Rensselaer Alumni Association Annual Meeting
Heffner Alumni House, Alumni Conference Center
December 1, 2018

Minutes approved February 5, 2019

Board Members Present:
Tom Keating '75, Michael Lyden '78, Kareem Muhammad '01, Lawrence Pulvirent '81, '82G

Board Members Remote:
Ashley Brandin '06, Patricia DeLauri '85, David Fowkes '89, Jason Hagopian '91, '92, Timothy Frosell '85, Kat Koderre '06, Meghan Lenihan '10, Brian Nock '13, '13G, Matthew Siegel '85

Other Attendees and Guests Present:
Wade Abbott '95, Elizabeth Anderson '14, '14G, Terence Barton '92, '01G, Louise Bergendahl '99, Richard Bollam '66, Susan Brownell '79, '81G, Donald Bunk '55, Donald Burgio '89 *(candidate)*, Robert Corell '82, Arthur Depoian '76, Melanie Depoian '09, David Eckhardt '66, Richard Felak '66, '67G, Sheila Fields '72, Michael Gardner '17, James Hyde '72, Michael Keenan, John Krob '78, J. Bruce Kunkel '71, '72, '73G, Ardean Leith, Kaitlyn Lounsbury '15, '15G, Claire Lukasiewicz '17 *(candidate),* Aaron Lynds '89, Katherine Marciano '14, Michael McCabe '79, Lawrence Mentz '68, Theodore Mirczak, Jr. '66, Robert Mitnik '66, Greg Moore '90, Jay Murphy '67, '68G, '71PhD, John Nehrich '72, Charles Rancourt '70, '74G, Jeffrey Sherman '17G, Euan Somerscales '61G, Peter Ungaro '94, Peter Vanderminden '78, Ronald Vero '76G, James Waugaman '68, '74

Other Attendees and Guests Remote:
Bernie Pasternack '67, '68G, Bernie Robinson '67, Chuck Vance, Dan Weeks '11, Daniel Horvath '08, '09G, Dennis Powers '63, Eric Engineer '06, F. Terry Jones '66, '72G, Gerald Sweeney '68, Gerry Nolan '78, Ira Goldman '68, '69G, Jacek Witkowski '99, Jerome Zoeller '62, Jim Augstell '58, '59G, Joel Glickman '88, '92G, John Crawford '09, John Tartaglia '76, '80PhD, Linda Jojo '97, '92G, Jonathan Kessler '79, '82G, Julia Meadows '09, Katie Alexandridis '12, Ken Winkler '75, Ken Jenkins '58, ''61G, '66PhD, Kevin Hamburger '75, Kristin Seaver '90, '98G (*candidate*), Kyle Schlosser '85, '03G, Louis Billera '64, Michael Cuozzo '18, Michael Silverstein '72, '73G, Mike Steele '95, '97G, Orlando Hernandez, Jr. '16, '16G, Peter Vanderzee '70, Priscilla Acosta '17, '17G, Richard Podolec '70, Rick Pooler '77, Robert Fohrenbach '15, Scott Judson '88, Stephen Gaudioso '67, Stanley Gee '71, Theresa Kozikowski '85, '86G, Theresa Frosell '86, Tom Hendrican '76, Tom W. Lindenmuth '69, '70G, Tyler Carney '18, Vivek Bhatia '90

Alumni Relations Staff Present:
Dawn McCarthy

Board Members Not Present or Not Announced:

Glenn Brown '54, Neal Barton '58, '63G, '66Ph.D., P'89, P'92, John Hamilton '73, Dave Ryan '79, P'12, Elisha Rios '07, Colleen Costello '12, Anthony Ashley '18, Connor Hart '19, Stefanie Warner '19, Graig Eastin

I. <u>Call to Order</u> (K. Muhammad)
- The meeting was called to order at Noon
II. <u>Opening Remarks & Presentation</u> (K. Muhammad)
- K. Muhammad started with opening remarks and shared the presentation deck titled "RAA_Annual_Meeting_Update_12012018.pdf" (reference PDF file)
- Nomination Process
    - RAA Past President, Theresa Kozikowski '85, '86G, chaired this year's Nominating Committee; the Nominating Committee was made up of 4 members of the RAA Board of Trustees (BoT).
    - A call for nominations was posted on the RAA website and all nominations were due by 3/9/18 (originally 2/1/18).
    - The Nominating Committee reviewed all nominations and selected this year's slate of candidates.
    - The slate of candidates was presented to the Executive Committee as well as the full RAA BoT and approved by all members.
    - The slate of candidates was presented to the general RAA membership in the announcement of the Annual Meeting. The slate was sent on email more than 30 days before the meeting.
    - Interim Executive Director (Greg Eastin) did not participate in the process.
    - Today the general membership of the RAA will vote on the slate of candidates.
- Proposed RAA BoT for 2018-19
    - Nominees (listed in **bold italics**) for a final vote of approval today
    - EXECUTIVE COMMITTEE
        - President: Kareem I. Muhammad '01
        - President-Elect: ***Matthew T. Siegel '85***
        - Vice President-Treasurer: ***Timothy A. Frosell '85***
        - Vice President: ***Ashley B. Brandin '06***
        - Vice President: ***Patricia M. DeLauri '85***
        - Vice President: ***Thomas A. Keating '75***
        - Vice President: ***Meghan M. Lenihan '10***
        - Vice President Emeritus: Glenn O. Brown '54
        - Institute Trustee Designate: Cornelius J. Barton '58, '63G, '66 Ph.D.
        - Executive Director (Interim): Graig R. Eastin
    - MEMBERS
        - <u>Class of 2019</u>
            - David W. Fowkes '89
            - John S. Hamilton '73

- Lawrence M. Pulvirent '81, '82G
  - Class of 2020
    - Kathleen Coderre '06
    - Michael Lyden '78
    - Brian F. Nock '13, '13G
    - Elisha Rios '07
    - David Ryan '79
  - Class of 2021
    - ***Donald Burgio '89***
    - ***Jason Hagopian '91***
    - ***Claire Lukasiewicz '17***
    - ***Kristin Seaver '90, '98G***
- Motion to approve the slate for RAA board for 2018-19 was made and seconded.
- K. Muhammad notes there are 3 ballot counters in the room and announces online voting is open as of 1:10 pm and will close by 1:20 pm.
- Dawn McCarthy states that voting closed at 1:12 pm

III. Election Outcome (K. Muhammad)
- There were 3 alumni who tallied the votes: Michael Lyden '78 (chief ballot counter), Terence Barton '92, '01G, & Charles Rancourt '70
- There were 25 yes votes, 23 no votes, and 3 abstentions (which included 10 votes online)
- In the room there were 17 yes votes, 21 no votes, and 3 abstentions. Online there were 8 yes votes and 2 no.
- Abstentions were noted.
- There was a discrepancy with the online votes and it was decided to confirm all results after the meeting was adjourned.
- Approval of the slate of candidates passes. Editorial note - After the meeting it was confirmed the final vote was as follows:

Vote Type	Yes	No
Paper Ballot	18	21
Online	10	6
Total	**28**	**27**

Note: For online votes, members needed to be on the Webex and voted with their alumni online ID to be counted as "in-person"

There was a review of online votes and in-room ballots immediately following the meeting. For in-room ballots, the number increased from 17 to 18 for "yes" due to a ballot not being collected initially. 42 in-room ballots were handed out and all 42 were accounted for. For online votes, the number of "yes" votes increased from 8 to 10 and "no" votes increased from 2 to 6.

- See attached "Inspector_Oath.pdf" for confirmation of election results.

IV. Q&A
- There were multiple questions and comments during the meeting around Bylaw recommendations, nomination process, financial status, the Renew Rensselaer Platform, alumni attitude survey results, and election results.

- The following responses and clarifications were provided:
    - It was noted that those on the WebEx are considered in-person and online voting would be captured through iModules.
    - Members would need to login to vote.
    - It was also noted that recommendations for the Bylaws, including the nomination process, would be considered by the Governance Committee.
    - Bios of each candidate were shared and candidates provided brief summaries of their qualifications. It was agreed that bios will be sent in advance for future annual meetings.
    - For the question on the number Vice Presidents (VPs), it was clarified how many VPs are allowed per the RAA Bylaws and each VP leads a committee or initiative.
    - The RAA does not speak for the Institute Board of Trustees but can share inputs to the Institute Board of Trustees.
    - Previous approved meeting minutes will be made available on the web site by end-of-month
    - On January 26, 2019, RAA Bylaw updates will be voted on.
    - The RAA Advisory Council will be action oriented and not a forum for members to complain only.

V. Adjournment (K. Muhammad)
- Motion to adjourn the meeting Seconded.
- Meeting adjourned at 3:22 pm.

OATH OF INSPECTOR AT MEETING OF MEMBERS

The undersigned, President of the Rensselaer Alumni Association, and presiding officer of the Annual Meeting of Members held on December 1, 2018, hereby appoints himself as inspector of such meeting, and furthermore, by executing the below, hereby agrees to faithfully execute the duties of inspector at such meeting with strict impartiality and according to the best of his ability.

Kareem I. Muhammad

Annual Meeting Agenda

- Welcome [5 min]

- Approval of RAA Board Slate [15 min]

- RAA Updates [25 min]
  - 2018 – 2019 Focus
  - RAA 150th Anniversary Celebration
  - Financial Update
  - Special Meeting Follow-up

- Q&A [10 min]

- Closing [5 min]

RAA Vision and Mission

- **Vision:** To serve and represent our alumni/ae community and the Institute through enriching alumni/ae, promoting lifelong connections, and pursuing the mutually beneficial aspirations of our alumni/ae and the Rensselaer Community.

- **Mission:** To connect and grow our alumni/ae community while investing in the Rensselaer of tomorrow.

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RAA Purpose

The Association shall:

- a) Promote the interests, welfare and educational aims of Rensselaer and its alumni/ae;

- b) Facilitate the exchange of information, ideas, and opinions between Rensselaer and its alumni/ae; encourage inclusiveness while fostering mutual respect and understanding among a diverse alumni/ae body;

- c) Serve Rensselaer, its alumni/ae and friends, and establish and maintain a mutually beneficial relationship among these groups;

- d) Provide ways to involve alumni/ae and their organizations in service as human, financial, and intellectual resources to Rensselaer, to the Association and to each other, thereby promoting and strengthening the relationship; and

- e) Develop, institute and maintain policies, services and programs which are consistent with the educational aims of Rensselaer, and which address the broad spectrum of interests and needs of alumni/ae.

Nominations to RAA Board

- This year's Nominating Committee was chaired by RAA Past President, Theresa Kozikowski; the Nominating Committee was made up of 4 members of the Board of Trustees

- A call for nominations was posted on the RAA website and all nominations were due by 3/9/18 (originally 2/1/18)

- The Nominating Committee reviewed all nominations and selected this year's slate of candidates

- The slate of candidates was presented to the the Executive Committee as well as the full RAA Board of Trustees and approved by all members

- The slate of candidates was presented to the general RAA membership in the announcement of the Annual Meeting

- Today the general membership of the RAA will vote on the slate of candidates

Proposed RAA Board of Trustees (2018-2019)

Nominees (listed in bold italics) for a final vote of approval today

- EXECUTIVE COMMITTEE
  - President: Kareem I. Muhammad '01
  - President-Elect: ***Matthew T. Siegel '85***
  - Vice President-Treasurer: ***Timothy A. Frosell '85***
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  - ***Donald Burgio '89***
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  - ***Kristin Seaver '90, '98G***

RAA Updates

- **Governance**
  - RAA Board Meeting Minutes to be available to all members
  - Bylaws update to be voted on January 26, 2019

- **RAA 150th Anniversary**
  - RAA first meeting occurred June 22, 1869; RAA business meeting will be held June 22, 2019 to commemorate this event
  - Larger celebration to occur during Reunion & Homecoming 2019

- **Upcoming Events**
  - RAA Board Student Leader Dinner January 24, 2019
  - RAA Board Meeting Weekend January 24 – 26, 2019

RAA Updates – Chapters

- **Goals for fiscal year 2018:**
  - Increase the communications to chapter presidents
  - Update the chapter handbook

- **Goals for fiscal year 2019 based on the Alumni [Attitude Survey results](#):**
  - Continue to improve communication to and engage the chapter presidents
  - Increase chapter member giving participation rate

- **Activities**
  - Sent RAA Board activity updates to Chapter Presidents after each Board meeting to make sure Chapter leaders are in the loop with the highlights from the RAA and RPI
  - Refreshed and rounded out the information in the Chapter Handbook to ensure support for Chapter Presidents

RAA Updates – <u>Connections</u>

Phase I

- **Website Revamp**
  - In process … go live in May
  - More interactive
  - Enhanced campus connections
- **Virtual Connections**
  - Graduway → Evertrue
  - RPI Alumni Facebook Group
    - Go live in May
    - Organic Connections
  - Social Media Account Directory
- **Careers → Connections**
  - Shifting the focus of the group based on Alumni Attitude Survey

Phase II & Beyond

CCPD & Campus Integration
  - Joblink Access for Alumni
  - CCPD Alumni Open House
  - Partnered Platform Search
  - Tie into Depts/Archer Center

RAA Board Events
  - Facebook Live Career Tip Event
  - RAA Student Leader Event
  - R&W Networking Social Event
  - Live Stream Informational Parts of the Board Meetings

RAA Sponsored Events
  - Career Fair Alumni Breakfast
  - Commencement Photo Challenge

RAA Update – New International Chapters

- **Shanghai and Hong Kong Alumni Chapters officially chartered**
  - Shanghai – September 6, 2018
  - Hong Kong – September 8, 2018

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RAA Update – RAA Awards

- **The RAA awards program recognizes alumni contributions in every area of volunteer work**
  - For 2018, 17 awards were presented in 9 categories

RAA Finance Update

- **RAA is a separate 501C3 non-profit corporation**

- **RAA sources of income – investment portfolio & income producing programs**

- **RAA funding policy – limits total financial commitment to campus projects or alumni activities**

- **Current Investment Fund ~ $1 million**

- **Current Endowment Fund ~ $800,000**

- **Current RAA Scholarship Fund ~$1.3M**

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RAA Finance Update – RAA Scholarship

- **The RAA Endowed Scholarship Fund was seeded by the RAA with $250,000**

- **Scholarship exists within Rensselaer to support undergraduate students**

- **Initial target of $1M reached**
  - New target will be set by the RAA Board
  - Current RAA Scholarship Fund ~$1,322,046 (book value) / $352,234 (market value as of 5/31/18)
  - First RAA scholarship recipient announced Fall 2017 – Jocelyn McConnon '21, math major
  - Second RAA Scholarship recipient announced Fall 2018 – Rafsan Hamid '22, mechanical engineering major

- **RAA solicitation for the scholarship continues**

Special Meeting Summary (10/8/2018)

- **Two Recommendations given to RAA Board for consideration**
  - Endorse Renew Rensselaer Platform
  - Implement Alumni Task Force

- **RAA Board does not endorse the Renew Rensselaer Platform**

- **Exploring an advisory council to identify opportunities to better communicate issues and initiatives**
  - Proposed membership: representatives from the alumni base, administration, students, and RAA board

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RAA Board of Trustees

- Trustee Officers [elected] (maximum of twelve (12))

- Trustee Officer Designates (maximum of three (3))

- Trustees-at-Large [elected] (maximum of seventeen (17))

- Grand Marshal [ex-officio], or an undergraduate student nominated by the Grand Marshal and approved by the Board

- Graduate Council President [ex-officio], or graduate student nominated by the Graduate Council President and approved by the Board

- Red and White Student President [ex-officio]

Special Meeting Topics

- Institute financial status, including endowment, donations, capital investments, and debt;

- Academic standing and progress, including Master's programs and faculty recruiting and retention;

- Institute governance, including performance planning and measurement;

- Status of student governance and the Rensselaer Union;

- Communication with alumni on status and health of the Institute.

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Special Meeting Expected Outcome

- The expected outcome of the special meeting is for the alumni/ae community, including the RAA board and alumni petitioners, to have a better understanding of the state of the Institute through the topics outlined in the meeting announcement and any next steps as a result of the discussion.

Implications
Highlighted issues and areas of focus

- Feedback to the alumni
  - Via print, email, and social media
  - Repetition
  - Action since last survey
- Focus on the future
  - Increase brand of Alumni Association and Alumni on campus
    - Intramurals or clubs
    - Fraternity and Sorority
    - Professional and career related programs
    - Residence halls
    - Academic clubs and Honor society
- Increase understanding of the benefits of being an Alumnus/a
- Targeted communications focusing on successful outcomes from events

- Focus talking points and topics on
  - How well degree prepares and prepared graduates for life
  - Mission and Vision of the university / Elements in Culture of Philanthropy
  - Equity of degree
  - Where alumni want to see improvements over time
    - Skills and training for career
    - Relationship with faculty
    - Opportunity to interact with alumni
    - Exposure to new things
    - Relationships with faculty
- Build campus coalitions around alumni by sharing and discussing data

Alumni Attitude STUDY
Data Driven. Results.

Slide 129

Rensselaer

Infographics / Posters

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