

Scholarship Administrators Meeting – Minutes

August 5, 2015

Introductions

Financial Aid/Scholarship Updates

- Dental, Medical, 8/3/15 awards went out.
- 8/31/15 (Monday) – all other awards disbursed.
 - 8/26 (Wed) – enter any remaining scholarships by this date to be included in student packages.
 - Disbursed awards will show in STAR the day after disbursement.
As of 8/3/2015, \$79 million was awarded 16,000 awards.
- Reminder that scholarships should not be entered with cents, only whole dollar amounts.
- Try to award a minimum of \$200/semester.
- Report of award batches and status will appear soon in the Reporting Center.

EFAAN – Award Notifications

- EFAANs have gone out.
 - As new scholarships are added, a revised notice will go out.
 - Discussion about how to see awards by student id.
 - The OSF Reporting Center report will have ability to filter by student id.
 - If you have demographic access in DMS, you can look up a student's awards.
 - The Development Director decides who has demographic access.

UM Foundation (see detailed document below on page 2)

- Prospect Management recent update in DMS – Peter Dahl.
 - Photos of students were added.
 - Donor photos can be uploaded.
 - UMF will have training on student privacy regarding use of photos, etc.
- Donor report update – Marcy Joseph, Carolyn Buzza
 - UMF will include FY15-16 student recipients (name, college, hometown) on donor financial reports being sent out the end of November.
 - Recipients listed will be those with fall disbursements.
 - 9/17-10/7 - Scholarship administrators may get questions from UMF as they finalize the reports.
 - 10/7 - deadline to have scholarships entered for purpose of donor reports.

Next Meeting – Wednesday, October 7, 2015 in 101 Walter Library. NOTE: The meeting time for 10/7 will be 1:30-2:30. (The room was previously scheduled 1-1:30).

Marcy Joseph & Carolyn Buzza

University of Minnesota Foundation

Update on: Report on Endowments and Student Data

8-5-15

1. Each fall, UMF sends a financial update to donors who have given \$25K or more to an endowed or quasi-endowed fund. This report is called the Report on Endowments (ROE).
2. New this year: For scholarship and fellowship funds, the ROE will also include basic information about current year (15-16) scholarship recipients.
3. This change to the ROE is happening because it is best for our donors, which ultimately = best for our students.
4. To produce these reports, the deadline for student data to be in STAR is October 7.

How this will affect you as a scholarship administrator

September 24 – October 7, 2015:

Stewardship coordinators/development staff in your unit may come to you for to help fill in any blanks for scholarships/fellowships that do not show any award recipients *in STAR* as of census date. **The deadline to add student info to STAR is October 7.**

December 5 – ongoing:

Stewardship coordinators/development staff in your unit may come to you to help answer donor questions that UMF receives about the student data in the Report on Endowments.

What you need to know

- Student data must be in STAR (can't be added manually to a spreadsheet).
- If no student data is in STAR by October 7, 2015, donors will read: "Information about this award was not available when this report was prepared." Questions will come to UMF but will be redirected to units. So, the more information we can provide now, the easier it will be later.
- We appreciate you and understand the key role you play in donor stewardship! All the good stories we get to share with donors about the impact of their scholarships are a direct result of your work!

Action Steps

- Remember this is happening
- Work with your unit stewardship coordinators/development staff to meet the October 7 deadline; use STAR
- Share this information with others who need to know
- Come to us at any time with questions
- Tell us now if you have concerns, see red flags, etc. so we can proactively troubleshoot

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