

BAC Strategy Session
August 9, 2003

University Presence (sub-committee) Minutes:

Committee Chairs:

Vanessa Evans, vevans@ronbrown.org
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Committee Members:

Faithea Flowers, faflowers@alumni.jmu.edu
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Mission: To create relationships with key administrators and offices on campus

Goals:

- To establish contacts with key administrators at JMU (President, Vice Presidents (VP), Associate Vice Presidents (AVP), Board of Visitors (BOV) and Directors) –
CONTACTS WILL BE MADE AT LEAST ONCE PER SEMESTER
- To increase our presence at a variety of campus programs (e.g. Take a Look Day, Homecoming, Admitted Student Receptions, Prospective Student's Weekend)
- Maintain communication with other BAC officers and committees

Plan of Action:

Step 1: Draft correspondence to be sent to administration and script for committee to follow when meeting with administrators

- Co-chairs will complete task by September 1st

Step 2: Attend BOV meetings

- Jon, Faithea, Vanessa, Tracy, Derrick, and Shavalyea will attend meetings, schedule permitting

Step 3: Send letters to administration informing them of proposed meeting

- Must be completed by September 8th
- President & VP: Co-chairs and Tracy, AVP: Jon and Faithea, Directors: Monica (CMISS & Financial Aid) and Steve (Alumni & Admissions)

Step 4: Follow-up calls to administration ensuring they received the letter as well as to discuss purpose of meeting

- Must be completed by September 18th
- President & VP: Co-chairs and Tracy, AVP: Jon and Faithea, Directors: Monica

Step 5: Face to face meetings

- Presidents, VP, and AVPs: September 1st – October 13th
- Directors: October 13th – November 25th

Step 6: Follow up with a thank you card or email

- Presidents, VP, and AVPs: October 20th
- Directors: two weeks after meeting

Still needed:

- ❑ Contact information for administration – Zeb will supply
- ❑ Flow chart
- ❑ BOV meeting dates
 - October 3, 2003 at JMU
 - January 10, 2004 at JMU
- ❑ Documentation of all materials
- ❑ Committee assignments
- ❑ Dates of campus programs
 - Homecoming – October 10 – 12, 2003
 - Take a Look Day (formerly Black Awareness Day) – Saturday, November 8, 2003
 - Prospective Students' Weekend – usually sometime in April
 - Black Alumni Chapter Admitted Student Receptions – ideally will take place late March to early April