

Institutional Advancement Committee

MINUTES

JANUARY 17, 2020

10:00 A.M.

BUCHTEL HALL MCCOLLESTER ROOM

MEETING CALLED BY	Julia Spiker, Chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Julia Spiker, Chair
NOTE TAKER	Barb Pizzute, Secretary
	<p>Members in attendance: Julia Spiker, Steve Kaufman, Michele Novachek, Matt Wyszynski, Anwar Sader, Barb Pizzute, Anvay Patil, Abby Shiban</p> <p>Absent with notice: Absent without notice:</p>

Agenda topics:

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

DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent. 2. Julia thanked everyone for attending the meeting. Review and approval of the December minutes were asked. The minutes were approved unanimously.
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UNFINISHED BUSINESS **JULIA SPIKER**

DISCUSSION	<p>The committee reviewed the answers to the questionnaire we submitted to other universities. The Ohio State University, Lorain County Community College & Sinclair Community College. We had 27 hits on our Qualtrics survey but only the three previously named schools responded. The committee talked about their answers and revisited if we asked the right questions, or do we need to reach out directly to other institutions for a better response.</p> <p>Some other institutions we would send to could include – Kent State, Cleveland State, Bowling Green, Youngstown State, Shawnee State, Ohio University, Toledo, Miami, Cincinnati and Wright State.</p> <p>Will work with our alumni association to obtain direct alumni relations contacts at each of the above institutions.</p> <p>We discussed different options for alumni to update contact information possibly via text message or mobile cause.</p> <p>A new survey question form was created (see below) and will be sent around for review by the committee.</p> <p>The University of Akron UC Institutional Advancement Committee Survey questions – Alumni contact records</p>
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Institution Name:

Contact Person, Name and email address:

Do you have a policy statement on how alumni records are managed?

If yes, please share your policy statement

Who collects alumni contact information to update your database?

What methods do you offer for alumni to update their contact information?

How frequently do you reach out to alumni for updated contact information?

How do you contact alumni?

What information do you collect? Check all that apply

Email Address, Mobile Phone, Address, Work Address, Home Phone

When reaching out for alumni updates, what is the response rate?

What software program do you use for alumni records?

What is the best method to ensure that the database is up to date?

Do you prefer to keep alumni records centralized or dispersed amongst the colleges/departments?

How often do you require departments/colleges to update the main alumni list?

How does the alumni office interact with other departments/colleges on campus?
currently- no alumni office

How many staff members do you have in your alumni office?

Are alumni staff embedded in colleges/departments?

If so, how many staff are represented for each college/department?

Number of Alumni:

Meeting was adjourned.