

Great Plains IDEA Lead Institution April 2004 Annual Report

Kansas State University was designated as the Great Plains IDEA Lead Institution effective October 1, 2003.

Staff

The following individuals have contributed to the fulfillment of Lead Institution responsibilities: Virginia Moxley, Sue Maes, Ruth Williams, Dawn Anderson, Deb Wood, Dana Reinert, Manish Sharma

Financial Management

Analyzed and prepared a report of competitor prices.

Arranged a conference call of Great Plains IDEA Fiscal Officers for them to recommend common prices for FY 05.

Contacted Great Plains IDEA institutions for **Fall 2003** enrollment information; created and sent invoices for the 12.5% Alliance share of the Common Price; and, collected and deposited the funds into the Alliance account established at Kansas State University.

Contacted Great Plains IDEA Campus Coordinators for **Spring 2004** enrollment information, created and sent invoices for the 12.5% Alliance share of the Common Price, and collected and deposited the funds into the Alliance account established at Kansas State University.

Assisted the Great Plains IDEA Treasurer in the development of financial reports for the annual meeting.

Management of Alliance Operations

Archived MOA's and prepared a report regarding their receipt for the semi-annual and annual meetings.

Followed up with institutions regarding unsigned Memorandums of Agreement and Transfer of Copyright agreements.

Served as the test case for database installation. Installation arrangements at Great Plains IDEA institutions are in various stages of progress.

Coordinated the production and distribution of DVD and VHS tapes of database training.

Coordinate Alliance Communications

Created and maintained listservs for Great Plains IDEA Campus Coordinators, Registrars, Financial Officers, Continuing/Distance Education Directors, Graduate Deans, Academic Deans, and Family Financial Planning Faculty.

Utilized Alliance listservs for communication purposes.

Attempted to keep appropriate individuals informed concerning Great Plains IDEA activities relevant to their roles.

Updated the Institutional Contact list.

Established dates and times and set up Great Plains IDEA Board of Directors Conference Calls.

Established a date and time and set up the Gerontology Program Faculty Conference Call.

Developed Great Plains IDEA letterhead.

Support Alliance Governance

Prepared 1st Edition of Policy and Procedure Manual for distribution to Alliance partners.

Updated the Great Plains IDEA Bylaws and Policy and Procedure Manual following the semi-annual meeting in November 2003.

Supported Dr. Ellen Kreighbaum with proposed revisions to the Great Plains IDEA Policy and Procedure Manual.

Distributed minutes as requested by the Great Plains IDEA Secretary and other material as requested to the Board of Directors.

Arranged the semi-annual meeting of the Board of Directors - hotel contracts, registration, and distribution of meeting materials.

Assisted in the planning and coordination of the annual meeting of the Board of Directors including the distribution of notices in accordance with the Great Plains IDEA Bylaws and Policy and Procedure Manual

Developed and administered an online survey to assist in identification of issues and new program.

Contacted hotel to arrange for semi-annual meeting in San Diego, November 12 and 13, 2004.

Researched financial aid regulations related to Great Plains IDEA program students.

Support Great Plains IDEA Programs, Campus Coordinators and other Institutional Participants

Assisted new campus coordinators.

Provided routine support re: requests for information, document location, answers to questions about policies and practices, and training in the use of the online course catalog.

Created an online course for Youth Development faculty to use as a resource center for sharing documents.

Created an online course for Campus Coordinators to use as a resource center for Great Plains IDEA information.

Trained Youth Development faculty (Murray and Astroth) in the use of NetMeeting.

Arranged annual meeting for Family Financial Planning faculty in Savannah.

Coordinate Marketing Efforts

Updated website: links, programs and alliance information.

Created "About Great Plains IDEA" and a "Collaboration Resource Center" in the website containing information, video clips, and documents including the Policy and Procedure Manual.

Previewed all video footage. Incorporated video clips into PowerPoint presentations and video quotes into grant proposals, etc.

Created and distributed a new set of PowerPoint slides for member use. Provided PowerPoint slides to presenters upon request.

Developed a script for a new Great Plains IDEA video and worked with the video producers to finalize the video for preview at the annual meeting.

Provided information and/or directed inquiries received by the alliance@ksu.edu to the appropriate individuals.