

CPEP Board Meeting
1/18/13
Minutes

Executive Director Transition. Paul began the meeting by thanking Jim for his service to CPEP. Paul also described some of the steps needed in finding a new director, including sending a job description to HR after which HR will stipulate a salary range. We can then begin the search. Bob suggested that we begin by revising the previous job description (copies provided at meeting), modified to represent current development needs. Board members were encouraged to send comment to Bob. (see also information on agenda dated 1/16)

Salary Support Needs. Funding from the Sunshine Lady currently provides 1.5 FTE. Ron Seeber has agreed to speak with President Skorton about a larger financial contribution from the University. Our most basic need is to raise the staff FTE to 2.0. Actual dollar needs for two positions depends on new director's salary as stipulated by HR.

Interim Plans. Move Marge to full time plus some office support. Ron Seeber is working on this. Savings between Jim's salary interim full time support for Marge could be used to fund part time office support.

Timeline. Undefined due to a number of factors. Mary indicated the necessity to advertise in the NYC area and that this might take some additional time. Networking in NYC and elsewhere will be critical. She also suggested that we have an early deadline for applications but that applications be accepted until the position is filled. The question was raised about where we should advertise in order to reach the broadest network. Jim mentioned a national prison education network.

Marge's Role in Interim Operation. Marge will direct the daily operations with office assistance but will not have the interim director title. Jim noted that terminology (interim director) does not matter to Marge, but suggested that something like Director of Operations would be good. The group also noted the importance of being affirming to Marge during the interim period. Note that Jim's job title is Student Services Coordinator III, but his working title is Executive Director. We should have a memo for Marge that clearly spells her duties and contacts that she may need during the interim period.

Development Committee. (summary of 1/11 meeting in NYC provided) Jan summarized that the alums are VERY ready and enthusiastic about helping us, but they do not know what we are asking of them. The alums suggested we need strategic planning (1, 3, 5, and 10 years) and a clear mission statement. They also suggested outside facilitation for generating these strategic plans. They were also clearly willing to help with development. We need to determine how best to organize our alums and incorporate them into the planning and development processes. The question was raised – with the director transition, how do we move forward? There was an agreement that we need to develop a short term strategy even before the new director is in place.

Mary noted that the alums do not know how to describe to others who we are and what we do. She related Christina French's description of the Hudson Link program (pretty intimidating, by comparison). Christian really wants to help us and it was agreed that we need to enlist his help now. Questions: Can we collaborate with Hudson Link? Can we have some NYC even in June? It was noted that it matters less what we look like but we need to be able to articulate who we are. Jim also noted that there is an

alum expectation that we move toward a bachelors program (and the need to re-engage Cornell in this discussion).

Mary then reiterated the importance that we accomplish two things immediately: agree on a mission statement and get a board organized. Jim noted that doing these things will also help us to articulate our needs and goals to director candidates. Peter said that we need to get Christian French involved immediately in the nitty gritty of what we are doing, and that we need to keep the alum group at least informed regularly if not involved in the process starting immediately. Jan suggested that we might be able to get the names of people who helped Hudson Link produce its mission statement and strategic plans.

Long Term Planning Committee. The decision was made to create a separate long term planning committee consisting of Pete, Nancy and Barry. There was agreement that is really is a prerequisite for development. The next step is to invite Christian French to meet with us, but that we should wait on inviting him to join the board. Mary suggested that we should put Benay Rubinstein in the same category.

Next Meeting: to be scheduled for February. Jan suggested that we try to have a board meeting at Auburn at some point and get the graduates involved. Discussion of defining and dealing with inactive board members, and addition of new board members was tabled until the next meeting. It was suggested that we invite Christian French, perhaps to an evening meeting.

submitted by Tom Owens