

**CITY OF GROVE CITY, OHIO
HIGHER EDUCATION INVESTMENT COMMITTEE
MINUTES**

October 01, 2015

Regular Meeting

The regular meeting of the Higher Education Investment Committee was called to order by Chair Hampson at 3:00 p.m., in the Council Conference room, 4035 Broadway. Roll was called and the following members were present:

Marjorie Brant

John Hampson

Colin Hopkins

Bill Wise

Ex-Officio members: Council President Berry and Tami Kelly were present. Mr. Don Walters was also present. *Member Randy Holt was absent.*

1. Ms. Brant moved to approve the Minutes from the 9/24/15 meeting; seconded by Mr. Hopkins. Vote unanimously approved.
2. Mr. Walters called Dr. Metz, who joined the meeting by phone, due to an illness.

The Committee asked:

- a. What timeline is used for submission and consideration of scholarships per semester?
Dr. Metz said CSCC accepts scholarship applications on a semester basis and the filing deadline is two (2) months prior to the start of the semester. Dr. Wise said that he suggested deadline dates of July 1, Nov. 1, and April 1 and it sounds like those dates would work. Dr. Metz concurred. He said the dates chosen would give the Committee six (6) weeks. He said if all the College is doing with the scholarship is putting the award in place, they can do that quickly.
- b. What are the criteria CSCC uses to administer their scholarships?
Dr. Metz said they use different criteria based on the Scholarship. He said they can set up the scholarship in their system to reflect that criteria. Before disbursement occurs for the next semester, they would check that criteria to make sure it had been met. They can also produce a report for the City to show who was awarded the scholarship and who was not and why.
- c. What are the hour requirements for 'full-time' students? Should a scholarship be linked to a minimum of six credit hours?
Dr. Metz said 12 credit hours = a full-time student. They break it down by: 9 - 11 credit hours = $\frac{3}{4}$ -time student; 6 - 8 credit hours = half-time student. He noted that adults may only have 3 - 5 credit hours.
- d. Can the college administer scholarships for part-time students?
Dr. Wise asked if they could distribute \$500.00 for a half-time student and \$1,000.00 for a full-time student. Dr. Metz said yes. Dr. Metz asked if the award was for tuition only. Mr. Hopkins said the Committee decided it would cover whatever is on the Bursar's bill. Dr. Metz said the Bursar's bill would show tuition and fees; sometimes books. He said they could set their system up to cover whatever the Committee wanted. If they wanted just tuition and fees, then a Pell Grant could be used to cover other costs - for example.
- e. Can the college commit to doing this for our scholarship? Yes

Dr Wise asked about an ID Number used as a tracking number in their system. He said the Committee has received mixed information about using the Social Security Number. Dr. Metz said they can identify a student by social security number, but with identity theft, they discourage using it. He suggested asking for a student's middle initial and the last four digits of their SS#. Dr. Wise asked if the Bursar's bill would have the Student ID # on it. Dr. Metz said yes. That is what they use to track students. Dr. Wise asked if that could be used instead. Dr. Metz said yes.

The Committee thanked Dr. Metz for joining them and for his assistance.

3. Chair Hampson distributed the latest version of the Application for review.

The Committee decided by majority vote to call this a "Scholarship" program, with Mr. Hopkins and Mr. Hampson voting yes; Ms. Brant voting no; Dr. Wise not voting.

With respect to the accreditation condition, Dr. Wise said he did some checking and did get a little feedback. The suggestion was that a condition stating something like: Certificate and licensure track programs recognized by a state regulatory authority with a documented completion rate of at least 70% could be included. He said the completion rate is a way to insure that students actually complete the classes and can use the certificate for employment. The Committee agreed to allow for certificates and licensure track programs, adding that this may assist in their dilemma over Harrison College.

Ms. Brant stated that institutions offering classes in both of the areas (HLC and Cert/License) should have a "presence" in Grove City, not a "physical presence". The Committee agreed.

Mr. Walters asked about the requirement to either do volunteer hours or be a resident. He asked if a scholarship holder could comingle these and, if so, how would it be managed. Ms. Brant said that should be addressed in the promissory note. Mr. Hopkins suggested that the applicant be made to choose up front. There was agreement by the Committee with this suggestion.

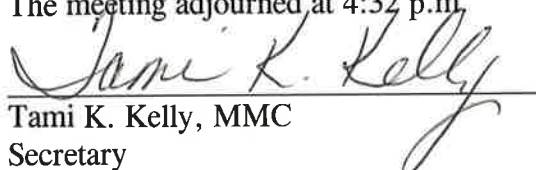
The Committee discussed the number of credit hours that should be required, if any. It was agreed that students completing 12+ credit hours could receive \$1,000.00; students completing 6 - 11 credit hours could receive \$500.00. Mr. Hampson pointed out that Dr. Metz stated that adults take between 3 - 5 credit hours. Did the Committee want to offer anything for that?

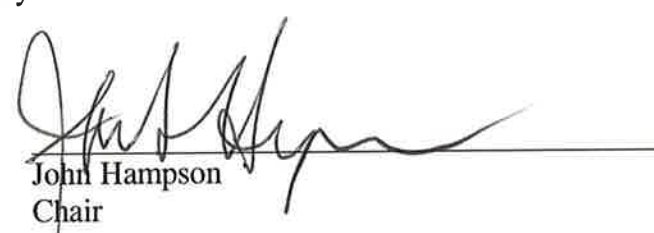
Ms. Brant suggested adding an additional condition that a signed Promissory Note & Scholarship Loan Agreement be required with each application. The Committee agreed.

Other minor adjustments to the Application will be made and the Promissory Note language needs adjusted so that both coincide with each other.

4. The Committee reviewed the Preliminary & Final Program Proposals. Mr. Hampson will update the language for the next meeting.
5. The next meeting will be 10/8/15 at 3:00 p.m.
8. A motion was made to adjourn and was approved by unanimous consent.

The meeting adjourned at 4:32 p.m.


Tami K. Kelly, MMC
Secretary


John Hampson
Chair