



**NHBCUAAF™**  
 National Historically Black Colleges & University Alumni Associations Foundation

## TOOLS:

- AGENDA/OUTLINE (IN PARTICIPANTS PACKAGE)
- ZOOM LINK FOR CONFERENCE – REFER TO EMAIL
- PARKING LOT AND CONFERENCE RULES – REFER TO HANDOUT
- MONITOR RESPONSIBILITIES AND CONTACT LIST (PROVIDED BY V HAWKINS)
- PREPARED QUESTIONS (already provided to each monitor)
- READ THE BIO KNOW WHICH SESSION YOU WILL MONITOR, READ SAMPLE INTRODUCTION

## RESPONSIBILITIES OF SESSION MONITORS

- Give your name, Introduce Session and Speaker
- Monitor Questions and Answers (refer to prepared questions if needed)
  - Turn podium over to next session
- Hot Topics/Parking Lot – use for unanswered questions from your session
- Immediate Questions or Issues – Contact LaMonte Leath, or Richard Graves or Richard Smith (refer to contact list)

### PROGRAM OUTLINE WITH MONITOR NOTES

<u>1.</u>	<b>Introduction of Session – (1-1.5 minutes)</b>	Identify yourself, Introduce Session and Speaker. (Refer to sample introductions below). Notes: <b>Do not read the bios to save time</b> , use a couple of sentences as shown below to introduce the speaker. For more information about the presenter, please refer to the participants package with bio and check the NHBCUAAF website. <b>Please respect your time interval so that all talks can remain on time.</b>
<u>2.</u>	<b>Session with Speaker (20 minutes) -</b>	You can keep track of time allotted to speaker. However, LaMonte will alert the speaker when the agreed upon time is elapsed
<u>3.</u>	<b>Questions and Answers (10 minutes)</b>  <b>INSTRUCTIONS:</b> Go to your individual chat box to retrieve the questions.	When speaker is finished, thank the speaker for his/her presentation. Then announce that we will entertain questions, <b>remind audience that they can type their questions in the chat box which will go directly to the Conference Host. (BY the way, Conference Host will provide this information in the beginning under conference Rules). The Conference Host will then send the questions directly to the monitor's chat box.</b> When you get the questions, repeat them for the audience and allow the speaker to answer the question. (1-2 minutes). LaMonte will sound the alarm here too. If you do not

		<p>receive any questions during the session, use your prepared questions.</p> <p>If you have questions that weren't answered, you can ask a couple of them in the Hot/Topics/Parking Lot. Note: There are two Hot Topics/Parking Lots.</p> <p>Sessions 1-3 – Use the Morning Parking Lot Session 4-7 use the Afternoon Hot Topics/Parking Lot.</p>
<u>4</u>	<b>End session</b> and off you go!	<p>Immediately thank the speaker again and the audience for their participation. Remind attendees to fill out the evaluation form at the end of the conference and turn the session over to the next session (one liner).</p>
<u>5</u>	<b>Hot Topics/Parking Lot</b>	<p><u>REPEAT FROM NUMBER 3.</u> If you have questions that weren't answered during your session, you can ask a couple of them in the Hot/Topics/Parking Lot. Note: There are two Hot Topics/Parking Lots.</p> <p>Sessions 1-3 – Use the Morning Parking Lot Session 4-7 use the Afternoon Hot Topics/Parking Lot.</p>

### SAMPLE INTRODUCTIONS

**THIS SECTION HAS BEEN DISCUSSED WITH MONITORS.**

<p><b>Opening Session</b> State of HBCUs: Public Dr. Harry L. Williams Thurgood Marshall College Fund</p>	<p>At 9:30 AM – Monitor Ty Couey will introduce Dr. Harry L. Williams (1-2 min.) <b>Opening Session</b> (20 min.) <b>Q&amp;As (see participant rules)</b> Monitor - Ty Couey (10 min)</p>
<p><b>Session 1: Strategic Alliance</b> <b>No powerpoint.</b> Dr. Noelle Cockett President, Utah State University</p> <p>Introduction - 1-2 min <b>Session 1</b> – 20 min. Q&amp;A (10 min).</p>	<p>At 10:00 AM – Monitor Ty Couey Good Morning Alumni Leaders, Welcome to Session 1 Entitled Strategic Alliance. My name is Ty Couey and I will be your monitor for this session. Our presenter is Dr. Noelle Cockett. She is the 16<sup>th</sup> president of Utah State University and has a distinguished career in sheep genomics research where she serves as the United State Coordinator for sheep genome mapping since 1993. Welcome Dr. Cockett. Today, she will discuss the Strategic Alliance between Utah State University and agricultural HBCUs. <b>Q&amp;As (see participant rules)</b> At End of Presentation: Thank You, Dr. Cockett for building a strategic alliance to unify the efforts between Utah State and agricultural HBCUs to align essential services and resources and position all universities with the information. Will turn the podium over to Session 2.</p>
<p><b>Session 2: Integrating technology to grow your membership?</b> <b>POWERPOINT</b> Mr. Chuck Morris National Information Technology Chair, KSUNAA</p> <p>At 10:30 AM, Introduce Session 2: Introduction 1-2 min) Session 2 - 20 min. Session 2 Q&amp;A –10 min</p>	<p>At 10:30 AM Monitor Barry Johnson Good Morning Alumni Leaders, Welcome to Session 2 Integrating technology to grow your membership. My name is Barry Johnson and I will be your monitor for this session. Our presenter is Mr. Chuck Morris, he is the National Information Technology Chair for Kent. State University Natl. Alumni Association. Thank you for joining us Mr. Johnson. He will discuss a new software/technology package that will step up your social media interaction with alums and follow-up with potential members. <b>Q&amp;As (see participant rules)</b> At End of Presentation. Thank You, Mr. Morris for solutions to managing and updating alumni membership databases with pertinent data. Will turn the podium over to Session 3.</p>

<p><b>Session 3: Adopt a National Alumni Civic Engagement Student Ambassador Program</b> <b>POWERPOINT</b></p> <p>HBCU Panel Discussion with CEAC Student Organizers:  <i>Ms. Brenda Jones, (Project Manager) Elizabeth City State University</i>  <i>Ms. Tiyana Boyce, (Student Organizer) Elizabeth City State University</i>  <i>Ms. Tiffany Hinton, (Project Manager) Elizabeth City State University</i>  <i>Dr. Sherree R. B. Davis, (Project Manager) Fayetteville State University</i>  <i>Ms. Calleen Herbert, (Project Manager) North Carolina Central University</i>  <i>Ms. Leila Lewis (Project Manager) You Can Vote</i></p> <p>Session 3 -Introduction (1-2 min.) <b>Session 3</b> -20 min.  Session 3 Q&amp;A - (10 minutes)</p>	<p>Monitor: Ms. Gerie Norris Simmons  At 11:00 AM, Good Morning Alumni Leaders, Welcome to Session 3 Adopt a National Alumni Civic Engagement Student Ambassador Program. My name is Gerie Simmons and I will be your monitor for this session. Our presenters are</p> <p>Ms. Tiyana Boyce, a student from Elizabeth City State University  Dr. Sherree Davis, Fayetteville State University  Ms. Calleen Herbert, North Carolina Central University.</p> <p><b>Q&amp;As (see participant rules)</b></p> <p>I thank all of you for being here today. They will share how the program works, how the students are selected, how the Alumni Civic Engagement Student Ambassador Program works and the various partnerships with the different HBCUs.</p> <p>At End of Presentation,  Thank You, CEAC Organizers. I think that every HBCU should have a program like this, you can see the direct benefits for the students, HBCUs and their communities. We encourage all of the alumni associations represented Here to get involved.</p> <p>LaMonte will take over, you don't have to announce the next session.</p>
<p><b>HOT TOPICS/PARKING LOT</b>  <b>30 min.</b></p>	<p>LaMonte Leath will announce <b>HOT TOPICS/PARKING LOT</b> (Any morning monitor can present questions that were not answered?)</p>
<p><b>Session 4: Governance and Compliance</b>  <b>No powerpoint.</b> Dr. Earl S. Richardson  Former President, Morgan State University</p> <p>introduction (1-2 min.) <b>Session 4:</b> 20 min.  Session 4: Q&amp;A (10 min)</p>	<p>Monitor: Francene Botts, J.D. At 12:00 PM, Good Morning Alumni Leaders, Welcome to Session 4, Governance and Compliance. My name is Francene Botts and I will be your monitor for this session.</p> <p>Our presenter is Dr. Earl S. Richardson, he served as president of Morgan State University for 26 years. During his tenure, he was able to transform the university from a small liberal arts institution to a doctoral urban research university campus with significantly expanded academic program offerings at the baccalaureate, masters and doctorate levels. Welcome Dr. Richardson. He will discuss the HBCU equity lawsuit that asserted that the State of Maryland violated students' rights under Title VI of the Civil Rights Act of 1964 and the <a href="#">Equal Protection Clause</a> of the U.S. Constitution's 14th Amendment by continuing to operate a system of higher education that discriminates against <b>HBCU</b> students.</p> <p><b>Q&amp;As (see participant rules)</b></p> <p>At End of Presentation. thank You, Dr. Richardson, for enlightening us about the \$577 million settlement to end a 15-year federal lawsuit relating to underfunding at the State of Maryland's historically black colleges and universities.</p> <p>I will turn the podium over to Session 5.</p>
<p><b>Session 5: Sustainability and Operating Tools for Alumni Associations</b> <b>POWERPOINT</b></p>	<p>Monitor: Michael McCrimmon At 12:30 PM, Good Afternoon Alumni Leaders, Welcome to Session 5, Sustainability and Operating Tools for Alumni Associations. My name is Michael</p>

<p>Mr. Richard Graves, KSU Natl. Alumni Assoc. President Dr. Linda Whye, KSU Natl. Alumni Vice Assoc. President</p> <p>Introduction (1-2 Min) <b>Session 5</b> - 20 min. Session 5 Q&amp;A (10 min)</p>	<p>McCrimmon and I will be your monitor for this session. Our presenters are Mr. Richard Graves, the 18<sup>th</sup> President of the Kentucky State University National Alumni Association, and CEO /owner of ALc Care Center, Inc. and Dr. Linda Whye, Vice President of Kentucky State Univ. National Alumni Association and a retired Elementary School Principal. Thank you for joining us – Thorobreds! They will discuss some popular sustainabilityresources to help us support our alumni association’s sustainability journey.</p> <p><b>Q&amp;As (see participant rules)</b></p> <p>At End of Presentation: Thank You, Mr. Graves and Dr. Whye, For the audience, I hope that you will be able to use some of the tools that Mr. Graves and Dr. Whye provided to assess your alumni association’s sustainability. I will turn the podium over to session 6.</p>
<p><b>Session 6: How to Get Your Alumni Association to Embrace Roberts’ Rules of Order</b> <b>POWERPOINT</b></p> <p>Ms. Crystal Lander, Registered Parliamentarian National Association of Parliamentarians</p> <p>Introduction 1-2 min) <b>Session 6</b> - 20 min. Q&amp;A Monitor(10 min)</p>	<p>Monitor: Venita Hawkins</p> <p>At 1:30 pm, Good Morning Alumni Leaders, Welcome to Session 6, How to Get Your Alumni Association to Embrace Roberts’ Rules of Order. My name is Venita Hawkins and I will be your monitor for this session. Our presenter is an active member/Registered Parliamentarian for the National Association of Parliamentarians, Jack and Jill of America, the Alexandria West Rotary Club and Alpha Kappa Alpha Sorority, Inc. Please welcome Crystal Landers.</p> <p><b>Q&amp;As (see participant rules)</b>At End of Presentation: Thank You, Crystal for a stimulating presentation. On why alumni associations should embrace Roberts Rules of Order and serves as a reminder that we need to ensure that our meetings are fair, efficient, democratic and orderly. We all know that Roberts has been a standard of parliamentary procedure for business and civic organizations since 1876. It is so important that everyone learns these basic rules to run a successful and productive alumni association meeting. I will turn the podium over to session 7.</p>
<p><b>Session 7: Internships and Fellowships</b> <b>POWERPOINT</b></p> <p>Mr. Richard Smith Vice President, NHBCUAAF</p> <p>Introduction (1-2 min) <b>Session 7</b> - 20 min. Session 7: Q&amp;A(10 min)</p>	<p>Monitor: Mr. Richard Smith</p> <p>At 1:30 PM, Good Morning Alumni Leaders, Welcome to Session 7, Internships and Fellowships. My name is Jackie Smith and I will be your monitor for this session. Our presenter is Mr. Richard Smith. He is the Vice President of NHBCUAAF and has 39 years of experience in acquisition and resource management and a past president of No. Carolina Central University National Alumni Association.<b>He will discuss the... ?</b></p> <p><b>Q&amp;As (see participant rules)</b>At End of Presentation: Thank You, for sharing this information about internships and fellowship opportunities for our students.</p>
<p><b>HOT TOPICS/PARKING LOT</b></p>	<p>Announce – HOT TOPICS – LaMonte Leath (30 min) <b>HOT TOPICS</b> (Any afternoon monitor can present questions that were not answered)</p> <p><b>(AFTERNOON MONITORS/SPEAKERS PARTICIPATE)</b></p>