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 juicycampus.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 Sodexho 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 Sodexho 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—11:47 am

Committee Interest Expressed:

Membership:
Linda Perkins
Dorothy Corbett
Vickie Huggins
Jimmy Huggins
Jackie Dalrymple
Mary Tripp
Charlene Durrette

Parents Liaisons:
Linda Perkins
Jackie Dalrymple
Mary Tripp
Charlene Durrette

Special Projects:
Michael Perkins
Dorothy Corbett