**MINUTES**

**Talloires Network Steering Committee Conference Call**

**July 21, 2014**

**7:00 AM EST**

**Attendees**

Steering Committee: Mark Gearan, Jan Reid, Tony Monaco, Agnieszka Nance (representative of Scott Cowen), Alexis Velo Brunet (representative of Jose Sanz), Cheryl de la Rey, Lisa Anderson, Olive Mugenda, Nieves Tapia

TN Secretariat: Rob Hollister, Lorlene Hoyt, Maureen Keegan

**Welcome and Review of Agenda**

* Mark Gearan opened the meeting and reviewed the agenda for the call.

**Discussion of Six-Month Report and Summary Plan for Next Six Months**

* Rob Hollister introduced the six-month report, asking Lorlene Hoyt to make opening comments, to be followed by Steering Committee comments and questions.
* Lorlene Hoyt highlighted a significant increase in the scale and level of participation in TN programs by representatives of member universities, especially through the YEPI and Regional Perspectives in Civic Engagement, and then opened the floor for questions and comments.
* Lisa Anderson applauded TN’s recent progress in use of social media, but noted that this dimension of TN’s communications work is still quite modest. She urged that TN develop a more aggressive social media strategy. Lorlene Hoyt noted that the student component of the conference will contribute to this area. Lisa Anderson offered to share contacts around social media and suggested that perhaps Tufts has resources that would be beneficial. Additionally, she commented that because the TN constituency is international, it is important to reach out through different mediums. Based on his personal use of social media, Tony Monaco observed that there is a difference in using social media to be accessible to one’s student body and promoting things internationally across a network. Olive Mugenda pointed out that it is important to address specific challenges faced by African students, and to effectively communicate opportunities to them.
* Cheryl de la Rey asked about the current state of fundraising. Rob Hollister replied that TN is seeking additional funds for the conference and beyond. Those on the call could help by alerting the secretariat to potential funders and different funding approaches.

**Nominating Committee Report and Recommendations**

* Mark Gearan asked Jan Reid to report on the meeting of the Nominating Committee that took place on Wednesday, July 9, and was attended by Jan Reid, Mark Gearan, Tony Monaco and Shamsh Kassim-Lakha, with Nieves Tapia providing her recommendations in advance.
* Jan Reid reminded those on the call that TN Governance Policy states that when the SC Chair and Vice-Chair seats become vacant, the Steering Committee will select people to fill these offices. Mark Gearan and Jan Reid will be stepping down as Chair and Vice-Chair at the end of this calendar year. Taking into account the criteria outlined in the Nominating Committee report, the Committee recommended that Tony Monaco and Cheryl de la Rey be chosen to become SC Chair and Vice-Chair, respectively, to start January 1, 2015. (Tony Monaco did not participate in his selection.) The SC elected Tony Monaco and Cheryl de la Rey unanimously. (Prior to the meeting Sharifah Shahabudin communicated her support for this action.)
* Jan Reid then turned the conversation to the process for nominating and selecting new SC members, as she, John Wood and Shamsh will be finishing their terms at the end of the December. The Nominating Committee recommends that the process be revised to become more fully democratic – shifting from ratification by TN members of a slate to asking members to vote on nominees, with twice as many nominees as there are vacant slots. She noted that the Nominating Committee discussed how geographic and gender distribution would be affected by this revised approach. She suggested that if these issues are brought to the attention of members, they likely will vote with these considerations in mind. The SC agreed by consensus to adopt the proposed change. (Therefore, selection of the next set of new SC members will take place using the approach outlined above.)
* Jan Reid noted the need to clarify how best to represent the heads of regional networks on the SC. It was decided to address this question at a later time.

**Cape Town Conference Planning (TNLC 2014)**

* Mark Gearan asked Rob Hollister to introduce this agenda item.
* Rob Hollister turned the SC’s attention to the TNLC 2014 update document. He noted that while considerable progress has been made, there is still lots more to do between now and December. Additionally, this is a particularly important point in time to ask the group’s advice and to work out with each SC member how she/he will be personally involved.
* Rob invited questions/comments on: Overall observations? Which pieces of the plan and emerging program look good? Which ones do not? Are there gaps? He also asked for more specific suggestions with regard to plenary sessions and breakout sessions – particular individuals, groups, topics, etc. that should be considered.
* Rob Hollister asked for guidance on how to most appropriately achieve good geographic balance of attendees. To date, an especially large number of Pakistani university leaders have registered. This is good news, but also raises a concern about potential imbalance in attendance from different countries and regions.
* Cheryl de la Rey commented on the timing of the breakout sessions with two of the South African government ministers and the importance of observing to protocol. Rob Hollister clarified that the Minister of Education/Development listed for Session 3 is intended to be a minister from a country other than South Africa.
* Lisa Anderson expressed concern about concentrating the student perspective in a single session. She recommended sprinkling students throughout all of the plenary sessions. She also proposed exploring potential involvement of student-focused organizations such as AIESCEC in the conference. Cheryl de la Rey noted that it would be difficult to explain why TN is partnering with a particular student organization. Lisa Anderson noted that she was thinking of student organizations more generally, and how they could participate at the conference or beyond.
* Several SC members supported the recommendation to involve students in a broad range of conference sessions. Tony Monaco spoke in favor of having a session that the students own as well as sprinkling them through other sessions, so that they do still have a spotlight session. Rob Hollister mentioned that at the founding conference of the Ma’an Alliance hosted by AUC in 2008, a concluding panel of students was a highlight. Mark Gearan agreed with Tony Monaco, and advocated that the student plenary panel be scheduled earlier in the conference and not toward the end. Jan Reid agreed with the question of timing and reminded the group of the importance of giving the students time to interact with one another, as they had during the SC meeting New York in July 2013.
* Agnieszka Nance asked what type of sessions would fit under the breakout topic of social inclusion. Lorlene Hoyt explained that there is a wide array of options including: collaboration with indigenous communities, attracting/retaining/achieving success of students from diverse backgrounds, questions around creating more diverse faculty and others.
* Jan Reid noted that in conferences like this, the most powerful sessions are those where people tell their own compelling stories and encouraged “stage-managing” a situation where individuals showcase the work they’re doing and the impacts it has achieved.
* Rob Hollister asked the group’s guidance on how to achieve geographic balance. In an earlier conversation, Shamsh Kassim-Lakha supported the approach of having a soft cap on the participation from individual regions, defined by their portion of TN membership. Mark Gearan asked how this issue was addressed in Madrid; Rob Hollister responded that it had not emerged as an issue. He also noted that as travel grants for TNLC 2014 are awarded, that will help shape the geographic distribution of attendees. Cheryl de la Rey noted that at a recent ACU convening in Cape Town, there was over-representation from Pakistan, Sri Lanka and India. While there is no problem with this, it is good to have broad geographic representation, and the stop-check based on membership might be useful. The SC endorsed using a “soft cap,” based on proportion of membership.
* Rob Hollister stated that SC members’ leadership is key to the success of the conference, and asked SC members to say what leadership roles they would like to play. Jan Reid expressed an interest in serving as a rapporteur and a convener/chair. She noted also that it would be useful to have several SC members available to take on roles as needed, as the program evolves. Cheryl de la Rey volunteered to take a lead role with the youth employment and economic development plenary session. Lisa Anderson would be happy to do whatever is useful, but noted that she would not be able to spend extra time following the conference. Rob clarified that the conference will end mid-day on December 4th with the Steering Committee meeting taking place on December 1. Agnieszka Nance will have to leave a bit early, but would be happy to contribute while she is there. Olive Mugenda would be happy to chair sessions. Mark Gearan thanked SC members for being willing to take on whatever roles are necessary to make the conference successful.

**Steering Committee Meeting in Cape Town**

* Mark Gearan introduced Tony Monaco to lead a discussion of agenda planning for the SC meeting on December 1st.
* Tony Gearan thanked Mark Gearan for his leadership of TN, guiding it during a period of impressive growth. He observed, following on the conversation last year in NYC, that now seems an appropriate time to reflect on what we want TN to be going forward. He urged that the SC meeting in Cape Town concentrate on strategic planning, engaging such questions as: Should TN aim to continue growing membership? What is the desirable balance between supporting presidential leadership and contributing to the professional development of the staff who lead community engagement programs? How will TN collaborate with regional partners in the future? He further suggested that the conference include a session that gives TN members an opportunity to weigh in on strategic choices. He invited colleagues’ suggestions on agenda-setting.
* Olive Mugenda urged that TN support the development of its regional partners and also maintain a coordination role. Tony Mugenda suggested that is a question of emphasis. Jan Reid highlighted that supporting initiative and responsibility by regional networks is desirable, but that it is important also to provide benefits for membership in an international organization. Nieves Tapia agreed and urged that this be discussed with members before making any decisions. Rob supported Tony Monaco’s suggestion to schedule a conference session on strategic directions.
* Tony Monaco turned attention to the question of professional development for students, faculty and staff. Nieves Tapia reiterated concerns that she has expressed previously about a professional development program being based in the United States. Rob Hollister asked Nieves Tapia to tell the SC about CLAYSS’ expanding professional development work; she highlighted CLAYSS’ professional development in Latin America which is also expanding to include exchange with Africa and Asia. She noted that it is important for faculty development to be culturally relevant. Olive Mugenda advocated supporting development of regional networks and that TN operate as an umbrella of networks. Nieves Tapia concurred.
* Tony Monaco introduced the question of whether TN should rethink its membership policy. He noted that many U.S. universities have not joined because they are reluctant to make an institutional commitment to the Talloires Declaration, even though they support substantial community engagement programs. How can TN serve these institutions and also benefit from their involvement in TN? Might we consider creating an additional form of affiliation, so that offices of community engagement, etc. can be connected to the Talloires Network without the university joining? Jan Reid encouraged considering this option. Cheryl de la Rey observed that many Vice-Chancellors appear to be limiting the number of international networks in which they participate. Nieves Tapia related that her organization, CLAYSS, has found different types of membership to be useful and that it would be interesting to consider this approach for TN.
* Cheryl de la Rey asked what preparatory materials will be developed for the December 1 meeting. Tony Monaco indicated that the TN secretariat will prepare materials. He invited SC members to make additional suggestions about questions to include in this strategic planning session.

**Wrap-Up**

* Jan Reid asked how SC members should go about nominating students to participate in TNLC 2014. Rob Hollister referred everyone to the preparatory materials for the meeting, which provide guidelines on this subject. He asked that SC members designate students by 8/15.
* Mark Gearan closed the meeting, comenting that the secretariat will follow up on next steps. He thanked Tony Gearan and Cheryl de la Rey for stepping into their new leadership roles.
* Tony Monaco and Cheryl de la Rey thanked the group for electing them to become Chair and Vice-Chair, and stated that they look forward to working with members in the period ahead.