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
   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 every 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.
<table>
<thead>
<tr>
<th>Award name</th>
<th>Balance today</th>
<th>2019-2020 award</th>
<th>Applications now being accepted for the 2020-2021 award</th>
</tr>
</thead>
<tbody>
<tr>
<td>F - ACI President</td>
<td>$7,397</td>
<td>$1,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>F - Baker (2)</td>
<td>$22,634</td>
<td>$3,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>F - Cagley</td>
<td>$19,160</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>F - CPF</td>
<td>$248,353</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>F - Elmer Baker</td>
<td>$23,176</td>
<td>$1,500</td>
<td>$10,000</td>
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<tr>
<td>F - Falconer</td>
<td>$68,212</td>
<td>$1,500</td>
<td>$15,000</td>
</tr>
<tr>
<td>F - Fellowship</td>
<td>$160</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>F - Louisiana</td>
<td>$36,470</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>F - North Carolina</td>
<td>$23,707</td>
<td>$1,500</td>
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</tr>
<tr>
<td>F - Stehly</td>
<td>$25,969</td>
<td>$1,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>F - Tribute</td>
<td>$23,204</td>
<td>$1,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>F - Middle East</td>
<td></td>
<td>Need data from Donna</td>
<td></td>
</tr>
<tr>
<td>S - ACIF (2)</td>
<td>$176,458</td>
<td>$-</td>
<td>$10,000</td>
</tr>
<tr>
<td>S - Corley</td>
<td>$25,122</td>
<td>$-</td>
<td>$5,000</td>
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<tr>
<td>S - K &amp; B Mather</td>
<td>$38,293</td>
<td>$-</td>
<td>$5,000</td>
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<tr>
<td>S - Schwing</td>
<td>$28,291</td>
<td>$-</td>
<td>$5,000</td>
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<tr>
<td>S - Stehly</td>
<td>$43,560</td>
<td>$-</td>
<td>$5,000</td>
</tr>
<tr>
<td>S - Watson</td>
<td>$3,261</td>
<td>$-</td>
<td>$5,000</td>
</tr>
<tr>
<td>S - Weinberg</td>
<td></td>
<td>Need data from Donna</td>
<td></td>
</tr>
</tbody>
</table>
## Fellowship Awardee Determination Procedure

<table>
<thead>
<tr>
<th>Students Apply</th>
<th>Precheck</th>
<th>Round One—Review</th>
<th>Round Two—In-Depth Review and Ranking</th>
<th>Notification</th>
<th>Interview Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1 to 11/1</td>
<td>11/2 to 11/15</td>
<td>11/16 to 12/14</td>
<td>12/15 to 1/31</td>
<td>2/1</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

**Students:**
Complete the online *Open Water* (OW) process:
- Application
- Resume
- References (2)
- Transcript

**Staff:**
Downloads report of all complete applications from OW and reviews for:
1. Ineligible factors
2. GPA
3. Reference rankings

**Council:**
Reviews applications online in OW; purpose is to filter which candidates are moved to the final review and ranking 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.

**Staff:**
Based on scores, Staff prepares report of top candidates for interviews ensuring there are eligible candidates for every fellowship and forwards to Council.

**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.

**Chair/Council:**
Chair reviews and accepts; Staff removes ineligible or unacceptable applications; Council uses the information in the Round 1 review.

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.

---

**Council:**
Interviews each candidate in accordance with the COI policy.

**Council:**
In-depth review and scoring using OW platform.

**Council:**
Interviews the report and verifies there are eligible applications for every fellowship.

**Chair/Council:**
Interview Convention Sunday
# Scholarship Awardee Determination Procedure

<table>
<thead>
<tr>
<th>Students Apply</th>
<th>Precheck</th>
<th>In-Depth Review and Ranking</th>
<th>Determination Convention Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1 to 11/1</td>
<td>2/1 – 2/8</td>
<td>2/9- 3/9</td>
<td></td>
</tr>
</tbody>
</table>

**Students:**
- Complete the online Open Water process:
  - Application
  - Resume
  - References (2)
  - Transcript

**Staff:**
- Reviews for eligibility and marks noneligible applications

**Council:**
- Performs in-depth review and enters scores in OW:
  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.

**Staff:**
- Creates OW report with candidates separated by graduate and undergraduate status

**Council:**
- Ranks all candidates.

**Staff:**
- Create OW report with candidates listed by scores and separated by graduate or undergraduate status.

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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ACI Member  
*Representation: Industry*
Scholarship Council Meeting Notes

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

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