University Advocacy Committee (UAC) Report
Wed April 8, 2015
10-11am

Last meeting: Wednesday, March 11, 2015

Present: Nate Bauer
Phil Jacobs
Jamie Warrick
Kim Eames
Lesli Walls
Susie Carson
Connie Huizenga

Discussion Item 1: Staff Travel Fund Use

Suggestions for how to communicate widely to staff about existing Staff Travel Fund money from UA Foundation included a booth and information at Staff Appreciation Day 2015. Committee consensus that a brochure or application form that participants could read at their leisure would be better than an information session or presentation for staff to attend.

Focus was placed on easing application process for funds as much as possible, including the design of an application form with all relevant details, including outlining restrictions/rules. Such an application should also come with a cover form letter, for employees to take back to their department and have signed, stating that there are not other local funds available for such travel.

Online application should exist as well, as another option, as a Google Form, including a spot for entering supervisor info (for contact).

However, committee determined it best to work on these materials now, but hold off on distribution of applications until August, as some staff contracts are winding down for the year and will not provide enough time for applications to be submitted/reviewed.

Item 2: Carolyn Sampson Scholarship

Filter process for applications, distributed in bulk from Financial Aid, has required a large scale effort on the part of UAC. Should we move forward now, as in the past?

Relevant info: scholarship was created by Staff Council, though requirements are provided by financial aid system (UA). Contacts at Financial Aid include Deanna, **Brittany Damman**, Ashley Monroe.

Deadline for submitting selection(s) and alternate(s) is May 5.

Determination, after further discussion: enlist Financial Aid to process initial review and shortlisting. Nate will follow up with next steps after discussion with Fin Aid.