***Strategic Plan Implementation Team Leadership Meeting Minutes***

***September 26, 2011***

Attending: President Dillman, Yun Kim, Vicki Sanders, Chin Hu, Doreen Tobin, Frank Falso, Van Reidhead, Mary Frances Postupack, Rich Staneski, Michael Crapp, Miguel Barbosa, Irina Khusid, Jessica Diaz (recorder)

1. **Team Reports**
   1. ***Globalization and Service Implementation Team – update provided by Dr. Hu and Mr. Crapp***

A summary of notes and action items was distributed.

The Service Team has been focusing on two items.

1. Web development- the group is discussing the basic layout and content for the website.
2. Construct a faculty course database for service learning. A survey went out to Service learning faculty. The collection of the information takes time.

Discussion: Dr. Dillman asked what the time element is for these. Dr. Hu said that the web development would be an ongoing discussion. They hope to have this done by the end of the semester.

Dr. Kim suggested the use of CampusLab (when/if this is purchased) which can be the database and web portal for this. She said the maintenance could be handled by a graduate student under the supervision of the Team leaders.

The Globalization Team is focusing on developing a mechanism to assess global cultural literacy. The group did meet over the summer. There are some models out there and they are hoping to get something by the end of the semester. They discuss the idea of approaching IRB as a best practice model.

Discussion: Mr. Staneski said there is a concern that the attendance is low in the groups. Yun said that the groups were to survey the members of their respective teams and ask them if they will continue to serve this year. There have been some members who have stepped down. Dr. Sanders said her team overall has good attendance. There was some scheduling conflict last week because of the Presidential Search Open forum. Yun mentioned that there will be new student senators assigned. Jessica will be sending each team this information as it becomes available. Please let Yun know if an individual is not attending and she can contact them to see if they will continue to attend.

* 1. ***Engaged Learning and Collaboration Team- update provided by Irina Khusid***

A summary of discussion and action items was distributed.

The group has been working on an ESU conference to involve the students. The committee decided to have a theme for the conference. Several themes were discussed. A survey was sent out to the ESU community, faculty, staff and students asking for feedback. The majority of those surveyed picked number 5, Going Broke?: Debts- Here and Abroad- and Choices. The structure of the conference was discussed. We would like to have a 2 night conference with several difference presentations. A prize for the best presentation and poster would be awarded. A short survey was sent to a small group of students. The students said that Thursday and Friday was not a good day for the conference. The best days would be Monday and Tuesday. Enrollment Services also said that on Mondays there are fewer evening classes scheduled. The students also said that they would like meals and refreshments as well as giveaways, such as tee shirts. The team leaders did meet with Lucy and Patti to discuss budget and also contacting businesses for sponsorship.

Discussion: Dr. Tobin stated that we have a relationship with the Credit Union. Also check with the New York Times and Financial Footprint. Mr. Falso stated that it is important to coordinate with the ESU Foundation for the sponsors as they are working with sponsors already and can have a combined effort in receiving donations in larger amounts rather than smaller prizes.

Dr. Dillman asked for the timeline for the conference. The students did not agree that after spring break would be a good time. Perhaps, the end of February or beginning of March.

* 1. ***People and Resources Team – update provided by Mr. Staneski and Dr. Sanders***

The Resource team met last week and had an organizational meeting. The attendance was good overall. The team reviewed what was accomplished last year. Dr. Dillman asked for actionable items for this year.

* + - 1. Out of State Tuition- the group will be looking at how we charge tuition.
      2. Program Based Tuition- the work group will be working on possibly charging the different tuition based on the program
      3. Budget management Guidelines- this group will focus on developing budget management guidelines such as the use of university budget.
      4. Off campus and Distance Education Courses- the workgroup will focus on what should we charge student taking the off campus courses.

The team hopes to come up with recommendations in early spring.

Discussion: Mr. Falso stated that faculty is interested in knowing what the priority of the Foundation is. He is eager to bring transparency. Let him know how he can provide this service. Yun stated that during one of the University Senate meetings he can provide an update.

The People team met last week and the areas of focus. Staff recognition is the focus at the moment. They presented a proposal to President’s Counsel with Teresa Fritsche regarding formal and informal recognition for staff. Human Resource is currently working on the recognition for staff. The formal recognition will come from the President. The nominee will come from colleagues. The informal recognition notification ill come through campus and anyone can be nominated including faculty, staff and students. During the Strategic Plan Implementation Kick-off meeting several faculty also stated that they would like to see an addition of recognition for faculty for service, teaching and scholarship. There currently is the Distinguished Professor award. They would also like to see an award for the Deans – [perhaps in Teaching, Research and Service categories.

The team also discussed developing a survey for students similar to the Graduating Senior Survey. Warren Anderson will be working on this. Dr. Sanders stated that Enrollment Services has a bad rap but they have been nominated in the graduating senior survey as being a positive influence. Enrollment management is working on a website for these recognitions to be posted.

The focus this year will be on wellness. The team will be brainstorming this at the next meeting.

Yun stated that we will be posting the minutes from the Leadership meetings with Dr. Dillman. Please send her any handouts and minutes from the team meetings to be posted on the website.