

Hazard Community and Technical College  
Scholarship Committee, 2014-2015  
 Institutional Effectiveness Annual Report  
 Committee Reports to: Vice President of Student Services

Committee's Charge:

This committee is charged with recommending to the President the awarding of scholarship funds for students at all campuses. The scholarship committee will meet periodically to coordinate scholarship issues. The Advancement Office will coordinate all scholarships at the college. This committee communicates to the President.

Names of Members	Date	Date	Date	Date	Date	Total
	7/16/14	9/16/14	3/24/15			
Leila Smith, Chair	X	X	X			3
Bobby Collins, Co-Chair	X	X	X			3
Renee Back	X	X	X			3
Linda Blair	E	X	X			2
Elbert Hagans	X	X	E			2
Jackie Hall	X	X	X			3
Arzella Howard	E	X	E			1
Carla Seals*****	X	E	X			2
Erica Adams	E	E	X			1
<b>Total Present</b>	<b>6</b>	<b>7</b>	<b>7</b>			

\* = Chair

\*\* = Co-chair

\*\*\* = Student

\*\*\*\*= Guest

\*\*\*\*\* = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

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Please complete the following information to summarize the work of this HCTC Committee for the 2014-2015 academic year:

I. Number of meetings held: 3 in person meetings; also conducted committee work via email

II. PRIMARY focus for the 2014-2015 academic year:

- The committee will finalize policies/procedures/process document in the early fall to be ready for next award cycle. Must be completed by September 1.
- The timeline for the awarding process must be adhered to in order to get awards completed early in the spring – we must make this happen!

III. Major ACCOMPLISHMENTS during the 2014-15 academic year:

- The committee finalized the policies/procedures/process document in the fall semester.
- The new timeline for the awarding process was more closely adhered to for 2015-2016 scholarship awards with students being able to get notified earlier. This seemed to be a better overall timeline with the changes made from the previous year.
- Re-awards approvals were handled via email to expedite the process—in both August (for 2014-2015 awards) and May (for 2015-2016 awards).

IV. Recommended FOCUS FOR UPCOMING YEAR 2015-2016:

- Merge the Scholarship Committee and the Scholarship Task Team into one committee.
- Continue to monitor and review the overall scholarship process for necessary revisions.
- Continue to refine process in order to meet awarding timeline.
- Continue to utilize the same process used for the Coal Academy scholarship awards since this worked well this year.
- Beginning with the 2015-2016 awards, the Business Office will be posting the awards versus Financial Aid. This will simply the reconciliation process.

Completed by Chair Name and Date: Leisa Sandlin Smith 6/15/2015