

# Activities Committee Strategic Planning Report

Date of review: 05/2017

**FUNCTION:** To address internal social need(s) through various types of SBC-hosted activities.

**SCOPE:** To plan and execute various events with the purpose of implementing an encompassing mindset of the virtue of Generosity, while supporting all other SBC foundational virtues.

**GOAL 1: Foster team unity concepts at an institutional level amongst all faculty and staff members.**

<i>Objective A</i>	The Activities Committee will host all New Moon Events to include an underlying set of values with an emphasis on generosity to promote team-building achievement amongst all faculty and staff members.
Measurement Tool (who, what, when, how)	Informal analysis to determine how the New Moon meetings facilitate this type of team-building achievement. Discussion at our Activities meetings.
Measurement Goal	Four (4) New Moon meetings per academic year.
Findings/Results	Attendance has been increasing and the feedback after the meetings has been more positive this past year than in previous years. There will always be complaining, but overall the vibe is much more positive about attendance.
Data Analysis	We have continued with keeping the meetings simple, yet fun! Also, keeping them as short as possible seems to keep the majority of the people happy and therefore attendance continues to stay strong. Attendance was as follows: Welcome Back/Halloween= 77 Christmas= 76 Cook Off=63 Employee Appreciation= 79 We also had an "Ugly Sweater Contest" held right before the Christmas break...just to promote team-building activities amongst the staff and faculty.
Action/Recommendation	My recommendation would be to continue this course of action because it continues to be successful and we have established a good pattern with these "topics" and they are worth pursuing and continuing to improve. We have also started a new initiative with our "going above and beyond" cards. These are to be given out for good deeds done around campus. The cards will then be entered into a new drawing every New Moon. This is to encourage thankfulness and to promote a positive work environment.

**GOAL 2: Provide college awareness for charitable-based need program(s) within the boundaries of the Standing Rock Tribe.**

<i>Objective A</i>	The Activities Committee will identify areas of need within Standing Rock in order to organize an activity which will promote the spirit of generosity: Winter Warmth
Measurement Tool (who, what, how, when)	Success of Food Drive/Winter Accessories Drive
Measurement Goal	Gave out raffle tickets for each item donated at our Christmas New Moon meeting.
Findings/Results	Our Christmas New Moon was another great day in the history of SBC! We collected over 200 non-perishable food items that were distributed between the 3 college campuses for the student lounges. Since we do not currently have a cafeteria for our students, it's a nice student service to be able to have food stocked for when our students are in need of a meal. We also collected 22 jackets, 14 blankets, 37 hats, 36 pairs of gloves/mittens, 1 scarf and 13 pairs of socks. Since there were not enough donations of these items to give to a particular school (plus the sizes were all different-adult and children mixed) we put out a search for families that were <b>in</b> need of these items. We made some families very happy to get much needed winter gear that they would not have been able to afford themselves.
Data Analysis	We put together these donations as part of our community outreach and in that perspective it was highly successful and was just another way for SBC to display the quality of generosity through its employees.
Action/Recommendation	I think this year was successful partly because of the big raffle items. Our employees are always willing to give, but it's nice when there is a small reward as well. I also like that each year a different theme can be picked according to what the <b>community</b> need is.

**GOAL 3: Cobesiveh• work with other SBC programs by executing specific event functions to maintain consistency in promoting the SBC image and its credibility.**

<i>Objective A</i>	The Activities Committee will assist other programs when there is a gap in event planning to ensure event success.
Measurement Tool (who, what, how, when)	The Activities Committee will generate a monthly report to determine which program was provided assistance; in what capacity it assisted, how many man-hours was necessary to accomplish filling the event gap and in what months the resources were provided.
Measurement Goal	100% assistance, but in-line with budgetary and human resource limitations.
Findings/Results	The difficulty with this task is that I can't even get the committee to help out with our 4 events throughout the year. So even though I have sent out emails requesting help from Activities for large student events, etc. it is usually the same people who show up to help, if anybody at all.
Data Analysis	I think this goal should either be removed or revamped in a major way. I'm curious to see if the next chair person has any ideas on how to organize this goal better. If we really want this to be a successful goal then people will need to be assigned specific New Moon meetings and events. For example: Joe Smith will do clean up at New Moon 1, 3 and Spring Student Summit and so on. If they cannot fulfill their duties then it is their responsibility to find someone to take their place. It's too much to require everyone to help out at every function... but if you are

	given an assignment at the beginning of the year and you only have 4 functions that you have to help out at...that's much more manageable. That's what I would have tried out next year if I was continuing.
Action/Recommendation	My recommendation is to give yearly assignments for major events and the duty that is expected to be accomplished. Again, if they can't make it then they have to find a replacement... or they can even switch with another member. There just has to be some kind of accountability otherwise the ones who always help out get burnt out so fast and it's really not fair. This would be my suggestion going forward next year. The members can even vote for what tasks they want to do...ex: clean up, set up, sign in sheet, etc.

**GOAL 4: Provide Training and Awareness venue/planning for upcoming institutional blanket changes.**

<i>Objective A</i>	The Activities Committee will assist other programs by utilizing the New Moon as the venue to ensure blanketed training and awareness is achieved, and/or assists with the scheduling and event planning of the training.
Measurement Tool (who, what, how, when)	New Moon agendas always keep track of who is coming in to either do a presentation or a training.
Measurement Goal	100% assistance.
Findings/Results	<b>October</b> 2016-The Mahoney Group <b>March</b> 2017-Employee Assistance Program (EAP-new group did introduction to services, etc.)
Data Analysis	As long as this part of the New Moon meeting is not overused or abused then it is absolutely fine. I think in the past it has gotten out of hand, but this year was done tactfully and I didn't hear anyone complain about it. These were the only two requests for this year, so nobody was turned down and I haven't heard any complaints thus far about using the new moon meetings for these purposes.
Action/Recommendation	If a training is absolutely necessary for all the SBC employees then the New Moon should be utilized, but not abused or for frivolous trainings. Some suggested trainings are still: Orientation (for new employees and a refresher for current employees-Who should be giving the orientation? Is there a checklist that should be followed?) Job related trainings (for example: teaching new faculty the Jenzabar system). It's hard to get all staff and faculty together at the same time, so I'm pretty sure they would prefer to use these meetings instead of having to go to additional ones. The point is to keep the amount of meetings down to a minimum.

