

Scholarship Administration

Presented by

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Overview of Session

- Best practices in the administration of campus scholarship programs
 - Working with selection committees
 - Processing a shared application form
 - Publicity of scholarships
 - Coordinating scholarships by nomination
- Recommendations on setting scholarship eligibility criteria
 - Regulations
 - Compliance issues

Working with Selection Committees

- Define eligibility vs. selection criteria
- Provide a training session
 - Practice scoring an application
 - Allow for detailed discussion
 - Objectivity vs. Subjectivity
 - Scoring methods
- Reconvene committee to make final selection recommendations

Processing a Shared Application

- Maintain information in an ACCESS database to track:
 - Application contact information
 - Scholarships applying for
 - Scholarships eligible for
 - Scores
- Use queries to confirm eligibility

Scholarship Publicity

- Flyers/posters
- In-class presentations
- On-campus workshops
- Target population Outreach
- Website
- Fastweb registration
- Scholarship List-serve
 - Email blasts
 - Bi-monthly announcements

Scholarships by Nomination

- Develop a network of faculty / staff to identify potential applicants
- Set campus-deadline early
- Contact recommenders if needed
- Review & make recommendations on final submissions

Regulations Affecting Scholarship Administration

- IRS Codes
- Higher Education Act of 1965
- Affirmative Action
 - Prop 209:
 - No choice but to eliminate the program, transfer the funds to a generic scholarship program, or change the selection criteria to no longer use race or gender.
 - Considers private gifts and endowments to be university funds, and so prohibits donor preferences

Compliance Issues Affecting Scholarship Administration

- Avoid displacement (over-awarding)
- International student issues

Questions

Proposition 209 Language

Following is the text of the California Civil Rights Initiative/Proposition 209 which appeared before California voters on the November 1996 ballot. The proposition passed on November 5, 1996 by 54% of California voters.

Authored by Glynn Custred and Tom Wood

- (a) The state shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting.
- (b) This section shall apply only to action taken after the section's effective date.
- (c) Nothing in this section shall be interpreted as prohibiting bona fide qualifications based on sex which are reasonably necessary to the normal operation of public employment, public education, or public contracting.
- (d) Nothing in this section shall be interpreted as invalidating any court order or consent decree which is in force as of the effective date of this section.
- (e) Nothing in this section shall be interpreted as prohibiting action which must be taken to establish or maintain eligibility for any federal program, where ineligibility would result in a loss of federal funds to the state.
- (f) For the purposes of this section, "state" shall include, but not necessarily be limited to, the state itself, any city, county, city and county, public university system, including the University of California, community college district, school district, special district, or any other political subdivision or governmental instrumentality of or within the state.

(g) The remedies available for violations of this section shall be the same, regardless of the injured party's race, sex, color, ethnicity, or national origin, as are otherwise available for violations of then-existing California antidiscrimination law.

(h) This section shall be self-executing. If any part or parts of this section are found to be in conflict with federal law or the United State Constitution, the section shall be implemented to the maximum extent that federal law and the United States Constitution permit. Any provision held invalid shall be severable from the remaining portions of this section.