



## Cooperating Raleigh Colleges

### **Board of Directors Meeting Minutes**

November 12, 2014, 3-4 p.m.

Wyatt Room, Belk Dining Room, Meredith College

Jo Allen, CRC President, Presiding

**Members in attendance:** **Jo Allen**, President of Meredith College and CRC Board President; **Stephen Scott**, President of Wake Technical Community College and CRC Board Vice President; **Gaddis Faulcon**, Interim President of Shaw University; **Betsy Brown**, Vice Provost for Faculty Affairs, North Carolina State University; **Craig Barfield**, Vice President for Business and Finance, Meredith College, representing the CRC Chief Financial Officers Committee; **Bryan Ryan**, Senior Vice President for Curriculum Education, Wake Tech, representing the Chief Academic Officers Committee; Roland Bullard, Vice President for Student Development and Services, Saint Augustine's University, representing the Student Affairs Officers Committee; **Jenny Spiker**, CRC Director and Board Secretary/Treasurer.

Dr. Allen welcomed everyone to Meredith College and welcomed the new members to this year's Board.

**Minutes:** The minutes of the June 3, 2014 meeting were approved. **(VOTE TAKEN)**

**Finances:** Ms. Spiker presented the budget showing the audited results of the 2013-14 year and the revenue and expenses to date for 2014-15. Last year CRC spent \$109,238.00 and had revenue of \$126,722.72. That resulted in \$17,484.72 to add to the operating reserve for a total current reserve fund of \$264,089.00. See the attached sheets for last year's and this year's to-date figures.

Ms. Spiker pointed out as she has in the past how much of the income is related to CRC's administering the public access education channel for the City of Raleigh's Television Network. This past year \$71,722.72 of the total \$126,722.72 income was tied to the channel. \$40,000.00 of that comes from a grant from the City and \$31,722.72 comes from the State of North Carolina's contribution to PEG channels. She said that she thinks CRC's having the substantial operating reserve fund of \$264,089.72 is important because the long-term sustainability of channel funding is uncertain.

The budget report was approved. **(VOTE TAKEN)**

**IRS 990 Form changes:** Mr. Barfield informed the Board about recent changes in the way 990 forms for nonprofits need to be prepared for the IRS. In the past someone in the business office at Meredith has signed it because the CRC finances go through the Meredith office. The new form will be more comprehensive, and he recommended that CRC hire an expert to advise them on completing it. He had a person to recommend for a \$500 fee. He also advised that the Board look over the form before sending it in. A deadline extension gives us three months to complete the process. The Board voted unanimously to approve his recommendation. **(VOTE TAKEN)**

Dr. Scott asked if Meredith's housing of CRC's business home is becoming more demanding because of changes like this. He also asked if CRC needs a separate audit, and Mr. Barfield said no.

## Committee Reports:

### ○ Student Affairs—Dr. Roland Bullard

- **Emergency Management Project:** Dr. Bullard reported on the major project started last year by the Student Affairs and Finance Committees—the emphasis on emergency management and security in connection with the campuses and important community partners. The group had four sessions last year with the last two bringing together a cross-section of people from different areas of each campus and community partners. The July 30<sup>th</sup> event was a table-top exercise led by NC State’s Katina Blue with everyone responding to a tornado scenario that affected all campuses. He said it was intense and stressful like a real event would be, but it was great for helping people think about all kinds of demands in a crisis situation. He stressed how this collaboration has been excellent for connecting the campuses to the people in the community, especially Wake County emergency management, and that they really appreciate developing the campus connections. Dr. Allen suggested that each campus hold its own event and then have representatives get together from all the campuses to share results and observations. (See the packet for details of the event and a list of participants.)
- **Reporting on issues with visiting students from other CRC campuses:** He said his committee also talked about their policies and procedures for notifying appropriate personnel when a student from another campus is on their campus and needs help, such as in a recent incident when a student had to be taken to the emergency room.
- **Creating a staff resource list for student affairs areas:** This committee is also creating a list of personnel from each campus who would be willing to share their expertise and experience on another campus in both formal and informal ways. They could pilot on an in-kind basis programs other campuses could learn from. Dr. Allen said Meredith includes CRC resources as a part of their strategic plan.
- **Student Group:** Ms. Spiker said she now has the main contacts to use to form a student leadership group for CRC.

### ○ Chief Academic Officers –Mr. Bryan Ryan

- **Adjunct Faculty Professional Development:** Mr. Ryan reported on last year’s major new program of creating professional development workshops for adjunct (part-time, non-tenure-track) faculty across the campuses, which were considered successful, especially the second one that attracted some 50 participants. (See details in the packet). Two workshops took place, and his committee is going to consider other kinds of professional development.
- **Raleigh Promise:** He told the group about the transition team that is working on a long-term plan for this collaboration that began with a Gates Foundation grant. The emphasis is on getting students from Wake County successfully into college, to graduate and find living-wage jobs. He and Ms. Spiker are both on that transition team, which is refining the vision, mission and goals and the structure and funding plan. The concept is to connect the colleges and public school system with key community partners.
- **New Wake Tech programs:** He also talked about several new programs at Wake Tech, including their experience with MOOCs (Massive Open Online Courses). They’ve had them primarily to help students prepare for college courses in algebra, computer literacy and chemistry. They are now adding one on language arts. He said the one that’s been particularly popular is Algebra, which had 20,000 people sign up and about 4,000 finish it. He also mentioned the new comprehensive articulation agreement with the North

Carolina community college system and the UNC system. He said the independent colleges will soon be contacted about a similar agreement. And he said the community colleges now have a reverse transfer program with the university system and that concept can also be worked out with the independent colleges.

○ **Chief Financial Officers—Mr. Craig Barfield**

- **Work with the City Planning Department:** He reported that now that the City's comprehensive plan is now finalized, each of the campuses is meeting separately with the department to assess how it affects their campus.
- **Human Resources Directors:** His committee, which will meet in January, has recommended CRC get HR directors together to explore common interests and background.

- **Registrars and Librarians:** Ms. Spiker pointed out that notes and minutes from these two groups were in their packets. Both met this fall to share common interests. She said the both groups spend a lot of time helping each other with new developments like the recent changes with the NC LIVE online resources program they all use. She said the transition of Wake Tech joining and now using both library and cross-registration processes has gone smoothly.

**Transportation Project:**

- **Meeting with the City:** Dr. Allen, Ms. Spiker and Dr. Bullard have all been in meetings and conversations about improving transportation options in the Raleigh-Wake County area. They were in a recent meeting with David Eatman, the City's transit administrator, discussing the importance of the transit needs of the colleges and universities' students, faculty and staff. Also at that meeting were President Everett Ward and VP for Government Affairs Ronald Brown from Saint Augustine's University. Dr. Allen said she one of the important things about that meeting was that they didn't seem to be aware of how many shared resources there are among the CRC members, including cross-registration, which is hard to make work without sufficient transportation options. She said she is encouraged that they want the colleges and universities to be a part of developing a new transit plan. The CRC group used this meeting to stress the overall economic impact of the CRC group, providing them with the summary results of the recent economic impact study.
- **County's plan for a Transit Advisory Board:** The County has invited CRC to provide six members of a 70-member community transit advisory board. NC State is one of the funding sponsors so they already have representatives on the board. The group decided to find the three adult representatives from the committee chairs represented on the Board. They can either be one of the representatives or find someone else on campus who is particularly involved in the issue. Then Ms. Spiker and the others will complete the list by finding three students from three different institutions. Dr. Allen said she would draft a statement outlining the importance of this issue to the community and to all levels of college and university personnel.

Tim Gardiner, Wake County Transit Investment Strategy Project Manager, also wanted the CRC Board's input about how to conduct stakeholder interviews with college and university people. The Board decided that it should be done on individual campuses instead of with a combined group.

**Community-oriented event for March meeting:** For the March 4<sup>th</sup> meeting, the group discussed how to connect with a key community issue, the importance of training and retaining teachers for the Wake County Public Schools. This issue has prompted concern in the area about teachers leaving for better pay in other parts of the country. Since all of the CRC institutions have some kind of teacher trainings, from pre-K at Wake Tech and Shaw and undergraduate and some graduate programs at the other schools, this is an important topic for the colleges' missions.

- **Partners to invite:** Legislators representing Wake County, public school leaders from the School Board and school system, Wake County commissioners, Ann Goodnight, Brenda Berg, Caroline McCullen, leaders of the

teacher training programs at all CRC member institutions (pre-K through high school prep), Chamber and other business leaders, alumni of our institutions who are involved in education in the area,

- Ideas for the event's components:
  - In the morning we could set up team visits to public school classrooms. The teams would include legislators and other key community partners as well as CRC education faculty from the colleges and universities.
  - Bring in the above participants and other key community partners, plus the Board members, for a follow-up panel discussion about the day's observations and the issue in general.
  - The planning committee would meet to follow up with suggestions for future efforts.
- Ideas for the planning team: We would form a subcommittee of education faculty from all of the schools to work with Ms. Spiker and perhaps another member of the CRC Board or Academic Affairs Committee. That would be particularly timely in responding to the Affordable Care Act.

**Ebola Discussion:** Dr. Scott asked the others about how they were responding to the Ebola situation. All the schools have had some instance of responding to that from their students studying abroad to foreign students enrolled on their campuses. They shared stories about how they have dealt with the challenges. Dr. Brown said she would send a copy of the letter they've sent out about the issue and others said they would also share their policies and communications. It was suggested that this would be a good topic for one of the emergency management events or meetings.

**Financial Aid Officers:** Dr. Scott also asked about the members' experiences with attracting and training financial aid personnel. After some sharing, the group recommended we convene this group.