

Alumni Awards Committee Report
September 21, 2019 Board Meeting

The Alumni Awards Committee received for review and consideration 46 nominations for the 5 Alumni Awards to be presented at the Alumni Awards dinner on February 20, 2020 (Founders Day).

The committee's task is to make 2 recommendations in each award category to President Dietz and Vice President Pat Vickerman who make the final decision on the award recipient.

Due to the volume of nominations and documents for each nomination, the committee was divided into 2 groups. The first group met via telephone on August 7th to review nominees for Alumni Achievement, Maitland Commitment to Education and Distinguished Alumni awards. After discussion, the committee members in attendance (and through written submission) came to a consensus on the recommendations for each award.

The 2nd group met via telephone call on August 8th to review nominees for E. Burton Mercier Alumni Service award and the Young Alumni Award. One committee member submitted their selections in writing. The largest number of nominees was in the Young Alumni category (18). After discussion among the committee members on the phone, review of the written choices and discussion with the Alumni staff, it was decided to recommend that the Alumni Association honor 3 Young Alums this special award in 2020. A 1st and 2nd choice for the Service award were also selected for recommendation.

The committee also discussed how to encourage faculty, staff, and alums to nominate more individuals for awards. One category had only 2 nominations this year.

The committee's recommendations were submitted to Kris Harding and Jamie Sennett for presentation to President Dietz and Vice President Vickerman.

A draft of suggested changes to the nomination process was circulated to all board members on the awards committee for comments. These recommendations for changing the nomination process to make the process easier were presented to the Executive Committee on August 28th. The Executive committee voted to present these recommended changes to the entire Alumni board on Sept. 21st and ask for a vote of approval.

Submitted By:

Susan Nelson-Brown
Awards Committee Chairman

Committee Board Members:

Ryan Gilbert

Walter Brandon

Dave Horstein

Scott Preston

Fellicia Foster

Lisa Castleman (ex-officio)

Non-Board Members:

J D Schurter

Tisha Mills

Board Development Committee Meeting Report

Committee name: Board Development

Date of meeting: August 26, 2019

Time of meeting: 4:30 p.m.

Place of meeting: Alumni Center

Chairperson: Doug Reeves

Note taker (should be volunteer): Doug Reeves

Attending: Doug Reeves, Alumni Relations representative: Rachel Kobus

Conference call attending: Steve Smith, Ryan Gilbert, Leah Walton, Dave Horstein, Alice Spann, Michelle Guadalupe, Lisa Castleman.

Agenda topics:

1. Board Member Exit Interview Recap

Attached is the summary of exit interviews for 2019 retiring board members:

Illinois State University Alumni Association Board of Directors Exit Interviews

Each exiting Board member was asked the following questions.

1. How would you describe your Board experience?
2. What did you like about being on the Board?
3. What things about the Board do you feel could use improvement?
4. Did you feel prepared for your Board responsibility?
5. What do you think about how decisions were made by the Board? Any suggestions for improvement?
6. Overall, how would you suggest improving the working of this Board?
7. How would you like to stay involved with the organization?

Summaries from the interviews

1. Everyone had a positive experience serving on the Board. Interviewees noted serving on the Board allowed them to stay, reconnect or connect on a deeper level with the University. They also noted that they enjoyed the activities connected with serving on the Board and saw these as a unique opportunity to build connections with other Board members, alum and/or the University.
2. Interviews noted different experiences with coming on the Board and their readiness for the experience. It is evident that we can still do some work with connecting new members with existing Board members and providing more information for incoming Board members even within the first few years of them serving to help them understand

the processes. Once you live in a culture, it is sometimes hard to see it from the outside. Existing Board members have an understanding of Board procedures, committees, etc. that new members don't always have a full understanding of. As a Board we need to be mindful of this and help acclimate our new members to our processes.

3. While it was noted that we have come a long way as a Board, we need to stay the course with communication and transparency. Continued communication and transparency is a proactive approach to building community and trust within the Board and with our Alumni. It was noted that we need to continue to work on Board Development and our selection of Board members. The focus should be on selecting the best Board members who will serve the University and uphold their commitment to Board activities.
4. Communicate, Communicate, Communicate.
5. All former Board members noted an interest in staying connected. They would like an update on upcoming activities so that they can continue to be involved as they can.

-The committee suggested keeping the ISU Alumni Association Facebook site up to date with future activities.

-The committee suggested a scheduled review of the ISU Alumni Board of Directors manual for updates and revisions.

-Committee descriptions need to be updated and submitted to all board members when changes are made. These changes can be provided as a PDF file by e-mail.

-The committee discussed having short orientation meeting with new members of the board early in the first year of their membership, 20-30 minutes before a scheduled meeting to educate the new board members on committee responsibilities and board procedures. An alternative to meeting prior to scheduled meetings would be to offer ZOOM meeting opportunities. Mentors for new board members are to be included. Committee chairpersons or the chairperson of the board development committee should offer a review of each committee during the meeting.

2. Board teambuilding

a. Meeting activities

The committee will assign lead person teams for each meeting to provide interaction activities for all board members at scheduled meetings.

September 2019, Dave Horstein & Michelle Guadalupe

January 2020, Alice Spann & Lisa Castleman

April 2020, Doug Reeves & Steve Smith

June 2020, Leah Walton & Ryan Gilbert

Examples of potential activities are:

- i. Ice breakers

- ii. Lunch conversations
- iii. Fun quizzes
- iv. Four Corners activity

3. Leadership training

The Committee discussed adding professional development training to board meetings to enhance the value of board participation. Working with ISU Career Center and various colleges, who provide this type of training, secure a facilitator and activities for at least one meeting a year.

Examples of potential professional development activities:

- a. Personality assessments
 - i. FORTE, Myers Briggs, PACE colors, Strength Finder
 - 1. ISU has departments that can lead these
- b. Retreat

The committee discussed the idea of having a board retreat annually to have greater interaction between board members and to expand agenda presentations. A decision was made to investigate other department retreats for appropriateness for the alumni board.

4. Leadership Rubric Development

The committee discussed methods for evaluating new board member candidates' credentials in an objective way. It was suggested that an on-line questionnaire form be created that has a series of reference questions that will be submitted by two references for each applying board candidate. Existing board applicants will be asked to provide the two on-line reference questionnaires with their board interest application form. Steve Smith and Leah Walton will coordinate creating an example questionnaire for consideration. The proposed form will be submitted to the January board of directors meeting.

The committee discussed the importance of each board member filling out their quarterly activity reports to help the Executive committee with recommendations for future leadership candidates. Lisa Castleman will announce at the September 2019 board meeting the new use for the quarterly activity reports.

Next meeting to be scheduled in early November 2019.

Adjournment at 5:45 p.m.

Submitted by Doug Reeves, Chairman _____ Date 27 August 2019 _____

Alumni Association Homecoming Committee
August 21, 2019
Minutes

- Welcome – Homecoming is October 26th ☺
 - Committee members in attendance – Stacy Ramsey, Lisa Castleman, Marsha Reeves, Mary McMahon, Angela Onuma, Lynda Lane, Kathy Murdoch, Alice Spann, Juliana Nelson

- Alumni Homecoming King and Queen Selection
 - We had seven queen candidates and six king candidates. Victor and Carol Palomino have agreed to be our 2019 Homecoming King and Queen and are very excited to participate in Homecoming activities.
 - For next year, we will tweak the nomination process to get a bit more information on candidates. We need to advertise more for next year too. In the thank you note to all attendees to the 2019 Homecoming tent we will send information about the king and queen nomination and timeframe.

- Homecoming Update from Juliana
 - The faculty/staff appreciation lunch was moved to Founder’s Day. The Chili Cook-off will be on the Tuesday of Homecoming week, Oct. 22 and Decorating Contest winners will be announced at that event. The lunch will be from 11:30 – 1, with the program at 12:30.

- Campus Decorating Contest Judging, Oct. 18
 - Made adjustments to judging sheet and will make tweaks to timing of visits to departments in same building based on feedback from last year.
 - This year’s judges will include Marsha, Lynda, Stacy, Christina (Alumni Engagement Intern), and a faculty or staff member. Stacy will identify a faculty/staff volunteer.

- Tram Decorating
 - Need new decor mesh wrap/ribbon for the tram.
 - Decorating the tram at 9:00am. It would be nice to have two ladders if possible.
 - Juliana reserved the tram. Stacy will contact Doug Reeves to see if he will drive.
 - We want to encourage more participation on the tram. Juliana provided Stacy contact information for former board members and Stacy will contact them to see if they would like to participate.

- Organize Parade Tossing Items
 - Stacy and Juliana will arrange a date and time the week or so before Homecoming to pack up the 800 footballs and 2000 beads. Kathy and others volunteered to

help. Will load the supplies and decorations after the Alumni Luncheon on the Friday before Homecoming.

- Tent Decorating
 - We will decorate at 8:00am.
 - Decided we will not do the “photo” backdrop with the sheets. We will bring the portable picture frame and the big Reggie.
 - Discussed replacing the red carpet, but weather is a concern since carpet was ruined by mud last year. Although it is nice to have, we do not really know how value-added it is. After talking with Alumni Engagement, we decided to not replace the carpet.
 - Continue to have mums but do not need as many as in the past since we are not doing photo area.
 - We will have a table for Redbird Prime to use.
 - Discussed ways to advertise scholarships, king/queen, prince/princess, and awards. Heavy-weight table tents were likely the best option due to wind, etc. Stacy will look into options and costs. Lynda’s brother could volunteer to make us something. After discussing options and weather considerations with Alumni Engagement, we decided to send information about these things in the thank you email that gets sent to everyone who checks in at the Alumni Tent during the Homecoming Tailgate. This is economical and not subject to weather issues. We will also send a survey to get feedback for ideas for future years for Homecoming tent.
 - We will have a minimum around seven giveaways. Stacy will see if we can get a few donations from campus depts.
 - If we have WiFi in the Tent Zone, we will pilot the use iPads for three of the check-in stations and we will continue paper with the 4th station.
 - Tent placement should be in front of tent zone. We will have Redbird Welcome Tent signage, Map of Tent Zone, and tear-drop banners.
 - WZND will continue to provide music.
 - Program for timing for President Dietz to speak prior to Big Red Marching Machine is being created.

- Tent Coverage and Clean-Up
 - Sign-up sheet will be sent to committee then distributed at board meeting.
 - Reduce to one greeter and keep two people at each check-in table

- Others
 - Marsha Reeves volunteered to be the member of the Homecoming Committee to set on Board Priority Ad Hoc Committee.

ISU Alumni Association Board of Directors
RED Committee
Phone Conference Meeting
Thursday, August 15, 2019 at 6:00 PM

I. Call to Order

Chairwoman Leah Walton called the meeting to order at 6:03 PM.

II. Roll Call of Attendance

Member Nikita Richards called the roll:

Members Present: Lisa Castleman, Susan Nelson- Brown, Nikita Richards, Stephanie Duquette, Steve Smith, Walter Brandon

Members Absent: Tyler Clark, Lindsay Vahl, Daniel Lopez, Scott Preston

III. Public Comment

None.

IV. Discussion

Chairwoman Walton explained the purpose of the RED Committee and whether we needed to revise the purpose. Committer liaison Rachel will make any necessary revisions.

The core value of the university is civic engagement and involves enrichment, paying taxes, voting, petitions, attending community meetings, mentoring, lifelong learning, etc., not just volunteering. The civic activity must have a societal impact. This is what we will be focused on.

Discussion was had regarding how to convey this message. The suggestion was made by member Duquette that when we host events we include a post or blurb on the advertisement to remind people about we mean by being civically engaged. A suggestion was made to have a speaker come to one of our meetings. Jan Paterson and Harriet Steinbach were suggested.

Member Nelson- Brown mentioned that the ISU network groups have their own pages and suggested that we share our information on those pages. She suggested that we put a footnote or small graphic that says "Check us out on the DFW or Facebook to connect with Redbirds in those areas.

Member Duquette suggested that we create a communication plan for Rachel to use. She also suggested that we place a link on our page that lists all of our Redbird network groups.

Chairwoman Walton discussed having a speaker at our board meeting and suggested Professor Lance Lippert. Member Duquette informed the committee that Professor Lippert helped to start the civic engagement minor at ISU and was the founder for our own American Democracy Project chapter.

Member Richards asked if we could encourage alums to get involved within the community, have Redbirds at community events such as block parties, back to school bashes etc. Chairwoman Walton explained some challenges to this type of participation and stated that we encourage board members to attend department events. Member Duquette explained that we can create a small impact project that we are a partner of and Member Nelson- Brown suggested that we plan the impact project for a time when students are in school so that they can be involved. Member Duquette explained that the scheduling of the board meeting impacted this but agreed that planning for a time where students are in session is best.

Chairwoman Walton explained that the part of the current purpose statement should be revised to have raising awareness responsibilities removed.

Member Duquette asked for help with the Thank You card project by way of reminding the RED committee to start working on text creation for the cards. She then explained that during the January meeting the cards will be signed. Stephanie and Leah will deliver those cards. Nikita Richards volunteered to send the reminder to the RED committee.

Discussion was had regarding Redbird Impact Weekend and Chairwoman Walton explained that we will complete a board service project. Member Duquette reported only having 26 volunteers and would like to see more participants. She explained that she met with SGA and Jonathan Lackland recently and planning is underway for Student/Alumni Lobbying training day which will be held in early October with the hope that the RED committee would host. She is also preparing for ISU Student Lobby Day, which will take place on Wednesday, Nov. 13, 2019 in Springfield, IL.

Member Duquette reported that the RED committee will attend the Higher Ed Reception again and explained that Illinois State University sits on the Higher Education Consortium.

Member Duquette reported that she wrote a grant for NEAT and as a result ISU received a \$1,500 grant that needs to be used within this next year. The committee discussed possibly using these funds for Alternative Break and alumni engagement. Alternative Breaks is set to occur in March and locations for 2020 will be discussed at our future meeting.

Chairwoman Walton informed the committee that the Student Affairs Office is hosting the Involvement to Industry Conference for students and alumni on September 28th. Students will gain knowledge about how to apply their leadership skills and experiences from their collegiate involvement to their careers, learning directly from

our alumni as guest speakers. She posed the question for discussion as to if this is an event that the RED Committee should participate in and help promote. Member Duquette responded yes and suggested that it be promoted to our board.

- V. Next Scheduled Meeting Date: September 12, 2019**
- VI. Old Business/ New Business**
 - a. None.
- VII. Adjournment – 7:07**

**Illinois State University Alumni Association
Redbird Prime Committee**

**Minutes
September 5th, 2019**

- Committee Description:
 - Purpose:
The Redbird Prime committee is committed to creating more opportunities and experiences for our alumni 55 years +.
 - Responsibilities
The Redbird Prime Committee shall:
 - Meet at least twice each year to offer suggestions and review current programming being offered to our Redbird Prime Network
 - Assist in spreading the purpose of Redbird Prime to alumni 55+ by making personal contacts, etc.
 - Assist staff with reviewing and editing the Redbird Prime Network web page and other promotional material
 - Actively support the annual Half Century Club spring reunion through attendance and by encouraging other alumni to attend
 - Assist staff with annual Half Century Club spring reunion as needed, including assisting the volunteer Half Century Club Subcommittee
- Reviewed Board Priorities
- Half Century Club 2020 updates
 - Dates are May 1st and 2nd, 2020
 - First planning committee meeting is set for oct. 3rd at 10am; Room 119 or call in at 309-438-6041
 - Reviewed past surveys, committee was sent info
 - Reviewed past marketing efforts
 - Suggestion is to work more closely with colleges and departments to invite their alumni back
- Outreach efforts
 - What can we do to engage at Homecoming
 - Welcome table at Alumni Welcome Tent
 - Michele will create a sign up genius for committee and planning committee to use to sign up to cover this table in the tent
- Committee will next work on a year long marketing calendar that Alumni Engagement can work off of to help communicate to this population

Alumni Scholarships Committee Report
September 21, 2019 Board Meeting

The Alumni Scholarships Committee reviewed the Alumni Association Scholarship process and put together a proposal with changes for the 2020-2021 academic year. The goal of these changes is to keep consistency with other scholarships on campus and create a connection with students to become active alumni.

Last year, we received 400 applications for the Alumni Association Scholarship and we were able to award 4 scholarships. Due to the volume of nominations, the committee agreed that the process, eligibility and criteria needed to be reviewed and updated. The main changes consist of raising the minimum GPA to 3.0, applications are open to undergraduate students only, and giving a preference to juniors and seniors. These changes directly align with the goals we have for the Alumni Association Scholarship.

The committee has also agreed to change the timeline of the scholarship. This change also aligns with other scholarships on campus and will hopefully allow for less confusion from applicants. The application will open on January 6, 2020 and close on February 15, 2020. In the past it opened in October and closed in November. We would have many phone calls with disappointment that they missed the deadline or didn't know about the scholarship in time to apply.

The proposal showcasing historic information and outlined details of suggested changes has been submitted to Kris Harding and the Executive Committee on August 28th. The Executive committee voted to present the proposal to the entire Alumni Board on September 21st and ask for a vote of approval.

Submitted by:

Danny Mielneczek
Scholarships Committee chair

Committee Board Members:

Tyler Clark
Daniel Lopez
Joe McGuire
Fellicia Foster
Liz Garcia
Dakota Pawlicki
Stacy Ramsey
Lisa Castleman (Ex-officio)