

**Pamplin College of Business**  
**Undergraduate Awards Committee Minutes**  
**Tuesday, September 14, 2021**  
**9:00 – 10:00 a.m., Pamplin 1028**

**Members Present:** Lara Khansa, Associate Dean, Ex-officio; Eric Martin (ACIS); Ralph Badinelli (BIT); Eojina Kim (HTM); Ron Poff (MGT); Donna Wertalik (MKTG); Kevin Boyle (REAL)

**Members Absent:** John Easterwood (FIN)

**Guests:** Dean Sumichrast; Janice Branch Hall, Assistant Dean for Diversity, Equity, Inclusion, and Belonging; Julia Acton, Undergraduate Programs

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**I. Welcome and Introduction of Committee Members**

**II. Committee Charge – Dean Sumichrast**

Dean Sumichrast thanked all members for their service on the Pamplin Undergraduate Awards Committee and provided an overview of *Policy 495 Pamplin Standing Committees Definitions and Procedures*. In most cases, committee members will serve no longer than two consecutive two-year terms. This will ensure some continuity, as well as allow for new perspectives. The committee will continue to serve in an advisory capacity to Dean Sumichrast. 1) The committee will review candidates for each undergraduate college-level award and scholarship and using established criteria, recommend one student for each. In making these recommendations, the committee will ensure compliance with donor agreements and the university policy regarding scholarships. 2) The committee will occasionally review the processes for selecting undergraduates for awards and scholarships and recommend changes when appropriate. 3) The committee will review college-level ceremonies and similar events (other than commencement) where undergraduates are recognized for achievements.

**III. Election of Committee Chair for 2021-2022**

Eric Martin was nominated and elected by acclamation to serve as chair.

**IV. Review chart/timeline for scholarship and/or award selections (subject to change):**

**February 2022 – approximately 2<sup>nd</sup> week of February:**

Outstanding Senior Award

High GPAs required, 3.4+ (recent recipients generally 3.85 and above), plus activities/service/leadership to indicate a well-rounded candidate. Recipient will be invited to speak at May commencement.

H. H. Mitchell Leadership Award

Leadership and service within the university or broader community; minimum GPA requirement is 2.50. Recipient will be invited to speak at the Graduates with Distinction Reception. **(Focus on leadership)**

College Service Award

3.4 minimum GPA/**focus on service** in Pamplin programs and activities

Caught in the Act of Leadership Award – Business Leadership Center – Kim Carlson

Outstanding leadership and/or courage in a specific leadership situation.

1-2 \$1,000 Scholarships. Nominations are due on Reading Day (Dec. 9) and Kim will have them ready for committee review prior to February meeting.

Departments will solicit nominations for senior awards late December/early January. Nominees will submit a cover letter and resume. Departments are asked to nominate one student for each award along with the department head approval form (on Canvas site) to ensure consistency across all department recommendations. Committee members will collect and upload all documents to a private canvas course. Start date for solicitation from the student body is November 1, 2021 and deadline for upload of the 1 nominee per department per award is January 28, 2022. Dean Sumichrast will officially notify Senior Award recipients (except Caught in the Act of Leadership Award). Committee members should not notify recipients until after the Dean's notifications go out.

**April 2022 – 3<sup>rd</sup> or 4<sup>th</sup> week of April (pursuant to Financial Aid data):**

Pamplin Junior Merit

General Merit

Special Interest

**V. Other Business**

- Janice Branch Hall, Assistant Dean for Diversity, Equity, Inclusion, and Belonging (DEIB), provided an overview of the DEIB unit and staff members. The Office for DEIB look forward to partnering with this committee to advance DEIB within our college and assisting the committee with scholarship awareness and mitigating any barriers for students accessing and receiving scholarships.
- The committee recommended that Dean Hall be added to the roster as an ex-officio member. This recommendation was approved by Dean Khansa with the endorsement of the dean. Hall's membership term is for the current academic year. Khansa will propose a revision of Pamplin policy 459, Pamplin Standing Committees and Procedures, to make the change ongoing.
- Donna suggested a marketing campaign to increase awareness and promotion of the scholarship application timeline. Committee suggestions included promotional videos featuring last year's scholarship recipients, an application QR code linked to the scholarship portal that can be displayed on banners around Pamplin, advertising through BUSINFO, and utilizing assistance from the DEIB team and academic advising team.

– **Scholarship Dates and Deadlines**

Scholarship Central opens January 1 – March 1, 2022 (awards applied Fall 2022-Spring 2023). ALL students MUST complete a FAFSA or they will not be allowed to receive a scholarship. FAFSA opens October 1. Incoming students will be required to submit by January 22<sup>nd</sup>, returning students will be required to submit by March 1<sup>st</sup>.

– **Annual Honors Banquet**

The fall honors banquet has been deferred until spring 2022, date/time TBD.

## **VI. Adjournment**

Minutes prepared by Julia Acton 9.14.21