



## Cooperating Raleigh Colleges

### Board of Directors Meeting Minutes

June 3, 2014, 3-4 p.m.

Health Sciences Campus, Wake Technical Community College

Debra Townsley, CRC President, Presiding

**Members in attendance:** **Debra Townsley**, President of William Peace University and CRC Board President; **Stephen Scott**, President of Wake Technical Community College; **Warwick Arden**, Provost of North Carolina State University; **Everett Ward**, Interim President of Saint Augustine's University; **Gaddis Faulcon**, Acting President of Shaw University; **Tashni-Ann Dubroy**, Special Assistant to the President for Process Optimization, Shaw University; **Rocky Yearwood**, Vice President for Finance and Administration, William Peace University representing the CRC Chief Financial Officers Committee; **Jenny Spiker**, CRC Director and Board Secretary/Treasurer.

**Minutes:** The minutes of the March 26, 2014 meeting were approved. **(VOTE TAKEN)**

#### **Finances:**

- **Budget:** Ms. Spiker provided a copy of the FY2014 budget, which showed projected year-end expenses of \$109,774.12 and revenue of \$126,722.72. She also presented the proposed budget for FY2015 with expenses of \$119,000 and revenue of \$120,000. The Opening Reserve Fund is currently \$246,604 and is projected to be \$263,552.60 at the end of this fiscal year. (See attached.) The budget was approved. **(VOTE TAKEN)**

#### **Discussion related to the budget:**

- **The Operating Reserve Fund:** Dr. Townsley asked to be reminded of the Operating Reserve Fund Policy: "To maintain a minimum of 50% of the core annual operating budget (without special projects) in any given fiscal year." Discussion about whether to find a way to earn some interest on part of the fund took place, and the Board decided it would like for the finance officers to look into any possibilities for earnings.

#### **Committee and Project Reports:**

- **Economic Impact Study:** Dr. Townsley summarized the Economic Impact Study and the community outreach event to announce its results on March 26<sup>th</sup> as successful in attracting a good range of community leaders, including the governor. The only disappointing part was that the press coverage was hindered by the attention to the Governor's response that day to the arrest of the mayor of Charlotte. See the summary sheet from the Study in the packets.
- **Chief Academic Officers:** Ms. Spiker gave the report on behalf of Chair Dr. Marilyn Sutton-Haywood, who could not attend. The major project this year, professional development for adjunct professors, has moved beyond the first workshop on March 5<sup>th</sup> to planning for another workshop in the fall. The CAOs are also still exploring Special Design Majors, where students can earn a major from two or more institutions. Evaluations and committee notes are in the Board's background packets.
- **Chief Financial Officers:** Mr. Rocky Yearwood, chair of this year's Finance Officers Committee, reported on the joint project of his committee and the Student Affairs Officers Committee--**campus emergency**

**management.** He talked about the success of the April 11 workshop with Steve Newton from Wake County Emergency Management guiding teams from all the colleges on ways the campuses can work with his and other related departments in the area. About 8 to 12 people from a variety of areas from each campus gathered at Meredith to discuss topics relating to health and safety, campus security, business continuity, communications and IT, residence life and more. Materials from the workshop are in the Board's background packets. The next event will be a table top exercise on a crisis issue on July 30<sup>th</sup> at Meredith with Katina Blue from NC State as the facilitator.

The Finance Officers recommended at their May 22<sup>nd</sup> meeting that CRC convene **Human Resources directors** to learn from each other. The Board agreed that is a good idea.

The other group that the Finance Officers is reconvening is the one connecting to the **City of Raleigh Planning Department.** Now that the new development code for zoning and related matters is in operation, the institutions of higher education can be a part of a special campus district. Ms. Spiker has been in contact with the Planning Department Liaison to the colleges who was appointed several years ago when a CRC team met regularly to provide feedback on the special needs of colleges and universities for zoning and coding. A meeting is being planned with college and planning department representatives.

Another topic the Finance Committee brought up is **transportation needs** in the county to make it easier for students and employees to take advantage of the City's offerings and sharing of campus programs, a topic the Board has been exploring for several years. Several Board members cited how expensive it is to provide busses from campus funds and instead encouraged the Finance Committee to do an inventory of how the campuses are already using the City's bus system and look for ways to enhance those options. The City of Greensboro now has some kind of special transportation arrangement with their colleges, something worth finding out more about.

- **Chief Student Affairs Officers:** Dr. Townsley suggested that this group work on getting students together from all the campuses. One good possibility is to work with the Downtown Raleigh Alliance (RDA) on a downtown event for students. CRC should join the RDA and reestablish the relationship started with that organization several years ago.
- **Library Committee:** Ms. Spiker announced that the seventh annual CRC library workshop for professional development will take place July 10<sup>th</sup> at the Wake Tech Western Campus in Cary. A copy of the program for this summer is in the packets.
- **Raleigh Promise:** Members of the Raleigh Fellows Team brought together a group of students on April 1<sup>st</sup> for a focus group and brainstorming session with students in the Fellows program. The main emphasis was on creating a leadership team of several students from each campus to organize ways to serve the local community and make connections among students on all the campuses. See the list of student ideas in the packet.
- **Channel 18:** Ms. Spiker reported that the new equipment for Channel 18 is now in place at the Raleigh Television Network studios. The training on it will take place this summer. She reminded the members that we are always looking for new content from all the schools, including short videos of the type campuses are posting on You Tube.

#### **Consideration of New Initiatives:**

- **Meeting of executive assistants to Board members:** The Board encouraged Ms. Spiker to convene this group.
- **Invitation to Campbell Law School:** Dr. Townsley said that when she approached their leaders about joining CRC, they did not pursue it because of their university's main location being outside Raleigh in Buies Creek.

- **Community Forum for 2014-15:** A major focus of this Board for the last several years has been purposeful connection with community leaders and partners. Among those discussed to invite to a joint session next spring were legislators and the media. The group that the Board members decided to engage next year is the leadership of the Wake County Public Schools and related groups to encourage even more coordination among the higher ed institutions and the school system and students.
- **Marketing Raleigh's Overall Appeal to College Students:** Ms. Dubroy asked if CRC was interested in getting the word out about how Raleigh is a very student-centered place now with much to offer in the community outside the campuses. The Board agreed that efforts toward that kind of marketing would be good to pursue. Ms. Spiker said she would get the marketing and public relations leaders from the colleges together and propose that emphasis as a possible project for them.

**Officers for 2015-15 and 2015-16:** Dr. Townsley announced that Dr. Jo Allen, Meredith College president, accepted the invitation to be CRC Board President for the next two academic years, and Dr. Stephen Scott, Wake Tech Community College, is willing to be vice-president for those years. The membership approved those officers. **(VOTE TAKEN)**

**Next Meetings:** Dr. Townsley's and Dr. Allen's offices will work together to find appropriate dates for next year's three meetings.

**Executive Session:** The Board held an Executive Session before adjourning to attend the reception honoring members of the executive committees of the six institutions. It was held in the second floor lounge of Health Sciences Building 2.

--Submitted by Jenny Spiker, Board Secretary and CRC Director