

PORTERVILLE COLLEGE

SCHOLARSHIP AND AWARDS COMMITTEE

FUNCTION

To apportion funds available for student scholarships and select recipients of scholarships and awards.

OBJECTIVE

To provide a system for the distribution of scholarship funds to Porterville College students. The committee is responsible for holding the annual scholarship and awards ceremony.

SPECIFIC TASKS

1. Through the ~~Financial Aid and Foundation~~ and **Enrollment Services** Offices, to widely advertise the availability of all scholarships and supply appropriate applications.
2. ~~In coordination with the Financial Aid and Foundation Offices,~~ **will** develop and maintain on file written criteria for each scholarship or award available.
3. ~~Collect applications for~~ **Online Scholarships Application** from students and references from faculty.
4. Meet and confer in order to select scholarship and award recipients.
5. Make all arrangements necessary to finance and produce the Annual Scholarship and Awards Ceremony.
6. **Ensure timely awarding and distribution of award to students for the academic year.**

MEETINGS

Meetings are to be held as needed beyond the minimum of one meeting per semester. The committee chair shall call regular and special meetings.

QUORUM

1. A quorum shall consist of a majority of the members including the chair.
2. A vote will be taken on all matters requiring a vote, and the chair shall cast a deciding vote in all votes ending in a tie.

AGENDA

The **Executive Foundation Director, committee chair and Enrollment Services co-chair** will develop the agenda.

MEMBERSHIP

* One faculty member selected from each Division.....	8
Classified Representative	1
**Executive Foundation Director	1
** Director of Enrollment Services – Chair (<i>non-voting</i>)	1
** Assistant Director Financial Aid (<i>non-voting</i>)	1
Foundation Administrative Secretary (<i>non-voting</i>).....	1
Total Membership	12 13
** or designee	

The **Executive Foundation Director, chair and** Director of Enrollment Services, **co-chair** shall serve as the chair in a non-voting capacity. The Assistant Director Financial Aid (**** designee in the Directors absence**) and the Foundation Administrative Secretary shall serve as the recorder and secretary, respectively, in a non-voting capacity.

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* If a division chooses not to be represented, the committee shall request the Academic Senate to select a faculty member from the faculty-at-large to fill the vacant position.

SCHOLARSHPS AND AWARDS	COMMITTEE
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**Executive Director to Foundation	Vacant
* Director of Enrollment Services Financial Aid	Erin Cruz
** Assistant Director Financial Aid Technician (<i>designee chair in Directors absence</i>).....	Tiffany Haynes
Foundation Administrative Secretary.....	Carol Bodine

DIVISION CHAIR or DESIGNEE

Career & Technical Education.....	Craig Britton
Fine and Applied Arts.....	Ethan Hartsell Muriel Josten
Health Careers.....	Terry Bady
Health, Physical Education & Recreation.....	Dave Kavern
Language Arts.....	Joy Lawrence Carrin Blyth
Natural Science & Mathematics.....	Shaunna Callison
Social Science.....	Vera Lozano VACANT
Student Learning Services.....	Kongming Mouanoutoua
Classified Representative.....	Judy Fallert

Total Membership.....13 42

** Chair	Vacant
*Co-Chair.....	Erin Cruz
Recorder.....	Tiffany Haynes
Secretary.....	Carol Bodine