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From: **Quirk, Kathy** <[kquirk@carlalbert.edu](mailto:kquirk@carlalbert.edu)>

Date: Thu, May 24, 2012 at 2:50 PM

Subject: Re: HLC Information

To: "Harris, Cherish" <[csharris@carlalbert.edu](mailto:csharris@carlalbert.edu)>

I talked to Garry. I have entered our comments in green and have struck information in purple.

On Thu, May 24, 2012 at 9:26 AM, Harris, Cherish <[csharris@carlalbert.edu](mailto:csharris@carlalbert.edu)>

wrote:

Kathy,

That sounds great. Thanks so much.

Cherish

On Thu, May 24, 2012 at 9:23 AM, Quirk, Kathy <[kquirk@carlalbert.edu](mailto:kquirk@carlalbert.edu)> wrote:

Cherish, I need to talk to Garry about a couple of things you requested. Will get with you as soon as possible.

Kathy

On Mon, May 21, 2012 at 10:14 AM, Harris, Cherish <[csharris@carlalbert.edu](mailto:csharris@carlalbert.edu)>

wrote:

Kathy,

I am working on HLC information again have a section on the integrity of our financial functions. Would you mind to answer a few questions for me, please? At the end, I've also included the blurbs that I am currently working on concerning foundation cash scholarships and the scholar's program. Would you mind to look them over and tell me if you agree or disagree with the strengths and concerns? Thank you so much!

\* What year was the Development Foundation formed? 1979

\* Is there a certain dollar amount that the foundation scholarship fund is required to stay at or above? No, there are three types of scholarship funds--endowed, longterm and annual. Each has specific criteria.

\* If you could say what the biggest concern is financially for the cash scholarships provided by the foundation, what would that concern be? The decrease in interest earned on the corpus.

\* Have donations to the scholarship fund decreased at all with the recent economic down turn? No donations have not decreased, but interest earning is down.

\* Is there any information about the scholarship funding found publicly (Web site, literature, etc)? Yes. If so, where? Web site, About Us, Development Foundation and Foundation Scholarships are listed on on Website, Financial Aid, Scholarships. foundation scholarships are listed on schoalrship applications on web site and are also distributed by CASC recruiters and available in Student Affairs and Financial Aid.

\* Are there any foundation scholarships specifically for international students? No

\* If you had to say there is one concern financially with the Scholar's program, what would it be? Scholars Program is funded annual by contributions from Foundation Trustees, CASC Regents, CASC employees, businesses, civic groups and organizations. Many have contributed to program for years. At this point we have not had financial concerns in funding the Scholars Program. We may loose a few contributos each year, but new contributors participate each year.

· Scholarships: The funds for scholarships are established by the Development Foundation and Board of Trustees. Two kinds of scholarships are awarded: cash scholarships and the Scholars Program scholarship.

- Cash Scholarships: Each cash scholarship and the criteria for award are entered into the system when the scholarship is established. The Scholarship Application is located on the Web site and can also be picked up from the Financial Aid office. After the scholarship deadline (currently February 15), application data is entered into the system. A report is run merging scholarship applicants with scholarship criteria, resulting in a roster of eligible applicants for each scholarship. The scholarship committee meets and is

presented with a list of scholarships to be awarded and the roster of eligible candidates. A recipient and alternate are chosen for each cash scholarship.

*Specific Strength: The CASC Development Foundation, which provides the scholarship funds, was developed in 1979 and has been going strong since. The Foundation's total cash assets and holding were \$ \_\_\_\_\_ as of December 31, 1211. funds stay above \$ \_\_\_\_\_ annually. The supporting evidence for this is (where is this information located). Financial statements and Annual Audit Reports in the Foundation Office.*

*Specific Concern: Due to the recent down turn in the economy, it is a concern that interest earnings from Foundation investments may decrease. donations may begin to decrease. Another concern is the fact that there are not any foundational international student scholarships available. This evidence is found on the Web site which lists all foundation scholarships.*

*The above information was obtained through research on the CASC Foundation Web site, as well as through emails exchanged with Kathy Quirk, Foundation Accountant/Scholarship Coordinator and Garry Ivey, Foundation CEO.*

*Recommendation for improvement: Cherish, while the Foundation does no offer specific scholarships for international students, they complete scholarship applications and may be awarded scholarships they qualify for. Create a scholarship specifically for international students. Increase fundraising efforts to make sure the scholarship funds remain stable for years to come.*

- Scholars Program: The criteria for the Scholar's Program is entered into the system. After the Scholarship deadline

(currently February 15), data from eligible scholar applicants is entered into the system and a report is run. Finalists are invited to CASC for an interview with the selection committee. The committee is provided with information on each applicant. Selection is based on the following three criteria: Academic- 50%, Interview-30%, and Leadership (including community involvement and extra-curricular activities)-20%. The committee is also provided with written instructions and suggested questions to make interviews fair, eliminate discrimination, etc. Information about cash scholarships and the Scholars Program is available to the public online at

<http://www.carlalbert.edu/scholarships/Scholarship%20Application%20-%202011%20Final.pdf>

The Foundation Accountant/Scholarship Coordinator is the on campus source of information concerning cash scholarships and the Scholars Program.

*Specific strength: The finances contributed to put into the Scholar's program are well used and provide put to good use and are a good return investment. The Scholar's Program has a 94% retention rate (as of 2004, according to the Title III Strengthening Institutions grant) and it is a good recruiting tool in enticing prospective students to CASC.*

*Specific Concern: A large number of students apply for this program, and there are not enough spots (scholarships or dorm space) for all of them.*

*Scoring criteria is available from the Student Affairs Office. The above information was obtained through reading the Title III grant.*

*Specific Recommendation for Improvement: Ideally, there would be additional spaces available in the Scholars program for a larger volume of students.*