


Saint Mary's College
NOTRE DAME ° INDIANA

THE ALUMNAE ASSOCIATION BOARD OF DIRECTORS

March 13-15, 2008

Minutes of the Spring 2008 Meeting

- Present: Sheila Conlin Brown '56, Mary Sue Dunn Curry '85 , Nora Barry Fischer '73, Judy Mardoian Gavoor '76, Sara Bateman Koehler '70, Marilyn Wolter Laboe '61, Elizabeth Birmingham Lacy '66, LeeAnn Franks McConnell '85, Karen Zagrocki McDonald '76, Adriana Garces Petty '01, Lisa Maxbauer Price '99, Susan M. Suchy '89, Kimmi Martin Troy '00, Phyllis Sullivan Van Hersett '62, Abby Van Vlerah '04, Rebecca Voto '93, Karen McNamara Weaver '91
- Absent: Jill Moore Clouse '99, Holly Rieger Curley '80
- Staff Present: Kara M. O'Leary '89, director of Alumnae Relations; Michelle Poeppé Egan '93, assistant director of Alumnae Relations
- Invited: Cassie Callon, president of Student Activities Board; Cate Cetta, student trustee; Stacie Jeffers, director of Center for Career Opportunities; Karen Johnson, vice president for Student Affairs; Jo Ann MacKenzie '69, director of Planned and Special Gifts; Dan Meyer, vice president for Enrollment Management; Susan Nugent, administrative assistant, Development; Shari Rodriguez, vice president for College Relations; Kirsten Siron, director of Student Involvement; and JudeAnne Wilson '96, director of the Annual Fund.

Please note: Titles of College personnel are listed above. They are not repeated in the minutes.

The Alumnae Board met with student representatives from the First Year Board, the Residence Hall Association, and the Student Ambassadors on Thursday evening, March 13.

On Friday, March 14, Marilyn Laboe, Alumnae Board president, convened the meeting at 8:00 a.m. in the Welsh Parlor, Haggard College Center. She welcomed and introduced the three visiting, newly elected Board members -- Linda Kawecki '79, Kathryn Wiedl Mettler '63, and Dawn Parker Santamaria '81 -- who will officially begin their terms of office in June.

Shari Rodriguez led the Board in a SWOT (Strengths/Weaknesses/Opportunities/Threats) analysis exercise and the meeting was concluded at 9:30 a.m.

The Board met with their committees and visited classes as their schedules permitted throughout the rest of the day.

GENERAL SESSION I

Marilyn Laboe called the session to order at 9:00 a.m. on Saturday, March 15. Sara Koehler offered the opening prayer.

After brief announcements, the Minutes of the Fall 2007 Alumnae Board Meeting were unanimously approved as corrected.

Enrollment Management Update

Dan Meyer gave an Enrollment Management update reflected in the Appendix, Attachment I.

- Goal of 1,400 applications for incoming first-year students achievable
- 2008 application receipts ahead of 2007 applications at this point.
- This year, the bar was raised for accepted Linkage students.
- Special consideration given to Legacy students. Parents are called ahead if students won't be accepted.
- Deposits from early decision students dropped between January and February this year.
- Applicant pool stronger academically and more diverse from across the country. One concern: no black deposits to date.
- Increase in accepted students without drop in quality attributed to "She's Saint Mary's Campaign."
- Expect to hit approximately 1,420 applications and hope to end with over 1,100 accepted students (compared to 1,041 accepted in 2007).
- March 1 Financial Aid filing deadline is an incentive for students to resolve choice of schools and allows Financial Aid department to plan resources accordingly.
- Traditionally, 45% of students receive a Saint Mary's grant. Two-year phenomenon: Only 39% are receiving aid. If trend continues next year, aid packages may have to be reorganized to increase aid to the needier talented students.
- Strategic Plan Goal: 90% first-year students return for second year, and 75% students consistently graduate in four years.
- Moreau Presidential Scholarship new this year. Intended to increase conversion of the top qualified scholars to students. Average conversion has been 45-47%. Last year, the conversion rate was 33%. Presidential scholars typically have minimum 3.9 GPAs, with 1,260 SATs or 29 or better on ACTs.
- The Moreau Presidential Scholarship is intended for most talented students with 4.0 GPAs, 31 ACTs, or 1,400 on SATs. This scholarship will offer more money, plus some other non-financial perks, including the Presidential Scholars' Dinner at the Hilton Gardens Inn with President Mooney, and a newly cast Moreau Presidential Scholar Medallion.
- Alumnae Board members contact Dean's Scholars (about 100); Parents' Council contacts Presidential Scholars (about 280). Personal contact from Saint Mary's perceived as "a little bit of loving" by accepted students.
- Paula Dawning, trustee, is reaching out to the alumnae of color to encourage them to reconnect.
- Multi-cultural students are reaching out to accepted students of color who will also be assigned a student mentor of color on campus to help them through the first six weeks on campus.
- Saint Mary's was not accepted by "Posse" last year, but there may be a positive response in 2009-2010. Plan B is to approach the Jesuit "Christo Rey" schools for help in choosing their students to fill the ten full scholarships we offer.
- The Alumnae Board members were requested to contact Kara O'Leary in the next week if available to make calls to Dean's Scholars before April 15.
 - Admissions will notify the Board member if/when the student sends deposit
 - Goal is to thank the parents, recognize the Dean's Scholarship, and provide a chance for parents and student to have final questions addressed
 - Information sheet with discussion points about usual concerns and deadlines will be included with the call sheet packet for the Board.

The session was adjourned at 10:15 a.m.

GENERAL SESSION II

Marilyn Laboe called the meeting back to order at 10:30 a.m. She announced that there was a sign up sheet for the Dean's Scholar contact calls.

Kara O'Leary announced the availability of envelopes for donations to the Consuelo and Edward Mooney Family Scholarship Fund in memory of President Mooney's mother.

Committee Reports

Oral committee reports were limited to five minutes and March 29 was set as the deadline to submit committee meeting minutes to Judy Gavoor. (For Committee Minutes, see Appendix, Attachments II-V.)

- Sara Koehler reported for the Board Selection and Awards Committee.
- Mary Sue Curry gave the report for Clubs and Resources Committee.
- LeeAnn McConnell reported for the Student-Alumnae Committee.
 - March 29 is deadline for reports to LeeAnn on the three Thursday evening sessions with students (First-Year Board, Residence Hall Association, and Student Ambassadors).
- Karen McDonald gave the report for the Development Committee.

New Road – No Rules Seminar Update

2008 theme: "New Road – No Rules: Time to Take a You Turn"

July 11-13, 2008

Sue Suchy will chair this event with the help of an Ad Hock committee.

- Educational component for alumnae, ongoing with themes generated by the Alumnae Board and the Alumnae Relations Office
- Issues match appropriate alumnae with speakers, panelists for concurrent sessions offered Saturday in the morning and afternoon. Participants have a choice of two sessions.
- Requests for personal financial planner and a psychologist pending. Liz Lacy and Sue Suchy are making the calls for consistency.
- The Marketing-Communication staff will design the print pieces and the Alumnae Office will handle logistics.
- Request for Board members' assistance as hosts for the speaker and panel sessions.
- Opus Hall will be used for on-campus housing (limited to 72). The Inn at Saint Mary's and the Hilton Gardens are housing options at participants' expense.
- Non-alumnae are welcome to attend.
- Package price 2008 has not yet been determined. (2007 price was \$265, equivalent to similar Alumnae Reunion registration package).
- Committee discussion in the fall will include 30s as possible target age group for future programming.
- The Spring *Courier* will include an article on the tag line Lisa Price wrote: "Time to Take a You Turn."
- Authors' books will be available in the Bookstore. Committee will consider recording sessions/speakers and making available in the Bookstore also.
- Karen McDonald wrote and submitted a proposal for the 2007 New Road – No Rules Program to CASE for recognition.
- Due to the dearth of airlines serving the South Bend airport from other parts of the country now, there may be a need for a coordinated effort among Chicago area drivers to help get presenters to and from campus.

Club Liaisons

There was discussion about club liaison and the possibility of travel for the Board members willing to attend club events within reasonable distances.

- Some Board members might be willing to make personal contacts in an area where they already have a contact or travel plans
- Useful to let the Alumnae Office know of preferences and availability beyond liaison contact assignments
- Board members' personal visits to clubs could be a positive catalyst when club contact people are not responsive and/or are hard to replace when there are not others waiting to pick up the slack.

Standing Rules for Committees

There was discussion and approval of the new Standing Rules for each Alumnae Board committee:

- Clubs and Resources Committee: Section 3 wording changed from “develop and assess” to “assess and develop”
- Board Selection and Awards Committee: Add description of the Outstanding Senior Award as stated on the nomination sheet.
- Board Selection and Awards Committee: Add “graduated no more than 15 years” to the criteria for the Outstanding Young Alumna Award.
- Board Selection and Awards Committee: Add “including reelection of second term eligible board members” to #8, D. iii.

The changes were approved as corrected on a motion made, seconded and unanimously carried.

By-laws

The proposed changes and amendments of the By-laws were distributed to members and read. On a motion made, seconded and carried unanimously, the Board approved the By-laws as amended to include a student as a full voting member of the Board.

SWOT Analysis Assignment

Karen McDonald addressed the SWOT assignment given by Shari Rodriguez.

- What do we do well and should keep doing?
- What do we need to improve?
- What should we (the Alumnae Association) stop doing?
- What should we add?

The Board was given time to work and brainstorm, using the provided handout that recapped the Friday preliminary SWOT session.

The session adjourned at 11:45 a.m.

GENERAL SESSION III

Marilyn Laboe opened the session at 2:10 p.m.

NEW BUSINESS:

Board Selection and Awards

Board Selection

Marilyn explained that the alumna filling the remaining two years of Judy Gavoor's term needs to be approved by the Alumnae Board.

On a motion made, seconded and unanimously carried, the Board approved Barbara Wolfston Urrutia '74 to complete the remaining two years of Judy Gavoor's term (2007-2010).

On a motion made, seconded and unanimously carried, the Board approved a second three-year term to be served by Mary Sue Curry.

On a motion made, seconded and unanimously carried, the Board approved a second three-year term to be served by Lisa Price.

On a motion made, seconded and unanimously carried, the Board approved a second three-year term to be served by Liz Lacy.

On a motion made, seconded and unanimously carried, the Board approved a second three-year term to be served by LeeAnn McConnell.

Approval of the Process for Selecting Student Director to the Alumnae Board

- Marilyn read the wording from the Board Selection and Awards Committees to include the process for the selection of a student director to the Alumnae Board. After a discussion, it was suggested that the interview process by the Student Affairs Committee might have to include "conduct" standards expected of the candidates.
- On a motion made, seconded and unanimously carried, the Board approved the process for selecting a student director to the Alumnae Board.

Selection of 2008 Alumnae Association Awards

On a motion made, seconded and unanimously carried, the Board approved that Gaynor McCown Miller '83 be recognized, posthumously, as the recipient of the 2008 Alumna Achievement Award.

On a motion made, seconded and unanimously carried, the Board approved Margaret (Peg) FitzGibbons Higgins '73 to receive the 2008 Distinguished Alumna Award.

On a motion made, seconded and unanimously carried, the Board approved Mamiella Chavis Brown '79 as the 2008 Humanitas Award.

On a motion made, seconded and unanimously carried, the Board approved Genevieve Morrill '98 as the 2008 Outstanding Young Alumna Award.

On a motion made, seconded and unanimously carried, the Board approved the recipient of the 2008 Outstanding Senior Award.

Election of Officers

Marilyn announced the results of the voting for the 2008-2010 term:

Liz Lacy was elected President.

Lisa Price was elected Vice President.

Mary Sue Curry was elected Secretary.

Liz Lacy thanked all for the vote of confidence and the positive team effort of the Board. Finally, well before the next meeting, she hopes to make committee assignments and most likely will be telephoning each member for her preference, noting that Board Selection and Awards Committee has a requirement that its members need to be on the Alumnae Board for a year before being appointed to that committee.

SWOT Analysis

Karen McDonald led the Board in the SWOT analysis based on the preliminary exercise and the four questions assigned.

The meeting was adjourned at 4:30 p.m.

MBD

4/7/08

APPENDIX

Attachment I: Link to [Enrollment Management Update](#)

Attachment II: Link to Committee Report – [Alumnae Board Selection and Awards Committee Minutes](#)

Attachment III: Link to Committee Report – [Clubs and Resources Committee Minutes](#)

Attachment IV: Link to Committee Report: - [Student Alumnae Committee Minutes](#)

Attachment V: Link to Committee Report: - [Development Committee Minutes](#)

[Development Committee – Re: Campaigns](#)

[Development Committee – Re: Alumnae Participation](#)

APPENDIX

Attachment I	Enrollment Management Report
Attachment II	Alumnae Board Selection and Awards Committee Meeting Minutes
Attachment III	Clubs and Resources Committee Meeting Minutes
Attachment IV-A	Development Committee Meeting Notes
Attachment IV-B	Development Committee: Campaigns at Saint Mary's College
Attachment IV-C	Development Committee: Alumnae Participation
Attachment V	Student-Alumnae Committee Meeting Minutes