

## 2011/2012 Work Plan Goal Summary

**Goal: Representation – We will represent the interest and concerns of OICU with the federal and state government and agencies, professional organizations and the public**

OICU Area of Development	Goal Name	Description	Target Dates/Frequency	Point Staff Person/Comments
<b>Representation</b>	<b>Membership Development</b>	<p>We will continue to support our current members and conduct ongoing outreach to the Oklahoma private colleges who are currently not members of OICU</p> <ol style="list-style-type: none"> <li>1) The Executive Director shall visit OICU member campuses annually to determine how we can best serve the membership</li> <li>2) We will identify the colleges who are eligible to participate in OICU               <ol style="list-style-type: none"> <li>a) Gather a list of all independent colleges in the State of Oklahoma</li> <li>b) Determine which schools meet the criteria of accreditation</li> </ol> </li> <li>3) We will set meetings with the non-member Presidents to establish a relationship and explain the benefits of OICU membership               <ol style="list-style-type: none"> <li>a) Identify the Presidents of each eligible non-member college</li> <li>b) Schedule a meeting between the non-member college President, OICU Executive Director and one member of the OICU Board of Directors</li> </ol> </li> </ol>	Ongoing	Executive Director & Executive Committee
	<b>Day at the Capitol</b>	<p>During the regular Oklahoma Legislative session, we will hold an OICU Day at the Capitol.</p> <ol style="list-style-type: none"> <li>1) The Executive Director will coordinate all activities associated with the Day at the Capitol               <ol style="list-style-type: none"> <li>a) The Executive Director/Assistant will contact Central Services to schedule the 4<sup>th</sup> floor rotunda (including tables &amp; chairs) at the State Capitol for the first available Tuesday or Thursday in April</li> <li>b) The Executive Director/Assistant shall schedule a caterer to provide breakfast &amp; lunch for the Day at the Capitol</li> <li>c) The Executive Director/Assistant shall schedule time for the student representatives to visit with their respective elected officials</li> </ol> </li> <li>2) We will hold a regular OICU Board of Directors meeting in conjunction with the Day at the Capitol in which the focus would be relationship building with key elected officials               <ol style="list-style-type: none"> <li>a) The Executive Director shall identify the most pressing issues of the legislative session and shall schedule key elected officials to address those issues to the Board of Directors during the meeting</li> </ol> </li> </ol>	Annually in the Spring	Executive Director, Assistant & Board of Directors

	<b>State &amp; Federal</b>	<p>Increase awareness and perceived value by State &amp; Federal elected officials</p> <p><b>State:</b></p> <ol style="list-style-type: none"> <li>1) The Executive Director shall register annually as a lobbyist for OICU</li> <li>2) The Executive Director shall lobby the Oklahoma legislature for funding to the Oklahoma Tuition Equalization Grant (OTEG)</li> <li>3) The Board of Directors shall develop responses to education plans announced by the Governor and legislature</li> <li>4) The Executive Director will personally subscribe annually to a legislative tracking system to determine relevant meetings &amp; issues <ol style="list-style-type: none"> <li>a) Research the most cost effective and efficient system</li> <li>b) Review weekly &amp; report on an as needed basis – at least monthly</li> </ol> </li> <li>5) The Executive Director shall establish a comprehensive list of bills and shall provide this list to the Board of Directors prior to the beginning of the session</li> <li>6) The Executive Director shall provide information on issues developing at the legislature and shall ask for engagement from the Board as needed</li> </ol> <p><b>Federal:</b></p> <ol style="list-style-type: none"> <li>1) OICU shall be a member of the National Association of Independent Colleges &amp; Universities (NAICU)</li> <li>2) The Executive Director shall attend one to two NAICU meetings annually based on available travel funds</li> <li>3) OICU shall be a member of the Foundation for Independent Higher Education (FIHE)</li> <li>4) The Executive Director shall attend one FIHE meeting annually based on available travel funds</li> <li>5) The Executive Director shall be engaged at the federal level on issues as established by the Board of Directors and the National Association of Independent Colleges &amp; Universities (NAICU)</li> <li>6) The Executive Director shall coordinate meetings with the Oklahoma delegation on an as needed basis</li> </ol>	2012 Oklahoma legislative session and Congressional session	Executive Director & Board of Directors
	<b>OSRHE and Chancellor Relationship Development</b>	<p>The Board of Directors shall meet with the Chancellor and State Regents to discuss collaboration between the public and private universities as well as the Oklahoma Tuition Equalization Grant (OTEG)</p> <ol style="list-style-type: none"> <li>1) The Board of Directors shall meet with the Chancellor prior to the beginning to the legislative session to discuss ways OICU can support the public higher education initiatives</li> <li>2) The Board of Directors shall meet with the Chancellor and select members of the OSRHE to discuss the funding of the Oklahoma Tuition Equalization Grant (OTEG)</li> <li>3) The Executive Director shall work with OSRHE staff to coordinate OTEG reports</li> </ol>	Bi-Annually	Executive Director & Board of Directors

<b>Goal: Communication – we will develop and design informative resources for internal and external use</b>				
<b>OICU Area of Development</b>	<b>Goal Name</b>	<b>Description</b>	<b>Target Dates/Frequency</b>	<b>Point Staff Person/Comments</b>
<b>Communication</b>	<b>Website Development</b>	By the end of our fiscal year, we will have completed a redesign of our website tools 1) Assess what tools are needed 2) Assign the person to keep all data relevant and updated	By end of the 2012 Fiscal Year	Executive Director & Assistant
	<b>Student Strong Program</b>	The Executive Director shall coordinate with campus representatives to develop a monthly “Students Strong” focus story for the website	Monthly	Executive Director & Assistant
	<b>Publications and Reports</b>	We will determine what types of reports and publications are needed	As needed	Executive Director & Assistant
<b>Goal: Research – We will perform ongoing research regarding legislative &amp; regulatory activities and private higher education issues impacting OICU</b>				
<b>OICU Area of Development</b>	<b>Goal Name</b>	<b>Description</b>	<b>Target Dates/Frequency</b>	<b>Point Staff Person/Comments</b>
<b>Research</b>	<b>Report Development</b>	The Executive Director shall work with the Executive Committee and the Board to develop a list of research reports that could be used in a variety of arenas including state government & agencies as well as the public	As needed	Executive Director
<b>Goal: Operations – We will utilize best practices in business and exhibit professional integrity in the operation of the organization</b>				
<b>OICU Area of Development</b>	<b>Goal Name</b>	<b>Description</b>	<b>Target Dates/Frequency</b>	<b>Point Staff Person/Comments</b>
<b>Operations</b>	<b>Budget &amp; Financials</b>	The Executive Director shall coordinate with the accounting office to develop the following: 1) Quarterly financial reports shall be produced and distributed to the Board of Directors 2) Quarterly dues assessments statements shall be sent to the OICU Board of Directors the month prior to the beginning of the quarter 3) A budget shall be developed annually	Quarterly	Executive Director/Accountant
	<b>OICU Meetings</b>	The OICU Board of Directors shall meet three times per year in January, April & October. The January and October meetings shall rotate among the member campuses. The April meeting shall be held in conjunction with the OICU Day at the Capitol	Three times annually	Executive Director/Board of Directors
	<b>Business Officers, Financial Aid Officers &amp; Student Affairs Officers</b>	Meetings of the Business Officers, Financial Aid Officers and Student Affairs officers shall be held bi-annually and shall rotate among the OICU member campuses	Bi-Annually	Executive Director/Assistant

<b>Goal: Resources – We plan for resource development and allocation to support and strengthen our mission and accomplish the strategic plan</b>				
<b>OICU Area of Development</b>	<b>Goal Name</b>	<b>Description</b>	<b>Target Dates/Frequency</b>	<b>Point Staff Person/ Comments</b>
<b>Resources</b>	<b>OTEG</b>	Annually the Executive Director shall lobby the Oklahoma legislature for continued funding to the Oklahoma Tuition Equalization Grant (OTEG)	Annually	Executive Director/Board of Directors
	<b>UPS Scholars Program</b>	The Executive Director and Accounting office shall distribute the FIHE UPS Scholars program grant funding to the eligible OICU member institutions	Annually	Executive Director/Accountant
	<b>Other Grants</b>	The Executive Director shall seek out other grant opportunities through organizations, foundations	Annually	Executive Director/Accountant