



**Consolidation Committee  
Final Report**



**Committee Details**

Date:	<b>June 28, 2016</b>
Committee Name:	<b>OWG # 34 Advancement Services Including Donor Relations</b>
Committee Co-Chairs:	<b>Randae Davis – DSC &amp; Clifford Porter – ASU</b>
Functional Area:	<b>Area G. Advancement, Development and Alumni Affairs</b>
Functional Area Coordinator:	<b>Randae Davis</b>

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

**Major Tasks for Committee Tracker from Final Planning Document and Recommendations**

<b>Task: Consolidate Advancement Services and Donor Relations</b>
<b>Recommendation and/or Action Taken:</b>
<b>The committee submitted the recommendation to consolidate Advancement Services and Donor Relations activities under one unit to optimize opportunities and avoid duplication of fundraising activities. All gifts will be processed through the office of Institutional Advancement and recorded and acknowledged appropriately under a consolidated database. Records and fund agreements will be maintained by the Institutional Advancement Department.</b>
<b>Task: Consolidate or retain Vendor Contracts</b>
<b>Recommendation and/or Action Taken:</b>
<b>The Committee recommended consolidating vendor contracts. Currently Albany State University and Darton State College have similar or the same vendors for some of our services, such as Raiser’s Edge. We recommended to combine contracts and vendors, when appropriate, to reduce unnecessary costs and the necessity to maintain separate databases.</b>
<b>Task: Consolidate Funding Streams and Scholarship Funding</b>
<b>Recommendation and/or Action Taken:</b>
<b>The Committee recommended to consolidate funding and scholarship funding opportunities under one entity. The funding sources for our respective scholarships will be consolidated under Institutional Advancement. Scholarship opportunities and applications will be hosted under one software and maintained by the new Institutional Advancement Department.</b>



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<b>Task:</b>
<b>Recommendation and/or Action Taken:</b>

**Other/Final Comments (if any):**

Currently, the Vice President for Institutional Advancement has begun serving in a dual capacity for both institutions. Staffing from both institutions have begun to work together and we are in the planning stages of implementing consolidation activities of policies, event coordination, donor and constituent communications and reviewing our needs and strategies for fundraising activities.

The timeline for completion of some of these activities will be dependent on the expiration or renewal of vendor contracts, data mining, input and clean up, and the ultimate decisions by the institution's foundation boards, OWG #46 under the direction of the presidents, to consolidate.

Functioning as one unit, under one department, will not only reduce costs but provide greater opportunity for future endeavors. We have begun limited consolidation activities under one Vice President, so that we can further analyze needs, institute best practices, begin implementation to advance the institution and cultivate old and new relationships.
