

POLICIES AND PROCEDURES

Subject: Scholarship Committee Reference: G-X-b

Source: Vice President, Student Services Eff. Date: December 3, 2007

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated February 9, 2001.

Date: December 3, 2007

The Scholarship Committee, as one of the Standing Committees of the College, shall have the responsibility of overseeing the academic scholarship program and shall submit recommendations to the Vice President, Student Services. The functions of the Committee shall be as follows:

1. Serve as the scholarship recipient selection committee for private donor scholarships for the donors who wish to delegate this responsibility to the Scholarship Committee, and for other scholarships in coordination with donors of the Foundation Scholarships.
2. Determine scholarship needs for the College and review and recommend policies and procedures related to scholarships offered by the College.
3. Recommend changes to the scholarship program as appropriate.

Appointments to the scholarship committee should be made by November 1 each year or as soon as possible thereafter to ensure that committee work can begin in early January.

Members of the Scholarship committee shall include the following:

Chairman (Scholarship Specialist in the Office of Financial Aid).

Secretary (The MCC Foundation Office Secretary)

Two MCC Foundation representatives appointed by the MCC Foundation Board.

Two Student Services representatives appointed by the Vice President, Student Services.

Two Business Services representatives appointed by the Executive Vice President

Four faculty members, two from Arts and Sciences, and two from Workforce education, appointed by the Vice-President, Instruction

One Information and Technology representative, appointed by the Vice-President of Research, Planning and Technology.

One Program Development representative, appointed by the Vice-President of Program Development.

One Support staff representative appointed by MCCOPA (McLennan Community College Office Personnel Association).

Ex-officio members: Director, Financial Aid
 Executive Director, MCC Foundation

The Director, Financial Aid or designee shall provide the Committee with pertinent information for each applicant that may be used in the selection of scholarship recipients. The Executive Director, MCC Foundation shall be responsible for notifying selected recipients.

The chairman may request other members of the staff to serve on the Committee through appropriate administrative channels.

Meetings shall be called by the chair by the first of February and at other times as needed.