



## Cooperating Raleigh Colleges

### Board of Directors Meeting Minutes

June 5, 2013, 3:30-5 p.m.

Williams Board Room, William Peace University

Debra Townsley, CRC President, Presiding

**In attendance:** **Debra Townsley**, President of William Peace University and CRC Board President; **Jo Allen**, President of Meredith College and CRC Board Vice President; **Stephen Scott**, President of Wake Technical Community College; **Louis Hunt**, Vice Provost and University Registrar, North Carolina State University (for Chancellor); **Rocky Yearwood**, Vice President for Finance and Administration, William Peace University representing the CRC Chief Financial Officers Committee; **Connie Allen**, Provost and Vice President for Academic Affairs, Saint Augustine's University, representing the CRC Chief Financial Officers Committee; **Lisa Zapata**, Vice Provost for Student Development, Health and Wellness, North Carolina State University, representing the CRC Chief Student Affairs Officers Committee ; **Jenny Spiker**, CRC Director.

**Welcome:** Dr. Townsley welcomed everyone and particularly the three CRC committee chairs, who now serve on the Board of Directors. Those members became a part of the Board of Directors after the change to the Bylaws at the Fall 2012 meeting.

**Minutes:** The minutes of the March 14, 2013 minutes were approved. **(VOTE TAKEN)**

**Finances:** Ms. Spiker had provided a copy of the **budget** prior to the meeting with FYI 2013 year-to-date and projected year-end (June 30) figures and a proposed budget for FY2014. (See attached)

- Dr. Townsley asked Ms. Spiker to explain the two \$20,000 expenditures budgeted for FY2014. She explained that the \$20,000 expenses under "Projects for Channel" are expected to be grants to member institutions to increase or enhance programming they provide for Channel 18. The \$20,000 under "Enterprise Fund for Project" would be used for such projects as continuing the professional development plans for adjunct (part-time, non-tenure track professors).
- Dr. Hunt reminded the group that the \$10,000 fee coming from the UNC system is always at risk of being discontinued. Ms. Spiker agreed with his concern, saying that the decision to provide that funding was so long ago that no one currently involved in CRC even knows its origin.
- Dr. Townsley said that she thinks the budget for FY2014 should be balanced so that expenses and income are even. If extra funds are needed the Board can use the Reserve Fund Policy to provide for funding for important needs or projects. That led to a discussion of the **Reserve Fund Policy**. The current policy calls for the Reserve Fund's goal: "To maintain a minimum of 50% of the core annual operating budget (without special projects) in any given year." For this fiscal year that amount would be \$55,300. The amount in the Reserve Fund is now actually \$219,432. Two decisions evolved from this discussion:
  - **(VOTE TAKEN)** The FY2014 Budget should be reworked so that expenses and income are balanced. It was accepted with that caveat.
  - **(VOTE TAKEN)** The Reserve Fund Policy should be changed to read: "Goal: "To maintain a minimum of 100% of the core annual operating budget (without special projects) in any given year."

- **Consideration of possible staffing arrangements:** Dr. Townsley reported that she and Ms. Spiker have been discussing some possible new ways to staff CRC. Currently there is a part-time director and a part-time channel coordinator. Among the changes they've considered to address the expanding body of work of the organization are moving to a full-time executive director, keeping the part-time director but adding a part-time program manager or carrying out new projects with more contracted personnel.
  - **(ACTION ITEM)** The group asked Ms. Spiker to bring to the next meeting some background details about possible changes in staffing.
- **Consideration of Changed Membership Fees:** Following up on past Board discussions about possible member fee increases, Dr. Townsley reminded the group that a recent survey found that CRC fees are lower than in most consortia across the country. She also said some groups assess fees based on enrollment and others don't. The group agreed that we should continue this conversation but for now keep the fees the same with all institutions paying \$7,500 per year. The consensus was that having the same fee for all members is the preference of this group. As they gather more information about new projects and staffing needs, they agreed to continue this discussion.

### Project Updates:

- **Chief Academic Officers:** Dr. Allen, chair of the CAOs committee, reported on the following three of their projects this year: (See attached summary sheet)
  - **Adjunct professional development**—The subgroup working on this project did a survey of current adjunct (part-time, non-tenure track) professors currently working at the current member organizations. Of approximately 400 on the list, 122 responded and a majority was interested in being a part of such a program if the content is relevant, it can be scheduled at convenient times and their participation is recognized. The group expressed support for going forth with the next proposed steps for the project (see sheet for details).
  - **Special Design Major**—This project is in the early stages of exploring the possibilities of creating majors for individual students to draw on courses from a combination of CRC institutions. Dr. Allen was involved with this type of major when she was a part of the Five Colleges consortium in Massachusetts. The committee was leaning toward a pilot with a few students. Several Board members suggested that we be sure to check in with SACS (Karen Helm) to be sure it fits their requirements. Dr. Jo Allen suggested we might think about a shared January program with joint CRC-campus participation.
  - **Luncheon event for Dr. Steve Perry**—CRC helped sponsor a luncheon event inviting students, staff and faculty from all member institutions when Saint Augustine's University invited Dr. Steve Perry to campus April 12<sup>th</sup>. Students talked to him at the reception and everyone took part in a lively Q & A session at the luncheon. He is an education innovator who leads a secondary academy and is a national speaker on television and in forums about change-agent faculties and institutions. Several people from the Board group suggested we explore doing one of these shared presentations each year at different campuses each year.
- **Chief Student Affairs Officers:** Dr. Zapata reported for Dr. Mike Mullen of NC State about their committee's discussions this year. They are considering projects related to community service and a possible workshop with a variety of experts in student services. They are also interested in exploring ways for students to have more transportation resources in the city.
- **Chief Financial Officers:** Mr. Yearwood reported that the CFOs group has been reactivated after a number of years without meeting. At its April 4<sup>th</sup> meeting the group considered a number of emphases: group purchasing, security and crisis response and transportation. They decided that the group purchasing was already covered

through several other collaborations. Their emphases will instead be on ways to learn together and/or collaborate on security and crisis response and on explorations for more transportation options within the city of Raleigh and Wake County. He and Ms. Spiker were scheduled to meet the day following the Board meeting with members of the Raleigh Police Department to explore ways to work together on security and crisis response issues. It was also suggested that the CFO committee be available to help with CRC financial topics and budget reporting.

- **Wake Tech transition:** Ms. Spiker reported that she has met with the two key liaisons appointed by Dr. Scott for the Wake Tech membership transition: Dr. Bryan Ryan, Senior Vice President for Curriculum Education, and Dr. Rita Jerman, Senior Vice President for Student Services. They are helping her identify appropriate people on their campus for CRC involvement. The Registrars from all of the colleges are meeting on June 6<sup>th</sup> with the major topic being integrating Wake Tech into the cross-registration program. Wake Tech will be a part of CRC cross-registration for courses taking place in the spring of 2014. Dr. Hunt asked if Dr. Scott could give us an idea about which groups of Wake Tech students and the approximate numbers of them would be eligible for cross-registration. Dr. Scott said it would be only the students enrolled for Associate of Arts (AA) or Associate of Sciences (AS) degrees; these are students looking to transfer to four-year institutions. That number is between 10,000 and 20,000, but because they also need to be full-time, that would make the number around 6,000. The group suggested that we monitor the integration carefully and ask the CAO group to be in charge of policy decisions related to cross-registration.
- **Channel 18 transition:** Ms. Spiker said that most of the integration into the new technical home of the CRC public access channel from NC State to Raleigh Television Network space has gone well. There will need to be some equipment updating that is not yet determined. She also said it has worked well to give space to the Wake County Commissioners' meetings to be broadcast on Channel 18 the first and third Mondays.
- **Regional Transit Exploration:** Following the CRC Board's March meeting with guest Tony Tata, NC Secretary of Transportation, Dr. Townsley met with Mr. Jim Captain, Chairman of the Board, Raleigh Chamber of Commerce, about Wake County's involvement with the light rail project in the area. She said his interpretation was that Wake County is not prioritizing that project now because of some other more pressing issues. She suggesting we keep our eyes on the plans and be ready when there's an opening. It was suggested that we work with the Greater Raleigh Chamber of Commerce on this and related issues.
- **Raleigh Promise Update:** Ms. Spiker reminded the group that the Gates funding for the Raleigh Fellows Liaison positions on each campus will be gone by the end of this June. It appears that no institution is continuing the funding for the Liaison on its own, but some of the people in those positions are staying on in another capacity with some responsibilities connected to the work of The Raleigh Promise. She said the overall project will continue in some way with its partnerships with the colleges and universities, public schools, City, County and community organizations. The specific structure of the organization is under consideration right now. She said that parts of what was done in The Promise can be incorporated into CRC committees and projects. For example, there could be more coordination among career centers and joint community service projects with CRC students.

Dr. Townsley asked whether data has been collected to measure results of the Fellows programs. Ms. Spiker said she understand data has been collected and will be available some time soon. One of the committees of The Raleigh Promise was a data team with members of several of our CRC institutions involved. She asked that those results be reported at our next Board meeting.

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

- **New members: (VOTE TAKEN)** Following the discussion from the last several Board meetings, the Board voted to approach the new dean of Campbell Law School to invite that school to CRC membership. Dr. Townsley said she would contact Rich Leonard after he takes his new position July 15, 2013.

- **Economic Impact Study: (VOTE TAKEN)** The group voted to commission a new economic impact study and asked Ms. Spiker to proceed with hiring someone to do it this fall. If the \$2,000 in the FY2014 budget is not sufficient, they would look to the Reserve Fund to complete the funding for it. They suggested she check with Michael Walden, the NC State professor who did the previous study for us. They said we need to include a strong public relations campaign when the results are in.
- **Community Forum in 2013-14: (ACTION ITEM)** The group decided that we should create a community forum to announce the results of the economic impact study. We would invite city and county leaders and business leaders to the forum. It was suggested that we also stress other benefits of this strong university community, such as the impact of aesthetics of the city spaces and other quality of life plusses. One suggestion was to track all of the “Best Of…” listings for the Raleigh area and indicate how the universities influence those.
- **Report on CUMU (Coalition of Urban and Metropolitan Universities)** Following up on her suggestion from the last meeting, Dr. Jo Allen reported that she talked with the director of the organization, Bobbie Laur, about the possibility of CRC becoming involved. This organization stresses the role of the universities in enhancing the quality of life in urban areas and taking advantage of the urban environment to enhance student learning. Currently the membership is by individual universities, but Ms. Laur said they are considering consortia memberships. She said she will keep track of that development and report what she finds out.

**2013-14 Meeting Dates:** Suggestions from Dr. Townsley: November 18 to 22, 2013 – afternoon; the week of March 24 – 28, 2014 – afternoon; and the week of June 2 -6, 2014 for afternoon meeting and reception. We will circulate these dates following the meeting to pin down the definite dates and times.

The meeting adjourned and went into executive session. After that session, the Board members joined the members of the six institutions’ executive councils for a reception in the Main parlor.