

Piedmont South Atlantic Coast CESU Task List

	WHEN	WHO	WHAT	STATUS			COMMENTS ¹
				DONE	ON TARGET	REVISED	
1	March 12, 2004 May 1, 2004	Coleman Dangerfield Jim Sweeney	Send to CESU members the template for submission of current CESU project information for the website, to include: P.I.s, Title, Funding Agency, Funding Amount, Start/End Dates, etc.	✓			C-1 Draft to federal partners 4/1/04. Form to all members by May 1st
2	March 31, 2004	Coleman Dangerfield –lead, Nancy Peterson, Ray Albright, and Mimi Williams	Determine from CESU members how to search their skills database or other method of determining skills (e.g. directory).	✓			B-1
3	Beginning by April 15, 2004 and every other month thereafter	Jim Sweeney	Have a conference call with the CESU Executive Committee members and distribute a synopsis of the call to all CESU members.	✓ Ongoing		✓	C-2 Will drop to every-other month at a later date
4	April 30, 2004	Wayne Reeves and Jim Sweeney	Clarify the role of the ARS in the CESU system.	✓			A-1
5	April 30, 2004 May 30, 2004 July 30, 2004 At annual meeting	Each federal agency contact as identified in the agreement	Identify the process for submitting proposals to their federal agency and distribute the information to Coleman Dangerfield for posting on the website.	✓		✓	E-1 Request sent to federal contacts 4/2/4 and 5/17/4
6	May 1, 2004	CESU members	Submit to Coleman Dangerfield slides, information, and suggestions for the website.	✓			C-3
7	May 1, 2004 And ongoing	CESU Members	Send to Jim Sweeney a summary of current projects using the template supplied by Coleman -Sweeney	✓ Ongoing			C-4 Need continuing input on status of current & new projects from partners

¹ Letter - Number codes in comments (e.g., C-1) refer to the Strategic Plan's 3-year goals and tasks.

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8	May 1, 2004	All CESU Members	Send name and contact information to Jim Sweeney re: the active CESU participant (if other than the person on the formal agreement)	✓			C-5 Request sent to members 4/1/4
9	June 1, 2004	Coleman Dangerfield –lead, Nancy Peterson, Ray Albright, and Mimi Williams	Develop a method for searching the skills databases and communicate it to all CESU members.	✓			B-2
10	June 30, 2004	Coleman Dangerfield	Put on the CESU website the list of member organizations, contact person(s), contact information and their website.	✓			B-3
11	June 30, 2004	Mimi Williams – lead, Nancy Peterson, Mark Kraus, Dreamal Worthen, Ed Oaksford	Develop an informational brochure on the PSAC-CESU.	✓			C-6 Look on the CESU web page for current copy
12	June 30, 2004	University of Georgia (Coleman Dangerfield – lead), working with the partners	Develop a prototype of an interactive website.	✓			C-7
13	August 1, 2004	Jim Sweeney - lead, Mimi Williams, Nancy Peterson, Ray Albright	Develop a process for tracking CESU-funded proposals and a notification system.	✓			E-1 See task 7
14	By September 1, 2004, at annual meeting, and reviewed annually	Each federal agency contact as identified in the agreement	Identify their agency's top 5 priority needs.	Partially completed		✓	A-2 Short list by 9/1/4; discussion at annual meeting

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15	September 1, 2004	Each university contact as identified in the agreement	Educate their university faculties about the CESU.	Partially completed / Ongoing			D-1 Brochure and slide set available for use
16	September 1, 2004	Each federal agency contact as identified in the agreement	Educate their agency personnel about the CESU.	Partially completed / Ongoing			D-2 Brochure and slide set available for use
17	September 1, 2004	Mark Kraus – Audubon, working with Ed Jones and John Sweeney (Clemson)	Educate the Audubon members about the CESU.	Partially completed / Ongoing			D-3 Brochure and slide set available for use
18	November 1, 2004	Each CESU member	Send to Coleman Dangerfield Sweeney the web link(s) that shows the partner's permanently-maintained research sites, unique equipment and training facilities		Past due		B-4
19	December 31, 2004 At annual meeting	Jim Sweeney	Complete a needs assessment in at least one federal agency that results in several pre-proposals to potential funding groups.	Partially completed		✓	A-3
20	December 31, 2004	Coleman Dangerfield	Have the information regarding identifying skills at each member institution on the PSAC-CESU website. Add link on our web site to all members' faculty/staff expertise listings	✓		✓	B-5
21	March 31, 2005	Executive Committee (Jim Sweeney – lead) Nancy Peterson, Ray Albright, John Sweeney	Organize an annual PSAC-CESU meeting to review current projects, revisit goals and objectives, etc.	✓			C-8 Annual meeting @ UFL 3/22-23/05)

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22	March 31, 2005	Dreamal Worthen - lead, Jim Sweeney, Bill Anderson, Ray Albright, John Yancy, Ed Jones	Recruit at least 2 additional institutions (e.g. HBCUs, 1994, Hispanic-serving) to increase the diversity of partner institutions.	Partially completed			D-4 Added 2 new federal partners and 2 new university partners, but not minority institutions

Last Revised 4/1//2005