**Ripon College Parents' Advisory Committee Meeting (PAC)**

**Meeting Highlights and Minutes**

**Saturday, September 17, 2011**

Present:

Parents' Advisory Committee: Rita McGee P'12/P'13/P'15 (President), Robert and Carol Burton P'13 (V.P.-Advancement), Kelly Church P'15, Donald Hausch P’13, Gerard Hying P'12, Jeanine Hying P'12, Donald Klingenberger & Kayt Conrad P’14, Richard Krueger '80/P’13, Steven and Jill Hagen P'15, Richard and Kris Nogal P'14, David Nutting P’14, Beth Pachniak P'13 (V.P- Admission), Mark and Becky Petroski P'15, Sydney Rader P'15, James and Wendy Robinson P'12, Daniel and Dela Smith P'15, Natalie Sondalle P'11/P'14, Ann Rumpf P'09/P'12

College Administration/Staff: Amy Gerretsen '04 (Associate Director of Alumni & Parent Relations), Nancy Hintz '82 (Director of the Annual Fund and Alumni & Parent Relations), Chris Ogle '80 (Vice President and Dean of Students), Jerry Seaman (Vice President and Dean of Faculty), Wayne Webster (Vice President for Advancement), Michele Wittler '76 (Registrar and Associate Dean of Faculty)

**I. Campus Reports (8:30 a.m.)**

# A. Self-introductions

# B. College Update (Dean Seaman)

* Excited for challenge of being interim president (as of November 16) and future of Ripon College
* Shared his views on matriculation convocation and commencement; enjoys being a part of the students’ journeys over four years
* Next president needs to be great for the students (both inside and outside of the classroom)
* Reiterated the importance of being a liberal arts institution with a residential campus and personalized education
* Fostering responsible citizens (changed student IDs to reflect the voter ID bill, $1 million servant leadership chair created)

# II. Business Meeting (9 a.m.)

# Administration

* Meeting called to order by President McGee.
* Spring meeting minutes were approved as written.

# PAC Reports

* Ms. Gerretsen thanked all of the parent volunteers and reported on several recent PAC activities including:
  + Summer Orientation- Parent social and resource fair well received again this year by current and incoming parents/families, will continue for future years
  + Summer Send Offs- 2011 was a test year, 6 events scheduled; 2 canceled because of lack of interest; the Admission and Advancement Offices are weighing options for the future and will finalize details in the spring; first year parents did receive a letter from the Alumni & Parent Relations Office welcoming them to the community and inviting them to attend upcoming events
  + Family Welcome Receptions- Receptions during move-in day were very well received again this year, will continue for future years
  + Faculty Gathering- For the third time, the PAC has hosted the faculty/staff mixer on the Friday night prior to the meeting; attendance was high this semester with strong attendance by PAC members and faculty/staff, will continue next semester
  + PAC spring appeal letter and band reception- Mr. Klingenberger and Ms. Conrad generously wrote a spring Annual Fund appeal to the PAC with good success (6 additional gifts with a match), will do a similar appeal in March following the spring PAC meeting; hosted a reception for the band families/students following the spring concert; both efforts will continue. Ideas to do a similar reception for theatre events, choir/orchestra combined concert, Dickens of a Christmas- may be an Admission event that weekend as well.

1. **Constitution Vote**
   * The Parents’ Association constitution was reviewed by the Alumni & Parent Relations staff for the first time in 12 years
   * Ms. Hintz reviewed the proposed changes to the Parents’ Association Constitution
   * The goal of the changes is to build a leadership team on the PAC (similar to the Alumni Association Board of Directors)
   * The PAC approved the changes as written to the constitution with a unanimous vote

# Presidential Search Update

* Mr. Webster provided an update on the presidential search process:
  + Change in leadership provides an opportunity, optimism for a strong pool of candidates based on Ripon’s position, good marketing opportunity for Ripon
  + Year-long process with very deliberate selections
  + A search committee has been formed to initially work with the search consultant (Storbeck Pimental), will expand into a selection committee by winter to make the final selections (a parent representative will be on that larger committee)
  + September 30-October 1, the consultant Shelley Storbeck (who lead the search for President Joyce) will be on campus meeting with a wide variety of campus community members
  + Thoughts on the next president can be emailed to the search committee chair, Jane Frederick ’74, at riponpressearch@ripon.edu

# III. Open Discussion

* Dean Ogle updated the PAC on the Rave Alert text/email-based emergency alert system now up and running for all students and faculty/staff; students can put up to 3 numbers on their alert, so parents can be added
* Mr. Webster gave the PAC an update on the capital campaign and the reserve money:
  + Not all reserve money was used last year, a large estate gift was added to the reserve fund
  + $19 million raised for the campaign, great progress so far with update to come in February
  + Presidential transition seems to be going okay in regards to the campaign, but the public phase may be delayed six months
  + A campaign steering committee has been formed and will be expanded when the campaign goes public to include 1-2 PAC members (mainly to focus on messaging)
  + In the spring, there will be a focus group of PAC members on campaign branding/messaging
  + Advocacy by the PAC is just as important as money; keep a positive message out about Ripon
* Update on facilities from Dean Ogle:
  + Over $500,000 was spent over the summer on maintenance
  + 91% of students live on campus, about 88% capacity
* Ms. Wittler shared enrollment information
  + 990 headcount for the fall semester
  + 30 states, 14 countries
  + 28 non-US citizens
  + 50/50 male/female
* Admission Concerns
  + Admission materials are not getting out to as many high school counselors, how can we best educate high schools, especially on why students should choose Ripon, what is our niche?
  + The PAC members are advocates for Ripon and would like to help the Admission Office share materials and information at their local high schools
  + Is there a way to use current students to reach prospective students in the same area/high school?

# IV. Adjournment (10:05 a.m.)

Respectfully submitted,

Amy Gerretsen '04

Associate Director of Alumni & Parent Relations