

**Juniata College
Alumni Council Meeting
Ballroom, Ellis Hall
February 16, 2008**

MINUTES

Members Present: JoAnn Bowman '75, Carole Miller Calhoun '60, Carol Connell Cannon '86, Amy Chamberlin '94, Nicole C. Close '92, David A. Corman '77, Jodi Reiter DeStefano '04, Jerome J. Dvorak '87, Nathaniel E. P. Ehrlich '80, Lisa Kotary Jenkins '90, Eric C. Jenson '77, Randy L. Kochel '79, Eleanor Kocum Lewis '90, Saraunda Andoniades Loughlin '67, Bruce L. Moyer '74, Jessica Yutzey Quinter '00, Jennifer Sheckler Savino '71, Douglas A. Spotts '89

Student Representatives: Ryan Conrad '08, Travis Sumner '08, Courtney Harris '08, Beth Woodhouse '08

Faculty Representatives: Russ Shelley, Jim Donaldson '67

Staff: Bub Parker '91, Erik Evans, David Meadows '98, Katie (Padamonsky) Dickey '97, Evelyn Pembroke

Carol Cannon '86

- Call to Order
- **Minutes from the October 20, 2007 meeting were approved on a Bruce Moyer/ Jenni Savino motion.**
- Emeritus Council Update
 - We held a luncheon meeting during Homecoming in September for people interested in being a part of this new group. Six people were in attendance. More folks were interested but could not attend.
 - David Westover '97 gave a briefing on the news of the College. We then had a discussion on the structure of the Emeritus Council (EC). We would like to see two people coming off the Alumni Council (AC) rotate into the EC to keep continuity between the two groups. These two people along with two other people would form a steering committee.
 - We are setting up a meeting time for the EC during Alumni Weekend. Currently, we are considering working with the Survey Workgroup to have the EC attendees take a pre-test of potential survey questions.
 - If you are interested in joining the EC and this is your last year on the AC, please let me know.

Doug Spotts '89 – Affinity Groups

- Discussion on improving MyJuniata from the Affinity workgroup perspective:
 - JoAnn and Doug had a plethora of ideas for this! Included amongst them were: improving navigation to allow alums and students to more easily locate the Affinity Groups page, setting up a link for each Affinity group to allow MyJuniata users to sign up for Affinity mailing lists, allowing people to sign up for Affinity

mailing lists when editing their profile information, potentially developing an e-newsletter about Affinity groups that interested users can subscribe to or read online, utilizing the forums and blogs for open conversations between current students and alums, and finally having each Affinity group use a more standardized charter in order to help alums/students understand what the group is interested in doing.

- We realized that many of our ideas are not necessarily things that can be done immediately or without input from many other groups, but we planned to present our ideas at the meeting and have a candid discussion with the other workgroups about them. The recurring theme of our MyJuniata discussion was to use this upcoming Council meeting as a way to get a better sense of what the Student Alumni Association (SAA) and Juniata Career Team (JCT) are doing and coordinate our efforts to improve MyJuniata with theirs. We all feel that these three groups share many similar goals and are completely interconnected, but don't work together at all from the standpoint of the Alumni Council. Coordinating our workgroup efforts with SAA and JCT will not just be useful for improving MyJuniata, but also for generally improving the Alumni Council workgroups.
- To this end, we decided to contact Jess Quinter, the Alumni Council representative in charge of the SAA workgroup and also Nicole Close, the Council representative in charge of JCT. Doug very kindly sent out e-mails to both Jess and Nicole in an effort to set up specific discussions with them at the upcoming Council meeting. We all agreed that this was a necessary first step in our overall goal to figure out how to improve workgroup efforts.
- Specific Goals for our workgroup:
 - The second part of our discussion focused on more specific goals for what our workgroup can reasonably achieve. We decided that we really needed to know what Katie's priorities are and determine from there about what we should do to assist her from the Council standpoint. Additionally, we discussed the possibility of using SAA as liaisons for the Affinity groups. In order to plan campus events and coordinate with student groups, each Affinity group will benefit from having a campus contact. Since clubs are often changing executive members and students' interests change, we thought it might be a good idea to try and have one SAA member be a contact person for one or two Affinity groups. This is something that we can do as a workgroup and we agreed to discuss this idea with Katie and at the next meeting.
 - In reference to our ideas for improving MyJuniata, Katie agreed that the interactive features of the website will be useful and perhaps even critical for sustaining Affinity group contacts on campus and maintaining groups' momentum; however, the initial step in linking Affinity Groups with Juniata students and other alums is something that needs to be done on a more personal level and is one of her main priorities. She mentioned that one of the main reasons that Affinity groups are unsuccessful in planning events is due to a lack of alumni leadership. This is a place where we can use our workgroup to help.
 - On a practical level, we can focus on a couple or a few Affinity groups and really assist them in being more successful. Katie's priority group right now is the

History Affinity group, in part due to the upcoming renovation of Founders Hall, which, when finished, will house the History and English departments. We came up with a plan to do the following:

- Contact any existing leaders of the group to determine what efforts have been made to plan an event or get the group motivated.
- Make a list of alumni whose educational and current interests might make them good leaders for a specific affinity group.
- Contact those alumni (and this is a place where we can advertise the groups, which is one of our main goals) and get people excited about the Affinity group.
- Coordinate new affinity leaders with specific groups at Juniata or SAA members (also one of our ideas that Katie really liked!).
- Help the affinity group plan an event for Homecoming weekend, which is one of the main goals for Affinity groups in general (and here we can link the groups with JCT and SAA events on campus that same weekend).

Jodi DeStefano '04 – JCT/Job Shadow

Juniata Career Day was Friday, February 15 at Kennedy Sports and Recreation Center's IM Gym from 11:00 a.m. to 3:00 p.m. Alumni, Parents and local businesses arrived at 10:30 a.m. to check in and settled into their spaces. Approximately 150 people registered for the event (students, alumni, businesses). Affinity groups were contacted via email. Only one group responded and indicated that he didn't think that the group email list was up to date.

- Friends of the Field Station - Chuck Yohn '83
- Geology - Dr. Ryan Mathur '96
- International - JoAnn de Armas Wallace
- Peace and Conflict Studies - Liz Widman
- Physics - Dr. Norm Siems
- Psychology - Dr. Kathy Westcott

Nicole posted a paid summer internship position for students and received great feedback prior to the event and conducted interviews while at the Career Day.

Following the Career Day a Wine and Cheese Networking Reception was sponsored by the Class of 2008. This was an opportunity for further networking in the Sill Boardroom of the von Liebig Center from 4:00 p.m. to 6:00 p.m. Friday after the event. **THANKS** to ALL alumni who helped out by donating wine and money for the event—it was greatly appreciated. Nicole felt like she was back in college, when she purchased 35 bottles of wine at the liquor store for the event. The students were VERY pleased with such the dedication of their Alumni to make this a great event.

Job shadow information. We had 37 alumni and 6 parents volunteer to host this year. The breakdown is CPA – 17; JC-DC – 16; Delaware Valley – 10. We're in the application phase for students and the deadline is Wed, February 27. David Meadow's intern, Travis Sumner '08, and him have expanded the ways they market to students and they are shooting for increased participation this year. Last year 13 students participated.

Program Coordinators are Chris Bair '92 for CPA; Lisa Myers '81 for JC-DC; and Ty Furman '90 for Delaware Valley. The program will begin with kick-off receptions on the afternoon of Sunday, March 30. Event hosts are Chris '92 and Annette (Reeder) '93 Bair in Harrisburg; Jodie (Monger) Gray '88 in McLean, VA; and Nicole (Dirato) '01 and Brian '01 Engard in Fairless Hills, PA. Students will stay with their hosts Sunday night and go to work with them on Monday, March 31.

It is not too late to get involved as a host or mentor!

Jessica Quinter '00 – SAA

SAA is doing a super job this year, with renewed support from the Alumni Office staff, Council, and strong leadership.

- Career Fair – This was a huge success with a great turnout! The new setup with greeters to begin networking seemed to put many students at ease.
- Wine and Cheese Reception – This event was new this year and hosted by the Senior Class and Council. Everyone seemed to enjoy guessing which famous person they were and the wine!
- Senior Dinner – This will be a reflection once again of SAA's hard work. There will be a Vegas theme, slide show, class gift presentation, and Carol Calhoun as speaker. It should be a great event. Council members should spread out among the tables to sit with a variety of seniors.
- SAA reception – To begin around 8:00 in the Alumni House. We will have punch and light refreshments to honor SAA and their dedication to campus and alumni.
- Comments – David Corman asked about the positive change in SAA and the outlook for their future. David Meadows and I noted strong leadership and support from the Alumni Office staff and Council. Meeting with SAA at the fall meeting seemed to help them gain momentum with ideas and make them more comfortable around Council members. Additionally, the executive committee structure allows for two seniors and two juniors. This will help with the transition into next year. There was also beginning discussion of how to possibly merge the SAA and Campus Events committees to best utilize Council members.

Carole Calhoun '60 – Regional Events

- George Maley '92 is working on getting tickets for an alumni outing to see the Red Sox play. This is "very tough," and it will be quite expensive; however, he will continue to work with the Red Sox folks to see if this event can be brought to fruition.
- George is also working on an event at The Museum of Science for May. This should be a venue more conducive for a small group. He has also sent Chris Bush an email regarding the Pawtucket Red Sox (AAA baseball) and will follow up with him shortly.
- Since our last meeting there have been 20 regional alumni events (this includes J-Club events) with more than 21 volunteers leading. The good news is that more than 430 people attended these events.
- If you look at the calendar of events included in our packets, you will see that what was once a short list is now front and back of the yellow page. Impressive!
- The Baltimore area group is working toward Club status (splitting from JC-DC). They held a successful Juniata Basketball event at Goucher College with more than 35

attendees, including families of the players. Sandy reported on the success of the Chicken and Chili pre-game event.

- The Concert Choir will be touring through WV, OH, KY, TN, GA, NC, VA and MD on spring break, March 1 – 9. We encourage anyone in any of these areas to attend a concert and introduce yourself to the choir members. Please let family and friends in these areas know about the concerts.
- On David Meadows' behalf I want to urge you to continue to work toward a 12-month calendar. Even if you are not sure of location, please get the event on the Alumni Association's calendar. Events requiring invitations from the Alumni Office need eight weeks lead time.

Jennifer Savino '71 – On-Campus Report

- Since our meeting in October there has been no on-campus events held.
- More participation in campus events by alumni is needed. Council members are encouraged to attend events whenever possible and to encourage alumni they are in contact with to attend.
- Our next event will be the Senior Salute, which will be held Thursday, April 3 from 10 AM to 7 PM. Alumni are needed to help the Student Alumni Association man a table which will provide information and a welcome to the seniors. If anyone is able to help out for any amount of time, please contact Chris Gibboney at the Alumni Office for further details.
- Council members should be thinking ahead to the Freshman Move-In Day, which will be held the morning of August 22 (note that this is on a Friday instead of the usual Saturday). Instead of providing physical assistance to moving in freshmen, it has been suggested that council members could man a golf cart loaded with "Juniata" water and provide thus provide refreshment, a welcome, and an introduction to the incoming students and their families. It is felt that alumni might be more willing to help if they know in advance that heavy lifting will not be asked of them. Also the welcoming cart would provide a vehicle (pun intended) to facilitate a connection between council and the new students and the parents.
- Council members sent messages of thank you via notes on a thank you card to the members of SAA for their superior efforts in making the on-campus events so well run and successful. The card was given to the SAA President at the reception for council and SAA after the senior dinner.

David Corman '77 – Survey of the Association

- Since the October Council meeting the group met on November 28, 2007 and February 13, 2008 to continue discussion about what the survey should look like, how to go about doing it.
- The purpose of the survey is to strengthen and grow the association.
- They are looking at the charge of the association as the foundation for the work that they group will be doing with the survey.
- The three objectives to accomplish are ...
 - Assessing the awareness in the interest of the alumni. Is there an understanding of what the benefits are to be a part of the Juniata College Alumni Association?

- To connect with alumni and to assess what the motivation and reasons are for engagement.
- To energize the membership for increased involvement and change.
- Strategy
 - Looking at what are the best vehicles to disseminate and collect information
 - E-mail and standard mail.
 - Identifying and selecting themes for the survey
 - Want to select themes that lend themselves to benchmarking.
 - Want to collect information that is going to be useful for the Association, for future Alumni Council, for the Alumni Office, and for Development.
 - Want to develop questions to give us answers and data that can actually contribute to actionable results.
- Timeline initiatives and milestones.
 - June 7, 2008 ... the committee will identify a theme area and a 20-question survey to pretest on the Emeritus Council.
 - February 2009 ... will present the survey draft to Council and the College.
 - June 2009 ... will present the survey to the Alumni Association.
 - February 2010 ... will present survey results to Council and the College.
 - June 2010 ... final step in the survey process will be to present recommendations for change.

Amy Chamberlin '94 – Awards & Nominating Committee Report

- Committee members were Amy Chamberlin (chair), Carol Cannon, Nicole Close, George Maley, Jess Quinter, Parisha Shah, Sally Oberle (staff), and Evelyn Pembroke (staff)
- **The following slate was approved by a David Corman/Carole Calhoun motion:**
2008 Award Recipients – Carol McFate '75 – Alumni Achievement Award, Nicholas Bower '00 – Young Alumni Achievement Award, Charles Goodale '39 – H.B. Brumbaugh '33 Alumni Service Award, and David Orth-Moore '85 – William Swigart, Jr. '37 Humanitarian Award
Incoming Vice President – Jessica Quinter '00
Incoming Members-at-Large – Ellen Church Coffman '67, Judy Swartley '75, Sally Nelling Herriott '82, Dawn VanGrin '91, Colleen Ranney Ostrowski '95, Bill Rys '96, and Matthew Markiewicz '83 (1 year replacement for David Molchany '83)

Jerome Dvorak '67 – Trustee Report

- The board of trustees values and supports the activities of Alumni Council.
- Jodie Monger Gray '88 has taken over as chair of the Advancement & Marketing Committee.
- The board is focused on the Strategic Plan and will be voted on at the April meeting. The plan is online for review and comments.
- Campus Security
 - An assessment was completed.
 - All residence halls doors are locked.
 - Students have access to buildings by swiping a card.
 - Discussion on arming security officers.
- The board will be working on sustainability in ...

- Environment - Making good progress, so our plan will take us to the next level by completing the American College and University President's Climate Commitment – a commitment to develop an action plan and programs with a timetable and measurable outcomes to become climate neutral.
- Endowment – By 2011 through additional gifts and market appreciation our endowment will have increased to \$100m or more and our planned giving pipeline for endowment to \$60m or more. A special effort will be made to raise scholarship endowments to assist students in attending Juniata.
- Two campaigns going on ... Founders Hall and Endowment.
- Tuition has gone up another 4.8 percent.
- The board will continue to monitor targeted debt load for students.

Erik Evans – Comments

Founders Campaign Update

- \$2.6 million pledged/received as of today
- Where will the rest come from (1.5 million)?

Foundations	\$500,000
Lead gift (2 nd pymt.)	\$250,000
Top tier prospects	\$500,000
Public Phase	<u>\$150,000</u>
TOTAL	\$4,000,000
- Class of 1958 – \$140,000 (to date)
- Class of 1959 – Goal - \$150,000
- Trustee support - \$1,854,104

Founders Hall Timeline

- January 15 – Founders article/Dale gift *Juniata Magazine*
- February 1 – Building turned over to contractors
- February 7 – Official Founders campaign announcement
- February 11 – Founders solicitation packets mailed
- February 15 – Founders interior demolition begins
- March/April/May – Committee/staff follow-up calls
- April – Exterior demolition
- June – Complete Campaign & CELEBRATE!
- Summer – New building construction begins
- June 1, 2009 – Building complete!

Endowment

- Is now at \$71M
- Goal is to be at \$100M by 2011

Annual Giving

- Goal is new at \$1M

Changing lives to change the world

- One Professorship at a time

- One Program at a time
- One Scholarship at a time

Enrollment Summary Fall 2008

- Applications are up 25%
- Admitted students are up 89%
- SAT test takers sent scores 28% more
- Campus visits are up
- International apps up 60%
- Domestic minority apps and accepts up (27 % & 160 %, respectively)
- National semi-finalist merit applications number 25

Russ Shelley – Faculty Report

- Fall 2007 Faculty Meeting Topics of the Day
 - August 24, 2007 – Topic of the Day – Program Goals & Assessment for PRR Middle States Report
 - No September Meeting
 - October 3, 2007 – Topic of the Day – Faculty Compensation at Juniata
 - November 7, 2007 – Topic of the Day – FISHN (Curriculum Committee)
 - December 5, 2007 – Topic of the Day – FISHN continued from Curriculum Committee

Searches in Academic Affairs 2008-2009

DEPARTMENT	SPECIALTY	POSITION	STATUS
Accounting, Business and Economics	Economics <i>Tenure Track</i>	New Position	Song Gao
Art & Art History	Ceramics/3-D Studio <i>Tenure Track</i>	Replacement for Gwendolyn Yoppolo <i>(Resignation)</i>	
Baker Institute for PACS	Director/ <i>Tenure Track</i>	Replacement for Andrew Murray <i>(Retirement)</i>	
Geology	Sedimentary Geology <i>Tenure Track</i>	Replacement for David Lehmann <i>(Resignation)</i>	Matthew Powell
German	<i>Tenure Track</i>	Replacement for Klaus Jaeger <i>(Retirement)</i>	
Philosophy	<i>Tenure Track</i>	Replacement for Janet Lewis <i>(Retirement)</i>	
Psychology	Clinical/Counseling <i>Fixed Term</i>	Replacement for Mark McKellop <i>(Sabbatical)</i>	

Ryan Conrad '08, Senior Class President

- Class gift ideas ...
 - Eagle statue
 - BAC renovations

- Muddy Run renovations
 - Gold card upgrades
- Fundraisers ...
 - Juniata shirts – THANK YOU x 96
 - Twas' The Night Before Reading Day
 - New class shirts
- 84 days left ...
 - Mimi's Night
 - 50 Days Out Celebration / Cry Fest
 - Senior Week

Travis Sumner '08, Student Government

- Updates ...
 - Senate reconfiguration
 - RSO Accountability and Advisory Board (RAAB)
 - Off-campus housing
 - Student Government legitimacy
 - Newsletter
 - All Class Night
 - Elections

Courtney Harris '08, Juniata Activities Board Chairperson

- Goals for the year (fall 2007)
 - Working closer with Student Government
 - Re-focusing on membership
 - More opportunities for freshmen involvement
 - Fun on campus!
- Where we are now ...
 - Monthly meetings with Student Government
 - All Class Night
 - Successful PB&J programs
 - Rewards for members and retreat planning for end-of-year
- National Association of campus activities
 - March
 - Atlanta, Georgia
 - Four students
 - To book most of our fall acts for 2008
 - Leadership opportunities
- Events thus far ...
 - Friday Night Live
 - First and second weekends
 - Band BYOB and hypnotist
 - Poetry slam
 - JC UpLate
 - Free bowling night
 - Movies nites

- Free movies before they come out on DVD
 - We Own the Night
 - American Gangster
- Madrigal Dinner
 - Snowflake Soiree theme
 - 700 plus students attended the dance
- Planning ahead
 - Major event – March 29
 - Fabulous
 - Concert/dinner
 - Benefit for the Avon Breast Cancer Walk
 - Springfest – April
 - Relay for Life
 - Three bands
 - Nickelodeon game shows theme

Beth Woodhouse '08, Student Alumni Association

- Career Day
 - Held on February 15, 2008.
 - Was a huge success and received lots of positive feedback.
 - Thanked Council members for their suggestions and participation.
 - Recruited alums through personal email and made personal phone calls.
- Senior Class Dinner
 - Scheduled for February 16, 2008
 - Theme is “Taking Risks Taking Chances - Timeless Evening in Vegas.”
 - Carole Calhoun '60 is the guest speaker.
- SAA thanked Council for all their work and dedication and the help for all events.

Jim Donaldson '67 – The Founders Window Project

- The Founders Window Project
 - On Saturday, February 16 five students from EB 102 Intro to Entrepreneurship presented the Founders Window Project to the Alumni Council during lunch.
 - The Council members were very enthusiastic, responded to students' questions, offered all kinds of ideas and completed a questionnaire.
 - Attached are two photos. The five students are (left to right in DSCF0927.jpg) Kristin Noetzel, Bess Englehardt, Stephanie Strauss, Dan D'Orazio, and Ted Sonneborn.
 - The students represented themselves, the project, and the department very well.
- An update of the Founders Window Project from Jim Donaldson on March 14, 2008 ...
 - It saddens me to have to inform you of the termination of the Founders Hall Window Project.
 - I was involved in several meetings with personnel from Facilities Services, Roy Nagle (Juniata's Director of Science Facilities and Safety), personnel from L. S. Fiore (the general contractor for the Founders Hall renovation), and an independent environmental technician. The paint on the windows and in the

building in general contains lead at levels that make handling the windows an unacceptable risk.

- Students in my EB 102 Introduction to Entrepreneurship course had invested a considerable amount of time and personal commitment to the project. They were disappointed with this news, but are a resilient bunch who are now “re-strategizing.” We will keep you posted.
- Thanks to all of you who encouraged us in this project and provided support in several forms.

Bub Parker '91 – MyJuniata

- Gabe Welsch, assistant vice president for marketing and Bub Parker led a MyJuniata user orientation in the computer lab in Brumbaugh Academic Center.

Katie Dickey '97, Assistant Director of Alumni Relations

- Focus Groups
 - Purpose is to survey small groups of current parents to get
 - Feedback on their needs and expectation
 - Introduce them to and get support for volunteer programs
 - Find leadership for future Parents Council
 - Target audience
 - Washington, DC, Philadelphia and New Jersey – admission growth areas
 - Parents who have exhibited an interest in getting involved, potential to support the programs with their time and financial resources (Admissions, Development, Dean of Students) understanding that there's the potential for bias
 - Non-alumni parents who don't already have a history of experience with Juniata
 - Conducted one on campus as a model and the results were much of what we anticipated
 - Parents want to be involved in activities that their son/daughter are in
 - Want regular communication from the College
 - Want to be involved but want to give their son/daughter space, too
- JCT
 - Summer Orientation sign-up
 - Follow up info on how to join JCT database and career activities
 - Phone calls to these parents for Career Day and Job Shadow
 - Career Day not good for schedule
 - Job Shadow more popular
 - Career Day – Susan Long attended and could help in recruiting (Parents Council)
 - Job Shadow – 6 signed up – 2 Harrisburg, 2 Philadelphia, 2 DC
 - Postcard
 - Informed parents of the program
 - Tell them how they can get involved
 - Encourage their students to attend
- Summer Orientation – working with Dean of Students Office to make Parents Program more visible with possible time slot in busy schedule and sponsoring of an activity

- Continuing development of website and council
- Affinity Groups
 - Choir
 - Concert Choir Tour – many alumni helping to secure locations in U.S.
 - Announcing Tour schedule including Tour Blog and Tour Homecoming Concert
 - Dinner for parents, choir members and choir alumni before Homecoming Concert
 - Endowment Campaign – brochure has been developed to highlight international exp. and student impact
 - Goal - \$75,000 asking for \$75-750 from 1000 donors
 - Lead gifts and personal visits
 - Another reunion concert –3-4 years
 - Education
 - Welcome packets for student teachers
 - Jess Quinter and Dawn VanGrin leadership group
 - J-Club
 - Continues to have events – 2 per sport home and away
 - Upcoming events – Feb. 16 M/W Basketball at Drew in Madison, NJ and Mar. 22 Men’s Volleyball at George Mason Uni. in Fairfax, VA
 - Pairing with regional clubs
 - Parents support still marginal
 - JAA
 - Continued parent involvement
 - Parent on Long Island making great strides
 - Delivered info packs to guidance counselors in the vicinity of the fire department at which he’s a sergeant
 - Applications are up two-fold from that area as compared to a year ago
 - Potential of a future accepted-student event

David Meadows '98, Assistant Director of Alumni Relations

- SAA – I can’t begin to express how pleased I am with SAA this year. Great start to the year and then after our last Council meeting things got even better. Thank you for engaging in the breakout groups at the fall meeting. The students came back energized and excited. It has shown in their work on Career Day and Sr. Dinner. They’ve gone above and beyond. I’m particularly thankful for our executive committee – Seniors Ken Tomlinson and Beth Woodhouse, Juniors Heather Lecrone and Renee Stiehler.
- Job Shadow – As Jodi reported, things are going well. Thank you to those who have volunteered as hosts or coordinators. For those of you who live in the Philly, Harrisburg and DC areas, please consider attending the kick-off events. We need local alumni to welcome the students to the area.
- Regional Events – For the Alumni Office to continue to offer appropriate and timely support, please help things to go smoothly by working under the following guidelines:
 - Continue to work toward 12-month calendar, selecting dates for events even if location must be listed as TBA.

- For mailed invitations, have date to Alumni Office no less than 12 weeks in advance and details for publicity no less than 10 weeks in advance.
 - For e-vites only, have details no less than 4 weeks in advance.
 - Ask for help!
- The Mid-State group has changed its name to the Mid-State Juniata Club, instead of Alumni Club, following the lead of the CPA group. I've asked JC-DC to consider the same and would like to do so for all of our Clubs. The goal is to be inclusive of everyone, not just alumni.
- Alumni Intern – Travis Sumner '08 is working with us this semester. His main responsibilities are Job Shadow and a blog for alumni and parents. Please subscribe to the blog and make comments! There's an ad in your packets.

Respectfully submitted,
Evelyn Pembroke
Alumni Relations Office Specialist