

BROOKLYN COMMUNITY COLLEGE  
of The City University of New York

Committee on Scholarships and Financial Aid  
to Students

Minutes of the Meeting of November 4, 1964

The meeting commenced at 11:00 a.m. Present at the meeting were:

Dr. Rachel D. Wilkinson - Chairman  
Dr. Mabel Chung  
Mrs. Teta Nochs  
Prof. Rodney Williams  
Mr. Frank Wong

1. The minutes of the last meeting (Oct. 21, 1964) were approved with the following correction: "Oct. 14" on the subheading should read "Oct. 21."
2. Dr. Wilkinson suggested a list of standards to be used as guidelines for the selection of students for the Harry Lesser Memorial Scholarships. After some discussion, the Committee drew up the following criteria:
  - (i) The candidate for the scholarship must have a high school average of at least 80 if he is a new student at B.C.C. If the student is going to be a sophomore, his index at B.C.C. during the previous year should be at least 2.5.
  - (ii) Freshman applicants for the scholarship should submit transcripts and letters of recommendation from their high schools. Applicants must present themselves for a personal interview and submit letters stating the aims and objectives in applying for the scholarships.
  - (iii) Both Freshmen and Sophomores are eligible for the scholarships.
  - (iv) The need factor should be one of the considerations.
  - (v) Only full-time students may be eligible for the scholarships.
3. The Chairman read to the Committee the text of a letter sent by President Meister to Mr. Charles J. Shaw of the H.W. Wilson Foundation dated Oct. 28, 1964, in which the President acknowledged the receipt of a \$500 contribution from the Wilson Foundation. Dr. Wilkinson pointed out that the President has indicated in a footnote in the copy of the letter for her files, that "you can utilize the Funds in such way as your Committee deems fit." After some consideration the Committee unanimously recommended that this sum be used for the 1964-65 scholarship program.
4. The subject of policies and procedures of the Committee for 1964-65 was the next item of discussion.
  - (a) Work Aid: Dr. Wilkinson indicated that Prof. Williams has been assisting her and is by now well versed in the procedures of the work-aid program. As of now, there seems to be no need for any changes in the work-aid program policy.
  - (b) Deferred Payments Program: Again Dr. Wilkinson said that Prof. Williams is now familiar with the procedures and policies of this program, and that any recommendations of the Committee would be followed.

(continued)



- (c) N.Y. State Higher Education Loan: This program involves much work in the detailed and comprehensive checking of the applications. Many students need help in planning their budgets and their repayment schedules. It was found that, before the student's application blank is sent to the Records Office and out to the State, if Dr. Wilkinson checks and initials it, the student usually obtains his loan without difficulty. Announcement to the students about these Loans for the Spring Semester will be made and they will be requested to file applications in December. Prof. Williams will now assume the responsibility with Dr. Wilkinson's assistance.
- (d) National Defense Student Loans: Dr. Wilkinson has been acting as an institutional representative in this program. The Committee felt she should continue to handle this role.
- (e) Emergency Loans: There is now \$500.16 set aside for Emergency Student Loans. These are loans to students in emergency situations and are repayable within two weeks. A student may borrow up to a maximum of \$50 from this fund.
- (f) Grants: The Lucy Stone League which is donating \$5,565 has requested information about the students receiving the grants. The League plans a tea on November 14 for the students. The Lincoln Fund requested information on the grades of the students receiving grants. This means that much time must be devoted to the following up of scholarship students.
- (g) Finally, the question was raised as to whether each Department in the College would be willing to help by recommending students eligible for scholarships in terms of needs and grades. This could be done if each Department sets up its own Departmental Scholarship Committee to submit a list of names of students recommended by the Department for scholarships.
5. Prof. Williams indicated that he will draft a list of suggested changes of procedures to be presented to the Committee for consideration at a future meeting.
  6. The Chairman showed a poster announcing the "Americanism Award Contest" (an essay contest) sponsored by the Veterans of Foreign Wars, and said that she will write for folders to be distributed to students interested in joining the contest, which closes on March 15, 1965.
  7. The Chairman also distributed a table and a chart for determining needs of students, published by the N.Y. Higher Education Assistance Corp.
  8. The Committee considered student work applications before adjourning the meeting at noon.

Respectfully submitted,

Mabel Chang  
Secretary