



**Board of Directors Meeting Minutes
Cooperating Raleigh Colleges
October 21, 2009**

**Lulu H. Robinson Manor House
Saint Augustine's College
8:30-10:30 a.m.**

Maureen Hartford, CRC Vice-President, Presiding

In attendance: Board Members or their representatives—**Maureen Hartford**, Meredith College president; **Laura Carpenter Bingham**, Peace College President; **Betsy Brown**, Vice Provost, for NC State University Chancellor James Woodward; **Kim Luckes**, Executive Vice President for Dianne Suber, Saint Augustine's College President; and **Jenny Spiker**, Cooperating Raleigh Colleges Director/Board Secretary.

Dr. Luckes welcomed the group on behalf of meeting host Saint Augustine's College and Board President Suber and introduced us to the Lulu H. Robinson House in honor of the late first lady emeritus of the College.

Dr. Hartford opened the meeting and asked for approval of the minutes from the March 20, 2009 meeting. They were approved unanimously.

Finance Report and Vote: Ms. Spiker went over the budget for FY2009-10 and the audit report for FY2008-09. (See attached). She pointed out that we were able to add \$30,085 to the operating reserve fund following the FY2008-09 year. She explained some changes that affect income and expenses this year compared to previous years:

- CRC is now paying all of the salary of Channel Coordinator Kristin Kauffman. CRC used to reimburse NC State for part of her salary.
- We have additional income (\$15,000-\$20,000 per year) coming from the North Carolina Department of Revenue for Channel 18 operations. This is because of a change in the way cable franchise fees are collected and distributed in the State.

The finance report was accepted as presented. Ms. Bingham asked Ms. Spiker to send board members the audit report from the 2007-08 fiscal year to show comparable information to the audit report provided for FY2008-09.

Report on recent projects: Ms. Spiker highlighted some of the project results since the last meeting:

- **International programs:** As a result of last year's meeting with international program leaders, a group of students from Saint Augustine's College and NC State University joined together for a study abroad program last summer in China.
- **Channel grants:** CRC was able to award grants this past summer and fall to all five member institutions for upgrading equipment and improving programming for the CRC Education Channel. Reports on those projects are due Jan. 9, 2010.
- **Library workshop:** The CRC Librarians committee sponsored its second professional development workshop this past July with more than 30 in attendance.
- **First website:** Work has begun on CRC's first website. Ms. Spiker provided copies of site layouts for several of the pages. She said the site is scheduled to be online in the spring semester of 2010.
- **Planning group:** The CRC task force that has been meeting with members of the Raleigh Planning Department has submitted a list of concerns and will present that list at a stakeholder meeting on Oct. 22 to the consultants who are leading the project to develop Raleigh's new development code.
- **Downtown student appreciation event:** Members of the CRC campuses are a part of the team that is working with the Downtown Raleigh Alliance leaders to plan a college student appreciation event in downtown Raleigh in October 2010.
- **Registrars subcommittee:** At its Sept. 22, 2009 meeting the CRC registrars formed a subcommittee to study key aspects of the cross-registration process, including access issues and the updating of the process.

- **Chamber Education Committee:** Ms. Spiker reminded the Board that she is now a member of the Greater Raleigh Chamber of Commerce's education committee and asked that they notify her of any issues they would like her to bring to that group.

Discussion about priorities for the 2009-10 Goals: After looking over the goals for this year developed from the last meeting (attached), the members asked that the following goals take top priority for this year:

Orchestrate and Successfully Carry Out Efforts To Increase Sharing of Academic Resources

- With the help of the Academic Affairs and Operating Committees **identify key individuals on each campus** to do some serious exploration of joint faculty appointments and efforts for trailing spouses. Start with the **foreign language** departments and have them meet regularly.
- With the new economic climate, emphasize efforts to address **under-enrolled courses**. Consider such things as teleconferencing and new guidelines for reserving spaces for CRC students.
- Explore **joint administrative or staff positions** in such areas as advising, student activities, IT, security, counseling and international programs.
- Create an **Academic Advising Committee** to meet regularly.

Shared faculty and staff recruiting:

Dr. Brown said that she has been in contact with the Higher Education Recruitment Consortium (HERC) about their programs for shared recruiting of personnel in areas with a strong concentration of colleges and universities. The group suggested we learn more about that consortium and explore other ways to approach shared faculty and staff recruiting for trailing spouses/partners.

Sharing faculty development resources:

Dr. Brown also said that NC State had some faculty development resources online and through webinars that may be of interest to the other colleges and universities. She will forward that information to the CRC office to disseminate. One example is a section on the NC State website about "Flu-proofing Your Course" (www.ncsu.edu/faculty-development/h1n1/index.html).

Reporting about CRC for SACS Accreditation:

- A discussion about the ongoing processes for accreditation with the Southern Association of Colleges and Schools (SACS) prompted the Board members to ask Ms. Spiker to work with the campuses to create a unified, streamlined way to report to SACS about CRC and its relationship and effect on the member institutions.

Consideration of additional members for the consortium:

An informal discussion took place about expanding the CRC membership to other educational institutions, such as Wake Technical Community College. Several people stressed that the economy and continuing emphasis on coordinating with two-year programs make this consideration more important. Ms. Bingham said she has become more aware of this issue since she's been appointed to be the independent colleges' representative to the Lt. Governor's JOBS initiative. The group asked to place this issue on the spring board meeting agenda.

Setting the Spring 2010 Annual Meeting:

- Ms. Spiker is to explore dates for first several weeks of March at either Meredith College or NC State.

The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Jenny Spiker
Director/Board Secretary