2/23/2017

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Scholarship Committee

TACCHRP Policy



**Introduction**:

The following policies and procedures are established to provide for the selection of Committee Members, the criteria for selection of scholarship awards, and the overall management of the TACCHRP Scholarship Program.

The Scholarship Committee, is one of the TACCHRP’s Standing Committees and is established by action of the President of TACCHRP.

**Applicability**

The TACCHRP Scholarship Program administers scholarships to meet three specific needs, including:

1. The Certification Scholarship Award
2. The Academic Scholarship Award
3. The Conference Scholarship Award

Each of these scholarships are described in more detail in subsequent sections.

There shall be one scholarship in each category, the chair of the committee may authorize more than one award per category if there are no applicants in a category.

**Selection of Committee Members**

**Eligibility for membership** – Elected and appointed membership on the committee is limited to TACCHRP members who are in good standing.

**Terms** - The term for a member is three years, with the possibility of one additional consecutive term. Eligibility is effective again after a hiatus of one year.

**Staggered terms** – Elected and appointed terms are staggered in the initial construction of a committee in order to provide for continuity.

**Selection of members** - Members are described in committee descriptions as elected and appointed.

Elections and appointments to committee membership begin in the spring of the year with a completion deadline of the TACCHRP Summer Conference. A list of the committee's membership is sent to the President at any time within that time frame.

**Filling vacancies in unexpired terms** -A vacancy in an unexpired term of an elected member is filled will be appointed by the Chair of the committee. The appointed member will serve the remaining term of the vacated position. A partial term has no bearing on eligibility of the person's own right to election or appointment.

**Selection of Committee Members**

During the regular chapter election cycle, the TACCHRP Election Committee, with Board concurrence, shall solicit and hold an election of the membership on expiring term Scholarship Committee members. The elected members shall serve during the term of their appointment unless relieved of this duty by the President.

Scholarship committee membership shall include the following:

1. Chair
2. Five committee members.

**Scholarship Committee Chair**

The Chair of the Committee is appointed by the President and shall oversee the scholarship committee membership elections and appointments.

**Scholarship Committee Members**

The Scholarship Committee shall meet as required to consider applications for scholarships originating from TACCHRP members, and shall select the awardees of the scholarships. The Scholarship Committee meetings may be in person, by conference call, or via email as required to provide timely review and selection of applicants.

If the employee of a Scholarship Committee member is under consideration for a scholarship, the Committee member shall recuse him/herself from consideration of the application. The Chair may appoint a temporary Committee member, if necessary, to assist in consideration of these applications

**Responsibilities**

**The Chair of the committee will be responsible for**:

1. Providing scholarship information to the Secretary of TACCHRP for dissemination to membership not later than February 15th of each year for return to the TACCHRP Secretary no later than March 15th each year.
2. Receiving scholarship applications from the Secretary no later than April 1st each year.
3. Holding committee meetings as required.
4. Reviewing scholarship applications with the Committee and tallying votes
5. Notifying the President of TACCHRP and the Board on the selection of Awardees.
6. Notifying the applicants on their status as an Awardee NLT April 15th each year.
7. Presenting the checks at the Summer TACCHRP Meeting to the Awardees.
8. November of each year review the scholarship requirements with the committee and formulate changes as required for Board approval.

**The Committee members will be responsible for:**

1. Responding to requests from the Chair
2. Reviewing scholarship applications for completeness and scoring them based on the scholarship criteria.
3. Recommending changes to the scholarship program as appropriate.

**TACCHRP Secretary will be responsible for:**

1. Sending out communiques to membership on the availability of scholarships.
2. Receiving scholarships from membership NLT March 15, 2015.
3. Providing scholarships to the Chair of the Scholarship Committee NLT April 1st each year.

**TACCHRP Treasurer will be responsible for:**

1. Ensuring adequate funds are available for scholarships during the budget process of the Board.
2. Communicate to the Chair of the Scholarship Committee NLT January 1st each year on the amount of funds authorized by the Board.
3. Upon notification from the Chair on the selection of the scholarship recipients, prepare the scholarship checks to be presented at the TACCHRP Summer Conference, and/or mail the checks to the awardee/s following the Conference.

**Scholarships**

 **Certification Scholarships**

Individual TACCHRP members may apply for this $500 award to support their pursuit of professional certification. Funds may be used for any combination of test preparation and exam fees. Each scholarship is a one-time award; however previous applicants and past scholarship recipients are eligible to re-apply. One certification scholarship is awarded annually.

**Who is Eligible?**

To be considered for this scholarship:

* *You must be a current TACCHRP member in good standing* as of May 15th.
* *You must be preparing to sit for professional HR certification*. Members who have already taken a certification exam in the current calendar year are also eligible to apply.

**Academic Scholarship**

Individual TACCHRP members may apply for this $1,000 award to support their pursuit of a graduate or undergraduate college degree. Funds may be used for any combination of tuition, books or other course-related fees. Each scholarship is a one-time award; however previous applicants and past scholarship recipients are eligible to reapply. One academic scholarship is awarded annually.

**Who is Eligible?**To be considered for this scholarships

* *You must be a current TACCHRP member in good standing* as of May 15th.
* *You must be enrolled in a degree-seeking program* pursuing an undergraduate, masters or doctorate degree in an HR-related field (includes business, psychology, organizational development, etc.) through an accredited institution of higher learning. Full-time, part-time, online and distance learning programs are acceptable. Scholarships are for college degree programs only, and may not be used to attend professional development seminars.
* *You must be accepted and ready to begin your studies within six months* following notification of the award. Scholarship recipient will be required to provide evidence of acceptance or enrollment in an HR-related program of study in order to claim their award. Applicants who have already completed their studies are not eligible for this award and may not apply for a scholarship to cover past expenses.

Each scholarship is a one-time award; however previous applicants and past scholarship recipients are eligible to re-apply.

 **Conference Scholarships**

Individual TACCHRP members may apply for this award to support their attendance and participation at the TACCHRP Annual Conference. This award will cover the Conference fee and lodging at the conference hotel. Each scholarship is a one-time award; however previous applicants and past scholarship recipients are eligible to re-apply. One conference scholarship is awarded annually.

**Who is Eligible?**To be considered for these scholarships:

* *You must be a current TACCHRP member in good standing* as of May 15th.
* Board members of TACCHRP are not eligible to apply for scholarships.

Each scholarship is a one-time award; however previous applicants and past scholarship recipients are eligible to re-apply.

**2014-2015 Scholarship Committee (Term):**

Chair: (3 year) Jerry Henry, MAHRM, SPHR, SHRM-SCP, Director of HR, Del Mar College

Members:

 (3 year) Mary Jan Lantz, Ed.D. Director of HR and Risk Management, Galveston College

 (2 Year) Oscar Garcia, Human Resource Coordinator, Southwest Texas Junior College

 **(1 Year)** Lisa Cowart, SPHR, SHRM-SCP, Associate Vice Chancellor HR, Lone Star College District

 (3 year) Lynn Peters, BS-HR, Sr. Director of HR/Payroll, North Central Texas College

 (2 year) Angela Dampeer, MBA, SPHR, SHRM-SCP, Executive Director of HR, College of the Mainland

**2015-2016 Scholarship Committee (Term):**

Chair: (2 year) Jerry Henry, MAHRM, SPHR, SHRM-SCP, Director of HR, Del Mar College

Members:

 (2 year) Mary Jan Lantz, Ed.D. Director of HR and Risk Management, Galveston College

 **(1 Year)** Oscar Garcia, Human Resource Coordinator, Southwest Texas Junior College

 (3 Year) Phyllis Deese, Director of HR and Enrollment Management, Texarkana College

 (2 year) Lynn Peters, BS-HR, Sr. Director of HR/Payroll, North Central Texas College

 **(1 year)** Angela Dampeer, MBA, SPHR, SHRM-SCP, Executive Director of HR, College of the Mainland

**2016-2017 Scholarship Committee (Term):**

Chair: (1 year) Jerry Henry, MAHRM, SPHR, SHRM-SCP, Director of HR, Del Mar College

Members:

 (1 year) Mary Jan Lantz, Ed.D. Director of HR and Risk Management, Galveston College

 **(3 Year)** Lorie Copus, Assistant Director of HR, Del Mar College

 (2 Year) Phyllis Deese, Director of HR and Enrollment Management, Texarkana College

 (1 year) Lynn Peters, BS-HR, Sr. Director of HR/Payroll, North Central Texas College

 **(3 year)** LaTonya Price, Director of EE Benefits and Compensation, Tarrant County Community College

**2017-2018 Scholarship Committee (Term):**

Chair: **(3 years)**

Members:

 **(1 year)** Rhonda Kernick, Director of Human Resources, Howard College

 (1 Year) Phyllis Deese, Director of HR and Enrollment Management, Texarkana College

 (2 Years) Lorie Copus, Assistant Director of HR, Del Mar College.

 (2 Years) LaTonya Price, Director of EE Benefits and Compensation, Tarrant County Community College

**(3 Years)** Deborah Popek, Assistant Director of Human Resources, Wharton County Junior College