

FINDING AID FOR THE DION MCINNIS PAPERS, 1994-2014 (#2016-0004)

Contact Information:

University of Houston-Clear Lake Archives
Neumann Library
2700 Bay Area Blvd.
Houston TX 77058
Phone: 281-283-3936
Email: archives@uhcl.edu
URL: www.uhcl.edu/library

Descriptive Summary

Repository (049) University Archives

Collection # (099) 2016-0004

Title (245) Dion McInnis Papers

Creator (100/110) Dion McInnis

Inclusive Dates: 1994-2014

Bulk Dates: 2001-2014

Extent (300): 1 document case (.5 linear ft.)

Language (546): English

Administrative Information

Restrictions on Access (506) None

Restrictions on Use (540) None

Acquisition Information (541) Donated by Dion McInnis April 2014

Processed by (583) UHCL Archives Staff

Preferred Citation (524)

Dion McInnis Papers (#2014-0006), University of Houston-Clear Lake Archives.

Biographical/Historical Note (545)

Dion McInnis served as the Associate Vice President for University Advancement at UHCL from 2001 to 2014. Previously he was Director of Development and Alumni Relations for the School of Engineering at the University of New Mexico, Executive Director of University Relations at Sam Houston State University, and the Director of External Relations at the University of Houston's School of Engineering. He is an author, photographer, and public speaker and currently runs the Empowered Creativity Institute.

Scope and Content (520)

Planning, programming, and presentation materials collected from Dion McInnis's tenure as Associate Vice President for University Advancement at the University of Houston – Clear Lake.

Index Terms (6xx):

Personal Names

McInnis, Dion

Subjects

Development

Educational fund raising

Related Material (544)

UHCL Institutional Advancement Records, 1983-1999 (#2008-0003)

UHCL Institutional Advancement Records, 1978-1990 (#2000-0006)

UHCL Institutional Advancement Records, 1978-1994 (#2000-0001)

UHCL Institutional Advancement, Executive Director Schergens Records, 1978-1988 (#1993-0005)

Inventory

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
1	1	"Dion's Quirk List" and new hire letter	1994, undated
	2	"The White Alumni Wall of Honor" – Oettinger letter and presentation for Bayou Building changes	1999-2000
	3	University Advancement goals and objectives, mission statement, staffing plans	c. 2001
	4	University Advancement Goals – Alumni and Community Relations Objectives	April 2002-Sept 2003
	5	Letter from Nancy Hixon (Blaffer Gallery, main campus) to President Staples regarding UHCL's Oriental Object Collection	April 25, 2002
	6	Early plans to re-institute the Alumni Association	2002
	7	University Advancement planning notes	2002-2003
	8	Marketing Office changes memo	December 1, 2003
	9	Alumni Award recipient process	c. 2003
	10	Early discussion notes analyzing UHCL's potential in the international arena	c. 2004
	11	Staff planning notes	August 4, 2005
	12	Advancement Council notes	August 19, 2005
	13	Development and Advisory Council notes and presentation	2005
	14	Web presence reorganization process	2005
	15	CLASP/Community support email	February 16, 2006
	16	UHCL Aerospace Program expansion notes and plan	2006
	17	Brochure, Learn the Secrets to Fundraising – UHCL School of Business	October 10,11,12, 2007
	18	Houston Endowment site visit	2012
	19	Veteran's Day closing script	2012
	20	FY14 budget request with notes	April 3, 2013
	21	UHCL Alumni Association Summer Planning Retreat presentation notes	July 2003
	22	Presentation to Hakeem Olajuwon of DR34M and Ibrahim Arch, Vice President of DR34M	2013
	23	Staff retreat notes	undated
	24	UHCL 30 th Anniversary video concept discussion and notes	undated

Electronic Material

<u>Item</u>	<u>Title</u>	<u>Dates</u>
1	UHCL Alumni Celebration - Dion McInnis's comments	October 15, 2005
2	UHCL Alumni Celebration - Dion McInnis's comments	October 28, 2006
3	UHCL Alumni Celebration - Dion McInnis's comments	October 20, 2007

4	UHCL Alumni Celebration - Dion McInnis's comments	October 25, 2008
5	UHCL Alumni Celebration - Dion McInnis's comments	October 17, 2009
6	UHCL Alumni Celebration - Dion McInnis's comments	October 23, 2010
7	UHCL Alumni Celebration - Dion McInnis's comments	October 1, 2011
8	UHCL Alumni Celebration - Dion McInnis's comments	October 6, 2012
9	UHCL Alumni Celebration - Dion McInnis's comments	October 19, 2013
10	Space Act Umbrella Agreement between UHCL and NASA for cooperative academic activity and community and education outreach	2012
11	288 Rotary Presentation	February 18, 2010
12	Meeting with Administrators	March 29, 2012
13	UHCL 30 th Birthday memo	undated
14	UHCL 30 th Birthday Op-Ed	undated
15	50 Faces Project – Clear Lake Chamber of Commerce	undated
16	A Life Celebrated - Marilyn Mieszuk	undated
17	A Partnership Approach to Recreation, Health, and Wellness	undated
18	A Time of Change; A Time of Opportunity - final	November 9, 2004
19	A Time of Change; A Time of Opportunity	November 9, 2004
20	UHCL Alumni Association Executive Council Oath	undated
21	Association of Business and Professional Women presentation	March 2, 2011
22	American Business Women's Association presentation	April 10, 2002
23	American College of Healthcare Executives overview	2007
24	Alumni/Community Relations retreat	c. 2008
25	Advancement: For Everyone, By Everyone – column for The Buzz	c. 2001
26	Aerospace Opportunities for faculty senate	2009
27	Alumni Association Executive Council	May 18, 2006
28	UHCL Alumni Celebration card	October 18, 2003
29	UHCL Alumni Celebration - Dion McInnis's comments	2004
30	Alumni development message	undated
31	Alumni Association message	November 12, 2004
32	Proposal for the Creation Of The Amy O'Sullivan Memorial Student Experience Fund	September 2011
33	Art Faculty Meeting	September 5, 2008
34	Art Matters to Business	undated
35	Art Matters – Houston Yacht Club	undated
36	Art Removes Borders flyer	November 16, 2010
37	As One Hawk Lands, Another Flies – Charity Ellis resignation	undated
38	Barrios Endowed Professorship in Educational Leadership	2007
39	Barrios Professorship – draft concept	2007
40	Biotech Launch Committee meeting agenda	December 9, 2006
41	Building Birthday Committee overview	September 26, 2002
42	Campaign Needs overview	February 1, 2013
43	Career Connections	January 28, 2005
44	Celebrate George (Pulliam) letter invitation	undated
45	Change message to alumni	undated
46	Charity Ellis departure email	undated
47	Charity Ellis farewell reception comments	undated
48	Judy Chicago reception comments	undated
49	Clear Lake Chamber of Commerce luncheon	undated
50	Committees for the Alumni Association Executive Committee	May 18, 2006
51	Dean's retreat	2008
52	Development and Advisory Council plan C	June 6, 2007
53	Development and Advisory Council vision draft	undated
54	Development and Alumni Relations cheat sheet for Bangladesh	undated
55	Development and Alumni Relations cheat sheet for College of the Mainland	undated
56	Development Plan FY2007	September 25, 2006
57	Development Retreat	2008
58	Dimensions column	October 2002

59	Dimensions column	September 2003
60	Dion McInnis biography for higher education	2008
61	Dion McInnis introduction	2008
62	Dion McInnis profile with edits	undated
63	Dion McInnis project summary	April 16, 2014
64	Dion McInnis short biography for M2M	undated
65	Discovering Opportunities close out memo for WAS	undated
66	Discovering Opportunities close out memo to public for WAS	October 3, 2003
67	Discussion of Relocation OP units: University Advancement and Office of International Initiatives	June 7, 2005
68	Diwali introduction	undated
69	DR34M/UHCL partnership proposal version 4	undated
70	University Advancement goals – draft	2002-2003
71	Egret – Community Dreams	undated
72	First Robotics Presentation	January 2010
73	Fly Me to the Moon Op Ed	undated
74	Four-Year Initiative Budgets for University Advancement	April 4, 2013
75	Fundraising planning guide	undated
76	Funding an Aerospace Vision: a Mini-Campaign - final	2006
77	Funding Research Assistants	April 2, 2004
78	Fundraising Foci discussion pre-retreat	undated
79	Fundraising Opportunities with Four-Year Expansion	undated
80	John Gorman retirement article for econnections	undated
81	Student Services and Classroom Building groundbreaking thank you event	2003
82	Student Services and Classroom Building groundbreaking article for Bayou Buzz	January 2003
83	Student Services and Classroom Building groundbreaking event	2003
84	Hall Family Endowment for Presidential Scholars	undated
85	Happy birthday everyone! We're 30 – Bayou Buzz	undated
86	Hawks are Everywhere – JSC Federal Credit Union	undated
87	I3 Institute for Innovation and Inclusion – draft	December 23, 2009
88	InfraGard Scholarship Endowment	undated
89	Integration of Change	undated
90	Introduction letter for retreat	April 20, 2002
91	Dion McInnis introduction, draft	September 13, 2001
92	Information Systems Audit and Control Association proposal package, draft	undated
93	Information Systems Audit and Control Association Scholarship Endowment	undated
94	ISSP presentation	August 2009
95	ITH invitation	March 12, 2005
96	League City Chamber presentation	undated
97	Liberty Bell – econnections	undated
98	Looking to Foundations to Fund Your Projects	undated
99	Management by Objective cheat sheet	undated
100	Memorandum of Understanding – Armand Bayou Nature Center and UHCL	undated
101	Memories to Memoirs	undated
102	Fundraising Menu Book	undated
103	Caring for families and those who heal them MFT proposal - Compass Bank and UHCL	March 25, 2005
104	Caring for families and those who heal them MFT proposal - Sallie and Bill Helms and UHCL	March 25, 2005
105	Caring for families and those who heal them MFT proposal - -blank- and UHCL	undated
106	Marilyn Mieszkuc event letter invitation	January 28, 2003
107	Marilyn Mieszkuc Memorial Scholarship Endowment	undated

108	Marilyn Mieszkuc Memorial Professorship in Women's Studies Endowment	February 20, 2003
109	New building (SSCB) presentation overview (PowerPoint)	February 2002
110	Nick DeVries tribute for econnections	undated
111	Office of Communications and Marketing	May 25, 2005
112	Once Upon a Time – Dimensions	March 2002
113	Once Upon a Time – SGA Leadership speech	undated
114	Fly Me to the Moon Op Ed	undated
115	Palmer Plaza dedication speech	undated
116	Palmer Plaza proposal	November 2009
117	President's Cabinet dinner	February 27, 2013
118	Pearland Chamber of Commerce breakfast presentation	October 8, 2010
119	Pearland Chamber of Commerce Board Retreat	November 9, 2012
120	Pearland Exchange Club	February 10, 2010
121	UHCL Pearland Campus Founding Collection Juried Competition rules	2011
122	Perspectives column	April 2003
123	Planned giving message	undated
124	President's Community Partners for Advancement	September 2003
125	President's Cabinet comments	undated
126	Proposal for the Creation of Liberty Park - draft	March 31, 2004
127	Red Skelton Pledge of Allegiance	undated
128	Rediscovering Value in Nursing – workshop by Dion McInnis	March 6, 2004
129	Remembering Turning 30	undated
130	Management Model for Student Conference for Research and Creative Arts	undated
131	Report to the Community breakfast - Clear Lake Area Chamber of Commerce Partnership Award (letter)	February 5, 2013
132	Report to the Community – about Clear Lake Chamber of Commerce	2013
133	Sallie Helms	c. 2013
134	Sandy's Day poem	May 2011
135	Script for new event description to honor the City of Seabrook for support of the Visual Arts Scholastic Event held at UHCL	undated
136	UHCL 30 th birthday script draft	undated
137	UHCL 30 th birthday script draft, v3	undated
138	Seabrook Rotary presentation	November 6, 2008
139	Show Me How to Find the Money (PowerPoint)	undated
140	Status Report on Discovering Opportunities Challenge Grant	March 31, 2003
141	Fund Raising: A Primer for Student Organization Leadership - Student Leadership Conference (PowerPoint)	November 2, 2002
142	Fund Raising: A Primer for Student Organizations (PowerPoint)	January 17, 2003
143	Talking points for Deans' meetings	undated
144	The Research and Creative Arts Conference proposal	undated
145	The Sandra Mossman Endowed Professorship in Educational Leadership	undated
146	Top Ten List of University Priorities – Placing Alumni and Community Leaders	October 2002
147	President's Community Partners for Advancement Overview Workshop (PowerPoint)	July 10, 2002
148	President's Community Partners for Advancement Overview Workshop (PowerPoint)	August 29, 2002
149	Turning a Park into a Place of Teaching, Learning, Relaxing and Reflecting	2014
150	University Advancement budget shortfalls	FY2007
151	University Advancement highlights	March 4, 2003
152	UHCL - A Learning Institution, a Community Resource – Wyle Labs	undated
153	UHCL – A Learning Institution	undated

154	UHCL 30 th Birthday committee draft plan – Stepping Up, Stepping Out	undated
155	UHCL & Houston Technology Center - Matching purposes, matching missions	January 8, 2014
156	UHCL CII	December 12, 2012
157	UHCL overview for Dynacs	undated
158	UHCL Pearland Juried Art Competitions	undated
159	University Advancement mission statement – draft	c. 2001
160	UHCL Master List of Campaign Objectives – College-level Objectives	undated
161	UHCL Master List of Campaign Objectives – University-level Objectives	undated
162	UHCL's Web Presence, a communication process	undated
163	Unity Leads to United presentation	undated
164	University Advancement plan	2005-2006
165	University Advancement plan, revised	2005-2006
166	University Advancement Events Pertaining to Student Recruitment	January 15, 2008
167	University Advancement space needs - Atrium I	undated
168	Veterans Day	2009
169	Veterans Day proposal	2011
170	Veterans Day script	2011
171	Vision script, semifinal	January 12, 2004
172	Vision: Pieces Coming Together	undated
173	Visual recognition plan (PowerPoint)	October 31, 2001
174	Wanda's retirement speech	c. 2010
175	Development & Advisory Council: Joining University Advancement Initiatives	undated
176	We Are a Culture of Lists	undated
177	Web Portal: An Opening to a Greater Opportunity (PowerPoint)	October 7, 2002
178	Welcome Students eLetter for Development	undated
179	Why Have a Staff Meeting?	undated
180	Working With University Advancement to Find Resources	April 17, 2009
181	You're UHCL 45	undated
182	Your UHCL volumes 1-61 and final (65 files)	2008-2014

Web Portal TF

183	Agenda for Tab Team meeting	November 21, 2003
184	Home Page Audience Entry and Content Management – first meeting notes	undated
185	UHCL Web Presence Task Force	undated
186	Web Presence Rollout and Phases memo	June 4, 2004
187	Web Presence Survey Responses	undated
188	Web Presence Advisory Committee Report to the President	September 8, 2003
189	Overview to Senior Administration by Web Presence Advisory Committee	October 9, 2003
190	Overview to Senior Administration by Web Presence Advisory Committee with Appendix	October 9, 2003
191	Tab Team Matrix - Home Page Audience Entry and Content Management	undated
192	UCT services	undated
193	Web Presence Task Force meeting agenda	August 15, 2003

Whiteboard back up folders – April 8, 2014

194	Administrative issues (1 image)
195	Alumni Association Executive Committee (1 image)
196	Alumni/Community Relations (15 images)
197	Art (10 images)
198	Behavioral Science Institute April 21, 2014 (1 image)

199 Cyber Security Institute (8 images)
200 Development (2 images)
201 Downward Expansion (2 images)
202 DR34M (5 images)
203 HADM (2 images)
204 Hawk (3 images)
205 HEI (7 images)
206 Impact Nth (2 images)
207 JSC FCU (1 image)
208 Legal Studies (2 images)
209 Liberty Bell (14 images)
210 Library – Archives (3 images)
211 MOUs (2 images)
212 Nick DeVries (2 images)
213 Pearland (5 images)
214 Pearland Chamber (1 image)
215 Planetarium (3 images)
216 QEP (2 images)
217 Recreation and Wellness Center (5 images)
218 SCE (1 image)
219 School to Prison (2 images)
220 Student Related Items (3 images)
221 University Advancement miscellaneous (25 images)
222 UHCL miscellaneous (4 images)
223 VASE (1 image)
224 Veterans (8 images)
225 Wilson Duck Pond (1 image)
226 Miscellaneous – Don't Delete (17 images)