

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)**

**DATE:** 01/26/12    **TIME:** 0800 **TO:** 0900

**Membership:** John A. LaGuardia, , Emiliya Ametova, Alexa Doutt, Courtney Gonser, Mary Jane Grebenc, Andrea Hinton, Nancy Marion, Timothy McCarregher, Dale Mugler, Jeannette Quinn, Carol Sams, Peggy Walchak, Andrew White

**Excused:** Timothy McCarregher, Dale Mugler

**Minutes:**

TOPIC	DISCUSSION	ACTION
I.    Approval of November minutes	Jim Boyes	FYI
II.    Review – Board Rule	Mr. LaGuardia discussed the scope of Public Affairs including the alumni newsletter, development and government relations. Refer to “University Council Shared Leadership for Integrated Planning and Consultative Decision-Making, “August 19, 2011 document.	Committee members to review prior to next meeting.
III.    Action Items	Jim Boyes	FYI
IV.    Goals	Committee discussed and agreed that the next step would be to educate the role of Public Affairs and Development.	Alumni Association Overview presented at February meeting. Development Overview presented at March meeting
V.    Next Meeting	Meeting schedule will be monthly. Next Meeting: Friday, February 24 at 8 a.m., Stitzlein Alumni Center	FYI

Respectfully submitted,  
Carol Sams

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)**  
**DATE:** 02/24/12    **TIME:** 0800 **TO:** 0900

**Membership:** John A. LaGuardia, , Emiliya Ametova, Alexa Doutt, Courtney Gonser, Mary Jane Grebenc, Andrea Hinton, Nancy Marion, Timothy McCarragher, Dale Mugler, Jeanette Quinn, Carol Sams, Peggy Walchak, Andrew White

**Excused:** Timothy McCarragher, Peggy Walchak

**Minutes:**

TOPIC	DISCUSSION	ACTION
I.    Approval of January minutes	Jim Boyes	FYI
II.    New Business	Courtney Gonser presented the Alumni Association Overview and answered questions	Presentation will be uploaded to SharePoint
III.    Action Items	Donor Profiles – Kim Karson	Presentation will be uploaded to SharePoint
IV.    Review – 3359-04-01 Board Rule Progress	Revision of board rule distributed for committee to review	Changes/updates to be forwarded to Courtney Gonser.
V.    Next Meeting	Meeting schedule will be monthly. Next Meeting: Friday, February 24 at 8 a.m., Stitzlein Alumni Center	FYI

Respectfully submitted,  
 Courtney Gonser

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)**

**DATE:** 3/23/2012

**TIME:** 0800 **TO:** 0850

**Membership:** John A. LaGuardia, James Boyes, Nancy Marion, Dale Mugler, Courtney Gonser, Mary Jane Grebenc, Peggy Walchalk, Emiliya Ametova, Andrea Hinton, Andrew White

**Excused:** Alexa Doutt, Jeannette Quinn, Timothy McCarragher, Carol Sams

**Minutes:**

TOPIC	DISCUSSION	ACTION
I. Approval of January and February Minutes	Jim Boyes.	FYI
II. New Business	Courtney Gonser provided SharePoint demonstration Tim DuFore shared overview of the Development Department's achievements and needs	Tim DuFore to provide Courtney with data
III. Action Items	<ul style="list-style-type: none"> <li>• Jim Boyce to meet with Tim DuFore before next meeting to discuss Razors Edge software and staffing needs.</li> <li>• Write up recommendation for new software to make tools more efficient.</li> <li>• Gather success stories to share.</li> </ul>	FYI
IV. Board Rule 3359-04-01	Dale Mugler motioned to approve with changes. Andrea Hinton second. All were in favor.	Courtney to post revised document on SharePoint
V. Next Meeting	Wednesday, May 2, 21012 (8 a.m.) Student Union Room 310	FYI

Respectfully submitted,  
Peggy Walchalk

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)**

**DATE:** 5/02/2012

**TIME:** 0800 **TO:** 0855

**Membership:** James Boyes, Nancy Marion, Dale Mugler, Courtney Gonser, Mary Jane Grebenc, Peggy Walchalk, Jeannette Quinn, and Alexa Doutt

**Excused:** John LaGuardia, Timothy McCarragher, Carol Sams, Emiliya Ametova, Andrea Hinton, and Andrew White

**Minutes:**

TOPIC	DISCUSSION	ACTION
I. Approval of March	Nancy Marion motioned to approve. Dale Mugler seconded the motion. All were in favor.	FYI
II. New Business	Conference call with Sean P. Dunn, Government Relations Areas of concern include: <ul style="list-style-type: none"> <li>• Graduation rates in the state (how can we improve?).</li> <li>• Purchase of Central Hower High School property(possibly finish in May/June 2012).</li> <li>• Sale of Akron Rubber Bowl (interested entity, could take one year).</li> <li>• Looking at pension plans for non-teaching UA employees.</li> </ul>	<ul style="list-style-type: none"> <li>- Share good news stories with legislatures.</li> <li>- Add Sean Dunn to committee list and correspondence.</li> </ul>
III. Action Items	<ul style="list-style-type: none"> <li>• Carol Sams has resigned from the University.</li> <li>• Student representatives will be graduating.</li> </ul>	<ul style="list-style-type: none"> <li>- Jim Boyes to check with Harvey Sterns to fill faculty seat.</li> <li>- Alexa will provide names of new students.</li> </ul>
IV. Next Meeting	Members agreed to meet again in August, 2012. Date to be determined.	<ul style="list-style-type: none"> <li>- Jim Boyes will meet with Tim DuFore prior to meeting to discuss Board Rule, Employee Comparison, and Software.</li> </ul>

Respectfully submitted,  
Peggy Walchalk

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)** Planning Team  
**DATE:** 8/31/2012      **TIME:** 0800 **TO:** 0902

**Membership:** John LaGuardia, Jim Boyes, Courtney Gonser, Nancy Marion, Dale Mugler, Jeannette Quinn, Andrew White

**Minutes:**

TOPIC	DISCUSSION	ACTION
I. Approval of Minutes	Jim Boyes motioned for approval of May minutes <ul style="list-style-type: none"> <li>• Nancy Marion motioned to approved</li> <li>• Andrew White second the motion to approve</li> </ul>	- Committee unanimously approved the may minutes
II. New Business	Goals <ul style="list-style-type: none"> <li>• Determine Facilities needs for the Alumni and Development Offices</li> <li>• Recommend University Council approval of Board Rule 3359-04-01</li> <li>• Recommend software that meets the needs of Development Program</li> <li>• Review Alumni and Development budgets and make recommendations</li> <li>• Compare Public Affairs and Development Staffing with those of our competitors</li> </ul>	- Completed - Jim Boyes and John LaGuardia - Dr. Dale Mugler and Jim Boyes - Nancy Marion, Andrew White and Courtney Gonser - Jeanette Quinn and John LaGuardia  *See attached Goal Action Plans  *Committee members not in attendance are to identify the committee goal in which they will participate and email Courtney Gonser
III. Next Meeting	<ul style="list-style-type: none"> <li>• Tuesday, October 18 8 a.m. – 9 a.m.</li> </ul>	- Veterans Lounge, InfoCision Stadium-Summa Field

Respectfully submitted,  
 Courtney B. Gonser

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)** Planning Team  
**DATE:** 10/18/2012      **TIME:** 0800 **TO:** 0850

**Membership:** John LaGuardia, Jim Boyes, Courtney Gonser, Mary Jane Grebenc, Dale Mugler, Jeannette Quinn, Peggy Walchalk, Andrew White

**Minutes:**

TOPIC	DISCUSSION	ACTION
I.      Approval of Minutes	Jim Boyes motioned for approval of August minutes <ul style="list-style-type: none"> <li>• Dale Mugler motioned to approved</li> <li>• John LaGuardia second the motion to approve</li> </ul>	- Committee unanimously approved the August minutes
II.     New Business	Update of Committee Goals <ul style="list-style-type: none"> <li>• Software Update (Jim Boyes and Dale Mugler)</li> <li>• Public Affairs and Development Staffing Comparisons (Jeanette Quinn and John LaGuardia). Charts and rationale presented by Christine Curry.</li> <li>• Alumni and Development budgets and recommendations (Nancy Marion, Andrew White and Courtney Gonser)</li> <li>• Tour of InfoCision (2<sup>nd</sup> Floor) provided by Kim Karson</li> </ul>	- Follow-up with Jim Sage before making recommendation/endorsement - Jim Boyes to suggest endorsement at next UC meeting. - Committee researching comparisons
III.    Next Meeting	<ul style="list-style-type: none"> <li>• Thursday, December 6, 2012 8 a.m. – 9 a.m.</li> </ul>	- Sitzlein Alumni Center

Respectfully submitted,  
 Peggy Walchalk

**THE UNIVERSITY OF AKRON**

**COMMITTEE:** University Council Standing Committee – **PUBLIC AFFAIRS AND DEVELOPMENT COMMITTEE (PADC)** Planning Team

**DATE:** 12/13/2012    **TIME:** 0800    **TO:** 0850

**Membership:** John LaGuardia, Jim Boyes, Courtney Gonser, Mary Jane Grebenc, Dale Mugler, Nancy Marion, and Peggy Walchalk

**Minutes:**

TOPIC	DISCUSSION	ACTION
I.      Approval of Minutes	<p>Jim Boyes motioned for approval of the October minutes</p> <ul style="list-style-type: none"> <li>• Nancy Marion motioned to approve</li> <li>• Dale Mugler second the motion</li> </ul>	<ul style="list-style-type: none"> <li>• Committee unanimously approved the October minutes</li> </ul>
II.     New Business	<ul style="list-style-type: none"> <li>• Bylaws</li> </ul> <p>Jim Boyes provided members with a copy of the draft bylaws as proposed by University Council.</p> <ul style="list-style-type: none"> <li>• Committee Updates               <ul style="list-style-type: none"> <li>I.      Staffing - no approvals for filling nine vacancies</li> <li>II.     Software - CRM demo was suggested</li> <li>III.    Budget - current budget works now</li> <li>IV.    Board Rule – hold until UC bylaws are approved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Jim Boyes and Dale Mugler to meet with Jim Sage to discuss software options.</li> <li>• John LaGuardia, Jim Boyes and Courtney Gonser to get together and create recommendations in report form to University Council.</li> <li>• Jim Boyes would like to see a construction update.</li> </ul>
III.	<ul style="list-style-type: none"> <li>• Action Items               <ul style="list-style-type: none"> <li>1.) No Development Officer in the College of Arts &amp; Sciences</li> <li>2.) Need staffing vacancies filled</li> <li>3.) Cultivate alum to invest and support</li> <li>4.) Ideas to help bring dollars to the University</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• John LaGuardia, Jim Boyes and Courtney Gonser will meet as a subcommittee and prepare report for committee to review.</li> </ul>
IV.    Next Meeting	<ul style="list-style-type: none"> <li>• Thursday, February 21, 2013 (8 – 9 a.m.)</li> </ul>	<ul style="list-style-type: none"> <li>• Stitzlein Alumni Center</li> </ul>

Respectfully submitted,  
Peggy Walchalk