

To Socorro, Arilda and David

From Jean

Subject Summary of Friday, May 6, 1977 Meeting

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University of Idaho

Inter-Office Memorandum

MAY 11 1977

Date May 11, 1977

FILE
SAS
-MINOR

OFFICE OF THE PRESIDENT
University of Idaho

The following summarizes my understanding of our meeting. Please let me know if anything needs corrected, changed, explained, etc.

1. Follow-up on students new to the University and returning students.

- a. New Students - It was agreed that David will follow-up with the Black students, Socorro with the Chicano (all who indicate Hispanic on the Financial Aids cards) students and Arilda with the Native American students.

Follow-up includes checking with Admissions, Minority Advisory Services and Financial Aids to make sure all students are on the lists for each of these offices. Once the lists are verified, check with Financial Aids to make sure that each student has all of their materials in. If they don't, send out the form letter telling them what they need to get in to be considered for financial aids.

- b. Returning Students - David will work with Black Students, Socorro with the Chicano students and the Native American work-study person will follow-up with the Native American students. Arilda will assist David whenever it's appropriate.

Follow-up will include checking the final grades of all minority students enrolled this past semester; completing the tracking form in their folders and then meeting with me to determine what kind of action we need to take with these individuals if their grades are below a 2.25 (overall). I would like to meet with you prior to your taking any action, so please let me know when you have completed the grade information on these students. Grades should come from the Registrar's Office by the first week in June. Arilda, I believe it would be helpful if you can begin the grades/form work on the Native Americans, until a work-study person is assigned.

2. Tuition Waivers

We reviewed the list Martha sent over April 27, 1977. We have a total of 13 tuition waivers which we can recommend Financial Aids award to appropriate students. It was agreed that each of you would do the following prior to us getting together to decide who we feel should be awarded tuition waivers:

- a. Identify all graduate students in your area.
- b. Determine their financial need.
- c. Make sure that all of their financial aids information is in.
- d. If there are no Graduate Students, identify all undergraduate students who have high financial need.

(Continued)

2. Tuition Waivers (Continued)

The following students were reviewed and recommendations made:

- a. Jerry Bettis - has tuition waiver this year, but will not need next year because he will be a resident.
- b. Mattie Bettis - same as Jerry.
- c. Luis Chavez - needs follow-up (may need to send a registered letter).
- d. Carol Coley - has tuition waiver this year, but will not need next year because she will be a resident.
- e. David Neely - will need one-half tuition waiver for full year.
- f. Juanita Fields - will be graduating this summer, no tuition waiver needed next year.
- g. Claudia Gail Kauffman - follow-up required to determine if she will be a resident next year. If she is not she will need a tuition waiver.
- h. Margo Davis - follow-up to see if she will need a tuition-waiver next year.

All of the following are new students and follow-up is needed to determine if they qualify for tuition waivers:

- a. David Jones
- b. Vivian Fuller
- c. Evia Brown
- d. Ernie Cantrell
- e. James Henry Lawson

It was agreed that we will get together next week to discuss tuition waivers. I'll have Dee set the meeting up for the end of the week.

3. Miscellaneous

We discussed staff training, New Student Orientation and the development of brochures for Minority Advisory Services. Arilda agreed to follow-up on the Survival Skills Manual developed several years ago; Socorro indicated that she would get a copy for Arilda to work with. Also, David and Socorro discussed brochures and handout materials.

We'll meet later to discuss those. Also, May 18th we will meet with Counseling Center and Learning Center Staff to discuss staff training and New Student Orientation.

(Continued)

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4. Additional items not discussed Friday, May 6.

- a. Please remember that you are all working with me on student files. This information must not be discussed with any people other than myself or Martha or the staff in the appropriate office; i.e., Financial Aids, Admissions, etc. If you have questions, ask me.
- b. Socorro, since you did not have an opportunity to attend the Financial Aid discussion with Harry Davey, and mine with you yesterday was very brief, please work with David or Arilda the first couple of cards you review. This will help to make the procedure more understandable.

AJH/dar

cc: Charles Ramsey

✓ Tom Richardson

Martha Frymire

Brian Samuels