

Parents and Family Association
Saturday, November 15, 2008
Eagle Landing Conference Room, 9:30 am

Meeting Minutes

Family Members and Staff in attendance:

Dorothy Corbett
Jimmy Huggins
Vickie Huggins
Jackie Dalrymple
Linda Perkins
Michael Perkins

Mary Tripp
George King, II—University College
Charlie Nichols—Academic Community Service
Dr. Jennifer Wilder—Residential Life
Brian Merritt—Orientation & FYE

- I. **Welcome & Introduction:** *Call to order, 9:40am*—Brian Merritt welcomed everyone to the meeting and introduced himself as the new advisor to the Parents and Family Association as of October 2, 2008.
 - a. All in attendance introduced themselves
 - b. All in attendance gave brief descriptions about why they wanted to attend today's meeting.
Reasons included:
 - i. To get updates about NCCU happenings and announcements
 - ii. To become involved in the NCCU community
 - iii. To help be the voice of NCCU parents to the administration
 - iv. To help engage parents into students lives as college students
 - v. Have been involved in their student's academic lives since they were young and want to continue their involvement
 - c. All in attendance described the reasons why their students chose to attend NCCU
 - i. Teaching Fellow program—Dr. Stepp-Jones sold them!
 - ii. Quality of academic program
 - iii. Fell in love with the campus
 - iv. Football scholarship
- II. **Review of Agenda:**
 - a. Update about the expectations of today's meeting and how it will be structured.
- III. **State of the Association:**
 - a. Housed in the Office of Orientation/FYE
 - b. Budget: \$1,028.50 remaining in the account
 - c. New Advisor, Brian Merritt, began October 2, 2008
 - d. Approximately 176 parent and family names on the membership list
 - e. Currently, members serve no active role within the university community as representatives of the Parents and Family Association

IV. Fall 2008 NCCU Discussion:

- a. Dr. Wilder provided updates on Housing and Residential Life:
 - i. Room deposits due January 16 for the 2009-2010 school year
 - ii. Residential Life wants to do a better job of communicating with parents—ask the question of whether their department should communicate directly with parents or should it be funneled through Parents Association. *All agreed that information should be funneled through the Parents and Family Association.*
 - iii. Reminder of FERPA and description of what information can and should be released to parents
 - iv. Description of the housing and room selection process which will occur in February 2009 for the 2009-2010 school year
 - v. Brief discussion of campus safety and the emphasis for the HRL department to create a safe living environment for students
- b. Mr. George King from the University College provided updates:
 - i. Stressed the importance for the student contract; special emphasis on #4 in the contract which states that the University College can discuss the student's "progress" with parents.
 - ii. Importance of taking care of housing (or other types of) holds on the student account for balances due—can cause the student to not be allowed to register.
 - iii. Stressed the importance of student athlete support especially concerning student eligibility which becomes a hot issue in the spring semester.
- c. Mr. Charlie Nichols from Academic Community Service provide updates:
 - i. Students must complete 15 hours of community service each semester.
 - ii. There are three kinds of community service:
 - 1. One-time event: examples are blood drives, toy drives, etc.
 - 2. Community Service: working at a registered local non-profit or volunteering at an agency
 - 3. Service-learning: Joint effort with professor and the service is completed as part of a class effort
 - a. Parent, Mary Tripp, expressed the need for students to have the ability to view their accumulated service hours online
- d. Brief discussion about juicy campus.com and social networking concerns
- e. As an Association, the goals from parents included addressing and assisting in Membership and student/family transitioning efforts over the next year. More specific topics to address can be taken on as the membership grows.

V. The Vision of the Association

- a. Vision from the Advisor:
 - i. Communication with all NCCU Parents & Family about campus events and announcements
 - ii. Explore methods to fund the Association so that membership is free of charge (all NCCU parents and Family are automatically members)
 - 1. ***Response: Parents in attendance believe that it is currently appropriate to charge the \$10.00 and possibly increase the fee to as much as \$25.00 to create more funding.***

- iii. Develop and implement methods to engage and involve NCCU parents into the university community
- b. Presentation of University Parent Media proposal:
 - i. Annual parent handbook (minimum 4,000 copies)
 - ii. E-version of the parent handbook at a personalized URL
 - iii. Monthly e-newsletter produced and sent to NCCU as a PDF file for distribution (example below)
 - 1. ***Response from parents in attendance was overwhelmingly positive with no major concerns.***
- c. Presentation of from-mom.com proposal
 - i. Proposal to Partner with a student care package company that would return 20% commission back to the Parents and Family Association
 - ii. Will also look into Sodexo and its care package option to propose a potential partnership
 - 1. ***Response from parents in attendance was overwhelmingly positive. Before moving forward with seeking approval from campus administration, conversations with Sodexo need to occur.***

VI. Plans for the Future

a. Potential Association Projects

Parents and staff contributed the following ideas:

- i. Need for parents to assist during orientation to speak with other parents
 - ii. Communication: Frequent e-mails needed with important information (University Parent Media will serve this purpose well)
 - iii. More activities needed:
 - 1. Examples: booths at football games and other University events to recruit parents to join
 - 2. Beautification Project on campus for parents to assist
 - 3. Habitat House: Parent group to assist in this effort being sponsored by the Academic Community Service office.
 - iv. Assisting the student emergency fund with additional funding
 - v. Parents Association scholarship
 - vi. Assisted technology equipment provided to students in need
 - vii. Need to create a presence on campus
 - viii. Need a member of the Parents and Family Association to serve on the residential life advisory board, as well as other University committees
 - ix. Need for ***important*** information from all departments to be funneled through the website and e-mail for parents
1. **Association Committees**
- i. Open Discussion regarding the projects mentioned above resulted in the need to form three permanent committees:
 - i. Membership Committee
 - ii. Parents Liaison Committee
 - iii. Special Projects Committee

1. Individual expressed interest in committees by signing up on a sheet passed around the room.

2. Leadership Opportunities

- i. President, Secretary, and Treasurer are definitely needed for the Association
- ii. Committee Chairs also needed
 - i. Tentative goal is to have elections the next Parents and Family Association meeting

3. Membership Growth

- i. Over the next few months, parents in attendance will volunteer to make phone calls to recruit membership and attendance at the next meeting
 - i. Advisor will gather the appropriate lists and distribute information accordingly
 1. Point of discussion: In order to properly recruit, an official mission statement is needed for the Parents and Family Association as well as agreement for next meeting time.
 - a. All in attendance agree to add agenda item and generate a mission statement.

4. Mission Statement:

- i. The purpose of the NCCU Parents and Family Association is to foster a positive relationship between families of NCCU students and the university community through active engagement, involvement, and communication with the institution resulting in greater student academic success.
- ii. Next meeting will take place in January 2009, time/location TBA

VII. Evaluation

VIII. Adjournment—11:47am

Committee Interest Expressed:

Membership:

Linda Perkins
Dorothy Corbett
Vickie Huggins
Jimmy Huggins
Jackie Dalrymple
Mary Tripp
Charlene Durette

Parents Liaisons:

Linda Perkins
Jackie Dalrymple
Mary Tripp
Charlene Durette

Special Projects:

Michael Perkins
Dorothy Corbett