

## Agenda

Office of Research & Development  
Staff Meeting  
November 7, 2007 11 a.m.  
Drew Complex Conference Room

**Mission: To identify external resources (Human, financial and other) to support the teaching, research, and service mission of the university.**

1. Operational Issues (Q&A)
  - a. Purchasing Guidelines
  - b. Office teams (development proposals, research proposals, regulatory compliance, etc. university fund-raising, office operations, office reports, office publications, database, etc.)

2. Operational Units (Selected Presentations)

Maria Delgado (Grant Writer), Bernadette Muse (Admin. Asst.) Edie Charlot (Comm. Development Specialist)

3. General Discussion (Q&A)

Ques

- 1) Wireless Internet
- 2) Marsha Shelton (Summary)
- 3) Quick facts (NY Alums)

Web Page?

New & Notes

- 1) Wesley Lecture Series
- 2) Alumni Training
- 3) Awareness Gatherings
  - Seattle
  - NY

## Agenda

Office of Research & Development  
Staff Meeting  
April 29, 2008 10:30 a.m.  
Drew Complex Conference Room

Mission: To identify external resources (Human, financial and other) to support the teaching, research, and service mission of the university.

- I. Operational Units (Selected Presentations – Blynthia Naylor Wilson, Gloria Perez)
- II. Establishing Weights for Employee Evaluations (Dr. Noel)
- III. Office of Development Update (Nelson Bowman) 5 Min.
- IV. Banner Update (Sue Sampleton) 5 Min. *Live 5/25/08*
- V. Office of Alumni Relations Update (Dr. Kilpatrick) 5 Min
- VI. Compliance Update (Marcia Shelton) 5 Min.
- VII. Title III Update (Lora Williams) 5 Min.
- VIII. Office Operations (Dr. Trotty)
  1. Leaves
  2. Lunch Breaks
  3. Reception Area

- ① Reaffirmation of Institutional Accreditation
  - Document and on-going planning and document system
  - Assessing our achievement of unit and individual goals
  - These things comprise the new process (which influences student learning) <sup>Documenting</sup>
- ② One page for students at graduation + Freshman Orientation
- ③ Consolidate lingering accounts