



# EMPIRE STATE COLLEGE

STATE UNIVERSITY OF NEW YORK

## ***Alumni Student Federation Board of Governors October 13, 2017 Meeting Minutes***

### **In attendance:**

#### **ESC Staff:**

Maureen Winney, Lindsay Valenti, Kimberly Neher, Stephanie Corp, Stephanie Lamphere

#### **Board Members:**

Ralph Aloe

Keith Amparado

Kelly DiCarmin

Lainie Kitt

Althea Luehrsen

Jawana Richardson

Jim Roth

Melva Visher

Marcia Waffner (via conf call)

Melinda Willson

**Excused:** Hady Aouad, John Corrou, Lori Jiava, Lana Limpert, Jeannie Lockwood, Ada Martinez, Judy Quinn, Michael Woloszyn

#### **Absent:**

**Guest:** Kevin Slattery

#### **Call to order 8:06 AM by Board President Althea Luehrsen**

- President Luehrsen asked all to introduce themselves going around the room.
- Althea asked for a volunteer to take minutes as Lori Jiava was excused, Jim Roth volunteered

#### **Installation of Officers**

- Althea then introduced the new officers of the Federation Board. President Keith Amparado, Vice President Melva Visher (filling out a 1 year term), Secretary Lori Jiava and Treasurer Kelly DiCarmin. Motion by Jawana Richardson, 2<sup>nd</sup> by Lainie Kitt to accept the new Federation Board. Carried.
- Althea turned over the meeting to the new President Keith Amparado whose first course of action was to thank Althea for all the work she has done on the Federation Board, particularly for leading us in our new strategy and new committee structure. Her name has been added to the Presidents plaque which hangs in Alumni House.

### **Approval of minutes from April 2017**

Motion by Jim Roth to accept minutes with the corrections as noted. Correction is that the Black male initiative does not operate on a budget as stated; they received a one-time grant of \$5,000.00 from the Foundation Board. Seconded by Lainie Kitt. Carried.

### Office and Committee Reports

**President's Report-** Keith gave the following report:

- Thank you for electing him as President
- Pictures for website will start at 9am
- Kristen Delaney has resigned from the Board as she has been appointed to the Foundation Board. She will be sorely missed from our Board but is a welcome addition to the Foundation Board. A copy of her resignation was passed around so people may read.
- Jim Roth is stepping in as Parliamentarian

**Treasurer/Student Activity Fee** – report given by Kelly. Highlights are:

- Maureen, Kim, Lindsay, Kristen and Kelly met in Latham, in September to discuss SAF transition issues, form revisions, and the overall SAF process.
- We will be revising the nomination process for student selection to the SAF Committee. This process will be implemented before the 2018 SAF Committee meeting.
- We are developing new proposal submission forms using *Smartsheet* software.
- The Student Activity Fee increase from \$25.00 to \$35.00 that this board voted on in October will now take effect in January of 2018. As you know this is the first increase in 11 years

**Foundation Board** – Maureen advised report is in your packet which shows the budget allocations for the 2017-18 year

**Alumni and Student Relations Committee-** report given by Maureen, full report attached.

Highlights are below:

- New Alumni Welcome Celebrations will happen in eight locations this year: Batavia, Canandaigua, Binghamton, Ithaca, Ft. Drum, Utica, Watertown, and Staten Island.
- Staff from the alumni office will attend the event and we will encourage board members to do so as well. If staff cannot attend a Fed Board member will be the representative for the alumni office.
- Maureen will reach out to the locations this summer and talk about the support from our office including: welcome tablecloths, alumni brochures/decals at events, and Alumni office staff in attendance to say words of welcome.
- Maureen will write the remarks for the event so they are all the same message.
- We will give out the brochures with car decal clipped to it as a welcome to the association.

**Black Male Initiative-** report given by Keith and Jawana, full report attached. Highlights are:

The \$5,000 grant from the Foundation helps support the following programs:

- The Fortified/Enriched Classroom Environment is designed to help newly admitted black male students (and others) persevere through to graduation or degree/certificate achievement by providing additional support to ensure successful course completion in the first term and first year.
- The BMI Saturday One-on-One Coaching Sessions engages Graduate Student Peer Tutors who will work with BMI members (and others) who need assistance with assignment commencement and completion with scheduling of extra support on Saturdays.
- The Citizen's Re-Entry program provides college access to returning citizens with prior criminal justice system involvement. This experience offers exposure to college level coursework, helping students develop a college-ready skill set including speaking, writing, critical reading, research, note-taking, and basic college level math, in a non-credit, stress-free, "no pressure" environment.
- These classes have all received good reviews so far
- Jawana – BMI sponsored an event that provides everything you need to know about applying for New York City government jobs and becoming a civil servant.
- Althea mentioned that Buffalo also has a re-entry program as well. Melva stated Dr. Fullard is interested in these programs and will be contacted in regards to the Buffalo program
- Maureen mentioned that H. Carl McCall, current Chairman of the SUNY Board of Trustees, is extremely interested in the Black Male Initiative and wants to replicate across SUNY campuses

**Student Affairs - report** given by Melinda, full report attached.

- Donations for hurricane victims will be accepted at the Fall conference
- Looking to get news out to students in a better fashion, own radio station with call in questions a possibility
- Student engagement committee is looking to recognize current students
- Fall student conference in 11/3-11/5. The style has changed, focusing more on workshops. Registration is closed.
- Focus groups at the Fall conference for walk in participation
- Alumni office has a good presence at conference
- Maureen suggested inviting SAC members to attend Annual Awards dinner, maybe invite all student leaders

**College Council** – Maureen gave a brief report as Judy could not be here today. Working on agenda, the college budget as well as introducing the new college provost.

**National Labor College** – Lainie gave the following report:

- Annual meeting was held 6/16 at Van Arsdale Center
- Trying to make alumni feel a part of ESC

- November email – buy American, year-end appeal (with quote from the scholarship recipient) and save the date for reunion
- February email - reunion details
- Looking to outreach to students and alumni thru social media
- Melva suggested we invite NLC Executive board to awards dinner. To be looked into.

#### **International - Maureen** gave report for Hady

- The official Gala Dinner and the opening of our activities is taking place in April during the possible ESC residency in Lebanon.
- We need the approval from ESC if we can use the Fundraising of the previous activity mentioned in point b as well the money gathered in the Gala Dinner in order to:
  - Either pay the tuition fees of current/potential ESC students–Lebanon residency,
  - Help potential students in paying their hotel and/or tickets during their Cyprus residency

#### **Alumni Awards** – Ralph reported on the Alumni Awards Program.

- Added two members to the committee, Ada and Michael.
- Thanked Lindsay from the bottom of his heart for the assistance with the committee.
- We need to review the Award Descriptions and vote on changing the Emerging Leader and Community Impact definitions. The review was prompted on our lessons learned from last selection cycle that we hope will help in the next years selection process. These proposed changes are presented today for review and vote.
  - **Original Emerging Leader Description** – The Emerging Leader Award recognizes recent alumni (those who received their associates, undergraduate or graduate degree within the last 5 years) who are already making significant contributions to his/her community and SUNY Empire through professional or volunteer work.
  - **Proposed Emerging Leader Description** – *The Emerging Leader Award recognizes a graduate who has completed his/her degree within the last 5 years, and since graduation has demonstrated significant leadership to his or her profession, community and/or SUNY Empire.* This took 4 phone conferences to come to a consensus with the committee. A rubric was used in the process of the awards selection but new descriptions will further help define. Melva stated it also helped take the subjectivity out of it. Keith stated that this was a really hard decision the committee had to make and was extremely proud of them. He really had no idea who Susan Turben was before the awards. A discussion was held.
  - **Original Community Impact Description** - The Community Impact Award recognizes alumni who inspire the world around them through service to the community.

- **Proposed Community Impact Description** – *The Community Impact Award recognizes an alumna/alumnus who has demonstrated inspirational leadership by providing exceptional service to their community and beyond.*
- Motion by Melva 2<sup>nd</sup> Althea to accept new award descriptions. Carried
- Selected the “physical” Alumni Award to be presented at the ceremony
- Approved the agenda for the awards ceremony
- Going forward, the committee will be working on the following:
  - Updating our selection process based on the description changes if approved
  - Starting the next selection cycle November 1<sup>st</sup>
  - Video and photo clips from this award ceremony will be used in marketing
  - Ralph suggested we think about inviting family members of awardees to dinner as well. A matter of budgeting, Maureen and Kelly will discuss.

### **Nominating and Governance Committee Report:**

- Lainie asked if we could send condolences from the Board to Lori on her family’s loss. Maureen will take care of.
- The committee had several conference calls to review the bylaws and make some edits. Changes and updates were made. A discussion was held and some additional changes were suggested. A motion was made by Lainie Kitt seconded by Althea to accept new bylaws with the changes. Carried.
- The committee is working on an orientation packet to present to new members.
- An email was sent to all board members by Lainie and a second email reminder was sent from Lori asking members to submit a short bio to be included in the orientation packet. Lori is collecting the bios.

### **Advancement/Pay it Forward Initiative**

- Enrollment Management
  - Starting in July, committee members have been sending bi-monthly personal email calls to fellow alumni with volunteer opportunities for student recruitment events.
  - The committee is pleased with these results and will work to continue peer-to-peer outreach calls for volunteers on a bi-monthly basis
- Student Leadership Engagement with Alumni Coaching Program
  - Committee reviewed the initial draft of the Alumni Coaching Program documents on July’s call and provided initial feedback
  - From there, a meeting took place between committee members and key departments at the college: Enrollment Management, Academic and Instructional Support and Retention Services in September.
  - We have a student intern, Naureen Virani, for the 2017-18 academic year and this program will be her initiative. She will work with Lindsay and the subcommittee to

- finalize program details, orientation and training materials, application creation and management, etc.
- Official launch is planned for the Fall 2018 term
- Giving Opportunities
  - From the last board meeting there isn't much to report
  - Upcoming: Subcommittee will be involved with community service initiatives for the Fall Student Conference in early November. Committee and board member assistance during the November road trip Challenge from The Fund

**Diversity Committee-** Jawana gave a brief summary, full report attached

- Committee consists of Ada, Hady, Keith and Jawana
- Has been added to the college home page
- Fortified program BMI at risk students
- The college has a full diversity and inclusion policy now and Pg 11 mentions the Fed Board
- Thanks for putting her on the committee and thanks to Keith for being a mentor
- Keith mentioned that Elliot Dawes (who oversees Diversity and Inclusion at the college) has no staff whatsoever, Jawana has supported Elliott tremendously

Motion by Lainie Kitt with a second by Jawana Richardson to accept all reports. Carried

**New Business-**

- Maureen mentioned that the **Graduate Studies and Policy Committee**, a college governance committee needs a student or alumni member each year and that the Board will assist them in securing an alum or student. This will be a standing item at our Spring meetings. Maureen will follow up on that.
- Stephanie Corp spoke about the **Fund for ESC**
  - Biggest change is for the 24 hr challenge
  - Instead of a one day event, here will be pop up events at numerous locations across ESC locations
  - Called the Road to 400 Campaign
  - Post cards and emails will be sent out in advance
  - The Board will get information prior to share
- Stephanie Lamphere spoke about the new scholarship program called **ESC FAST**. It makes the application process much faster and easier for the students
- Maureen and Keith spoke in regards to the **plan of action for next year, Enhancing Our College Presence**.
  - Keith- concept will be focused on communication between all and making students and alumni aware of what we do. Our priority is to support our students. He would like to see Board members present at all student functions in ESC
  - Maureen – putting Board agenda and minutes on website, having more regular communications about meetings from the office, Connections, Update

Newsletter and other emails. Having our presence at events like Alumni welcome events, Open Houses, Student Engagement mixers, Fall Student Conference, Spring Student Wellness Conference, Commencements and Development/Campaign events. She also stated we should send an annual report of what the Federation Board has accomplished to President Hancock after the April meeting each year. This would be based on committee reports.

- Jim Roth mentioned he attended **student engagement mixer** on Long Island and heard from staff that they have difficulties in reaching students due to email list issues. It is being looked into. Je also brought up the issue of the constitutional convention vote in November which may impact our student enrollment. He also attended the groundbreaking on LI of the new Selden center. He mentioned that OW will eventually close and hopes they have plans for Nassau as that will also impact enrollment

**Upcoming events/calendar review** – Kim noted in the packet the Alumni Student Events calendar

**Spring 2018 meeting/planning** – Maureen decided that she will send out a survey to all and come up with a date. Lainie questioned us having our meetings on Thursday/Friday versus Friday/Saturday. She feels it impacts our Board and members present. Discussion was held and Maureen will look into it.

Motion to adjourn by Lainie Kitt seconded by Ralph Aloe

Meeting adjourned at 11:07 am

Federation Board then went to meet with the Foundation Board for a joint presentation on the Campaign update.

Respectfully submitted,  
Jim Roth  
Secretary to the Board