

# OKLAHOMA CITY COMMUNITY COLLEGE INSTITUTE FOR GLOBAL EXCELLENCE

January 26, 2007

**I. Introduction:** Stu Harvey indicated there is a good chance that the Oklahoma City Community College Institute for Global Excellence (IGE) will be funded this year. He said the IGE will have two major areas of focus – education and the community – and will include three centers of excellence, a center for international business, a center for world languages and cultures, and a center for international recruiting.

**II. Organizational needs:** The Institute will need:

- ✓ A short charter  
Stu will assist in writing the charter.
- ✓ Stationery and cards  
The task force agreed that only one type of stationery should be used to avoid confusion. The letterhead will denote IGE at the top and the three centers and contacts for each will appear down the left side of the paper.
- ✓ A designated phone line  
The group felt that initially one phone line would be designated for the Institute, but eventually, all three centers would have their own designated phone line.
- ✓ A facility  
The facility will most likely be housed close to the Learning Center here on main campus in the SEM building.

**III. Communications Plan to announce formation of three centers and their emphases:**

Stu Harvey outlined plans to have both an internal and an external announcement of the formation of the IGE with the three separate centers explained. He suggested each center have a designated spokesperson with Paula Gower coordinating and developing all announcements and publicity. John Boyd will contact Jerry Steward to discuss the involvement of Community Development and the need for any coordination with Paula on publicity through their projects. The committee will have four meetings each year. Stu encouraged everyone to do a lot of networking. Jim Schwark felt that we should announce only the formation of IGE now, and announce each of the three centers individually at a later date. The group all agreed this was the best plan. Paula Gower asked that all events be confirmed as finished with her before any publicity is released on individual events. Jim Schwark suggested having live speakers for the Institute to help publicize it. Stu asked that everyone have a very specific, formal title for their respective Centers to submit at the next meeting.

**IV. Needs for Resource Allocation:** Stu asked that at the next meeting everyone bring two achievements they wish to accomplish in FY 2008. One initiative should be one in which a quick result may be seen and the other should be a longer term accomplishment. Jim Schwark and John Boyd will address achievements for the Center for International Business, Sunny Gardner will look at International Recruitment, and Susan VanSchuyver and Aby Figueroa will submit achievements for World Languages and Culture. John Boyd noted that we need some type of measurement to track our success over the next year. Jim Schwark felt that success would in large part be determined by the number of students and companies participating and the

actual demand for services provided by the Institute. Susan VanSchuyver added that how well they do will also be an important measurement.

**V. Budget need:** Stu asked each Center to come up with initiatives and amounts needed. It was decided the funds would probably be administered through Arts and Humanities for the language and cultural center, international recruiting through Student Services, and International business through the Business Division. The account would be designated for the Institute under the budgets of these two divisions.

**VI. Assignments and schedule of next meeting:**

- Stu Harvey will have a draft of a proposed charter at the next meeting.
- Alexis Black will provide links for information purposes.
- All task force members will prepare a short term achievement and a long term achievement for their Center to submit at the next meeting.
- Sunny Gardner will submit a formal name for the center involving international recruitment at the next meeting.
- Aby Figueroa and Susan VanSchuyver will submit a formal name for the center involving international language and culture.
- Jim Schwark and John Boyd will submit a formal name for the center involving international business.
- John Boyd will discuss the involvement in The Office of Community Development in the IGE with Jerry Steward and report back to the task force.

The next meeting will be held on Friday, February 9, from 1 p. m. until 2 p. m.