DEKALB COLLEGE
ALUMNI ASSOCIATION BOARD MEETING
Wednesday, December 4, 1996
MINUTES

Members Absent: Jim Hawks, Derrick Shelton, Deborah Herrin, Michelle Parker.
Constituent Group Members, Nursing Department: Verna Rauschenberg and Sara Keeling.

At 6:45 p.m., Liliana McDaniel, president, called the meeting to order.

A motion to accept the minutes was seconded and approved. A treasurer’s report was submitted.

The meeting opened with a report from the Nursing Department Constituent Group represented by Verna Rauschenberg and Sara Keeling. Rauschenberg discussed an important event coming up on May 3, 1997, at which time the Nursing Department plans to celebrate the 30-year-anniversary of the Nursing program. They felt that it would be a good time to honor Ann Tidmore, their current Department Head, who will be retiring at the first of the year. (This information should be kept secret as they are trying to plan a surprise celebration). A planning meeting will be held, Monday, December 9, 1996.

Several questions were raised among board members regarding the awarding of gifts and/or scholarships. Nursing representatives advised that their discussions have not gone that far and will be addressed in their next meeting. There is one existing scholarship in the name of Barbara Langford. The cost to establish a scholarship would be approximately $5,000; all over that amount can be awarded annually. All earned interest would go back into the fund. Don Larson advised that the award could be an "Assistance" as opposed to a scholarship. Students awarded would be juniors or seniors.

Suggestions for highlighting this event was to have a graduate do some type of drama and talk about what it was like to be a student in the 80’s, have costumes, speakers, possibly have a picnic, schedule tours of the new buildings, etc. It was suggested that Nursing get the students involved using provost offices and other departments. Other suggestions were to involve organizations that graduates automatically join due to their profession, such as the Georgia Nursing Association. They plan to have one of the graduates from the Georgia Board of Nursing on one of the Committees.

It was also suggested that the Nursing group determine how much the reunion will cost. The foundation may be able to provide some assistance in this effort. Also, if the Foundation assists, any food services would have to be arranged through the College. One consideration would be to charge a fee to attend the luncheon and possibly this would cover the fees for a scholarship in honor of Ann Tidmore. Publicity for this
event could appear in the Dispatch and other media vehicles. Rauschenberg feels that it is significant to do a college-wide event because DeKalb College’s Nursing Program is nationally known for its quality.

Follow-up on the nursing graduates were described as follows: Nine months after graduation, the department sends out a five-page questionnaire to each graduate inquiring about their competency level in the profession: e.g., Do they subscribe to professional journals? Have they joined any professional organizations? For the last five years, there was a 30% response.

Nursing also surveys the graduates’ employers and questions cover the nurses’ abilities and competencies. Most of the comments on the employer questionnaires do not indicate that the overall program need any major changes. Following review, this information is sent to the Office of Institutional Effectiveness. Students are surveyed upon graduation and after nine-months. The two documents are compared with another questionnaire that is sent five years later.

Terry Rosario suggested that when a graduate is contacted, they be queried about telephone numbers and addresses for two other graduates. Rauschenberg said that she hoped that the committee representatives will assist in providing this information because they have strong contacts in some of their critical care centers.

New Business

Review of Annual Calendar. The Board considered items that need special attention in considering next year’s annual calendar. June graduation occurs in the month in which Board members are elected. The nominating committee meets and publishes an announcement stating the slate of officers. The awards committee must meet in March to determine who will be nominated for Outstanding Alumni, faculty awards, etc. The awards committee brings these names to the Board, and the Board makes final approval. In February, Nominations/ Elections and Bylaws meet to set up procedures for election and nominations. By the time of the annual meeting, nominations for Board members would be submitted. The Board may serve only one year unless re-elected. The group also discussed the possibility of extending the number of board members from nine to fifteen. In April, we must have a nominating committee meeting in order to have an article published in the April or May Chronicle stating our slate of Board member nominees.
Committees

Don Larson suggested that we give the committees a framework and some direction. Castricone stated that each director could mentor a committee. Should they need assistance, they could come before the Board and let the Board know what problems they have and/or having, such as budgeting, and the Board could provide expertise.

Liliana McDaniel discussed the following procedures for pledges from the Board and Committee members.

1. Send a letter of Congratulations to 1996 graduates with a request to fill out the form.
2. Reply - we will send a "Thank You" and explain what it takes to be a card-carrying member; that card will allow them certain privileges for a basic fee of $10.00.
3. We will maintain an updated database with information from the form.
4. They will receive a newsletter.

Several dates were discussed for the January meeting. Consideration was given to the MLK Birthday Celebration, member work schedules and availability, etc. General consensus was to - have meeting on the first Wednesday of every month at 6:30 p.m., with the exception of the January 16th meeting; we would have two rooms at the JCLRC for January's meeting which would include space for a reception before the meeting.

Alumni Board Association Mailing Lists

Several lists were passed out for board members to look through for the purpose of identifying prospective committee chairs and those willing to serve on a committee. Castricone explained that the information on these lists came from various sources and asked the members to look through lists of potential committee members and make note of any persons they feel would be qualified to serve. Terry Rosario suggested that all potential committee members be sent a brief description of the committees so they will have some idea of what they will be required to do. Don Larson recommended that two nursing representatives be appointed as committee chairs and also consider diversity in age groups.

The meeting adjourned at 8:50 p.m. The next meeting will be held Thursday, January 16, 1997, with reception from: 6:30 PM to 7:00 PM, and meeting from 7:00 PM to 10:00 PM.

Respectfully submitted,

Carolyn M. Hill