GRINNELL COLLEGE

Alumni Council Meeting
Friday, October 17, 2014
JRC 101 1-6 p.m.

Present: Jim Aspund '88, Allison Brinkhorst '11, Peter Calvert '79, Cameo Carlson '93, Jim Decker '75, Catherine Gillis '80, Susan Henken-Thielen '80, Mark Henry '05, Nancy Schmulbach Maly '61, Barbara Hunt Moore '65, Angela Onwuachi-Willig '94, Mary Knuth Otto '63, Ahsan Rahim '11, Richard Raridon '53, Jonathan Richardson '10, Rania Mohamed Robb '03, Pam Dryden Rogacki '64, Saurabh Saraf '05, Fritz Schwaller '69, Ed Senn '79, William Simmons '58, Rhonda Stuart '86, Lara Szent-Gyorgyi '89, and Sherman Willis '01

Absent: None

Staff: Jayn Bailey Chaney'05, Shane Jacobson, Michele Czarnecki, Nate Dobbles, and Bonnie Primley

Guests: Mike Latham, Dean of the College

I. **Welcome and Introduction of New Members** – Susan Henken-Thielen, President
   A.   New members were introduced.
   B.   Susan conducted an ice-breaker to facilitate members getting to know each other better.

II. **Alumni Awards Committee Report** – Nancy Maly, Chair
   A.   Nancy thanked Paige Everly and Marcia Grosenbach for their support to the committee through this process.
   B.   Award nominations were presented for approval.
      1.   Marilyn McCool Hampton '44 (providing she can attend Reunion)
      2.   Roberta Brown Sanders '45
      3.   Thomas Marshall '55
      4.   Nancy Ross '56
      5.   Paul Patterson '65 (decd)
      6.   Mick Hager '65
      7.   Diane Foster Alters '71
      8.   Jean Kummerow '71
      9.   Sam Perlman '90
      10. Alison Beckman '96
      11. Alternates:
         a)   Rein Saral '65
         b)   Kenneth Gordon '71
         c)   Jason Kimelman-Block '94
   There was discussion of presenting posthumous awards. The committee explained the reasons for their decision and why they went ahead with the

nomination. It was suggested that guidelines for awarding a posthumous award be written since none exist at this time. The committee was asked if some type of notification could be sent to Council members when a Reunion class received no nominations so that class could be solicited for nominations. It was decided that it could appear that the awards are not as prestigious as they could be if a class received no nominations and nominations were solicited. It was also brought up that alumni may need further education as to the importance of these awards which might encourage more nominations. The committee is also to consider whether new awards should be added that reflect specific achievements, for example, "Top Volunteer", etc.

Motion: Ed Senn moved to accept the slate of nominations as presented. Second: Sherman Willis Passed: Unanimously

The next step in the process is to have the committee notify the Council within the next two weeks those who have accepted their nominations. Until that notice, nominee names should be kept confidential.

III. **Alumni Senior Awards**. Nancy discussed the process for selecting the two award winners. She recommends that the Awards Committee review the applications, as part of the selection process. Not as active committee members but just to be included in the process which begins the first of the year.

IV. **DAR and the Future of Alumni Engagement & Fundraising** – Shane Jacobson, VP for Development and Alumni Relations.
  A. Shane introduced Jim Howard as the new director of principal gifts.
  B. Shane shared his vision for the future of the Office of Development and Alumni Relations (DAR).
    1. The vision for the future depends on a more balanced revenue profile than what is current. It will take the right people, an understanding of the realities of the present, focus, leveraging of data and using communication to our advantage, real team and teams, a compelling direction, an enabling structure, supportive context and expert coaching. It requires rigorous cost control and risk management.
  C. FY15 Business Plan. He discussed the business plan for 2014-15 and to deliver results necessary, each area in the pyramid will need to be strategized.
    1. The pyramid includes, from top to bottom, Vision, Strategy, Goals, Objectives/Tactics, and Key Performance Indicators.
    2. Copies of the plan were distributed to the Council members.
  D. Facility Phase I of the Campus Plan includes:
    1. ARH/Carnegie renovation with infrastructure beginning in 2016 to create a united humanities and social studies complex.
    2. An admission and visitor center.
    3. Landscaping & campus entry.
    4. A building projects committee has been created. Their goal is to provide project-specific oversight and advisory input. Where relevant,

work is informed by recommendations emerging from the Academic Space Planning Committee. Membership varies to include representation from key functional areas and/or liaisons from the Academic Space Planning Committee.

 E. Progress and Challenges of Phase I were outlined.
  1. Progress:
   a) Making philanthropy an expectation and habit for Grinnellians.
   b) Stewarding pace-setting gifts from the Board of Trustees.
   c) Focusing on principal gifts by doing a wealth screening analytics project.
   d) Creating principal gifts position.
   e) Publically promoting successes.
   f) Growing our volunteer network.
  2. Challenges:
   a) Making a case for support.
   b) An inverted fundraising model.
   c) Reliance on estate gifts as revenue and fundraising success.
   d) Data and systems.
   e) Donor stewardship platform.
   f) Best practice policies and procedures.

 F. Action Plan 2014-2015 is:
  1. To build a donor stewardship platform.
  2. To create best practice policies and procedures.
  3. To develop and test the Phase I case for support.
  4. To establish a gift pyramid and prospective donor pipeline.
  5. To establish naming opportunities and volunteer strategies.
  6. To solicit gifts from the Board and principal gifts prospects.
  7. To report on successes and challenges.
  8. To engage campaign counsel.

 G. Council role(s) in this phase:
  1. Build momentum.
  2. Identify their philanthropic passions and make gifts accordingly.
  3. Identify prospects – for volunteerism, leadership and giving.
  4. Assist with stewardship and market penetration.
  5. Open doors and be invitational.
  6. Influence the case for support
  7. Three things to remember: There is a robust strategic plan. Grinnell must address facilities to remain competitive and distinctive. The Council has a role in the achievement of these goals.

V. **Grinnell and the Forefront of Teaching** – Mike Latham, Dean of the College
 A. Teaching and Innovation at Grinnell contains four important components
  1. Digital liberal arts: finding long-term benefits for students, the ability to learn, research, and work across technological platforms.

2.   Digital and Informational Literacy: the ability to think critically about data and sources. Experience in collaborative writing and analysis. Public products and personal investment.

3.   Advancing undergraduate research:
David Lopatto states "Personal development benefits from undergraduate research experiences include the growth of self-confidence, independence, tolerance for obstacles, interest in a discipline, and a sense of accomplishment-features of the student maturation that are 'seen out of the corner of the eye.'"

4.   Interdisciplinary and curricular innovations: New renovation will bring numerous departments together to focus on collaboration, on Curriculum, and bridge the silos of knowledge across different fields.

5.   Enhancing international innovation with problem-centered courses, course clusters and seminars.

6.   International education which is a high priority for Grinnell.

7.   The enhancements of the ARH/Carnegie space will make all of this possible.

VI.   **Student Alumni Council Presentation** – Austin Cote '15 and Lilianna Bagnoli '15.

    A.   Student Alumni Council (SAC) has decided to advance the knowledge of philanthropy by discussing giving in terms of 4 Ts; Time, Talent, Treasure and Ties.

        1.   They are trying to make their presence known on campus by putting up posters detailing endowment information, giving, and financial aid. They are tabling to spread their message and are creating post cards to send to alumni thanking them for their gifts. They are also going to participate in National Philanthropy Week in November.

        2.   SAC events for this year include: the Medallion Ceremony, National Philanthropy Week, care packages, a Halloween extravaganza, Artic Lights, the Wilson Program dinners and 1<3 GC Day.

        3.   They asked to have the Stephen Kent Senior Challenge be changed to the Stephen Kent Senior Class Gift.

        4.   The SAC challenged the Council to match their giving dollar for dollar. (More detail appears in the Alumni Student Connections Committee report)

    B.   The Senior Class Gift Committee has chosen their class gift goals which are to achieve $2,750 and a participation rate of 67%.

        1.   Their events this year include a senior sun soak at Rock Creek, a Pinwheel challenge, presentations on financial literacy and post-graduate transitions and senior week.

        2.   Their objectives for this year are coordination and visibility on campus.

6:00 p.m. Council adjourned for dinner.

Alumni Council Meeting
Saturday, October 18, 2014
JRC 101 8:30 a.m. - Noon

Present: Jim Aspund '88, Allison Brinkhorst '11, Peter Calvert '79, Cameo Carlson '93, Jim Decker '75, Catherine Gillis '80, Susan Henken-Thielen '80, Mark Henry '05, Nancy Schmulbach Maly '61, Barbara Hunt Moore '65, Angela Onwuachi-Willig '94, Mary Knuth Otto '63, Ahsan Rahim '11, Richard Raridon '53, Jonathan Richardson '10, Rania Mohamed Robb '03, Pam Dryden Rogacki '64, Saurabh Saraf '05, Fritz Schwaller '69, Ed Senn '79, William Simmons '58, Rhonda Stuart '86, Lara Szent-Gyorgyi '89, and Sherman Willis '01

Absent: None

Staff: Jayn Bailey Chaney'05, Shane Jacobson, and Bonnie Primley

Guests: Mary Brooner '71

I.   **Welcome and Housekeeping** – Susan Henken-Thielen, president
      A.   March minutes were emailed to Council members prior to the meeting for their review and changes.

Motion: Cameo Carlson moved to accept the minutes as emailed. Second: Fritz Schwaller
Vote: Unanimous.

      B.   Susan recognized Bonnie Primley who has retired as of the first of the year after 20+ years at the College. She was presented with a mantle clock and congratulations notes from Council members.

II.   **Ad Hoc Committee Report** – Saurabh Saraf, Chair.
      A.   Saraf discussed the history of the committee and how it was formed after the Council evaluation at the last meeting and the Committee's charge.
      B.   Reviewed the charge for the committee which was:
             1. To evaluate, elaborate and advance recommendations for possible changes in organization structure.
             2. To examine meeting format and procedural organization and make recommendations.
             3. To review new member orientation and make recommendations.
             4. To review communications methods and procedures.
             5. To work in an advisory capacity to selectively choose those topics to address, but if any identified action items are not addressed by the Committee, it is expected that the Committee will provide justification for doing.

6. To consider alternatives to current structure, procedure or policy, the committee is expected to consult with other members of the Alumni Council.
7. To make recommendations to the full Council with respect to potential changes at no later than the October Council meeting. The Committee may also recommend that changes not be made and present justification for their decisions.

C. Reviewed the mission and purpose of the Council which are:
1. The Mission Statement: "The Alumni Council is a group of 26 Grinnell College alumni and two student representatives whose purpose is to foster strong connections between alumni and the college, and among the 20,000 Grinnell alumni located in 50 states and 55 nations".
2. The Council's Objectives:
   a) To unite the graduates and former students of Grinnell College in the cause of education for themselves and for others.
   b) To support the President, Trustees, Faculty, Staff, and Students in the advancement of the College.
   c) To foster a spirit of fellowship among its members for their mutual pleasure and welfare.

D. Reviewed the Council structure. The committee recommended using diversity as one of the primary qualifiers when selecting Council members.

E. The committee recommended the wording in the primary qualifications be changed to say "membership should include interest in service…"

F. The committee suggested no change to when the new members begin their term on Council.

G. They suggested that the terms of members rolling off Council end in May but keep them on the committees until August. It was recommended that the committee rethink this section and report back to the Council with a recommendation.

Motion: Peter Calvert moved to continue the structure of the Council as is, bringing new members on in May/June (Reunion) and keep the retiring Council members as nonvoting members and remaining on their assigned committees until the fall meeting. Second: Bill Simmons   Jim Decker opposed. Vote: majority received. Motion: Passed

H. The Committee recommended that the Council president appoint committee chairs.

Motion: Sherman Willis moved to give the president authority to assign committees and appoint committee chairs and to urge the chairs to serve for a 2 year period. Second: Jon Richardson Vote: Unanimous

I. Discussion items.
1. There was discussion on sending Council materials out in advance of the meeting.

2. A question was brought up whether or not the Council needed to extend their meeting time to include Thursday night or Sunday morning.
3. The Council discussed listing multiple options for members to do while on campus. For example; tour dorm rooms, tour buildings, see an art exhibit, etc. A short survey of members was suggested to evaluate the October meeting and ask for ideas of things they might want to see during the spring meeting. Lara also charged the SAC to request the type of support the Council could give them while they are on campus in the spring.
4. Discussion was held on membership orientation. Rania suggested that Council membership should not be the first point of involvement for alumni engagement. Criteria for choosing a member should include a person who has formed some other types of engagement with the College.
5. A special note was brought by the Committee regarding members reviewing their own performance at the end of every two-year term.

Motion: Sherman Willis moved to accept the Ad Hoc Committee report with recommended changes and send the updated version to Executive Committee for further consideration and eventual implementation. Seconded: Lara Szent-Gyorgyi. Vote: Unanimous. Saurabh Saraf will make changes in the document and forward it to the Executive Committee for implementation.

Addendum I: The revised report of the Ad Hoc Committee

III. **Committee Reports**
   A. Stewardship Committee – Lara Szent-Gyorgyi, Chair
      1. The committee vision is to sustain and nurture the College's lifelong relationships with its donors by providing accurate, timely and impactful information pertaining to the investment, use, and outcomes of their gifts all in accordance with the Donor Bill of Rights.
      2. Their activities this year include:
         a) Donor profiles for Forum. Last year they hired a writer who completed 24. Lara asked each Council member to provide 2 names to her of people they would recommend being profiled.
         b) The committee has been reaching out to donors within specific criteria by phone to thank them for their gifts. The committee will be developing some key questions and a reporting template for their use in calling. She asked for the Council's help making thank you calls. The committee is discussing how those who participate in the One Day giving Challenge should be thanked. Any suggestions are welcome.
         c) The committee has been participating in regional events as they can. A list of attendees to the events has been provided to the committee with names of people who should be thanked

for a gift. The committee member then seeks out that person at a regional event to personally thank them for their gift. Lara asked Council members to be available to reach out to donors at the regional events in their area and to let Jayn know if they would be interested in participating.

      d)   The committee is discussing ways to publicly and privately acknowledge gifts. Lara requested that Council members provide feedback to the committee, about ways they have been acknowledged and thanked for their volunteerism outside of Grinnell.

B.   Alumni Student Connections Committee – Peter Calvert, Chair

    1.   The committee charge is to work with students on campus

    2.   To date, committee activities include:

        a.   The Medallion ceremony.

        b.   New Student Orientation (NSO) events.

    3.   SAC has asked Student Connections Committee to work on the following:

        a.   A mentor program for students.

        b.   Internships/Externships.

        c.   Affinities while on campus.

        d.   A calendar of alumni on campus.

        e.   A Life Skills workshop (this was done prior to this fall meeting)

        f.   Spring break meeting with Alumni.

    4.   SAC has been working on expanding externship opportunities. Peter explained the current externship program and anticipates expanding the program to include two job shadows for one student rather than the current program which provides two full weeks of shadowing one alumni for each student.

    5.   The committee has accepted changing the name of the Stephen Kent Memorial Challenge to the Stephen Kent Senior Class Gift to make it more in line with the Student Alumni Council (SAC) Class gift program. Currently Council members earmark their donations for matching gifts received by the senior class. In the new process, SAC will request members of the Council to match donations they received dollar for dollar. Council members would then provide donations above and beyond their normal giving to match 1:1 the donations received by SAC. May 31 is the deadline for all SAC gifts. DAR will notify Council members how much is needed to match SAC gifts.

Motion: Ed Senn moved to match gifts raised by the Student Alumni Council one to one above the normal giving level of each Council member. Second: Peter Calvert Vote: Unanimous

Discussion: Will there need to be a formal resolution to change the bylaws regarding the Committee designation and process and to change the Stephen Kent referral?

Motion: Peter Calvert moved that the Alumni Student Connections Committee work collaboratively with the Stewardship Committee but allow the Executive Committee to move the Senior Challenge now called Stephen Kent Senior Class Gift from the auspices of the Stewardship Committee to the Alumni Student Connections Committee. Second: Lara Szent-Gyorgyi Vote: Unanimous

IV. **Accessibility Report** – Mary Brooner '71
   A. Mary presented a resolution to the Council proposing that the renovations of ARH/Carnegie consider from first design the accessibility and usability of the spaces and facilities so that all who will use the buildings will have the opportunities to experience fully the learning and teaching experiences that are envisioned.

Resolution: Whereas, the Trustees have voted to fund the renovation and expansion of Alumni Recitation Hall (ARH) and Carnegie campus academic buildings, and

Whereas, both ARH and Carnegie are iconic buildings that will continue to be extensively used by students, faculty, and alumni of Grinnell College, as well as many visitors and guests of the College, for generations,

The Alumni Council urges the Trustees and planning committees for renovations to include "design for all," a principal for universal design, and to include the accessibility and usability of the new ARH/Carnegie by all as a key objective in the renovations, so that full participation by all students and all generations may be realized in the learning experiences of ARH and Carnegie.

   B. Council suggested the resolution be written to encompass all of Phase I.

Motion: Sherman Willis moved to accept the resolution with grammatical changes and the inclusion to encompass all of Phase I. Second: Lara Szent-Gyorgyi Vote: Unanimous Mary will make the necessary changes and send the final resolution to Susan for forwarding to Raynard.

12:00 p.m. Council adjourned for lunch.

Alumni Council Meeting
Saturday, October 18, 2014
JRC 101 2:00 – 4:30 p.m.

Present: Jim Aspund '88, Allison Brinkhorst '11, Peter Calvert '79, Cameo Carlson '93, Jim Decker '75, Catherine Gillis '80, Susan Henken-Thielen '80, Mark Henry '05, Nancy Schmulbach Maly '61, Barbara Hunt Moore '65, Angela Onwuachi-Willig '94, Mary Knuth Otto '63, Ahsan Rahim '11, Richard Raridon '53, Jonathan Richardson '10, Rania Mohamed Robb '03, Pam Dryden Rogacki '64, Saurabh Saraf '05, Fritz Schwaller '69, Ed Senn '79, William Simmons '58, Rhonda Stuart '86, Lara Szent-Gyorgyi '89, and Sherman Willis '01

Absent: None

Staff: Jayn Bailey Chaney'05, Shane Jacobson, and Bonnie Primley

Guests: Jim Reische, Vice President for Communications

I.   **Committee Reports (cont.)**
   A.   Alumni Engagement – Angela Onwuachi-Willig, Chair
      1.   The Committee focuses this year are:
         a.   To identify potential members for regional planning committees.
         b.   To help organize the College's first global day of service.
         c.   Provide more opportunities for Alumni to learn about regional planning committees.
         d.   Assist with the College's first TEDX event sponsored by the Wilson Program.
      2.   Activities planned this year are:
         a.   Hosting a Global Day of Service which will occur on June 13, 2015. The Day of Service will be based on existing regional planning committees. There will be a website with regional planning information with an option to give a gift. The Day will be advertised in the Grinnell Magazine, Scarlet and Black and in local papers as well as any social media sites available. The Committee will advertise the event to raise the level of excitement with the creation of a flash mob.
         b.   Council was asked for their ideas for possible donations to be included on the website and for ideas for t-shirt styles.
         c.   TEDX in conjunction with the Wilson Program. The event will occur on February 21, 2015 and will include only Grinnell alumni speakers. 100+ nominations have been received from ECN. The audience will be limited to 100 persons.

Addendum II: Best Practices For Global Day Of Service

      B.   Communications Committee – Jim Decker, Chair.
          1.   The Committee focus this year was:

            a.   Design and management of the Alumni Council pages on the Forum with an interest in having the pages more focused and more promotional of Council activities and to provide a more dynamic presentation of Council work in progress. The committee investigated peer college websites to collect best website practices ideas.

            b.   Assist and promote mentoring relationships between alumni with careers in journalism and students with an interest in journalism careers. The committee met with Stephen Gruber-Miller, editor of the S&B to determine assistance S&B can use. The committee also discussed ways to bring practicing journalists back to campus to talk with students. The committee will work with DAR staff to identify good candidates and find ways to move forward with this project and eventually encourage possible internship opportunities.

            c.   Work with DAR staff in the development and assessment of a survey on how alumni communicate with the College. This survey will be done with guidance from DAR, Jim Reische, VP for Communications and Michele Regenold '89, editor of the Grinnell Magazine. The survey will be broad-based and holistic, looking at how alumni prefer to receive information from the College. Redesigning of the Grinnell Magazine has begun. There will be shorter pieces and changes to the Classnotes portion which will now include photos.

            d.   Assist with development of Grinnell alumni career path data presentation capability for the Forum. The schedule and role of the committee in this development is yet to be determined.

            e.   Increase understanding of how to engage connections of older alumni with the College via different social media. The committee will work with DAR staff, the Communications Office and Class Agents to determine the best ways to communicate and coordinate moving forward.

            f.   Proposed that the committee consider, in coordination with DAR, the feasibility of developing an aggregator app that connects Grinnell apps (KDIC, S&B, Events, etc.) to display feeds from various social streams with the idea of allowing access to information in one place. This app could conceivably become a networking hub similar to the Carleton Pathways app. The Committee's role and tasks in this project are undetermined at this time.

    II.   **Crane Workshop Update** – Jim Reische, Vice President for Communications

A. One of the first things that was indicated on the survey was that the photos in campus publishing made it appear there was nothing to do on campus. New photos have been taken of students participating in various activities. Publications will now portray a variety of activities from which students may choose to participate.

B. Jim reviewed the Grinnell Identity Project process. The process began with focus groups, a survey of prior analytics, and a review of College history and consulting reports. Crane conducted workshops for admission and communications offices. Crane did a review & reflection paper to see if they got the right description of Grinnell. Patti Crane then presented a promise statement. The report presents that a shift in perception is necessary. A key component of the report wass geared to students looking at colleges. The printed materials portray Grinnell as a place students can learn to "think otherwise." Jim encouraged Council to write "selfie" letters to themselves to be mailed at a later date. Jim will help organize delivery if they would like to participate.

4:30 p.m. Council adjourned

Addendum I : Ad Hoc Committee Revised Report

To:	Alumni Council
CC:	DAR
From:	DevCom (Ad Hoc Committee)
Date:	November 1, 2014
Subject:	Deliverables from the Ad-hoc Committee (DevCom)

Council's mission statement

"The Alumni Council is a group of 26 Grinnell College alumni and two student representatives whose purpose is to foster strong connections between alumni and the college, and among the 20,000 Grinnell alumni located in 50 states and 55 nations"

Council's objectives

- *To unite the graduates and former students of Grinnell College in the cause of education for themselves and for others.*

- *To support the President, Trustees, Faculty, Staff, and Students in the advancement of the College.*

- *To foster a spirit of fellowship among its members for their mutual pleasure and welfare.*

DevCom's charge

The mission of the Ad Hoc Committee, formed to advance thinking on the observations and ideas offered during the organization assessment conducted at the March 7-8, 2014, Alumni Council meeting is to evaluate, elaborate and advance recommendations for possible changes in

- *Organization structure,*

- *Meeting format and procedural organization,*

- *New member orientation, and*

- *Communications methods and procedures.*

The role of the committee is essentially advisory. The committee may selectively choose to address some or all of these topics. The Committee is not be bound by a requirement to address all topics, but if any identified action item is not addressed by the Committee, it is expected that the Committee will provide justification for so doing.

In considering alternatives to current structure, procedure or policy, the committee is expected to consult with other members of Alumni Council.

The committee is expected to make recommendations to the full Council with respect to potential changes at no later than the October Council meeting. The committee may also recommend that changes not be made and present justification for their decisions.

This document, along with its several attachments, comprises the output from the work of the Ad Hoc Committee for Alumni Council Development (unofficially abbreviated to DevCom), comprised of:

- Ellen McDonald

- Jim Decker

- Lara Szent-Gyorgyi

- Nancy Maly, Vice-Chair

- Saurabh Saraf, Chair

The items below were ==initially== discussed by the full Council in March 2014; our suggestions for each action item are noted below it and occasionally reference one of the attachments to this note.

==These suggestions were discussed at the full Council meeting on October 19, 2014, where all 26 members were present and unanimously voted to accept the report, in addition to voting to accept several of the more major changes that were proposed. As discussed in the meeting, this revised version of the report includes about a dozen small changes. They have been marked in red text.==

Alumni Council Mission and Purpose	WHO	WHEN
Alumni Council meeting presentations and discussions consistently reference the organization's mission statement. **DevCom Recommendation:** All Council operational documents, internal and external, electronic and otherwise, should spell out on the first page: "Grinnell College Alumni Council" as well as the following: - Council's mission statement: "The Alumni Council is a group of 26 Grinnell College alumni and two student representatives whose purpose is to foster strong connections between alumni and the college, and among the 20,000 Grinnell alumni located in 50 states and 55 nations" - The Council's objectives: (1) To unite the graduates and former students of Grinnell College in the cause of education for themselves and for others. (2) To support the President, Trustees, Faculty, Staff, and Students in the advancement of the College. (3) To foster a spirit of	EC	Fall 14

fellowship among its members for their mutual pleasure and welfare. • Committee documents should additionally reference their up-to-date individual charges. NEXT STEPS: Executive <mark>Committee to verify appropriate mission statement, ensure it is aligned with DAR's strategic plan, and ensure</mark> implementation		
The Alumni Council reviews the organization's performance in carrying out the stated mission on a regular basis. **DevCom Recommendation:** Each committee's report to the broader Council should begin or end with accomplishments as measured against a part of whole of the mission statement, objectives, and/or the committee's charge from the Alumni Council The Executive Committee should review the charges for the various committees, approximately every 2 years and whenever the committee's leadership changes. The purpose is to ensure the relevance, utility, and impact of each committee to helping the Council serve its mission NEXT STEPS: Executive Committee to ensure implementation	EC	Fall 14

Alumni Council Structure	WHO	WHEN
Should the Alumni Council (AC) have more than 26 members? Fewer? **DevCom Recommendation:**		

The number of members should remain unchanged. Details and rationale are provided in an additional note on **Council Size (page 7)**.		
Should be two levels of Council: a larger group, and an executive committee? **DevCom Recommendation:** As agreed in March at the full Council meeting, the Executive Committee will report to the Alumni Council on all actions taken. The President has developed a template of a report with a synopsis at the top to be e-blasted out to all AC members with a live link, and Jayn Chaney at DAR has created a platform for us to use on the Forum. NEXT STEPS: Executive Committee to begin emailing monthly summaries from all committees to all Council members	Chairs/ Peter	Fall 14
Nomination and appointment of Alumni Council committee members follow clearly established procedures using known criteria. **DevCom Recommendation:** DevCom has documented the procedures used, with a few small additions. Details are provided in an additional note on **Election Procedures (page 9)** NEXT STEPS: Membership Committee to ensure implementation	Jayn	Fall 14
All committees have adequate agendas and minutes for each meeting. **DevCom Recommendation:** Executive Committee to execute on this goal NEXT STEPS: Executive Committee to take ownership of the logistical steps necessary	Chairs	Fall 14
Review Committee structure:		

- Should officers and committee chairs hold office for two years, rather than one? - Should new members be added every two years instead of each year? - Do we have the right committees? - Is there overlap of tasks? Gaps? - Should President be involved in selecting Chairs? If so, how? - Should new officers take office at or soon after the March meeting? And committee members be appointed soon thereafter? i.e., not wait until July, a bad time to start things up **DevCom Recommendation:** **Several changes are recommended; please see the attached note on *Committee Changes (page 15)* for information** NEXT STEPS: Council to discuss and potentially accept suggestions		
Plan for future committee membership **DevCom Recommendation:** **Several changes are recommended; please see the attached note on *Committee Changes (page 15)* and *Timing (page 18)* for information** NEXT STEPS: Council to discuss and potentially accept suggestions	Chairs	Fall 14

Alumni Council Meetings	WHO	WHEN
Alumni Council meetings are long enough to accomplish the Alumni Council's work. **DevCom Recommendation:** **Several changes are recommended; please see the attached note on *Meeting Changes (page 22)* for information** NEXT STEPS: Council to discuss and potentially accept suggestions	Unclear	Fall 14

		Unclear	Fall 14
Better and more options to connect with the college and students during AC meetings **DevCom Recommendation:** **Several changes are recommended; please see the attached note on _Committee Changes (page 15)_ for information** NEXT STEPS: Council to discuss and potentially accept suggestions			

Alumni Council Membership and Orientation	WHO	WHEN
Newly elected Alumni Council members receive adequate orientation to their role and what is expected of them. **DevCom Recommendation:** Several changes were recommended and have been implemented, including the introduction of a buddy system, sending around of an AC and DAR org. chart, and clarification of committee goals (as noted above, these will now be noted at the beginning of each committee document). Additional ideas are provided in additional notes on _Orientation (page 13)_ and _Timing (page 18)_. NEXT STEPS: Membership Committee to consider suggestions	EC/Jayn	Fall 14
The Alumni Council size is adequate to effectively serve the mission and the college. **DevCom Recommendation:** The number of members should remain unchanged. Details and rationale are provided in an additional note on _Council Size (page 7)_. NEXT STEPS: none suggested	Further review	Fall 14?
The Alumni Council uses its members' talents and skills effectively. **DevCom Recommendation:**	EC/Pres	Fall 14

Develop a 'get to know ya' event/exercise with all AC members Although the additional note on *Timing (page 18)* does not recommend additional changes, please review it for additional context. NEXT STEPS: Membership Committee to implement with DAR		
The Alumni Council makeup is diverse with experience, skills, ethnicity, gender, denomination, geographic location and age group. **DevCom Recommendation:** A number of non-binding criteria should be considered by the membership committee, including some new criteria such as sexual orientation. These are included in an additional note on *Election Procedures (page 9)*. NEXT STEPS: Membership Committee to consider suggestions	EC/Pres	Fall 14
Fellow Alumni Council members review their own performance at the end of every two-year term. **DevCom Recommendation:** A number of criteria should be considered by Council members. These are included in an additional note on *Accountability Metrics (page 25)* NEXT STEPS: DAR to implement this suggestion	EC	Fall 14
The Alumni Council members demonstrate a deep commitment to the college and its mission through service and volunteerism. **DevCom was not charged with this item // DAR staff to monitor**	Staff to monitor	Fall 14

Alumni Council Communications	WHO	WHEN

Do alumni realize they are members of Grinnell's Alumni Association? Are there activities designed for members of the Alumni Association? Should we be looking into an all-alumni weekend? **DevCom was not charged with this item // Communications Committee and/or Alumni Engagement Committee to lead next steps re: better streamlining communications with alumni community**	Unclear	Fall 14
Review ways to share information and materials with AC members **DevCom Recommendation:** Meeting summaries to be shared as noted above NEXT STEPS: Executive Committee to implement		
Work to improve lead time to share info and materials with all AC members before the AC meeting. **DevCom was not charged with this item // Executive Committee to lead this goal**	EC/staff	Fall 14

Supplemental Notes

- **Council Size**
- Election Procedures
- Orientation
- Committee Changes
- Timing
- Meeting Changes
- Accountability Metrics

AC size

- Research with past Council leaders and other members and DAR staff supports the idea that 26 is the appropriate number of members for the Council. There is no historical documentation for that number. Unless there a strategic reason to add more people, the size of the Council is as it should be at this time.

- Current costs of meetings with 26 members are substantial. See the screenshot below. Even if members are paying for their way to campus, once on campus the costs are considerable with conference materials, hotel and food. Increasing numbers would exacerbate costs.

Alumni Council Costs—Executive Summary
July 2014

For 2013-14, Alumni Council expenses totaled $28,105, or an average of $1,338/member who participated in a meeting:

Breakdown of Total Costs

($-3,485)

($-11,382)

($-13,238)

- Oct Costs
- March Costs
- Conference Calls
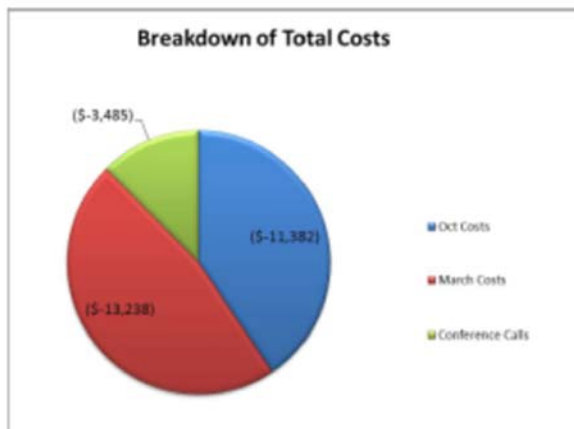
October Costs

$4,692............Lodging
$388............Airport Shuttle
$3,839......Meals and Snacks
$2,463.........Reimbursements

21 attendees=$542/participant

March Costs

$4,008............Lodging
$730............Airport Shuttle
$3,905......Meals and Snacks
$4,595.........Reimbursements

21 attendees=$630/participant

Of the 2013-2014 Council members (24 total), 5 members did not request any in-kind credit or reimbursement for their travel expenses or did not accrue travel expenses (e.g. Maly).

October—24 total Council members

- 6 members requested reimbursement=$2,463 (one split between in-kind and reimburse)
- 5 members gave their travel as a gift in-kind=$1,948 (one split between in-kind and reimburse)
- 11 members did not request in-kind credit or reimbursement for travel expenses
- 3 members did not attend (Alves, Henken-Thielen and Onwuachi-Willig)

March—23 total Council members

- 9 members requested reimbursement=$4,595 (one split between in-kind and reimburse)
- 8 members gave their travel as a gift in-kind=$3,479 (one split between in-kind and reimburse)
- 5 members did not request in-kind credit or reimbursement for travel expense
- 2 members did not attend (Brue and Richardson)

NOTES:

- Only 5 Council members requested reimbursement after both meetings.
- Total Council asset (not in-kind) giving for FY14 (as of 06.15—not final): $41,275.
- A net giving total (after accounting for reimbursements which have been "given back"), the Council's giving is $34, 217*

*Over 2/3 of this total ($20,871) came from two leadership gifts over $10,000 each.

Supplemental Notes

- Council Size

- **Election Procedures**

- Orientation

- Committee Changes

- Timing

- Meeting Changes

- Accountability Metrics

This document outlines proposed changes that address two related themes discussed by the Council in its March 2014 meeting

- Document current processes and policies for appointment of Council members to committees; share recommended changes
- Propose changes to diversity criteria used by membership committee

Current and proposed processes and criteria used for appointment to the Council and to committees

The details below spell out current processes; notes 2 and 7 include suggestions on how to further adapt, improve, and finalize the list of diversity criteria used by the membership committee and President-Elect (PE) in the selection of new members to the Council.

The Alumni Council Membership and Election Committee manages the process through which new members are cultivated, elected and oriented to the Alumni Council. It also oversees the annual election of Council leadership. Most years, this is the election of the President-Elect.

The membership processes take place in October-March, annually. The timeline below outlines a typical schedule for the execution of the membership committee activities.

October	Committee convenes at Fall Council meeting. Agenda should include: - Consider any needed changes to application form and selection criteria. - Analyze Council demographics to consider targeted marketing efforts - Discuss and confirm interview and selection process
Late Oct/Nov	- Targeted email marketing to constituent groups as determined at October meeting. - President-Elect (PE) and Director of AR review former applicants' list. PE contacts all vetted former applicants to determine interest in new cycle. Extend opportunity to update application materials. (NOTE: All applicants will stay on roster for 5 years unless removed by self, Council, or DAR Office).
January 5	**Deadline for Council applications.** *On or about this date, PE send announcement to full Council re: opportunity to run in spring presidential election. Update and send explanation letter.*
Early January	Director of AR sends PE spreadsheet with complete listing of new applicants along with all application materials received. - PE convenes conference call to confirm interview processes and reporting procedures with committee members. Be sure to check for any conflict of interest among committee and applicants. - PE assigns interviews (new applicants and former) to committee members. - PE establishes weekly call times for February.

February 10	Committee completes all interviews by this date. *Presidential statements of intent are due. Statements sent to full Council 3 weeks before spring meeting along with a reminder of the by-laws which govern voting.*
Feb 10-one week prior to March meeting	2-3 conference calls (one per week, or as needed) held in February. Committee members are asked to submit "top" names for consideration (based on quantitative assessment) and to discuss as group until consensus can be reached on the selection of new members and alternates. Director of AR will weigh in at this time regarding any College "red flags" pertaining to the candidates. Finalists are selected.
Prep for March meeting	▪ *PE reaches out to any absentee Council members to remind them of their opportunity to vote in absentia via email to PE and President* ▪ *PE calls each Council finalist to confirm their interest in service and to review the expectations for service.* ▪ *PE works with committee to prepare finalists' presentation to full Council.*
March meeting	PE and committee present the slate of finalists to the full Council for election and administer executive elections.
Post-March meeting	President and PE drafts communication to those not selected and sends through DAR. Discuss with Director any personal phone calls which should be made in lieu of the form email
March-May	▪ PE contacts elected finalists to confirm participation. ▪ PE and Director of AR plan orientation webinar for new members ▪ Communications' requests bio and photo of new members for web
Summer (post-Reunion)	▪ Copy and file all correspondence ▪ Code all applicants and new volunteers ▪ Update procedural document for next year

Additional Notes:

1. The Membership Committee will be in charge of promoting and soliciting nominations through various channels such as the CA and CFD listservs, regional listservs, etc. A call for applications should take place at the Fall Volunteer Weekend and following it through a targeted message.

2. The Alumni Office will provide information about the needs for new members based on who is leaving the Alumni Council, the factors that are needed to maintain the diversity of the Council. This information would relate to maintaining diversity of the AC in the areas of gender, geography, age, race (or racial heritage) and – potentially – other information that may be available (see Note 7). DAR may also make suggestions based on the skill gap that are needed on the Council going forward, as well as other considerations as DAR sees fit. These suggestions will not be binding upon the membership committee.

3. If anyone (staff or Council members) receives a nomination from another individual, the person hearing the nomination should follow up and ask the nominee to complete the

application form. Nominators whether staff or alumni should encourage a potential AC member to complete the application form and send it in.

4. Staff will receive the applications which can be submitted on line or via a paper copy mailed to the alumni office.

5. When applications are received, a staff member will add the person to the Raiser's Edge data base system with the date the application was received along with other pertinent details. At the designated time when all applications for a given membership cycle have been received, the Alumni Office will forward all vetted applications to the Membership Committee chair.

6. All applicants will be interviewed using the interview script. If the number of people who respond is overwhelming, additional interviewers will need to be called into service.

7. In selecting among candidates, it is suggested that the qualifications for membership should include interest in service to the College, prior history of service and support, and ability to participate in Council on-campus meetings. Other candidate characteristics may come into play to maintain or extend Council diversity. Diversity factors to consider may include, at the Membership Committee's discretion, but are not limited to, geographic area representation, gender, age, race or racial heritage, disabilities of any kind, sexual orientation, professional and intellectual interests, economic status, whether or not a candidate is a first-generation college graduate, and cultural heritage (e.g., urban, rural, or international background). These factors are meant to guide the considerations and deliberations of the membership committee, and are not intended to be comprehensive, limiting, or restrictive; we recognize that the membership committee will choose to weigh these factors differently in each situation as appropriate.

8. The slate of finalists will be presented to the AC for confirmation at the spring meeting. Terms for new members start after the reunion in the year they are elected.

9. Once the new members are selected, applicants who were not selected will be notified.

Supplemental Notes

- Council Size
- Election Procedures
- **Orientation**
- Committee Changes
- Timing
- Meeting Changes
- Accountability Metrics

This document outlines several related topics including the new member orientation process and proposed changes that address timing of leadership change

- New member orientation
  - The process has been updated
  - Review elements put in place
  - Review further suggestions for process

New Member Orientation

- Orientation now includes a power point that outlines the council's mission, identifies committees, DAR staff, meeting logistics and council expectations.
- In 2014 orientation was done via webinar prior to official roll on/off date
- New members were assigned current council member buddies who asked to reach out to the their buddy to facilitate their transition to Council.
- We solicited feedback on the orientation slides from the current council members who joined within the past two cycles (rolling on in 2012 and 2013). Their comments are below:
  - The timing between orientation and the first meeting is very long. Chairs would reach out to new members to bring them on board with committee work early
  - Add 1-2 slides on council history, including past council accomplishments
  - Include as an appendix the pictures and bios of current council members for people to review off line
  - Provide a breakdown of the time and effort spent by a typical member during meetings and the rest of the year
  - List possible activities council members could be involved in (similar to the list Ellen provided to council in March 2014)
  - Include the names of all the new members joining with some biographical information
  - Provide more information on the membership and awards committees – i.e. timing and process and source of nominations
  - Provide more information on expectations regarding serving in leadership roles
  - Discuss committee make up, reassignment (should people expect to serve on many committees? How frequently will they switch committees?)
  - When does committee makeup change?

Supplemental Notes

- Council Size

- Election Procedures

- Orientation

- **Committee Changes**

- Timing

- Meeting Changes

. Accountability Metrics

This document outlines proposed changes that address two related themes discussed by the Council in its March 2014 meeting

- Review committee structure

    - Should officers and committee chairs hold office for two years, rather than one?

    - Should new members be added every two years instead of each year?

    - Do we have the right committees?

    - Is there overlap of tasks? Gaps?

    - Should President be involved in selecting Chairs? If so, how?

    - Should new officers take office at or soon after the March meeting? And committee members be appointed soon thereafter? i.e., not wait until July, a bad time to start things up

- Plan for future committee membership

Relevance and timing

- The existing set of committees should be reviewed every alternate year by the full Council, through a series of three steps:

    - Chairs should email a one-page document to the Council, outlining their committee's achievements over the past year, and any future milestones that have been set

    - Council members should anonymously vote on whether to keep the committees as they stand; a vote of less than two-thirds should invite discussion, followed by a re-vote

    - Dissolved committees should be celebrated as having achieved their original mission and for being able to make themselves redundant; new committees should be formed for areas of new needs as identified by DAR and/or Council

    -

Membership and leadership

- At the end of the fourth quarter of the current Council year, existing committee Chairs should outline their vision for the subsequent year

    - Goals outlined by existing Council for the next year

    - Core skills and tasks required by potential committee members to fill that gap

    - Particular Council members who might be particularly well-suited for a committee (based on the Chair's perception of their experiences, interest, etc.)

- Council members should be encouraged to apply for committee memberships each year, seeking to apply their talents where most needed, instead of having a status quo bias

- The first two parts of Chairs' vision for each committee should then be shared with the Council as a whole, allowing Council members to request membership on committees that are best aligned with their skills and interests; when indicating their assignment preferences, Council members should also indicate their passion for each committee on a 1-5 scale (or similar) to allow the President to better gauge their relative interest

- Simultaneously, the current Chair should reach out to the people identified in part 3 above, asking for their participation and explaining why they would be particularly valued

- The President of the Council should then assign people to committees in line with current practice – seeking to balance interests and needs, and considering the diversity of each committee (gender, geographic, etc.) as an important but secondary factor, since the entire Council remains a diverse group by design and continues to maintain oversight over committee recommendations

- Chairs should be appointed rather than elected
  - If Council members applying for committees are interested in the Chair role, they should express this interest through a one-paragraph request alongside their request to join a committee
  - The President of the Council should discuss the Chair role with these applicants and then select a Chair when allocating people to committees for the next year; the President may choose to make an exception on a year-by-year, committee-by-committee basis if warranted in the President's sole discretion
  - Committee Chairs should seek to remain in office for 2 years instead of 1 to increase continuity – this preference should be indicated to Chairs, but should not be construed as a requirement

Supplemental Notes

- Council Size
- Election Procedures
- Orientation
- Committee Changes
- **Timing**
- Meeting Changes
- Accountability Metrics

This document outlines several related topics including the proposed changes that address timing of leadership change and member roll on/off

- Leadership change occurs at the Alumni Assembly at reunion
  - Is there historical context for this?
  - Is there any reason to consider changing this timing?
- Members roll on/off timing
  - Members are elected to Council in March and notified immediately
  - There is a lag between election, notification and activation
  - How do we optimize the process so we best utilize new members?

Timing of Leadership Transition

- Historical context – The bylaws state that Council leadership transitions at the annual meeting of the Alumni Association (which is the Alumni Award Ceremony at reunion)
- The Board of Trustees typically meets soon after the reunion and the new president is able to step into the role and attend the meeting.
- This timing makes sense and there is no recommendation to change it

Timing of Member Roll On/Off

- The discussion at the March Alumni Council meeting regarding member roll on/off time included concern that members are told in March that they have been voted in but then there is a lag time until June when they are officially on council. Several members expressed that they experienced a further lag between June and a time when they felt that they were an active participant in Council. The ad hoc committee was asked to consider options for different roll on/off timing.
- For purposes of this discussion the "roll on process" will be defined as starting at notification through orientation, joining, participating in committee meetings and ending with attending first meeting on campus
- Below are some of the issues to consider in thinking about the timing of member roll on/off
  - How to time the notification to new members so they experience less lag between notification and officially joining Council
  - How to structure the roll on process to reduce lag time and maximize potential contribution of new members
  - How to best maximize members who are rolling off Council
  - Many committees (with the exception of Awards) experience a slow-down in the summer as a result of members and DAR staff taking vacation – this impacts overall productivity for all members (current, rolling off and on)
  - How to ensure that members arrive on campus for their first meeting engaged, informed and ready to participate

- The table below offers three possible scenarios for member transition timing with pros and cons. Please note that processes could be adapted to overcome most of the cons of each scenarios

Scenario	Pros	Cons
Members roll on/off after March on-campus meeting, in April	- Members rolling off would end their term on campus with a chance to say good bye to the entire council rather than drifting away from committees in June - New members would experience no lag between notification and activation - New members orientation could happen immediately and they could begin participating in committees - New members would come to the October meeting having participated in committee work for several months	- New members would be joining the committee discussions without the benefit of the on-campus meeting discussions, which would be driving committee work so soon after the meeting – this could impact the productivity of the committees - New members may only participate in a 2-3 calls before the summer slow down in which they may lose some momentum
No change – roll on/off at reunion <mark>RECOMMENDED</mark>	- Orientation occurs in late May so members are ready to begin in June - The new buddy system is in place to help members through the transition	- Many committees do not meet regularly during the summer so new members have been oriented but do not have a chance to participate in council until late summer – creating a further lag - We do not yet know if the new orientation and buddy system have alleviated the problem of members not feeling completely on board until their first on campus meeting
Members roll on/off following academic calendar, in August	- Members could be oriented in July - Members could pick up committee work in August and participate in two meeting	There would be a longer delay between voting in new members and notification and/or activation

	• before October on campus meeting • Committee assignments are done before July, so new members assigned to the awards committee could be asked to begin work immediately • New members would not be victim to lag created by summer slow-down • Members rolling off who tend to be less productive in their last summer will not impact committee productivity which naturally slow down over the summer	

Supplemental Notes

- Council Size

- Election Procedures

- Orientation

- Committee Changes

- Timing

- **Meeting Changes**

- Accountability Metrics

This document outlines proposed changes that address two related themes discussed by the Council in its March 2014 meeting

- Alumni Council meetings are long enough to accomplish the Alumni Council's work
- Better and more options to connect with the college and students during AC meetings

Timing

- Build in more time for informal interactions and one-on-one conversations. Specifically:
  - Avoid scheduling meetings during lunch, especially meetings of the full Council. This has not in the past prevented and does not in the future prevent committees or small groups of Council members from scheduling meetings as each group deems appropriate
  - Schedule 15-min breaks every 2-3 hours; tangential conversations that arise during meetings can continue during these times, saving time for the group as a whole
  - To foster more connectivity with campus, students, staff, and faculty, hold 1-2 joint events with the Council, in addition to GrinnelLINK (e.g., dinner with faculty to directly hear their perspectives)
- To accommodate these additional needs, Council meetings should be optionally extended to run through Sunday afternoon, with the following provisions:
  - Full Council meetings should continue to be held exclusively on Friday and Saturday; if meetings extend into Sunday, that time should be reserved for informal committee sessions, which each committee may choose to schedule, and which can be conducted in hotel common areas as a way to synthesize meeting decisions and plan next steps
  - Sunday activities should be light and planned in a way that does not add additional workload for administration and staff
  - Since some Council members already stay in Grinnell for a part of Sunday, this suggestion is more around a change of norms rather than a change in actual logistics
- In future years, if future Councils decide that more unstructured time is needed, they could consider extending the Spring meeting by a day (optionally) to allow for more committee time, by:
  - Adding joint sessions with other volunteers/students, varying by committee
  - Accommodation for the additional day should be paid for by each council member in order to minimize the Council's financial burden on the College

Managing sessions

- Aim to have all materials sent out in advance so that time can be spent refining rather than reading/listening

- We need to agree on decisions to be made and outcomes at least 2 weeks before the Council meeting so we can all have the right expectations going into it

- A best practice goal is that no new printouts – including agendas or contact lists – should be circulated on campus as a part of Council meetings

- The goal of the on-campus meetings should be to bring in external perspectives; Chairs should be charged with considering whether our deliverables justify the cost to the College of hosting us, as well as the cost to us of donating our travel time and money

- Full Council sessions should be designed around discussion, not presentation – new materials and insights can be absorbed more efficiently off-campus, increasing participation and debate time when the full Council is assembled

  - Session leaders should be clearly defined and should be empowered to redirect conversations, steer people back on topic, and park tangential topics for future discussion (or for one-on-one conversations to happen during the proposed 15-min breaks)

  - Speakers should feel the need to stay on topic and remain brief, with most debates happening in smaller groups during breaks

  - Participation by speakerphone should be strongly encouraged for those not attending and only for selected sessions where their direct input is most valuable. While not ideal, it is better than losing a voice, especially in a group that was assembled with the intent of providing a diverse set of perspectives. To prevent this change from changing incentives, phone participation should be reflected separately in minutes and should not be counted as attendance when evaluating members against the Council's strict attendance metrics

- The primary committee sessions should be moved to Saturday to gain further efficiency, although optional 45-90 minute sessions on Friday may continue to be provided to allow for brief discussions or for on-campus meetings with constituents.

  - Drawback of current structure: it is not ideal for committees to be making decisions shortly before presenting them to the Council; eliminating the Friday meeting will force committees to come to more considered decisions well before presenting them to the Council.

  - Benefit of proposed structure: decisions or changes arising from the full Council meetings are often considered slowly over far-apart conference calls; instead, having a discussion on Saturday evening (and ideally one on Sunday morning) could allow the committee members to deliberate on topics when they are fresh in everyone's minds, and to agree on responsibilities face-to-face

Supplemental Notes

- Council Size

- Election Procedures

- Orientation

- Committee Changes

- Timing

- Meeting Changes

- **Accountability Metrics**

Accountability metrics

Accountability Metrics should be based on the expectations and requirements for membership.

1) Alumni Council members will be expected to be prudent when making travel decisions and arrangements. To the degree that they are able, Council members will be expected to cover their individual travel costs for meetings and will designate those expenses, in part or in full, as in kind contributions to the College. For those unable to contribute travel expenses, travel costs will be reimbursed. Hotel and meal expenses while in Grinnell are fully covered by the College for all Council members

   - DAR will produce reports showing costs for AC members to travel to meetings. This will include requests for reimbursement as well as requests for reimbursement which were to be given back to the College as gifts in kind but were not.

2) Alumni Council members will be expected to work on the business of the Council between meetings which will include serving on a committee, participating in conference calls, supporting local alumni activities whenever possible and other duties as assigned.

   - Chairs of committees will be expected to report to DAR after each meeting who participated on the monthly conference call and who was absent. If absent, did the AC member give advance notice and was the absence excused?

   - DAR will report volunteer activities beyond Council service that is recorded in the office. This would include attendance at College events and other volunteer efforts on behalf of the College. This could include but would not be limited to such activities as class agents, class fund directors, class committees, regional planning committees, alumni admission representatives, and career development volunteers — all work to support the College.

3) Alumni Council members will be expected to make an annual financial contribution to the College which will be designated for the Stephen K. Kent '67 Memorial Senior Gift unless otherwise indicated.

   - DAR will produce reports regarding AC giving in total as well as whether or not an individual has given (indicated by a simple yes or no but not a dollar amount) to be shared with the Council.

4) Alumni Council members are required to attend three full council meetings within each two-year term (see article V of the Council bylaws). Attendance requirements will be monitored by the Election and Membership Development Committee.

   - DAR will produce reports regarding attendance of AC members at on campus meeting.

<u>**Preferred Alumni Council Member Characteristics:**</u>

Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.

Willing to: prepare for and attend Council and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the alumni community, evaluate oneself.

Able to develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit Council members and other volunteers, read and understand related Council documents, learn more about the substantive program area of the organization.

<u>**Alumni Council Role and Responsibilities**</u>
The following responsibilities are specific to Grinnell College Alumni council and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of Council members.

1. **Advocate on behalf of and promote the Grinnell College Alumni Council.** Each Council member is expected to actively represent the Council and the College in the alumni community-bringing the organization into contact with more prospective donors and potential members.

2. **Attend meetings of the Council**. Two meetings are scheduled each year on campus. Council members are expected to attend those.

3. **Serve on at least one committee and attend committee meetings**: Council members are expected to attend all meetings of the committees on which they serve and actively participate in furthering the objectives of the committee.

4. **Contribute expertise and participate in strategic development of Council.**

5. **Attend Grinnell College local and regional events whenever possible**.

6. **Make a meaningful financial contribution to Grinnell College**: Each Council member is asked to make an annual contribution to the College that is significant to them. The goal is 100% Council participation.

7. **Develop funding support**: Assist in its membership development and fund raising efforts by arranging introductions, signing letters to friends and associates and otherwise opening doors to funding sources.

8. **Represent the Grinnell College Alumni Council**: Be familiar with and speak in support of the Alumni Council and Grinnell College and allow his/her name to be used in support of Grinnell College's mission.

I understand that as a member of the Alumni Council of Grinnell College, I will be held accountable to the expectations above on an annual basis.

_____   _____

Signature   Date

Addendum II

<p style="text-align:center">Alumni Council Engagement Committee
BEST PRACTICES FOR GLOBAL DAY OF SERVICE
7/13/2015</p>

Grinnell College is sponsoring its first official Global Day of Service in cities around the world on Saturday, June 13, 2015. The College issues these Best Practices for local organizers to use in planning the volunteer events for the Global Day of Service in their own cities and towns. The College encourages Grinnell College regional planning committees and their coordinators, individuals who form informal planning committees in cities without a regional planning committee, and individuals who plan to participate in the Global Service Day on their own to refer to these practices as they make arrangements for this important day. Please note that these Best Practices are only recommendations; they are not requirements. All organizers, both groups and individuals, are expected to rely on their best judgment when these guidelines either prove to be inadequate or do not apply to their situation. In essence, these Best Practices are simply recommended, not required.

LOCATION
- In selecting local volunteer sites for the Global Day of Service, consider organizations and locations where Grinnell College alumni work or regularly volunteer. Using such a volunteer site will not only enable you to support another Grinnellian but also may make your planning proceed more smoothly.
- Otherwise, use your knowledge of the locality, public transportation, and other important considerations in selecting the volunteer site location(s) for the Global Day of Service in your city/town.
- Gauge interest about how many alumni in your city or town plan to or hope to participate in the Global Day of Service event. This count will help you in determining which organizations you choose to serve or in deciding how many organizations you will serve on the Global Day of Service.
- Try to solicit suggestions of organizations to perform volunteer work for on Global Service Day from other alumni in your city.
- Once you have suggestions, contact the organizations under consideration to see if they may be able to accommodate your entire group or to find out how many people they can accommodate that one day.
- Consider sites that are accessible to those with limited mobility. Make sure to speak with administrators at the organization about how those who are physically disabled or have more limited mobility can participate in service. A site should not be discarded simply because it does not provide accessibility, but an effort should be made to find sites that are fully accessible.
- Also, consider sites where children can participate in the Global Day of Service.
- If it is possible to accommodate all of the alumni volunteers in your city at one volunteer location, please select only one organization to serve, rather than several organizations. Organizing group service activities at only one location may make planning easier and will make it easier for Grinnellians and Grinnell friends in each city to build relationships with each other.

- If one volunteer organization cannot accommodate all of the volunteers in your city, please select additional locations for Grinnellians in your city. In selecting additional locations, please consider picking locations in different parts of the city. For example, if you are an organizer for the Los Angeles Regional Planning Committee, consider selecting a volunteer site in the northern and southern parts of Los Angeles and in Orange County.
- Visit the volunteer site or sites in advance.
- For those who seek more guidance in choosing volunteer organizations to service on the Global Day of Service, Grinnell College and the Alumni Engagement Committee of the Alumni Council has identified these two national organizations as suggestions for the day: (1) Organization One and (2) Organization Two.

PARTICIPATION

- Encourage Grinnell alumni, their significant others, and their children and friends of the College to participate in the Global Day of Service. Others are welcome based on the discretion of regional planning committees and informal planning groups.
- Establish an RSVP system so you may keep track of the people who will participate in the Global Day of Service in your city.
- If an individual or planning committee cannot plan an event for June 13, 2015, consider whether you can volunteer on another date within a week of June 13, 2015, on either end- between June 5, 2015 and June 21, 2015.

COMMUNICATION

- Inform all Grinnellians in your area of the location well in advance of the event to give each person adequate time to make plans to participate.
- Obtain a list of current Grinnell College students who are working in your city/town for the summer from the Development and Alumni Relations (DAR) office, and contact the students to encourage them to participate in the event.
- Encourage participants who plan to participate to order a Global Day of Service t-shirt from the Grinnell College Bookstore website (www.WEBSITE HERE) and wear the t-shirt on that day. The cost of each t-shirt is $5.
- Routinely update the lists of individuals who have signed up to participate the event with the College.
- Use various social media to promote the Global Day of Service as well as other forms of communication to increase the possibility of reaching Grinnellians of different generations and communication preferences. The College recommends using a combination of mediums (Facebook, Twitter (use hashtag #GrinnellDayofService), Instagram, Plans, ECN) to get maximum exposure. E-mail is the de-facto recommended form of communication because it will enable you to reach the broadest audience.

TIMING

- Consider selecting a block of time for the event that does not overlap with a standard meal time. For example, consider scheduling your service from 9:00 A.M.-12:00 P.M. OR 1:00 P.M.-5:00 P.M.
- Contact a local, family friendly restaurant where alumni and their families, current students, and friends of the College can gather together for food and/or drink (Dutch-style) after they perform their service.

RECORD KEEPING
- Recruit at least two, and preferably more, volunteers to serve as photographers for the event at each site.
- Encourage the volunteer photographers to take action shots that capture Grinnellians working (or joking) together at the site.
- Assign a point person who will collect all of the pictures and send them to DAR for inclusion in a *Grinnell Magazine* article and other marketing materials.
- Report the final tally of volunteers and hours worked at each site to DAR.

OTHER/ETIQUETTE
- Make sure a planning committee member remains until all guest have departed.

It is our hope that the Global Day of Service event will bring Grinnellians together in celebration of the College's commitment to community, social justice, and lifelong learning.