

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 Dev Process (which influences ^{Documenting} Student Learning)
- ② One page for students at graduation + Freshman Orientation
- ③ Consolidate lingering accounts

Development Staff Meeting

June 3, 2009

9:00 A.M.

Agenda

Welcome.....

Development Happenings.....

- CC Event
 - Donor Wall Unveiling
 - Reception
- Final Capital Campaign Report
- CASE Webinar

What's Next?.....

- Planned Giving Program
- Annual Fund
 - Telethon
 - "Surprise"

Office Protocol.....

- Staff Trainings
- Weekly Reports
- Lunch Schedules
- Office Leave
- Staff Calendars

Questions/Comments.....

CABINET MEETING MINUTES
Prairie View A&M University
Prairie View, Texas
February 24, 2005

MEMBERS	PRESENT/ABSENT	MEMBERS	PRESENT/ABSENT
Dr. George Wright	A	Mr. Edward Jones	P
Mr. Don Clark	A	Mr. James Mitchell	A
Mrs. Opal Johnson-Smith	A	Dr. Samuel Metters	A
Mrs. Nathelyne Kennedy	A	Mr. Louis Bedford	A
Mr. Roy Perry	A	Lt. Gen (Ret) Julius Becton	A
Lt. Gen (Ret) Marvin Brailsford	A	Dr. Hortense Kilpatrick	P
Mr. Cleophus Sharp	P	Ms. Monica Williams	P
Dr. Willie Trotty	P	Ms. Helaine Guillory	P
Dr. Evelyn Thornton	A	Mrs. Patricia Lonsbary (Consultant)	P
Mr. Neal Baines	P	Ms. Carol Campbell	P
Ms. Thelma Pierre	P	Ms. Mary Smith	A
Dr. Laurretta Byars	P	Ms. Tyra Metoyer	P
Mr. Isadore Davis	A	Visitors	
Mr. Ernest Collins	P	Ms. Maria Delgado	P
Dr. Gerald Gaither	A	Ms. Jessie Yell	P
Mr. Michael Sowell	P	Mr. Nelson Bowman	P

ISSUE	DISCUSSION OF ISSUE	SPECIFIC ACTION	FOLLOWUP NEEDED: (YES/NO)	ASSIGNED TO:
Welcome and Opening Remarks	<p>Dr. Trotty opened by welcoming everyone in attendance and asked that they introduce themselves. The meeting was then called to order.</p> <p>Dr. Trotty briefly explained the sequence of the campaign phases. He mentioned now that we are finishing our Faculty/Staff Gifts Phase, it is important to understand how and why we are moving into the next phase, the Major Gifts phase.</p> <p>Dr. Trotty introduced Don Cawrse, Vice President of Ketchum, and thanked him for taking time out to present an educational lesson on the cultivation of major gifts.</p>		No	
Major Gift Solicitation	<p>Don Cawrse initiated his PowerPoint presentation <i>The Introduction to Major Gifts Fundraising</i>.</p>	<p>Following the presentation, the question was asked: Who needs to make the introduction to introduce the solicitor to the prospect?</p> <p>Don Cawrse responded by stating that anyone in</p>	No	

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	<p>In his presentation, he illustrated the steps for soliciting a major gift and its cycle. The cycle begins by informing the donor; soliciting the donor; thanking the donor; providing recognition; and reporting the results. Then, the cycle starts over.</p> <p>Major Gifts are about ten times what we would consider an annual gift (gifts of \$10,000 or more). Major gifts prospects prefer to be asked for their time, talents, and resources. When soliciting a prospect, it is important to form a relationship between the individual and the university. Therefore, it is crucial to have peer-to-peer solicitations, continue to cultivate relationships, and recognize the donor once the gift is received.</p> <p>How gifts vary and differ: Major Gifts tend to be your larger gifts. The donors are usually annual givers, who give to special projects. Then you have the Ultimate Gifts. These are usually considered unique and are once-in-a-lifetime gifts.</p> <p>In preparing to solicit major gifts, the following steps were suggested:</p> <ul style="list-style-type: none"> (a) Need to be Introduced (b) General Cultivation (c) Focused Cultivation and Stewardship (d) Ready to be Asked (e) Considering Proposal (f) Gift Closed <p>Strategic Donor Actions – bring the donor closer; answer questions that are unanswered; make sure we have a plan in place and a next step if the plan falls through – It’s good to have two or three fallback positions; and it furthers the organization’s relationship with these donors.</p>	<p>the Development Office can make the initial contact to set up an appointment for the team to meet these individuals. There are many ways for a contact introduction to be made. The less effective way is a <i>cold call</i> in terms of building a relationship.</p>		
	<p>Dr. Trotty reported that the Faculty/Staff Gifts Phase of the Campaign has surpassed its goal with a total of \$325,050 and the committee members deserve to be commended for their commitment and dedication. Dr. Trotty and Monica Williams presented engraved clocks to Neal Baines, Jessie Yell, and Thelma Pierre for outstanding support and</p>		No	

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<p>PVAMU Development Report <i>Financial Report</i></p>	<p>dedication to the Faculty/Staff Gifts Phase.</p> <p>Dr. Trotty also recognized in their absence Dr. Evelyn Thornton, Norma Tompkins, Charles Lewter, and Dr. Frank Bruno for their participation as Faculty/Staff Gifts Committee Members.</p> <p>In his financial report, Dr. Trotty reported that during the period of January 1, 2003, to February 11, 2005, the total gifts to support the Capital Campaign are as follows: \$2,914,716.56 (total gifts) \$1,218,419.18 (pledges) \$2,665,801.91 (university matching) \$6,798,937.65 (grand total)</p> <p>Dr. Trotty stated that there would be a measuring device placed on the university's website and on campus to show the achievement of the campaign.</p>			
<p><i>Operations</i></p>	<p>Monica Williams reported on development operations. Copies of the Major Gifts Division Master List and the Pacesetter Gifts Division Master List were provided to everyone in attendance. She emphasized to everyone the importance of keeping these lists confidential.</p> <p>In her report on Pacesetter Gifts, Ms. Williams provided an update several prospects. She reported on the status of the Houston Endowment proposal that was submitted in January. Domingo Barrios, grants officer for the Endowment indicated that the Board met and decided that this proposal should be submitted at a higher level, which is their Flagship Level. A funding decision is expected in November 2005.</p> <p>The Development Office has not been notified regarding a decision from the Texas Instruments Foundation. Dr. Akujuobi and James Mitchell were involved with the preparation of this proposal.</p> <p>The status on CAMAC Holdings, Inc. and Kase Lawal is as follows: A meeting has been scheduled for March 29th by</p>	<p>Willie Trotty will accompany Don Clark to the meeting on March 29th.</p>		

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Don Clark to meet with Mr. Lawal at the University Club in Houston, Texas. On that date, University staff, including Dr. Wright, will be in Austin. We are hoping that Mr. Lawal will give us an answer on whether he will accept the invitation to serve as Honorary Chair of the Campaign. Mr. Lawal did indicate he will be making a campaign gift in 2005, and Ms. Williams/Dr. Trotty will spend some time with him in reference to this gift.

Mr. Lawal will be honored at the National Association of Black Geologists and Geophysicists. Dr. Wright was asked to be an honorary guest at this event on March 2nd. Dr. Trotty and Monica Williams will be purchasing tickets to the event. The possibility of purchasing a table for the event was discussed. If a table is purchased, representative from the Engineering Department will be invited to attend in support of Mr. Lawal.

Our first Major Gift from Illinois Tool Works came in at \$250,000. This gift was reevaluated from a \$1,000,000 to a request for \$500,000. The University has received the first installment of that gift with the remainder spread over the next four years.

The University is waiting on a response from the Dell Foundation and Dell, Inc., and Dr. Trotty has made contact with Thurmond Woodard to make arrangements for a site visit.

The John O'Quinn Foundation will be receiving a letter of interest within the next week.

And lastly, the Metters Industries, Inc. gift is forthcoming as Monica Williams and Dr. Trotty will be working with Samuel Metters on closing this gift.

Ms. Williams reported on the Major Gifts prospects. Originally, there were about 200 prospects and with research and evaluation of gift potential, the list was narrowed down to fifty-nine prospects. The Cabinet was asked to make recommendations on corporations, foundations, and individuals they can help to cultivate from

CABINET MEETING MINUTES
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	<p>this list. Marvin Brailsford is the Chair for the Major Gifts Division, and Monica Williams will be sharing this list with Lt. Gen. Brailsford when she travels to Beaumont.</p> <p>Dr. and Mrs. Wright will also be traveling to Beaumont on February 26th to attend a reception hosted by Marvin Brailsford at his home. The Beaumont Alumni Chapter will also host its annual scholarship fundraiser on February 27, 2005. Dr. and Mrs. Wright, Dr. Trotty, Monica Williams, and Nelson Bowman will attend.</p>			
<i>Proposal Status</i>	<p>Maria Delgado reported that she has visited some of the Deans and the Directors. Dr. Alfred Parks and Dr. Paul Mehta will assist in the preparation of the Meadows Foundation proposal for \$1 million.</p> <p>A \$500,000 proposal will be submitted to the Sid Richardson and a request for \$1 million to the John O'Quinn will be submitted.</p>		Yes	Maria Delgado
Ketchum Report	<p>Patricia Lonsbary shared with everyone the article on Whitlowe Green that was published in the <u>Chronicles of Philanthropy</u> on February 3rd. She noted that this is the first time ever for Prairie View A&M University to have an article in this type of publication. The brief article sends a positive message to funders that receive this publication that the Prairie View A&M University Capital Campaign is worthy of funding consideration.</p> <p>Mrs. Lonsbary mentioned to the Cabinet that we need to pick up the pace of the campaign and validate the goal perhaps as early as the summer, between July and the end of the year at the latest. She, Don Cawrse, Dr. Trotty, and Monica Williams will be meeting to discuss this matter in detail during future visits.</p>		Yes	Patricia Lonsbary Don Cawrse Monica Williams Dr. Willie Trotty
Other Business <i>National Alumni Association</i>	Mr. Cleophus Sharp informed everyone of the upcoming National Alumni Association Convention to be held in Los Angeles, California July 14-17, 2005. Dr. Wright will be hosting a Continental Breakfast on that Thursday morning.	Members of the Cabinet are encouraged to attend these NAA sponsored events.		Cleophus Sharp Ed Jones Dr. Hortense Kilpatrick

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	<p>On February 28, 2005, the House and Senate in Austin, Texas will recognize Prairie View A&M University for its 130th year anniversary. There will be a reception at 8:00 a.m. and at 9:00 – 9:45 a.m. the House will make the announcement for the Resolution.</p> <p>March 19, 2005, is the Black Caucus and Alumni are asked to participate in a breakfast. Mr. Sharp extended the invitation to Cabinet members who wish to attend.</p> <p>Edward Jones spoke of his concern regarding correspondence he received from the National Alumni Association – Building Renovation Fundraising Project.</p>	<p>Dr. Trotty has asked Cleophus Sharp, Dr. Hortense Kilpatrick, and Ed Jones to examine the possibility of having a Saturday retreat to discuss some possible remedies to Mr. Jones concerns.</p>	Yes	
<i>Gala</i>	<p>Dr. Laurretta Byars reported on the progress of the <i>Celebrating The View</i> Gala. The goal of the committee is to increase the Whitlowe Green gift from \$2.1 to \$2.5 million. The Cabinet Members were asked to help in achieving this goal by purchasing a table at the Gala. Monica Williams added that Melanie Lawson and her father, Rev. William A. Lawson, will co-host this event.</p>	<p>Persons interested in attending the Gala on April 16, 2005, at the Doubletree Post Oak Hotel can contact the Office of Development for details.</p> <p>Cleophus Sharp requested information in writing concerning the scholarship that will be funded. He also requested the itinerary of the Gala events. This information will be resourceful and passed to the National Alumni Association members.</p>	Yes	Dr. Laurretta Byars
<i>University Relations</i>	<p>Tyra Metoyer, the Director for University Relations, shared plans for the capital campaign communications efforts.</p> <p>Ms. Metoyer distributed a list of development deliverables with tasks and deadlines.</p>		Yes	Tyra Metoyer
Next Meeting	<p>Thursday March 17, 2005</p>	<p>Hosted by Don Clark Location TBA</p>		

EXTEND THE VIEW

Shape tomorrow today.

PRAIRIE VIEW A&M UNIVERSITY
CAPITAL CAMPAIGN

Capital Campaign Cabinet Meeting Minutes Thursday, April 22, 2004

Attendees: Dr. Wright, Mr. Don Clark, Dr. Willie Trotty, Dr. Evelyn Thornton, Mr. Edward Jones, Mr. Roy Perry, Dr. Frank Bruno, Dr. Hortense Kilpatrick, Dr. Gerald Gaither, Mrs. Mary Smith, Ms. Thelma Pierre, Ms. Diana Fallis, Mr. Cleophus Sharp, Mr. Dan Williams, Mrs. Juanita Turner, Mrs. Patty Lonsbary, Mr. Michael Sowell, Mrs. Nathelyne Kennedy, Mr. Ernie Collins

The meeting began at 10:05 AM with a welcome from Dr. George Wright and Mr. Don Clark. Mr. Clark reminded everyone about the importance of moving forward in speaking with their prospective contacts for help in selecting the Honorary Chair(s).

As Dr. Wright offered his remarks, he thanked everyone for volunteering their time in helping with the Capital Campaign. Dr. Wright thanked Evelyn Thornton and members of the Faculty/Staff Gifts Committee for their help in soliciting employees here on campus. Dr. Wright mentioned that it is important for everyone on the committee to make their pledges. Dr. Wright informed everyone that he is accepting as many speaking engagements that his schedule will permit that involves banquet type programs where PV alum are involved and where scholarships are awarded. Dr. Wright mentioned that he is working with the academic deans to come up with a list of current and lapsed donors so he can try to see what can be done to keep these companies involved with PVAMU. Dr. Wright gave everyone a copy of a print out called "PVAMU on the Move" printed by Ms. Diana Fallis, Media Relations Officer which highlights some of the on-going events on campus. Dr. Wright introduced Mr. Dan Williams, Vice President for Finance and Administration, who announced that a special gift has been given to PVAMU from Mr. Whitlowe Radcliffe Green. Mr. Green passed away in April 2002 and we received information several months ago that Mr. Green remembered PVAMU in his will. This will not be official until the Board of Regents approve the establishment of the Seth L. Green Family Scholarship Fund at PVAMU. Mr. Williams received a check six weeks ago as the first distribution of Mr. Greens request in the amount of \$400,000.00. Mr. Williams was informed by Mr. Jan Faber, TAMUS Office of General Counsel that before the end of June 2004, the amount of \$2.1 million dollars more will be received. The Selth L. Green Family Schoarship Fund is to be established in two \$2,000.00 scholarships per semester or per year. This gift will remain confidential until it is approved by the Board of Regents at the July meeting. This is the largest gift received in the history of the University.

PRAIRIE VIEW A&M UNIVERSITY • OFFICE OF EXTERNAL AFFAIRS & DEVELOPMENT

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Dr. Wright elaborated on some challenging issues the University is facing regarding the student body. Dr. Wright stressed that as volunteers solicit others and are asked about these issues, they need to be informed about these issues and know they are being addressed.

University report was given by Dr. Trotty who announced that we now have a new Director of Development, Ms. Monica Williams who will join PVAMU on May 1, 2004. As of April 22nd there are 208 commitments in cash and pledges. The total amount of cash is \$494,865.00 and the total amount in pledges is \$488,079.12. The campaign total to date is \$982,944.12.

Mr. Don Clark gave an update on the enlistment of Honorary Chairs. Mr. Clark stated that he spoke with someone who knows Michael Dell but has not had direct contact with Michael Dell. Dr. Wright recommended that Mr. Dell be the first choice as Honorary Chair and Mrs. Oprah Winfrey be considered as co-chair. Mrs. Lonsbary issued the Honorary Chair Enlistment packets to Mr. Clark, Mr. Perry, and Mr. Jones. Dr. Trotty suggested that Mr. George Foreman be considered as honorary chair. Dr. Wright agreed to speak with Mr. Ellis and Mr. Cunningham to ask for help in contacting Michael Dell. Mrs. Lonsbary mentioned that it is important to have an Honorary Chair by June 2004.

Mrs. Nathelyne Kennedy gave the Leadership Gifts report. The last pledge total was \$24,500.00. As of April 22nd the pledge total is \$58,925.00. Total increase is \$34,425.00 since last month.

Dr. Evelyn Thornton gave the Employee/Faculty Gifts report. Pledge total is \$192,019.12.

Mr. Michael Sowell gave the Prospect Review report. The Prospect Review forms should be returned to Michael Sowell or Juanita Turner.

Mrs. Patty Lonsbary gave the Awareness report for Mr. Isadore Davis. Mrs. Lonsbary informed everyone that a make-up awareness gathering for faculty and staff will be held on Tuesday, April 27th at 11:00 AM. During the Cluster meeting on Wednesday, April 21st Dr. Trotty and Mrs. Lonsbary gave a Capital Campaign presentation and received a positive response.

Communication report was given by Mr. Ernie Collins. Mr. Collins pointed out that there was a list of all communication materials inserted in the packet given to all Cabinet members. This list consist of all materials being used now or is in process of being completed. Drafts of the campaign brochure copy were also included in the materials shared with the Campaign Cabinet.

Mrs. Lonsbary gave Ketchum report. Mrs. Lonsbary mentioned that Dr. Trotty authorized the additional purchase of the campaign lapel pins and that this campaign is making stead progress.

Mr. Clark closed the meeting at 12:15 PM.

The next meeting will be on Thursday, May 20, 2004 at 10:00 AM.

**Prairie View A&M University
Capital Campaign Steering Committee
Meeting - Minutes
Wednesday, December 3, 2003**

Attendees: Dr. George Wright, Dr. Willie Trotty, Mrs. Patty Lonsbary, Mrs. Carol Campbell, Mr. Ernie Collins, Mr. Neil Baines, Ms. Diana Fallis, Ms. Thelma Pierre, Mr. Dan Williams, Mr. Michael Sowell, Dr. Evelyn Thornton, Mr. Cleophus Sharp, and Mrs. Juanita Turner

Attendees via phone: Mrs. Opal Smith, Mr. James Mitchell, Mr. Roy Perry, Lt. G. Julius Becton, Mr. Isadore Davis

The meeting began at 10:05 a.m. on December 3, 2004 in the Memorial Student Ballroom.

Dr. Trotty called the meeting to order and introduced Co-chair, Mrs. Opal Smith. Mrs. Smith welcomed everyone to the meeting and said "thank you" to everyone for serving on the committee.

Dr. Trotty introduced Dr. George Wright, President. Dr. Wright welcomed those present and persons participating via phone and thanked them for taking the time to serve Prairie View A&M University

Dr. Trotty introduced each member of the steering committee and noted that this was the best attendance at a Steering Committee meeting thus far. He briefly went over the agenda for the meeting.

The Committee watched the Campaign video, and provided written and verbal comments. It was generally agreed that the video accomplished its purpose; however, it needed additional changes to ensure its appeal to intended audiences.

Dr. Trotty gave each committee member a draft copy of the Case for Support and explained that the Case for Support should present the reasons the university needs philanthropic support. He emphasized the need to complete the Case by January 1, 2004.

The case for support was reviewed by each member of the steering committee beginning with a brief history of Prairie View A&M University. He informed each member of the steering committee that the capital campaign theme is "Extend the View: Shape Tomorrow Today." The theme ties Prairie View A&M University's past with its present and future. The committee asked for a listing of all scholarships and endowments. A listing will be made available.

Dr. Trotty then went to second section Extend Merit-Based Student Support. The committees recommended broadening the scope of the information on merit-based scholarships with emphasis on making Prairie View A&M University an institution of choice with increased value of the institution to community. Emphasis should be placed on things we are currently doing.

The committee recommended the following changes:

- Provide more information about the endowed chairs.
- Provide additional information about the historic buildings. What makes them historic?
- Revise the statement relating to athletic scholarships-keep in mind that athletics help build mind, body, and spirit.
- Target January for completion of the Case for Support

Mrs. Lonsbary stated she was very happy with the two co-chairs and very pleased to hear comments on Case for Support so now we can move forward. She talked about solicitation, Lexis Nexus, and using Spearhead group to search for Director of Development. A summary of campaign accomplishments to date was distributed to all present. Mrs. Lonsbary also discussed the need for an Awareness Gathering of the Steering Committee and spouses before solicitation of the group occur. The committee recommended that the Awareness gathering be held in conjunction with the next Steering Committee Meeting on Monday, January 26th. Mr. Davis and Mr. Sharp volunteered to assist with the planning of this awareness gathering.

Dr. Thornton gave the Faculty/Staff report and described her efforts to inform faculty of the capital campaign.

Mrs. Lonsbary reviewed campaign organization chart. She informed the group that Mrs. Nathelyne Kennedy has stepped forward to serve as Leadership Chair and Michael Sowell has agreed to serve as Prospect Review Chair. Other, now vacant, chairs need to be filled. She encouraged everyone to choose who might best fit in each section. Ms. Fallis informed her that there are two alumni very interested in the campaign, Mr. Lonnie Davis and Mr. Swindell.

Mr. Sharp stated that when some alumni give through matching gifts programs, they are not given individual credit but instead their gift is reported as corporate giving. Since alumni are initiating money, a portion should be listed as alumni giving and the other portion as corporate giving. Dr. Trotty will review.

Dr. Trotty thanked everyone for attending. He stated this was the best meeting so far. He wished everyone Happy Holidays.

Meeting adjourned at 1:25 p.m.