**Project: University Summit**

**Description:**
The University Summit is the one-day program where ALL faculty and staff come together for a “state of the university” program, complete a community service project, and/or learn about the many programs and units across campus. The Summit is an inter-active full-day program much like a convocation where folks come together to learn, be inspired, and engage with one another. A community service project could be a focused effort to clean-up campus, help local programs, or raise funds for a non-profit organization.

The University Summit could also be the venue for the presentation of the President’s Awards for Excellence, as those awards recognize interunit collaboration and service, among other university values. Having the Awards presented at the Summit would bring more visibility and recognition to the award recipients and eliminate the need for a separate ceremony and resources.

The Summit will be held at the Nutter Center: the arena may be used for the plenary session and the McLin Gym may be used as needed for other activities throughout the day.

**Actions:**
1. President appoints a planning committee:
   a. Selection process should include some type of nomination/election process to help ensure representation from various areas; this group will act much like a planning committee for annual events hosted by professional organizations.
   b. Should include faculty and staff representatives from all classifications and/or ranks.
   c. President hosts the first meeting to facilitate the selection of co-chairs by the Committee membership and discuss best option for event date since faculty are currently not required to report for duty until the first day of classes; we recommend hosting the event as part of the orientation week activities

2. Planning Committee Co-Chairs will:
   a. Work with the President’s office to get input on annual topic and suggestions for Key Note session; committees for future events will refer to survey results from previous events for ideas
   b. Secure budget amount allocated for this event
   c. Assign project tasks to committee members such as:
      i. **Keynote**
      ii. **Service project** – we recommend this sub-committee work with the Center for Service Learning and Community Engagement and We Serve You to determine local needs and recommended agencies/projects to consider
      iii. **Catering** – lunch, refreshments, and etc.
      iv. **Marketing** – save the date, program booklet with academic and service unit information, schedule for the day, information about the service project(s) to be completed, and etc.
d. Determine service project based on input from President’s Office and campus community; possibly the President’s Cabinet (VP’s & Deans) could nominate the service project each year based on input from their constituents

e. Implement the nomination process for President’s Awards recipients as done in the past

See the Metrics section for more information related to the feedback and input needed. In addition, refer to Exhibit A for samples of university summits from other institutions.

Milestones:
1. Open communication with the campus community for achievements from the previous year and goals for the current year
2. Opportunity to inform the campus community about various units – employees are able to find out more about the programs and services offered
3. Improved inter-unit collaboration will inherently result as we utilize our resources more efficiently and work together for process improvement; this will become a great internal resource for “best practices” from our own internal experts
4. Increased sense of belonging by serving together in a united capacity regardless of job title or description; an office worker can work side-by-side with someone from physical plant to achieve a common goal
5. Giving back to the community through a service project such as Habitat for Humanity or similar organization in need
6. Increase visibility and recognition for President’s Awards for Excellence recipients.

Metrics:
Overall, we expect one major way of determining the success of this event is by the improved efficiencies that could or should become more apparent through the efficiency reports being submitted by the various academic and service units. Through this event, employees will learn more about what is happening and available on campus and will hopefully, start reaching out to their counterparts for input and process improvement. Operating costs may decrease as we use our resources more efficiently and “share” those with others. Our student enrollment and retention may increase as students hear about the good we are doing in the community and due to the increased employee satisfaction, that generally is a result of a group working together. We also expect to see improved employee morale and satisfaction since people will be happier with their jobs and interested in making improvements. In addition, some quantitative metrics that may result are noted below:

1. Participation percentages by category:
   a. # of employees participating: attending keynote session, working with the service project; this can be broken down even further to faculty and staff percentages
   b. # of community stakeholders served by outreach project

2. Satisfaction survey to measure effectiveness of:
   a. Keynote session, including topic(s) and speaker(s)
   b. Bazaar
   c. Work project
   d. Location
   e. Timing
Timeline:
We recommend that this Committee work directly with the President’s Director of Ceremonies for recommendations and contact information as needed for various vendors and internal resources to be consulted for campus events. In addition, refer to Exhibit B for a draft Timeline Checklist; this document may be modified by the Planning Committee as needed. The event day agenda could be similar to:

- 8:00-8:15 am  President’s welcome & opening remarks
- 8:15-9:30 am  President’s Presentation of Awards
- 9:30-11:00 am  Keynote presentation
- 11:00-11:30 am  Service Project assignments announced & groups disburse
- 11:30 am-3:00 pm Service project activities – lunch provided at work sites

Resources:
1. Funding will be required on an annual basis; event budget will be established; however, payments may be required throughout the year depending on the vendors’ requirements:
   a. Nutter Center, including concourse and McLin Gym
   b. External speaker(s)
   c. Supplies, transportation and marketing (participant t-shirts for service project, program booklets and etc.)
   d. Catering (food and beverages) for breaks and lunch
2. Until further decisions are made, a specific amount is not available; however, if internal speakers are used, the cost could be minimal for an event this size
3. Event should be centrally funded by the President’s office and not charged out to the various service and academic units
4. Availability of funds are currently unknown and would need Presidential approval

Success Factors:
The more people involved from the highest levels of administration will help this program succeed. This Summit has the potential to join together our employees into one mission unlike any other activity we may host. We are at a time in our history when this unity is needed more than ever. We will see the results of a successful event by seeing an increased number of inter-unit collaborative efforts fostered and sense of peace across campus as our employees feel valued and recognized for their contributions to the overall mission of the University.

Suggested Project Ownership:
1. President’s office
2. Planning Committee as designated by the President
3. Physical Plant
4. Business & Finance related to event budget and appropriate contracts, Memos of Agreement
5. We Serve You
6. Service and academic units participating in the Bazaar
Exhibit A – Samples of University Summit Events from Other Universities

We reviewed a number of campus events from across the country and below are the links and general information about a few of these events. We did find it interesting that none of these events included a service component. We feel that service is an integral part of our campus event and should be built in as a natural part of the schedule.

University at Buffalo Inclusive Excellence Summit
https://www.buffalo.edu/inclusion/projects/inclusion-conference.html

This event was more like a 2-day professional development conference with interactive sessions and student involvement. In addition, various awards were announced during the event.

University of Denver Internationalization Summit
https://www.du.edu/intz/summit/

This was a conference-style event as well over two days with various sessions. At the conclusion of the event, attendees were invited to attend the annual International Fest that celebrated the international cultures present on campus.

University of Denver Diversity Summit on Inclusive Excellence
https://www.du.edu/cme/programs-services/summit/

This event is similar to the others in it is a multi-day event intended for professional development.
Exhibit B – Event Timeline Checklist

University Summit Timeline Checklist

The following checklist is designed with an ideal timetable of twelve months. Use the boxes to the left of the items to check off tasks as you complete them.

9 To 12 Months Prior to the Event
- Planning Committee Established & Sub-committees assigned
- Determine budget
- Choose date and time
- Reserve Venue

6 to 9 Months Prior
- Determine service project and initiate discussions with the Agency/Agencies
- Work with marketing & communications to establish advertising campaign
- Make arrangements for light refreshment breaks and lunch
- Work with the Venue to determine A/V needs
- Send save-the-date notices
- Obtain permits for external tents if appropriate

4 to 6 Months Prior
- Print marketing materials; draft program booklet
- Make travel arrangements for out-of-town speaker(s)/special guests
- Confirm planning details with each sub-committee

2 to 4 Months Prior
- Review food and drink menus and location assignments for service projects
- Invite employees to attend, volunteer and participate as appropriate

4 to 8 Weeks Prior
- Confirm final details
- Meet with sub-committees
- Purchase/gather supplies and volunteers for the service project
- Print program booklets and order t-shirts for service projects based on registrations
1 Week Prior

- Give the caterer a final head count
- Work with sub-committees to handle any last-minute problems

The Day Before the Event

- Set-up “Check-in” area for participants and distribute event materials, t-shirts and etc.
- Confirm final details with the service project location(s)
- Enjoy a relaxing day with family and friends
- Try to get some rest

Event Day

- Relax and remain calm
- Remember to eat something
- Enjoy the event!