

BRONX COMMUNITY COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK

Committee on Scholarships and Financial Aid to Students

Minutes of the Meeting of December 10, 1964

The Chairman called the meeting to order at 1 p.m. Present at the meeting were:

Dr. Rachel D. Wilkinson - Chairman  
Dr. Mabel L. Chang  
Dr. Lillian Gottesman  
Mrs. Teta E. Moehs  
Dr. Joseph W. Wleczersak  
Prof. Rodney Williams  
Mr. Frank Wong

Absent - Prof. Krey, Prof. Takel

1. The Chairman welcomed the new members of the Committee and asked them to introduce themselves.
2. The minutes of the last meeting were approved with the following correction of a typographical error. The last sentence of item 2 should read "It was pointed out that . . . "instead of "It was pointed that . . ."
3. The following announcements were made by the Chairman:
  - a. a \$1,000 government allotment has been granted for the academic year for scholarship loans to Cuban Refugees. Repayment of these loans are to be made directly to the government.
  - b. A sum of \$2,000 has been requested for the Government Nursing Loan Program. B.C.C. pays for one-tenth of the loan while the government bears nine-tenths. These loans will be collected by the Business Office.
  - c. The Work-Study Program under the Economic Opportunity Act provides funds for which we are eligible. The last day for application for this fund is December 19. After our College's application is sent in, we will know how we stand with regard to money from this source.
  - d. A student from our College has been awarded a Susan E. Wagner Memorial Scholarship of \$500 for the year.
4. The next item of discussion centered on improved methods which the Committee can develop to follow up the progress of students receiving scholarship aid, especially students getting outright grants, as some of the grantors want reports of the grantees' progress. A suggestion was made to print a form for the scholarship students to complete periodically showing the grades they are getting initialed by the instructors with comments, if any. Three members of the Committee (Dr. Chang, Mrs. Moehs and Dr. Wleczersak) volunteered to design such a form. Dr. Gottesman offered some useful suggestions.

5. With regard to the Student Work-Aid Program, Dr. Wilkinson mentioned a case in which a student had been put to work before she had received her employment papers from the Committee. Thus, when this student claimed her pay check she found she was not paid for the hours she had worked before the date she was officially assigned to work, because the Business Office naturally could not have been aware that she had been working before that date. After reviewing the case, the Committee decided that the student be paid for the full number of hours she had actually worked, but the Committee repeated its recommendation that the rules and procedures of the Committee be followed in the future. Prof. Williams made the suggestion as to whether similar problems can be avoided by assigning a lump-sum block of hours of work to each student approved for work and dating all forms to begin the work period at the beginning of the semester leaving the manner in which the hours are spread over the weeks to each Department. The Committee postponed decision on this suggestion since Prof. Williams will be offering a list of changes of procedures and policies early next term for the Committee's consideration.
6. Dr. Wilkinson reported that at this time we are sending out questionnaires to ask the student aides whether they desire to continue to work next term. In January we are to get evaluations from the students' supervisors on whether the student aide's work is satisfactory. These two forms will facilitate matters so that there will be little delay in getting the work program organized for next semester.
7. On the matter of Deferred Payments, Prof. Williams reported that some students have not come through with their payments in time. Prof. Williams showed the Committee the draft of a form letter he plans to send to the defaulters requesting that they pay up by December 23.
8. The Committee decided to schedule the next meeting on Wednesday, Jan. 6, at 11 a.m. instead of Dec. 16.
9. Before adjourning the meeting at 2:30 p.m. the Committee reviewed applications to select students to fill work-aid openings in several Departments.

Respectfully submitted,

Mabel L. Chang  
Secretary

MIC:me  
12/18/64