

## MEMORANDUM

**TO:** Institutional Advancement Committee

Mr. Luke M. Hillier, Chair  
Ms. Judith O. Swystun, Vice Chair  
Mr. Fred J. Whyte (ex-officio)  
Mr. Barry M. Kornblau (ex-officio)  
Mr. Jeffrey W. Ainslie  
Mr. David L. Bernd  
Mr. Richard T. Cheng  
Dr. Mary Maniscalco-Theberge  
Mr. Frank Reidy

**FROM:** Alonzo Brandon  
Vice President for University Advancement

**SUBJECT:** Institutional Advancement Committee Meeting  
December 5, 2013, Agenda

The Institutional Advancement Committee of the Board of Visitors will meet December 5, 2013, from 11:00 a.m. to 12:15 p.m. in the Board of Visitors Room of Webb Center.

### ACTION ITEMS

1. Approve the minutes of the September 26, 2013 meeting.

### ITEMS FOR REVIEW

**Office of University Advancement** – Mr. Alonzo Brandon, Vice President for University Advancement, will report on the following items:

1. Dashboard items measuring productivity in the area of University Advancement.
2. College advisory board selection process and membership.

**CLOSED SESSION** – The members of the Institutional Advancement Committee will receive information related to the items to be discussed in closed session.

**Office of Community Engagement** – Ms. Karen Meier, Assistant Vice President for Community Engagement, will give an update on programs and activities.

cc: Sebastian Kuhn (Faculty Representative)