



UNIVERSITY OF CENTRAL FLORIDA

Foundation, Inc.

UCF Foundation Board of Directors Scholarship Application Reviewer Training

Apr 16, 2024, at 12:00 PM EDT to 1:00 PM EDT
Virtual Meeting

Foundation Board Members Present:

Roslyn Burttram, *Committee Chair*, Tandreia Bellamy, *Committee Vice Chair*, Dianne Owen

Foundation Board Members Absent:

Cathy Engelman, Heather Pigman, Kevin Wydra

Alumni Board Members Present:

Roslyn Antoniazzi, JJ Mackle, Victoria Manglardi, Shaloni Prine, Rob Strong, Melissa Tomasso

Alumni Board Members Absent:

Doug Anderson, Matt Assenmacher, Drew Belani, Michelle Bilsky, Todd Bryant, Crystal Buit, Michael Cantrell, Mish Tucker Clark, Ruth Colombe, Michele Engle, Paul Fermo, Gerrard Grant, Kristin Hahn, Kurt Halls, Carol Hendren, Manish Hirapara, Carla McRae, Mason Moore, Davia Moss, Amy Rettig, Al Sarabasa, Kyle Simpson, Woody Walker, Cortez Whatley, Shawn Young

I. Welcome and Call to Order

Roslyn Burttram P'20 H'23, *Chair*, UCF Foundation Donor Engagement and Stewardship Committee, called the meeting to order at 12:01 p.m., stating that the meeting was covered under the Florida Sunshine Law and the public and press were invited to attend. Roll call was performed, and quorum was confirmed.

II. Conflict of Interest Disclosure

No conflicts of interest were declared by committee members.

III. Minutes

There are no minutes associated with this meeting.

IV. Discussion

Claire Burns, *Assistant Vice President of Donor Experience*, UCF Advancement and Partnerships, presented the following item:

A. DISC-1: Scholarship Overview and Application Review Process

Burns provided an overview of key terms and concepts, an explanation of the scholarship application process, and an example to guide the review process. The focus was primarily on alumni scholarships and scholarships that don't align with specific colleges or units. Burns noted that applicants are evaluated on the criteria, requirements and preferences outlined in the scholarship gift agreement.

The scholarship cycle, which begins in January and ends in September, was outlined. Burns highlighted the challenges faced in this current cycle due to delays in the

implementation of changes to the Free Application for Federal Student Aid (FAFSA) application.

The application review process was detailed, including the types of information applicants may provide and the method for reviewing applications using the provided guideline and rubric. Burns explained that committee members would receive applicant information via email with password protection and evaluate them based on established criteria.

V. Information

The following informational items were provided to the committee. No questions or comments were offered by committee members.

A. INFO – 1: Supplemental Resource

VI. New Business

No new business was presented.

VII. Adjournment

Chair Burtram adjourned the meeting at 12:34 p.m.

Approved by the Donor Engagement and Stewardship Committee on **May 30, 2024**.

Respectfully Submitted by:

Roslyn Burtram P'20 H'23, *Chair*, Donor Engagement and Stewardship Committee

Minutes prepared by: Ronney Demosthene, *Coordinator, Foundation Board Relations*, UCF Advancement and Partnerships