

Information

To: NACUA Board of Directors

From: Kathleen A. Rinehart
Chair, Committee on Membership and Member Services

Miriam S. Miller, Staff Liaison

Date: June 6, 2007

Subject: June 2007 Report of the Committee on Membership and Member Services

The following is a summary of the recent activities that stem from the 2006-2007 work plan of the Committee on Membership and Member Services.

Charge to Committee:

The Committee is responsible for recommending amendments to policies and procedures as well as new policies to the Board of Directors regarding membership matters. The Committee is also responsible for proposing changes to enhance member services or to add services in any areas deemed appropriate and timely by the Board of Directors. The Committee will assist the staff, when appropriate and necessary, in the recruitment of non-member institutions.

Committee Leadership:

Kathleen A. Rinehart, Chair
Grey Dimenna, Vice Chair and Chair of the Subcommittee on New Member Initiatives and Member Services
Gail Gunnells, Vice Chair and Chair of the Subcommittee on Policy and Procedure
Greta Schnetzler, Vice Chair and Chair of the Subcommittee on Recruitment and Retention

Progress to Date on Work Plan for Fiscal Year 2006-2007

- **Through implementation of NACUA's recruitment plan, conduct outreach to a broad spectrum of potential college and university members to further increase the diversity of NACUA member institutions.**

The Sub-Committee on Recruitment and Retention presented the "Frequently Asked Questions About NACUA Membership" document, designed to clarify NACUA's membership policies for potential new member institutions and attorneys, to the full Committee at its March meeting. The Committee approved the document as written.

The document was posted on the NACUA website and will be included in future recruitment correspondence. A recruitment campaign, centered on The Clearinghouse of Training Materials for Preventive Law in Higher Education, was sent to attorney contacts at lapsed institutions and identified non-member institutions. To date, three institutions who received this information joined NACUA.

As of June 6, NACUA has welcomed 29 new member institutions across the 2006-2007 membership year. Of these 29 institutions, six are community colleges or community college systems, two are historically black universities, two are Hispanic-serving universities, and two are international institutions.

- **Continued outreach to new members, customized contacts with members through pairing individual new members with current members, educating members about availability of members' information by area of expertise/interest, tailored messages on publications and programs relating to members' areas of expertise, and meetings with new members at Annual Conference, and all CLE workshops.**

Since July 1, 2006, NACUA has welcomed 386 new attorney representatives to the membership. Meetings with new member attorneys took place at the November, March, and April CLE Workshops. NACUA will hold a luncheon for Lawyers New to Higher Education on June 27 at the Annual Conference. Past Presidents and members of the Board of Directors have been invited to participate in the luncheon. One June 8, NACUA will send a message to all new member attorneys registered for the Conference inviting them to this luncheon.

Through NACUANNEWS and tailored emails to new members, NACUA has recruited veteran member attorneys to serve as Colleagues. Veteran volunteers and new members were matched in the Spring, and participants were provided with contact information and background information about each other. Information about the Colleague Program and requests for professional biographies will be included in all new member attorney correspondence going forward. In the June 8 message to new member attorney Conference attendees, NACUA will remind attendees that Colleagues are available to answer any questions they may have about the Conference and NACUA more broadly.

- **Continued assessment of membership policies and procedures, including review of all Associate Institutional Member applications.**

NACUA received three applications for Associate Institutional membership during the 2006-2007 membership year. The three applications (Arizona State University Foundation [March 2007], Association of Research Libraries [November 2007], and the Florida State University System Board of Governors [November 2007]) were reviewed by the Subcommittee in accordance with the Membership Review Process. All three applications were recommended unanimously for approval, both by the Subcommittee and Committee, and were approved by the Board of Directors.