

**Illinois State University Alumni Association
Executive Committee Meeting
Thursday, November 9, 2017
5:30 p.m. – 7:00 p.m.
Illinois State University Alumni Center**

Alumni Association Mission: *To support the University through the knowledge, skills, financial resources, and loyalty of its alumni; to communicate and interpret the University's goals and achievements to others; and to promote a spirit of unity and loyalty among former students and friends.*

Meeting Minutes

1. Call to Order

Michele Guadalupe

Board Members Present- Michele Guadalupe, Kathy Murdoch, Doug Reeves, Lisa Castleman, Alice Spann, Steve Smith

Guests: Executive Director, Doris Groves and Vice President for University Advancement Pat Vickerman

The meeting was called to order at 5:33pm

2. Approval of Minutes

Lisa Castleman

Kathy Murdoch moved to approve the minutes from the August 29, 2017 meeting, Doug Reeves seconded the motion; the motion was approved.

3. Acceptance of Financial Report

Michele Guadalupe

There was a great response to the apparel orders. Homecoming bills have not all been paid with the tent and campus dining bills remaining outstanding. The Homecoming Committee appreciated extra funds from the beginning, and the committee was able to stay within the new budget. The Scholarship fund continues to rise.

4. President's Report

Michele Guadalupe

Michele Guadalupe noted that Homecoming was fun and she enjoyed speaking at the Alumni Luncheon. She was also able to attend the Legacy brunch and enjoyed that experience, noting that she enjoyed the three generations that spoke at that event. Michele is looking forward to December Commencement.

5. Executive Director of Alumni Engagement Report

Doris Groves

Doris expressed her appreciation of serving as the Executive Director, having recently announced her retirement. Jill Hills has been hired as the Customer Service Representative and is off to a great start. Colleen Rice has announced her resignation to take an Assistant to the Dean position at Milner Library.

Campus Activities:

November 28 - Giving Tuesday will be more interactive there will be easier opportunities to give. Doris will be sending more information to Board members.

January 26- ML King Jr. Dinner – Doris will send an invitation to board members.

6. Continuing Business

A. Homecoming 2017 Review

Doris Groves/Doug Reeves

Doug had excellent reviews of Homecoming. The increase in the number of volunteers was appreciated. Thirty-two campus units participated in the Campus decorating. The Alumni Luncheon went well. Changes in tram decorating were successful, and the parade also went well. The beads are well-received and plans are to transition to more beads which are more cost effective than the footballs. All board members who were able to attend Homecoming volunteered and served in some capacity. Clean up went

well; it was completed by 2:00pm. Doug was very pleased with the participation of volunteers and Board members.

Kathy Murdoch applauded Board members for their efforts during the parade; there were ample beads and footballs to get through the parade route.

Michele Guadalupe noted the Bone Student Center renovation did not impede Homecoming activities. Michele also offered kudos to Doug Reeves and the Homecoming Committee.

There was discussion about the number of marching bands involvement and adding a performance by the Big Red Marching Machine at some time during the parade route.

B. Legislative Advocacy Update

Michele Guadalupe

A meeting was held with a group of Board members and University personnel on legislative advocacy. Doris will participate in a quarterly meeting with Alumni Directors of state universities on Monday, November 12, 2017. Pat Vickerman noted that ISU is the lowest in state appropriations of state universities. ISU is at \$3500/students, and NIU is the next lowest is \$5500. Efforts are being made to push for a more equitable disbursement which will impact ISU.

C. Awards Committee recommendation update

Doris Groves/Lisa Castleman

Michele suggested looking at the Honorary Degree nominees as Award nominees. Lisa Castleman noted an upcoming meeting with a subcommittee of the Awards Committee to discuss proposed changes to the Awards nomination and selection process. The final recommendation from this subcommittee will be presented to the Executive Board for action in February and the presented to the Board of Directors in April.

7. New Business

Michele Guadalupe

A. Alumni Relations leadership transition

Pat Vickerman

Vice President of University Advancement, Pat Vickerman recognized Doris for her great work and passion as Executive Director. He noted her professionalism and the confidence he has had in Doris and her team in all Alumni activities because of Doris' leadership and the team she has put together. Doris will be leaving February 16, 2018. The transition will happen quickly to prepare for Doris's impending last day. The position will be posted near Thanksgiving and applications will begin to be reviewed in late December/early January. Michele Guadalupe will join the search committee. Once candidates come to campus, Pat would like to create an opportunity for the candidate to meet with additional board members. There is no plan to name an interim, but rather to have someone in place shortly after Doris is done. However, if there is not a replacement named at that time, an interim will be named. Pat will be mindful of the Alumni Relations staff and the burdens placed on them during the transition.

Alice Spann noted her hope for someone who is creative, someone who will generate new ideas and who is open to suggestions to enhance Alumni Relations and events. Board members are encouraged to let Pat know if there are qualities or concerns that you have in looking for a new Executive Director.

B. Planning for 2018-2021 Board Priority Action Items

Michele Guadalupe

It's time to start looking at Board Priority Action items, as the current plan expires in June of 2018. With the transition to a new Executive Director, Michele noted we could extend the current plan for one year. This would also allow for the University strategic plan to be finished and in place.

Lisa Castleman moved to recommend to the full Board to extend the Board Priority Action Items for an additional year until June 2019. Seconded by Steve Smith; motioned approved.

C. Input on 1/21/2018 Board Meeting

The following suggestions were made for the upcoming Board Meeting to be held on 1/21/18.

- Update on Executive Director position
- Meeting in Watterson
- Touring Residence Halls
- Athletic Speaker
- Myths of Higher Education- Dr. James Applegate
- What is Civic Engagement? Jan Patterson, Interim Director for Civic Engagement
- SAC students join us for lunch

8. Committee Updates -

RED - A recent meeting was held with Dr. Jan Patterson to discuss what civic engagement is and to determine if that is the direction that the RED committee is interested in moving. The committee will need to decide which aspects of civic engagement should be implemented.

Board Development - There will be several vacant positions available in June. Are there some Board development/leadership development activities that we want to participate in this year?

9. Additional Comments?

Doug Reeves asked about the discussion at the last Executive Board Meeting regarding Alumni Relations reaching out in terms of engagement across the University. Doris noted that colleges across campus have been reached out to and the interest varies across campus.

10. Confirm Next Meeting of the Executive Committee

11. Adjournment

Kathy Murdoch moved to adjourn the meeting; Doug Reeves seconded the motion. The meeting was adjourned at 7:00 pm.

Upcoming Board of Directors Meetings:

January 20, 2018
 April 14, 2018
 June 23, 2018

Upcoming Executive Committee Meetings:

February 15, 2018 – 4:00 p.m. (Founders Day)
 May 17, 2018 – 5:30 p.m.

**Illinois State University Alumni Association
Executive Committee Meeting
Thursday, February 15, 2018**

Members in attendance- Doris Groves, Michelle Guadalupe, Doug Reeves, Lisa Castleman, Time Pantelone, Kathy Murdoch, Steve Smith

1. Call to Order Michele Guadalupe

At 4:05pm the meeting was called to order

2. Approval of Minutes Lisa Castleman

Kathy Murdoch motioned to approve the minutes from the November meeting. Doug Reeves seconded, the motion was unanimously approved.

3. Acceptance of Financial Report Michele Guadalupe

Michelle Guadalupe shared that there was no differences to the financial report since the last board meeting. Doug Reeves asked about paying Homecoming bills, they still have not been paid. Doris Groves noted the bill has most like been paid and just was not noted on the report or we haven't received the bill. Beth Theobald has been on maternity leave and will double check everything when she returns.

4. President's Report Michele Guadalupe

Michelle extended her thanks to Doris for her service to the University. Michelle also extended her thanks to Board members who participated in the Executive Director interviews. Transition was discussed. Doris assured Board members that the Alumni staff is prepared for the transition. Pat Vickerman will be the fiscal agent for Alumni Relations until the Director is in place. Jamie Sennett will be taking the lead in the office. Michelle also noted a successful Founder's Day celebration and extended her thanks to the Awards Committee for the selection of the 2018 recipients. Michelle also noted the University received another \$1m gift for the Rising Redbirds campaign.

5. Executive Director of Alumni Engagement Report Doris Groves

Doris noted there have been candidates for Provost on campus in recent days. Julianna had a hip replacement in January and will be back in late February. Beth Theobald is on maternity leave and has been doing some work at home but will be back in the office in March. Lauren Hardy has been approved to fill Collen Rice's position. She is joining Alumni Relations from Easter Seals. She will primarily be responsible for regional outreach and student outreach programs. There will be a meeting on February 28 for representatives of Universities to meet for a legislative advocacy meeting in Springfield. Doris also extended her thanks to the Board members and expressed her joy at being able to serve as Executive Director.

6. Continuing Business

A. Awards Committee Description Change..... Lisa Castleman

Lisa Castleman presented a proposal to change policy in the awards selection process to mirror current practice. Tim Pantelone made a motioned to accept the proposal. Steve Smith seconded the motion, the motion was unanimously passed.

B. RED Committee Description Change Doris Groves

After much discussion of the purpose of the RED committee, the RED committee presented a proposal to revise the description and purpose of the RED committee.

Doug Reeves made a motion to accept the proposed description change. Lisa Castleman seconded the motion, the motion was unanimously approved.

Kathy Murdoch noted that she would like to see the RED committee reach out to past Alumni Association Board members about participating in Alumni events and maintaining that connection to Alumni Relations. Tim Pantelone expressed his concern that past Board members are familiar with events and should know and maintain that contact with Alumni Relations and attending Alumni events. Discussion was held about whose responsibility it should be to keep past Board members involved, it's a valuable pool of alumni that we want to make sure we keep connected. Doris noted the RED committee has a lot of responsibility and it may be too much for them to also keep contact with Board member. Steve Smith noted that the focus of the RED committee is focusing is on civic engagement and contact should be kept, but that it shouldn't be the responsibility of the RED committee. Doris noted that this could become a new Board priority item in the upcoming development on new items. Doris also suggested that this could become an item for the Vice President to take on. This discussion was tabled.

7. New Business Michele Guadalupe

A. Alumni Board Meeting Dates for 2018-19

Doug Reeves suggested moving the September meeting up a bit to allow for more time before Homecoming. Discussion was also held about moving the January meeting to January 12. Doris will be updating calendar or leaving notes to get calendar updated

B. Input on April 14, 2018 Board Meeting

Michelle shared the idea of having the new Executive Director share their vision and a little more about themselves. At this point lunch will be at the President's residence so he will most likely be in attendance at the meeting.

8. Committee Updates

Board Development - Tim shared an update on the number of openings on the Board as terms expire. The Board Development Committee will be looking at best fits to fill the vacancies. Alice noted her concerns with having relatives serve at the same time.

9. Additional Comments?

Tim offered his resignation to the Executive Committee because he has had to miss meetings. The Executive Committee did not accept this resignation.

10. Confirm Next Meeting of the Executive Committee- May meeting moved to May 9, 2018.

11. Adjournment - Doug Reeves motioned to adjourn the meeting, Alice Spann seconded the motion, there was no opposition. The meeting adjourned at 5:24pm.

**Illinois State University Alumni Association
Awards Committee Report
April 2018**

Awards Dinner

- Our annual Awards dinner was held on February 15, 2018. All recipients attended and the event was a success! Thank you to the selection committees and the staff at Alumni Relations for a successful event.

Nominations for 2019

- The revised nomination forms for 2019 are now open and available. The deadline to nominate someone for an Award is May 31, 2018. All Board members are encouraged to nominate an accomplished Redbird for an award and encourage people that you know to nominate someone as well.

Board Development Committee Meeting
ISU Alumni Association
January 20, 2018

Attendees: Tim Pantaleone (Chair), Michele Guadalupe, Kaci Rollings, Steve Smith, Jerry Wright, Doug Reeves, Alice Spann, Bob Navarro, Doris Groves (Staff)

1. Identification of candidates for board vacancies
 - The committee reviewed the terms of service for the board and board demographic as it relates to colleges and graduation years
 - Discussion was had on potential alumni to encourage to apply to be a board member. Alumni Staff could also reach out to networks to encourage interest.
 - A timeline was distributed for board member selection.
 - Tim would reach out to those with expiring terms to thank them for their time, and for those that could seek another term, ask for interest.
 - Rachel will pull all names and interest forms of past interest and current year interest by early March. She will not reach out to those that submitted recently as Doris did in the past which the committee felt was fine. Rachel would update giving years and will send a spreadsheet and all applications to committee members by mid-March. Rankings would be needed by end of March for discussion at April committee meeting.

2. Discussion of more applicants
 - The group discussed more ways to gain applications. Suggestions included continuing to encourage deans and chairs to seek potential members. It was also mentioned to bring up at campus partner meetings when possible. A final suggestion was to add a note regarding board member interest in the email sent to administration in September introducing new and current board members via the website.

3. New business
 - A short discussion on continuing projects for board development included developing board best practices.

RED Committee Meeting Notes (Doris)

1/20/18

- Based on response to the Civic Engagement presentation/introduction to Alumni Board on 1/20/18, the RED committee feels that they do have direction to moving forward with this initiative.

- General comments included
 - Service/civic engagement opportunities offer another opportunity for alumni to engage with fellow Redbirds
 - Liked the idea of a Redbird service day or month. Felt that while a time framework could be determined, we did not want to inhibit groups from engaging in service activities at any time throughout the year.
 - Felt that the Alumni Board could do a service activity. Could be something in community, could be assisting students, could be something on campus
 - Indicated that it would be important to gather information of what alumni are doing to share with the entire Redbird community. Possibilities include magazine and social media. Liked the idea of having a hashtag associated with service ... maybe #RedbirdsGiveBack or #RedbirdsServe
 - Reviewed the four options identified within Civic Engagement
 - Service/Volunteer Opportunities
 - Engaging with and/or supporting ISU students in Civic Engagement
 - Encouraging ISU Alumni to be civic-minded
 - Advocacy
 - Decided that all areas are important and work can be done in each.
 - Felt that continuing education on the concept of civic engagement is important, both for the Alumni Board and for other alumni networks/affinities and volunteers
 - Interested in including advocacy work, but understanding that we will need to follow University's lead in this endeavor. Doris advised of opportunity to represent ISU at the State Universities Public Higher Education Reception for legislators on February 28. She and Stephanie will send invitation

- Need to rewrite committee description and set an implementation plan for current & future FYs
 - Mike, Kaci, Stephanie and Lindsay will draft new committee description. Will share with committee and plan to submit to Executive Committee on February 15 to be presented to board at April meeting
 - For remainder of FY18
 - Update committee description per above
 - Research opportunities to collaborate for Alternative Spring Breaks
 - Plan a board service project?
 - Inform networks of goals and objectives-Build an online toolkit as a guide for network leaders and volunteers
 - Participate in legislative advocacy event, as available.

Redbird Engagement & Development (RED) Committee Meeting 4-2-18

Members Present:

Bob Navarro
Kaci Rollings
Mike Willis
Michele Guadalupe
Stacy Ramsey
Scott Preston

Staff Present:

Lindsay Vahl
Stephanie Duquenne

RED Committee Description:

- The description was sent out via email. Members had a chance to review.
- Overall the group felt like it represented what was discussed at our last meeting in terms of our goals and ideas.
- Discussed the membership section and the language about membership being open to any alumni. Stephanie and Lindsay will clarify this language as used with other committees and the board guidelines. That particular section may need to be a bit more defined.

Engaging Alumni Volunteers in Alternative Spring Break:

- Idea from the RED Committee was piloted.
- 4 area alumni groups were contacted and they agreed to host our ISU students for a dinner or lunch. Alumni in Dallas, New Orleans, Sacramento, and St. Louis hosted students.
- Alumni Relations and RED provided resources and logistical help.
- Positive feedback was provided by students and alumni involved.
- Discussed the possibility of future needs for a budget for these types of events since there were costs for the meals that were incurred.
- Alternative Breaks is having an alumni event June 29 – July 1 in Bloomington/Normal. Alumni from out of town will stay in Residence Halls. Meals will be provided between volunteering. Welcome event on Friday night.
- Lindsay and Stephanie will find out more details and we can decide how we want to be involved. We will announce this opportunity at our next board meeting to “save the date”.

Higher Ed Advocacy Reception in Springfield:

- All 12 State public universities brought Presidents, staff, and alumni (around 25 individuals each).
- ISU had a great showing.
- A couple legislators attended who were ISU alumni.
- Overall great event and they plan to do it again next year.
- Stephanie will distribute the list of Illinois State University Alumni who are IL legislators.
- Stephanie will connect Jonathan Lackland and Kris Harding to see what else we can do to advocate.

National Volunteer Week:

- RED has participated in the past for affinity and regional groups where we wrote notes to show our appreciation.

- Support was shown for continuing this initiative and maybe even expanding it to all activities, not just National Volunteer Week, on a quarterly basis.

Publicizing Engagement Activity:

- Discussed what tags for publicizing activities that we should use.
- RED committee may want to use #RedbirdImpact. Please visit <https://universitymarketing.illinoisstate.edu/identity/socialmedia/> to see other top University hashtags. Will work with UMC to help guide us in the best direction.
- Next steps will be provided once we get further information and direction.