

Scholarship Council Agenda
ACI Fall Convention 2019 – Cincinnati, OH
Sunday, 10/20/2019, 4:00 PM-5:30 PM (EDT)
Hyatt Regency Cincinnati – “Wolverine A”

Council Members: Scott M. Anderson (Chair), Tonya Beesley, Anahid Behrouzi, Heather J. Brown, Om P. Dixit, Neil M. Hawkins, Cecil L. Jones, Debrethann R. Orsak, Anton K. Schindler and Jackie A. Sempel

Invited Guests: Ahmad Mhanna

Staff Liaison: Tricia G. Ladely

AGENDA

1. Administrative

- a. Call meeting to order & confirm attendance
- b. Approval of past meeting minutes
- c. Review proposed agenda

2. Awardee Updates

- a. **Aaron Miller**, awarded the Barbara S. and W. Calvin McCall Carolinas Fellowship (2018-2019) – submitted a thank you letter.
- b. **Anthony Paul Becerril**, a Purdue University Materials Engineering Ph.D. student received the Bertold E. Weinberg Scholarship (2019-2020) in place of Murad al Qurishee because Murad accepted a job and did not continue schooling.
- c. **Hosam Sennah**, awarded the Stewart C. Watson Memorial Scholarship (2019-2020) – submitted a thank you letter; sponsor was pleased and noted that this was the first time they have ever received a thank you from an awardee.
- d. **Anne O'Donnell**, who was awarded the Darrell F. Elliot Louisiana Fellowship (2019-2020) had to leave her civil engineering program for personal reasons and is no longer eligible to receive the award. She sends her regrets and thanks for understanding.
- e. **Aaron Elliott**, awarded a Baker Student Fellowship (2019-2020), submitted a thank you letter and an internship report.

3. Review Application Timeline

Proposed Schedule

November 1, 2019 – online application closes

November 15, 2019 – Staff & Chair do first assessment for eligibility

December 14, 2019 – Round One (Go/No Go) fellowship reviews are completed

January 31, 2020 – In-depth review, scoring & ranking of fellowship applications is completed

February 1, 2020 – Staff notify fellowship finalists of interview & confirms attendance at ACI Spring Convention

February 1, 2020 -Scholarship application review begins

March 9, 2020 – Scholarship review & ranking is completed

4. Fellowship & Scholarship Account Balances – Exhibit A

- 2020 ACI Foundation allocation to SC = \$56,720 (USD)
**Previous allocations: 2019 = \$52,900; 2018 = \$52,644*

5. **Process Review & Discussion - Exhibits B & C**
6. **Council Membership – Exhibit D (roster of membership with representation)**
7. **Old Business**
 - a. **Council Membership:** excerpt from 10-14-2018 approved minutes, *“The council discussed at length the need for diversity of council members to look at: culture, age, gender, location, career. The goal would be to try to capture as much diversity as possible. The council voted to have a task group to look into this further.”* The task group met on 11-8-2018, unapproved meeting notes are attached as **Exhibit E**.
8. **New Business**
 - a. **Availability for Internships** – discuss potential process or timeline changes to give applicants a better chance of being available for the mandatory internships
 - b. **Secure more Design Engineer or Construction Practitioner Applicants** – discuss the promotions that took place this year and any other suggested promotion or advertising to targeted groups in order to secure more non-academic track applicants
9. **Adjournment**

Next convention meeting is **Sunday, March 29, 2020 from 10:00 AM – 5:00 PM**. Lunch will be provided.

Fellowship **Awardee** Determination Procedure

Students Apply 7/1 to 11/1	Precheck 11/2 to 11/15	Round One— Review 11/16 to 12/14	Round Two—In-Depth Review and Ranking 12/15 to 1/31	Notification 2/1	Interview Convention Sunday
<p>Students: Complete the online <i>Open Water (OW)</i> process:</p> <ul style="list-style-type: none"> ▪ Application ▪ Resume ▪ References (2) ▪ Transcript 	<p>Staff: Downloads report of all complete applications from <i>OW</i> and reviews for:</p> <ol style="list-style-type: none"> a. Ineligible factors¹, b. GPA², and c. Reference rankings³ 	<p>Council: Reviews applications online in <i>OW</i>; purpose is to filter which candidates are moved to the final review and ranking⁴ and record why. Reviewers input 0 to not advance and 1 to move to Round Two. If a COI exists, reviewer abstains from voting for the person with which they have a conflict.</p>	<p>Council: In-depth review and scoring using <i>OW</i> platform.</p> <p>Council members score each student by:</p> <ol style="list-style-type: none"> 1. Academic Performance (1-10) 2. Future Plans (1-10) 3. References (1-10) 4. Work/Industry Experience (1-10) <p>with 10 being the best and 1 the worst.</p>	<p>Staff: Notifies invited candidates and makes travel arrangements.</p>	<p>Council: Interviews each candidate in accordance with the COI policy.</p> <p>Council reaches consensus on the awardees, concurrently, based on best match, in accordance with the COI policy.</p>
<p>Staff: Reviews and confirms applications, then changes status to complete in <i>OW</i>.</p>	<p>Staff: Applications are separated by graduate and undergraduate, then are sorted to show which candidates could be removed due to ineligibility (and why), or by GPA or by reference rankings.</p> <p>Staff forwards report to the Chair/Council.</p>	<p>Staff: <i>OW</i> auto tallies the vote; Staff reports on the applications to be removed (by majority vote).</p>	<p>Staff: Based on scores, Staff prepares report of top candidates for interviews ensuring there are eligible candidates for every fellowship and forwards to Council.</p>		
	<p>Chair/Council: Chair reviews and accepts; Staff removes ineligible or unacceptable applications; Council uses the information in the Round 1 review.</p>	<p>Council: Reviews the report and verifies there are eligible applications for every fellowship.</p>	<p>Council: Ranks all candidates numerically (1 being top choice); sends to staff for compilation; Staff and Chair recommend candidates for interview; Council reviews and endorses.</p>		
		<p>Staff: Endorsed applications are moved to Round Two Review.</p>			

1. Students whose applications show ineligible factors such as self-endorsement, are from sanctioned countries, have a student endorsement, etc. are marked.
2. If number of eligible applications > 50, students whose GPA's <3.25 are marked.
3. If number of eligible applications > 50, students whose reference category rankings are less than the upper 1/3 are marked.
4. Recommendation for in-depth review. Each Council member uses their best judgement, doing a cursory review knowing the criteria for Round Two evaluations. **For a 0 vote, reviewer must state why.** For example, the application may show that the student is only part time and the award requirement is for a full-time student.

EXHIBIT C

Scholarship **Awardee** Determination Procedure

Students Apply 7/1 to 11/1	Precheck 2/1 – 2/8	In-Depth Review and Ranking 2/9- 3/9	Determination Convention Sunday
Students: Complete the online Open Water process: <ul style="list-style-type: none">▪ Application▪ Resume▪ References (2)▪ Transcript	Staff Reviews for eligibility and marks noneligible applications ¹	Council: Performs in-depth review and enters scores in OW: <ol style="list-style-type: none">1. Academic Performance (1-10)2. Future Plans (1-10)3. References (1-10)4. Work / Industry Experience (1-10) With 10 being highest score and 1 being the lowest score.	Council: Council determines the awardee for each scholarship based on best match. If member has COI for a candidate, they are not allowed to discuss or vote for/against that candidate during vetting process.
Staff: Reviews applications and marks those that are complete.	Staff: Creates OW report with candidates separated by graduate and undergraduate status	Staff: Create OW report with candidates listed by scores and separated by graduate or undergraduate status. Council: Ranks all candidates.	

1. Eligibility per requirement of Scholarship Program, such as: being a full-time student, based on their university, during the full award year.

EXHIBIT D

Scholarship Council Roster

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Scholarship Council Meeting Notes

Join Link: <https://global.gotomeeting.com/join/112217253>

Conference Call Info: US: +1 (872) 240-3311 Access Code: 112-217-253

Members in Attendance: Debrethann R. Orsak (Chair), Scott M. Anderson (Vice Chair), Anahid Behrouzi, Neil M. Hawkins and Anton K. Schindler

Member Regrets: Heather J. Brown, Om P. Dixit, Cecil L. Jones, Jackie A. Sempel,

Staff in Attendance: Donna Halstead (ACI Staff Liaison), Tricia G. Ladely (ACIF Staff)

Objective: Discuss Scholarship Council Membership

As discussed at the ACI Fall Convention meeting in Las Vegas, it was felt we:

1. Need a written procedure regarding membership and how new members are recruited
2. Need to ensure that the Council has diversity of membership

Request to Update Council Member Demographics:

The demographics of the current council members are out of date. Halstead requested all members complete the questions below and send to her to compile the data for the SC.

1. **What Industry are you in? How many years?** (*Contractor, Higher Education, Consulting Engineer, etc.*)
2. **Where do you live?**
3. **From an ACI perspective, what area of ACI do you align with?** (*Materials, Structural, Repair, etc.*)
4. **How did you come to join the Scholarship Council?** (*i.e. do you represent a fellowship donor, were you recruited, did you seek out membership on your own, etc.*)

Discussion:

Historically the Scholarship Council has tried to have members that are representative of the whole industry. Must be aware of balance on the council with any changes. In the past, members were invited to join. The ACI Foundation Board has opened membership and wants to welcome additional volunteers and involvement from throughout ACI.

Requirements:

- Balance of endowed (industry) members, academic members and international members
- Transparent process with written guidelines or procedure
- Conflict of Interest (*ACI Foundation Policy*)
- Confidentiality of Information
- Term Limits (*ACI Foundation Policy*) – after three years of service all members are asked if they would like to renew or not. No limit on volunteer members, only for officer roles (Chair & Vice Chair)

Options:

1. Past fellowship awardees are good candidates
2. Award sponsor representatives
3. Look to increase cultural differences
4. Look to increase members of color
5. Review represented regions: Eastern US/CAN, Western US/CAN, Midwest and Gulf Cooperative Council Countries