present
Gretel McNaney	Present
David Dawson	Present
Christopher Alcantara	Present
Peggy Fisher	Present (6:34 PM)

3. OLD BUSINESS: None.

4. NEW BUSINESS:

A. Welcome new members.

The board members welcomed Ron Watral to the board.

B. Selection of Chairperson and Vice Chairperson.

Motion by Vernon Moore, seconded by Gretel McNaney to appoint Christopher Alcantara as Chairperson. Motion carried unanimously.

Motion by Vernon Moore, seconded by Gretel McNaney to appoint David Dawson as Vice Chairperson. Motion carried unanimously.

C. Review of 2012-2013 Scholarship Selection Process, Application Package, and the method to be used for posting the opportunity.

Ron Watral asked questions about the quarterly reports as outlined in the Advisory Board By-Laws. He was interested in when the reports were due and when they would be presented to the Commission. Rebecca Wilk, staff liaison, explained that she prepares a written quarterly report for the Commission based on what the board has done in that quarter. The quarters are based on the City's fiscal year rather than the calendar year. Ron Watral was interested in the dates in which the reports would be presented to the Commission because he regularly attends the Commission meetings and the staff liaison explained that those dates would be determined quarterly based upon the regularly scheduled commission meeting dates.

Ron Watral asked in reference to the by-laws, what determines an unexcused absence. Ms. Wilk explained that an absence would be excused if she were notified prior to the meeting. Christopher Alcantara added that the staff liaison sends out e-mails in advance to coordinate a meeting date that will work well for everyone.

Ron Watral asked if the Sunshine Laws allowed the board members to speak to each other outside of the meetings. Peggy Fisher explained that board members could socialize outside of meetings, but could not discuss scholarship matters.

Ron Watral asked if the public could attend the meetings and how they would be notified. Ms. Wilk explained that notices are posted on the website, in City Hall, in the parks throughout the City and distributed to the media.

Ron Watral asked why there were no minutes to approve at this meeting and Ms. Wilk explained that the minutes from the ranking meetings are approved by the staff liaison and City Clerk, Joyce Kent since the board changes over each year following the ranking meeting.

Ron Watral inquired about voting conflicts, such as voting on matters where a friend of a family member may be involved. Ms. Wilk explained that there is a form that would need to be completed for the record and that the member would need to abstain from voting on that matter.

Peggy Fisher brought to the attention of the board several items that the previous board members suggested changing for the new scholarship award year. The previous board suggested adding the applicant's date of birth to the application. Christopher Alcantara stated that he did not feel that it was relevant to the scoring process and noted that the applicant's date of birth is already listed on the copy of the applicant's license/ identification. The previous board also mentioned removing reference and changing the request for transcripts to specify "most recent" transcripts.

Christopher Alcantara also asked for revisions to the scholarship checklist, Section 8a. He suggested bolding or underlining the word "Report", so that the applicants understand that the board is requesting the report rather than a copy of the application. Vernon Moore suggested adding SAR after Federal student Aid Report since SAR is the acronym commonly used for Student Aid Report.

The board discussed the upcoming scholarship process timeline and application deadline, taking into consideration the school award ceremonies and the Commission meeting agenda deadlines. Ms. Wilk asked the City Clerk Joyce Kent to join the meeting briefly to answer questions that the board had regarding deadline dates for the Commission meeting agendas.

Christopher Alcantara, Peggy Fisher, and Gretel McNaney explained the scholarship ranking process to Ron Watral. They discussed the categories listed on the scoring sheet and explained how each member would use their own discretion in scoring, but should remain consistent in their scoring.

After discussion with the City Clerk Joyce Kent, the board decided to set the scholarship deadline for February 25, 2013. They asked the staff liaison to scan the applications to a disk for each of them and have the disk ready for pick-up by March 4th, 2013. The board agreed that the ranking meeting should be scheduled for Thursday, March 14th, 2013 at 6:30 p.m. since that date would work the best for all of them.

Gretel McNaney and Christopher Alcantara went over last year's scoring and award process for Ron Watral who was interested in how the board decided to allocate the money to the applicants last year. Ms. Wilk pulled up the ranking spreadsheet from last year for the board to review and discuss and she also informed the board that they would have fifty thousand dollars to award this year.

Ron Watral suggested removing from the Scholarship Checklist #9, "Optional: Demographic Information". Gretel McNaney stated she had a problem with that section before as well, but thought that the information may be needed by the City.

Ron Watral asked why the application was concerned about the number of members in a household. Gretel McNaney stated that the "Financial Need" category on the Ranking sheet refers to income divided by family members.

Ron Watral asked why the application asked about other family members attending a post-secondary institution. Peggy Fisher stated that families with multiple members attending post-secondary institutions would have a greater financial need. Ron Watral stated he did not feel the two were connected.

The board voted on removing References, Scholarship Application Section III-2, with Ron Watral and Gretel McNaney against removing them.

The board discussed the following items: work history, dual enrollment program, weighted GPA, academic/community involvement information, major and minors, applicants receiving a full scholarship from another source, essay word count and topics.

The board concurred unanimously on the following changes:

- **Scholarship Checklist #7 – add "Most recent" to the beginning of the statement.**
- **Scholarship Checklist #8a. – capitalize "student"; underline and bold "Federal Student Aid Report"; add /SAR after "Federal Student Aid Report".**

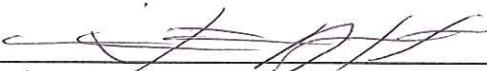
5. PUBLIC COMMENTS: None.

6. ADJOURNMENT:

Motion by Gretel McNaney, second by Peggy Fisher to adjourn the meeting. Motion carried unanimously.

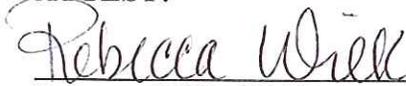
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The meeting adjourned at 7:40 PM.



Christopher Alcantara, CHAIRPERSON

ATTEST:



Rebecca Wilk, STAFF LIASION