

# Institutional Advancement Committee

MINUTES      FEBRUARY 8 2019      10:00 A.M.      INFOCISION STADIUM

<b>MEETING CALLED BY</b>	Julia Spiker, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Julia Spiker, Chair
<b>NOTE TAKER</b>	Barb Pizzute, Secretary
	<b>Members:</b> Kim Cole (absent), Julia Spiker, Steve Kaufman (absent), Barb Pizzute, Richard Glotzer (absent), Abbey Shiban, Ali Dhinojwala (absent), Robert Gandee, Yuan Xue, Michele Novachek, Natalie Browning (absent), Nicole Merchant (absent)

**Agenda topics:**

10:00 – 10:05      CALL TO ORDER      JULIA SPIKER

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Approval of minutes from 12/7/2018 were sought, the minutes were approve unanimously.</li> <li>3. The committee did not meet in January 2019</li> </ol>
-------------------	--

UNFINISHED BUSINESS      JULIA SPIKER

<b>DISCUSSION</b>	<p>Terrie Sampson, Director of Stewardship in the Department of Development was our guest speaker today. Julia welcomed Terrie and gave her the floor.</p> <p>Terrie thanks the committee for having her. She gave an overview of herself and how long she has been with UA and what her role is.</p> <p>Terrie then discussed an overview of scholarships and how they are created from a donor perspective. A donor expresses interest in supporting either a current program, student and/or college. They create a new scholarship by either endowing it at \$25,000 so after 1 year the funds are invested and earn money to be distributed to help the cause. A donor can also give money directly to a spending line so those funds are awarded to help right away, they do not have to wait a year.</p> <p>Scholarships are not only for tuition but can be used for expense related materials such as books, computers, etc. For an example a music scholarship can be written to support the purchase of new musical instruments only.</p> <p>Some awards/scholarships can be spend down to a zero dollar amount. If they are not replenished, they are never awarded again. (i.e. study aboard scholarships)</p> <p>Scholarships are written and created with a development officer and the donor. Identifying the area the donor wants to support. Several times the scholarships before being finalized are reviewed by the college as well.</p>
-------------------	---

Scholarships can be revised in future to adjust for changes but it must be approved by the donor.

Terrie expressed her appreciation for building the BrightSpace site. She feels it will help bring student awareness to available scholarships and many more students could benefit from this.

Julia thanked Terrie for her time.

The meeting was adjourned.

# Institutional Advancement Committee

MINUTES

APRIL 5, 2019

10:00 A.M.

INFOCISION STADIUM

MEETING CALLED BY	Julia Spiker, Chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Julia Spiker, Chair
NOTE TAKER	Barb Pizzute, Secretary
	<b>Members:</b> Kim Cole (absent), Julia Spiker, Steve Kaufman (absent), Barb Pizzute, Richard Glotzer (absent), Abbey Shiban (absent), Ali Dhinojwala (absent), Robert Gandee, Yuan Xue, Michele Novachek, Natalie Browning (absent), Nicole Merchant (absent)

Agenda topics:

10:00 – 10:05      CALL TO ORDER      JULIA SPIKER

DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Approval of minutes from 02/2019 were sought, the minutes were approve unanimously.</li> </ol>
------------	---

UNFINISHED BUSINESS      JULIA SPIKER

DISCUSSION	<p>Scholarship Tool Kit</p> <p>Brightspace: A 2-hour working session will be scheduled within the next couple of weeks to finalize the scholarship toolkit pages needing content. Julia will send out a google doodle to find the most available time for the committee to participate. The meeting will take place in Bierce library since there are multiple screens available. Please bring a laptop if you are able.</p> <p>Steve Kaufman will request a list-serve for easy communication between administrators working behind the scenes on scholarship announcements, applications, and awards.</p> <p>A website should be created for students introducing the student tool kit which includes instructions on how to apply, sample personal statements, thank you letters, etc. This information is included in the orientation packets. Michael wanted to make certain that communications were also included in the International student orientation as well.</p> <p>Schedule an annual meeting with scholarship administrators, Development and Financial Aid key personnel to discuss challenges, changes, and improvements to the Brightspace Tool Kit.</p> <p>Meet main contacts to introduce the Toolkit – Lunch provided          Basic agenda: Main Contact to share roadblocks/challenges                            Identify best practices                            Benefits of Scholarship Toolkit</p> <p>May meeting – Steve will share a flyer announcing the Scholarship Toolkit.</p> <p>Meeting adjourned at 10:45 a.m.</p>
------------	---

# Institutional Advancement Committee

MINUTES      JUNE 7, 2019      10:00 A.M.      INFOCISION STADIUM

<b>MEETING CALLED BY</b>	Julia Spiker, Chair		
<b>TYPE OF MEETING</b>	Monthly Meeting		
<b>PRESIDER</b>	Julia Spiker, Chair		
<b>NOTE TAKER</b>	Barb Pizzute, Secretary		
	<b>Members:</b> Kim Cole (absent), Julia Spiker, Steve Kaufman , Barb Pizzute, Abbey Shiban, Ali Dhinojwala (absent), Robert Gandee, Yuan Xue, Michele Novachek, Natalie Browning (absent), Nicole Merchant (absent)		
<b>Agenda topics:</b>			
10:00 – 10:05	CALL TO ORDER		JULIA SPIKER
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Approval of minutes from 4/2019 were sought, the minutes were approve unanimously.</li> <li>3. Committee did not mean in May of 2019</li> </ol>		
<b>UNFINISHED BUSINESS</b>			<b>JULIA SPIKER</b>
<b>DISCUSSION</b>	<p>Continued workshop planning for the roll out in the fall.</p> <p>Dates were pulled together for roll out of September 25 &amp; 26, 2019 – to be held in InfoCision Stadium 203.</p> <p>Julie Spiker would give an overview to the group.</p> <p>Digest invites, email invites would go out.</p>		

# Institutional Advancement Committee

MINUTES      AUGUST 2, 2019      10:00 A.M.      INFOCISION STADIUM

<b>MEETING CALLED BY</b>	Julia Spiker, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Julia Spiker, Chair
<b>NOTE TAKER</b>	Barb Pizzute, Secretary
	<b>Members:</b> Kim Cole (absent), Julia Spiker, Steve Kaufman , Barb Pizzute, Abbey Shiban, Ali Dhinojwala (absent), Robert Gandee, Yuan Xue, Michele Novachek, Natalie Browning (absent), Nicole Merchant (absent)

**Agenda topics:**

10:00 – 10:05      CALL TO ORDER      JULIA SPIKER

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Approval of minutes from June 7, 2019 were sought, the minutes were approve unanimously.</li> <li>3. Committee did not mean in July of 2019</li> </ol>
-------------------	---

UNFINISHED BUSINESS      JULIA SPIKER

<b>DISCUSSION</b>	<p>Continued workshop planning for the roll out in the fall.</p> <p>One item of discussion is who would be invited to the rollout of scholarship event.</p> <p>It was discussed the below would be the main contacts from each department, BUT we would invite them to please include anyone else they feel could benefit from this session. It was also believed once we post on Digest we will get some participants as well.</p> <p>Subich, BCAS = Martha Reynolds          Kennedy, CAST = Shannon Davis          Hanlon, CBA = Danica Houle          Kennedy, CHP = Betty Folk          Tudor, Education = Samantha Kincaid          Menzemer, Engineering = Katey Yinger          Midha, Grad = Heather Blake          Huss, Honors = Peggy Walchak          Peters, Law = Robin Lombardi          Dhinojwala, Polymer = Lone East          DeChambeau, UL = Tonya Becker          Tudor, Wayne = Ann Martin</p>
-------------------	--

Terrie Sampson  
Jennifer Harpham  
Sarah Chapman  
Mary Schadel  
Jennifer Wells

All agreed. Development is going to work on invite to go out. Barb will share with committee via email once complete.

We are working on going through the site page by page to make sure we are not missing any information.

Meeting adjourned

# Institutional Advancement Committee

MINUTES      SEPTEMBER 6, 2019      10:00 A.M.      INFOCISION STADIUM

<b>MEETING CALLED BY</b>	Julia Spiker, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Julia Spiker, Chair
<b>NOTE TAKER</b>	Barb Pizzute, Secretary
	<b>Members in attendance:</b> Julia Spiker, Steve Kaufman, Abbey Shiban, Robert Gandee, Anvay Patil, Michele Novacheck

**Agenda topics:**

10:00 – 10:05      CALL TO ORDER      JULIA SPIKER

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Approval of minutes from August 8, 2019 were sought, the minutes were approve unanimously.</li> </ol>
-------------------	--

**UNFINISHED BUSINESS**      JULIA SPIKER

<b>DISCUSSION</b>	<p>Continued workshop planning for the roll out in the fall.</p> <p>Discussed annual report for 2018-19 – it was decided that all goals were accomplished.</p> <p>Brightspace – Steve would like to enter a line under the contact names to identify when to call this person for help. If you have that information, please provide to Steve. If you would like me to gather, just let me know.</p> <p>Wondering about the status of the invitation and Digest announcement. Would like to get the invitation out asap and include someone from the Communications &amp; Marketing department.</p> <p>Would like to invite Willy Kollman and Kim to the next meeting (Oct 11) to discuss 2019-20 goals, focused on alumni needs.</p>
-------------------	---

# Institutional Advancement Committee

MINUTES

NOVEMBER 1, 2019

10:00 A.M.

KOLBE HALL #111

MEETING CALLED BY	Julia Spiker, Chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Julia Spiker, Chair
NOTE TAKER	Barb Pizzute, Secretary
	<b>Members in attendance:</b> Julia Spiker, Steve Kaufman, Michele Novachek, Matt Wyszynski, Anwar Sader, Grant McConnell, Anvay Patil, Bob Gandee

Agenda topics:

10:00 – 10:05      CALL TO ORDER      JULIA SPIKER

DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Julia thanked everyone for attending the meeting. We did not meet in October so the minutes so the minutes from September were approved.</li> </ol>
------------	--

UNFINISHED BUSINESS      JULIA SPIKER

DISCUSSION	<p>During this meeting the time was spent discussing the UC Institutional Advancement Standing Committee In-Depth Report which Julia Spiker will present on December 3, 2019.</p> <p>Discussed the following:</p> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Members</li> <li>• Recap of 2018-2019</li> <li>• Goals</li> <li>• Alumni Affairs</li> </ul> <p>Julia will give a brief recap of 2018 -2019 UA Scholarship Toolkit the committee developed and implemented.</p> <p>We reviewed the website one final time before presenting to council.</p> <p>Next we discussed goals for year ending August 2020 –</p> <ol style="list-style-type: none"> <li>1. Study the guidelines and processes of keeping UA alumni contact information current and complete.</li> <li>2. Study the procedures of how UA alumni are contacted by the university.</li> <li>3. Review peer institutions’ best practices for maintaining alumni contact information.</li> </ol> <p>Will Kollman will join us at our next monthly meeting in December 2019 to begin the process of completing our new goals.</p> <p>Meeting was adjourned.</p>
------------	---



# Institutional Advancement Committee

MINUTES

DECEMBER 6, 2019

10:00 A.M.

BUCHTEL HALL MCCOLLESTER RM

MEETING CALLED BY	Julia Spiker, Chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Julia Spiker, Chair
NOTE TAKER	Barb Pizzute, Secretary
	<b>Members in attendance:</b> Julia Spiker, Steve Kaufman (by phone), Michele Novachek, Matt Wyszynski, Anwar Sader, Grant McConnell, Anvay Patil, Bob Gandee

## Agenda topics:

10:00 – 10:05 CALL TO ORDER JULIA SPIKER

DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent.</li> <li>2. Julia thanked everyone for attending the meeting. Steve Kaufman called-in.</li> </ol>
------------	--

UNFINISHED BUSINESS JULIA SPIKER

DISCUSSION	<p>The meeting began with Julia sharing the report she had recently presented to UC. Julia along with Willy Kollman reviewed Alumni affairs and the 2020 goals for UC Institutional Advancement. Copies of the PowerPoint presentation were shared with the committee.</p> <p>The next agenda items began with the discussion of starting the work of our 2020 goals. It was agreed upon and discussed that it was important to see what current deans are doing with alumni information, if anything. The questions that will be sent via Qualtrics include the following:</p> <ul style="list-style-type: none"> <li>- Does your college maintain a database of alumni.</li> <li>- Do you update alumni data or send all information over to UA Alumni department</li> <li>- How often do you update your alumni information</li> <li>- Who is the responsible party</li> </ul> <p>Another approach is we will send a survey through Peggy Walchak who will send this out to other higher education institutions asking for alumni data base information (if they wish to participate). The questions will include the following:</p> <ul style="list-style-type: none"> <li>- Number of staff and alumni at individual institution</li> <li>- Do you have a policy statement regarding governing of alumni database</li> <li>- How do you manage your alumni / software process database</li> <li>- How does your alumni office interact with other departments on campus regarding the gathering and inputting of database information?</li> </ul> <p>Everyone agreed this was the right approach to begin discussion &amp; working towards our 2020 goals.</p> <p>We agreed with the holidays we would move our January meeting to January 17, 2020.</p> <p>Meeting was adjourned.</p>
------------	---