University Advancement Committee  
Meeting Minutes  

5 March 2012  

Present:  
David Downie (chair); Stephanie Frost (ex officio); David Gudelunas; Katherine Schwab  

The meeting convened at 9:30.  

1. Discussion of minutes and meetings  
   a. DD took minutes last meeting. DG will take minutes during this meeting and KS will take minutes during our next meeting.  
   b. Discussion and Approval of Minutes from September 26 meeting. DG motioned to approve, DD seconded, minutes were approved with KS abstaining.  
   c. DD noted future meetings of the committee: Thursday April 12 and Monday April 30th, 9:30-10:30 am in Stephanie Frost’s office on the 2nd floor of Bellarmine Hall.  

2. Proposed new text for Handbook, regarding University Handbook Committee  
   a. DD noted that the new language (attached) to be submitted to the Academic Council, and previously circulated to the committee and revised via email, had also been drafted in consultation with former Advancement committee members.  
   b. A discussion followed focusing on why representation from the Schools of Engineering and Nursing were not specifically mandated. DD noted the small number of faculty members in those schools posed potential logistical problems for prescribing their participation.  
   c. KS suggested changing phrasing that referred to “diverse faculty representation” to “broad faculty representation.” This phrasing was deemed more favorable and precise.  
   d. Conversation followed concerning the importance of seeking representation from the hard sciences and nursing as future fundraising efforts could likely include targeted support for these areas.  
   e. Whether or not the new language would be overly prescriptive was raised by DG and this topic was discussed in relation to the role of the current committee in encouraging particularly well-qualified colleagues to seek election on the committee in the future.  
   f. A motion to approve the new handbook language was made by DG, seconded by KS and approved unanimously.  

3. Report from Advancement Committee, Board of Trustees Meeting.
December 1-2, 2011.

a. DD provided an overview of the recent Advancement information from the most recent Board of Trustees meeting. He pointed out that faculty and students who presented to the board did a particularly solid job of helping make vivid the research activities on campus. SF agreed that the presentations were compelling and represents an effort on the part of the Board of Trustees to dig down and better understand what happens on campus and consequently what the most pressing needs are on campus. DD noted that the board was generally interested and seemingly impressed with these presentations.

b. DD asked the committee to consider and bring to his attention topics to be raised in discussion at future Board meetings.

4. Update from Stephanie Frost on Advancement Activities
   a. SF shared with the committee dashboard indicators of fundraising efforts to date including a current cash and activity report. A general conversation followed about Fairfield’s efforts leading up to a comprehensive campaign and the relative health of the Advancement activities.
   b. SF shared with the committee data that benchmarked Fairfield Endowments and Advancement Activities against other universities in the competitive set. A collegial discussion followed about Fairfield’s success and challenges as a relatively young university and how data can often be explained by small nuances in the fundraising cycle.
   c. DD requested clarity on what could be shared with faculty at the final general faculty meeting of the academic year. He further asked for some clarity on particular data sources, anticipating faculty questions. SF confirmed she would make these notations as well as request a more formal report on alumni activity form the Office of Alumni Relations.

The meeting adjourned at 10:30.

Respectfully submitted by David Gudelunas