



Stevens Alumni Association
Minutes of the Executive Committee Meeting
Wesley J. Howe Center
November 10, 2014

In Attendance:

Officers:

Thomas J. Moschello '63, Joseph G. DiPompeo '98; Victoria Velasco '04; Wayne R. Monsees '71

Alumni in attendance:

John R. Andrus '53; Anthony J. Arturi '59; Peter H. Astor '64;; Natalia Bilchuk '10; Enrique L. Blanco '72; George Blazeski '10; Robert W. Bosse '50; Jeffrey A. Capone '91; Keith B. Cassidy '09; Cindy Chin Levine '05; Richard A. Cornell '73; Donald E. Daume '67; Kenneth J. DeGraw '57; Mary A. Doddy '80; Edward C. Eichhorn '69; William J. Feuss '03; Andre J. Fontanella '07; Joseph J. Garvey, Esq. '71; George W. Johnston, Esq. '72; Andrew G. Kaplan '09; Herbert L. Kimmich '57; Anita Lang h'63; Susan M. Levin '94; Richard S. Magee '63; Devendra S. Manhas '88; William C. Martin '89; John B. E. McDonnell '72; Emil C. Neu '55; Luis S. Nunez '83; Victoria L. O'Connor '11; Charles J. Perruzzi '63; Edward A. Sandve '82; A. Joseph Schneider '46; Richard R. Steiner '97; Marty P. Valerio '68; Joseph T. Weber, Jr. '64

Staff:

Melissa Fuest, Michael Smullen, Neddie Ramadan; Jayson W. Daniels

Guests:

Michael Bettua; Michele Hulsman; Rachel Matthai; Alexander Sutin; Peter Toliias

Call to Order

The meeting was called to order at 6:30 p.m. by Tom Moschello. A quorum was confirmed.

Approval of Minutes

- Minutes of the May 12, 2014 Council meeting were approved.

Motion: Approval of May 12, 2014, minutes. Motion made and seconded; motion carried.

- Minutes of the September 8, 2014 Executive Committee meeting were approved.

Motion: Approval of September 8, 2014, minutes. Motion made and seconded; motion carried.

President's Report

Tom indicated that undergraduate and graduate admissions have increased substantially over previous years. The reputation of Stevens is increasing in prominence and recognition.

Tom updated the members on meetings he attended on behalf of the SAA:

- Homecoming & SAA Legacy Scholarship Breakfast **October 17-18**
- **Board of Trustee meetings** **October 29 & 30**
 - Admissions Updates – Applications increased by 111% year to date
 - Stevens Financials continues to strengthen
 - Endowment has increased substantially - \$17 million, or 11%, over previous year
 - Line of credit has not been used since September 2013 for operating expenses
- Rueterholz Admissions Center Opening – Tom mentioned that, in addition to Stevens Trustee Chair Virginia Rueterholz '83; Annmarie Rizzo '86 also made a significant contribution to the Center.

Centenarian Recognition

Tom indicated that two alumni received recognition as centenarians at the recent Stevens Board of Trustees meetings. The following resolutions from the Stevens Board of Trustees are reproduced as follows for the minutes of the SAA:

“The Trustees of the Stevens Institute of Technology

Resolution Honoring Alumnus Centenarian Dr. James S. Braxton, Class of 1937

WHEREAS Dr. James S. Braxton has had long and distinguished careers in engineering and public service, most notably at the firm of Skidmore, Owings and Merrill, the Chicago Housing Authority, and as president of Braxton, Inc., and

WHEREAS he has been a loyal alumnus and supporter of Stevens and a member of the Stevens Alumni Association and the Old Guard, and

WHEREAS the Stevens Alumni Association is honoring this individual at the November 10, 2014 Council meeting, in recognition of his 100th Birthday,

NOW THEREFORE BE IT RESOLVED that The Trustees of the Stevens Institute of Technology congratulate Mr. Braxton upon his good health and longevity, and recognize the numerous personal and professional milestones he has attained in his life.

Approved by The Trustees of the Stevens Institute of Technology, October 30, 2014.”

“The Trustees of the Stevens Institute of Technology

Resolution Honoring Alumnus Centenarian Mr. John F. Spano, Class of 1937

WHEREAS Mr. John F. Spano has been a loyal alumnus and supporter of Stevens and a member of the Stevens Alumni Association and the Old Guard, and

WHEREAS he has been a distinguished volunteer for his class for more than 70 years, including serving as Class Secretary, telethon caller, reunion committee member, and supporter of his class scholarship fund, and

WHEREAS the Stevens Alumni Association is honoring this individual at the November 10, 2014 Council meeting, in recognition of his 100th Birthday,

NOW THEREFORE BE IT RESOLVED that The Trustees of the Stevens Institute of Technology congratulate Mr. Spano upon his good health and longevity, and recognize the numerous personal and professional milestones he has attained in his life.

Approved by The Trustees of the Stevens Institute of Technology, October 30, 2014.”

Committee Chair Assignments

Tom updated the members on committees and committee chairs. He requested that all present attempt to join at least one committee.

- Activities Committee, Chair: **Victoria Velasco '04**
- Benefits Committee, Chair: **Ken DeGraw '57**
- Long Range Policy & Planning Committee, Chair: **Mary Doddy '80**
- Awards and Recognition Committee, Chair: **Wayne Monsees '71**
- Budget and Finance Committee, Chair: **Wayne Monsees '71**
- Classes Committee, Co-Chairs: **George Johnston '72** and **Richard Magee '63**
- Scholarship Committee, Co-Chair: **Marty Valerio '68**
- Clubs Committee, Co-Chairs: **John McDonnell '72** and **Keith Cassidy '09**
- Membership and Nominating Committee, Chair: **Marty Valerio '68**
- Communications Committee, Chair: **Tom Moschello '63**
- Student / Alumni Engagement Committee, Chair: **Victoria Velasco '04**

Memorandum of Understanding

Tom discussed the new Memorandum of Understanding (“MOU”) between the Stevens Alumni Association and Stevens Institute of Technology. He indicated that he would discuss the new MOU at this meeting, but would ask for a vote at a special meeting to be convened on December 8.

Tom covered the following items:

- September 1987 - SAA /Stevens “working agreement”
 - Resolved an ongoing litigation
 - Provided a broad understanding of how SAA and Stevens would cooperate
 - Anticipated adding “Operational” details at a later date
 - Supersedes prior agreements
- Much has changed in the last 27 years
- Stevens is a “University on the Move”
 - Evolved from being an engineering centric college to a broader based, yet technical, University.
 - New President and VP - Office of Development have invigorated “Stevens Spirit”
- SAA has also changed
 - from being the primary fund raising arm for Stevens and providing career placement services to having a supporting role for those activities more than ever, to engage Alumni
 - Pride
 - Participation
 - Philanthropy
- A group of SAA members worked with Stevens Senior Administration to prepare a Memorandum of Understanding (MOU)
- MOU would replace the 1987 working agreement with an Operationally-Focused Document to
 - address the evolving responsibilities
 - align all our efforts for the benefit of Stevens – now and in the future
 - reflect the current and future positive working relationship between Stevens and SAA.
- MOU is consistent with SAA’s mission and purpose, and establishes a process for how SAA and Stevens will work together
 - updates and clarifies the respective roles and relationships between Stevens and SAA
- **What Continues?**
 - SAA remains an independent 501©3 organization
 - Stevens Alumni Office remains as an operational unit for SAA
 - SAA, through its members, remains a “volunteering” unit consistent with it Mission Statement
 - SAA appoints its Executive Secretary
 - Reports to the SAA President
- **Overview of the MOU**
 - Six Main Sections
 - “Executive Director” – Director of the Alumni Office/SAA Executive Secretary
 - SAA’s Plan of Work
 - Alumni Office Budget
 - Alumni Office Staffing

- SAA Fundraising Assistance and Revenue generation
- Dispute Resolution
- **SAA Executive Director / Director of Alumni Relations**
 - The Executive Director serves as Director of the Alumni Office and SAA Executive Secretary
 - The Director of the Alumni Office
 - has reporting responsibility for Alumni Office staff
 - is responsible for the day-to-day management of the staff
 - reports to the VP-Development
 - SAA President and the VP-Development BOTH have input to
 - select and retain the Director of the Alumni Office
 - establish and review his/her personal annual goals and objectives
 - review his/her accomplishments and performance
- **SAA Plan of Work**
 - Executive Director develops an annual SAA plan of work
 - consistent with the SAA's and Stevens' Strategic Plans and their annual goals and objectives
 - SAA's plan of work includes
 - specific and measurable goals
 - responsible parties
 - a timeline for attaining the goals
 - specific deliverables associated with the goals
 - Once agreed upon by VP-Development, SAA President and Executive Director, the SAA implements its plan of work under the direction of the Executive Director
- **Alumni Office Budget**
 - Each November - Executive Director
 - prepares an Alumni Office budget for Stevens' next fiscal year to implement the SAA's annual plan of work
 - submits the proposed budget to the VP-Development and SAA President for review and comments
 - once approved, transmits the budget to Stevens President with copies to the VP-Development and SAA President
 - Any subsequent material change to the Alumni Office Budget
 - must originate with Stevens President, and
 - can be implemented only after discussing how best to implement the change with minimal impact on the SAA's plan of work
- **Alumni Office Staffing**
 - Alumni Office staff are employed by Stevens
 - subject to the same benefits, policies, and restrictions afforded other comparable Institute employees
 - report to Executive Director in the capacity as Director of the Alumni Office
 - Executive Director
 - prepares a staffing plan to provide the Alumni Office with sufficient personnel and resources for supporting the SAA's plan of work

- sends staffing plan to VP-Development and SAA President for review comments
- Once approved, any subsequent material change to the staffing plan can be implemented only after discussing how best to implement the change with minimal impact on the SAA's Plan of Work
- **SAA Fundraising Assistance and Revenue Generation**
 - SAA assists Development in meeting Institute's fundraising goals
 - promoting Development's fundraising endeavors including at alumni functions as appropriate
 - identifying and recruiting alumni to help promote the fundraising efforts of Development
 - instilling a culture of philanthropy among Alumni
 - SAA may initiate fundraising activities to support SAA's goals and objectives
 - e.g., SAA legacy scholarships
 - these SAA initiatives are coordinated with Development
 - SAA may initiate revenue generating opportunities from outside sources (e.g., affinity credit cards)
- **Dispute Resolution**
 - An open exchange of ideas is encouraged to address issues of common interest and concern including
 - Alumni Office budget (e.g., establishing, approving, modifying, and administering same)
 - Alumni Office facilities (e.g., location and space allocation)
 - Alumni Office staffing (e.g., selection, retention, and number of staff)
 - Should differences of opinion arise, then any unresolved issues are to be addressed through a detailed, escalating procedure
- **Process**
 - Institute President and SAA President meet to try to resolve an issue
 - Either President may submit the issue to the Alumni and Development Committee of Stevens' Board of Trustees. The A&D chair convenes a panel consisting of
 - two Alumni appointed by the SAA
 - two members of A&D Committee appointed by the chair
 - a fifth panel member being the chair of the A&D Committee
 - The decision of the majority of the panel members prevails
 - Either President may further refer the matter to Stevens' full Board of Trustees. The decision of the Board of Trustees is final.

Tom indicated that MOU has the support of President Favardin and Vice President Remington as well as the Officers and Trustees of SAA. A copy of the finalized MOU will be provided to EC and Council in advance of December Special Meeting on December 8. At that meeting, the EC and Council will be asked to approve the finalized MOU, as presented.

Treasurer's Report

- Wayne Monsees presented the Treasurer's Report. Per discussion and agreement at the September 8 Executive Committee, the report focuses on FY15 budget updates.
- The new format is as follows:

	FY15		
	Actual	Current Unrestricted	Current Restricted
REVENUE & SUPPORT			
University support <i>Operations, salary & benefits</i>	737,889	404,066	333,823
Affinity program income	-	-	-
Activity and event fees	14,311	-	-
Advertising	-	-	-
Other income	-	-	-
Total revenue	752,200	404,066	333,823

EXPENSES	vs. FY14 (ytd)	Budgeted	Actuals YTD	Quarter 1	Current Quarter	% Remaining
Personnel	-	\$ 333,823.00	\$ 132,768.77	\$ 92,324.91	\$40,443.86	60%
Meetings & functions	-	\$ 16,000.00	\$ 1,592.90	\$ 1,592.90	\$ -	90%
Signature events <i>(Homecoming, Alumni Weekend, SAA Holiday Party)</i>	-	\$ 185,000.00	\$ 36,227.90	\$ 12,012.70	\$24,215.20	80%
Other events (regional, affinity, misc.)	-	\$ 45,000.00	\$ 10,935.25	\$ 4,025.00	\$ 6,910.25	76%
Publications & mailings	-	\$ 45,000.00	\$ 9,936.72	\$ 2,379.96	\$ 7,556.76	78%
Materials & Supplies	-	\$ 25,000.00	\$ 8,871.72	\$ 8,071.61	\$ 800.11	65%
Other expenses	-	\$ 40,000.00	-	-	-	-
Contract services	-	\$ 41,500.00	\$ 34,518.99	\$ 30,128.69	\$ 4,390.30	17%
Total expenses		\$ 731,323.00	\$ 234,852.25	\$ 150,535.77	\$84,316.48	68%

Wayne indicated that the budget numbers presented pertained to the FY15 (June 2014 – July 2015) fiscal year, not by calendar year.

Investment Balances as of October:

- Bank of America – \$8,737.91
- Merrill Lynch – 3 accounts, total \$170,319
- Total balance of reserve funds is \$179,056.91

Annual Giving Report

Melissa Fuest updated members on the status of Annual Giving. The monthly donor count from July 1 to November has shown a positive increase over previous years, as did alumni participation. Melissa indicated that for Greek participation, Theta Xi is the highest at almost 8%, followed by Pi Lambda Phi and Chi Psi. Melissa also reported on the year-to-date class participation, with the class of 1955 coming in the highest, the class of 1958 coming in second, and the class of 1960 coming in third.

Melissa indicated that the goal of donors for December 31 was 1,545, which would make 62% of the total goal of 2,500. Class, affinity and general giving communications will begin in November and extend through December.

Melissa indicated that all alumni can help by asking the question -- “Are You IN?” *INFORMED. INVOLVED. INVESTED.* Volunteers are needed to conduct outreach for your class or affinity group. Volunteers will be given a toolkit and the ability to reserve the phone-a-thon room. Finally, alumni can post the “I’m IN!” button on social media from the SAA Facebook page (facebook.com/stevensalumni)

Committee Reports

Activities Committee: Victoria Velasco, chair, reported. Vicky stated that the Activities Committee met with other Committee Chairs to put together an action plan for the upcoming year. She indicated that the prior focus of the committee was predominantly on the Memorandum of Understanding.

Student Alumni Engagement Committee: Vicky Velasco, chair, reported. Vicky indicated that the committee had met and was focused on identifying events and programs for the committee to increase visibility of the SAA with students.

Classes Committee: Dick Magee, chair, reported. The committee met immediately prior to the start of the meeting and would report at the next meeting.

Benefits Committee: Ken DeGraw, chair, reported. Ken indicated that online meeting software was purchased for the use of the committee. Ken stated that the purpose of the committee was to develop a list of tangible benefits for alumni. Current benefits are lifetime email, newsletters and The Stevens Indicator, and athletics membership. The committee will focus on career services, and possible sign-up with Liberty Mutual for insurance discounts.

Scholarship Committee: Marty Valerio, chair, reported. Marty stated that the committee was able to raise more than \$10,000 the previous year, and 8 scholarships were given out in the amount of \$1,000 each. More than 80 alumni and students attended the Legacy Breakfast during Homecoming. Marty asked all in attendance to consider donating to that fund in the future when making gifts.

Stevens Awards (Gala) Committee: Joseph Garvey, chair, reported. Joe indicated that more than 400 nominations had been reviewed. This is the third year that the committee has met, and all awardees have been selected and accepted. The formal announcement of awardees will be through The Stevens Indicator. Joe also stated that a “Legacy” award will be given, which will honor a prominent, deceased alumnus or alumna.

Long Range Policy and Planning: Mary Doddy, chair, reported. Mary discussed the makeup of the committee, which is the SAA Officers and Trustees. She indicated that the committee will be focused on the SAA strategic plan, which will dovetail with the SAA operating plan developed by the Activities Committee. She will reach out to develop a framework and request participation from alumni. The committee has also reviewed a draft Investment Policy which will be presented at the next meeting. Finally, the SAA By-Laws will be up for review by the committee as well.

Young Alumni: George Blazeski reporting. George indicated that young alumni financial participation was not at a very high level, but there was a desire to increase that. George mentioned that the Graduates of the Last Decade (GOLD) group will be hosting monthly happy hours.

Awards and Recognition Committee, Chair: **Wayne Monsees**

- Budget and Finance Committee, Chair: **Wayne Monsees**
- Clubs Committee, Co-Chairs: **John McDonnell** and **Keith Cassidy**

Stevens Trustee Report

Joe Garvey reported that the endowment was performing very well, superior to the previous year. He indicated that the school is focused on improving undergraduate retention rate after the first year and is making a serious effort to track student success throughout their careers.

Executive Director’s Report

Michael Smullen provided an update on Homecoming 2014. There were about 200 alumni in attendance, which was an increase of about 60 over the previous year. Homecoming may change format to encompass all campus activities in the future.

The FY15 Plan of Work had been developed and reviewed with the Activities Committee and Committee Chairs. Planning on FY16 will begin this month, in conjunction with budget development.

Michael indicated that alumni ID cards may be able to use the “Duckbill” system, which is also used for student and faculty/staff IDs on campus.

Old Business

No old business was presented.

New Business

Tom Moschello mentioned the Stevens History Project, a program spearheaded by John Dalton '60. The program has developed videos and solicited historical documents to ensure that the history of Stevens is preserved, especially focused on the Stevens Mansion.

John McDonnell '72 asked for a motion to approve a new alumni chapter in Colorado. They have met all requirements to become recognized.

Motion: Motion to recognize the Stevens Alumni Chapter of Colorado. Motion made, and seconded; motion carried.

Dave Manhas '88 indicated that Walker Gymnasium will be celebrating its centennial anniversary in 2015, and events were being planned. He asked that anyone interested in helping contact him.

Adjournment

Motion: Motion to adjourn. Motion made, and seconded; motion carried.

The meeting was adjourned at 8:25 pm. The next meeting will be a special meeting of the Executive Committee and Council, held on Monday, December 8, 2014.

Respectfully submitted,

Michael Smullen
Executive Secretary

12/3//2014