

COOPERATING RALEIGH COLLEGES

Finance Officers Committee Minutes

November 14, 2019

Meredith College, Science and Math Building, Room 175

Convener/Chair: Rocky Yearwood

In attendance: **Rocky Yearwood**, Vice President for Administration & Chief Financial Officer, **William Peace University**; **Craig Barfield**, Vice President for Business and Finance, **Meredith College**; **Charles Maimone**, Vice Chancellor, Finance and Administration, and **Lori Johnson**, University Controller, **NC State University**; **Eugene (Gene) Nicholas**, Interim CFO, and **Deneicia Jackson-Kuhn**, Assistant Controller, **Saint Augustine's University**; **David Byrd**, Vice President for Finance and Administration/CFO, **Shaw University**; **Jenny Spiker**, Executive Director, **Cooperating Raleigh Colleges**.

Welcome and introductions from each member—Rocky Yearwood welcomed the group and then each member introduced themselves. Jenny said that Marla Tart from Wake Tech was coming but got sick and had to go home.

Rocky said he has served 8 ½ years at William Peace and he thinks these CRC meetings are valuable for sharing information with committee members. **Craig** has been in his position at Meredith for 9 years. **Jenny** will have served 13 years as CRC executive director when she retires at the beginning of January 2020. **Lori** has been in a variety of positions for 20 years, in some similar positions; **Deneicia** has been the controller for almost two years at Saint Augustine's and 13 years at different colleges. **Eugene (Gene)** has been back at Saint Augustine's for two weeks and was in that role over 20 years ago. He said the CRC finance officers then had monthly lunch meetings and he believes the invaluable part of these meetings is sharing experiences. **David** has been CFO at Shaw since July 2018. **Charles (Charlie)** is new to NCSU having arrived a month and a week ago.

Reports on current/past projects—Jenny Spiker and Rocky Yearwood

Cyber Security workshop—June 24, 2019—Rocky reported on this event saying they had participants from a variety of departments from the CRC members. Leader Katina Blue, who used to work at NC State, gave scenarios with cyber security breaches for a full morning workshop. Among the topics they had lots of information on insurance issues. Jenny thanked Rocky and John Cranham, Associate Vice President for Buildings & Grounds at Peace, for helping to organize that and other security events. Jenny said they've had six security and EMS workshops over the last several years, and they bring in a wide variety of people from areas like HR, security, student services, etc.

Staff professional development workshops—July 18, 2019 at Shaw. She pointed to the brochure from that workshop, the third one CRC has sponsored. The first one was at NC State's Friday Institute and the second one at Wake Tech's Southern campus. This event is targeted to staff members from all the campus areas who are relatively new to higher education. Rocky pointed to a number of the breakout sessions, illustrating how much variety there is with them. Jenny said they've also had panelists from each of the CRC members who have risen up in their positions.

New student SGA group—Oct 24, 2019 and Nov. 21, 2019. Jenny said how pleased she is to have a group of students meeting regularly starting last year. She pointed to the sheet with the list of Student Government

Association leaders who have formed an Intercollegiate Student Advisory Board that is now meeting for a second year. A main way this was created was because Danya Perry, a Greater Raleigh Chamber of Commerce leader, wanted to get college students connected to the business and other Raleigh community groups. One of their projects this year is helping with the 2020 census.

Other workshops and committee meetings—Jenny listed other recent workshops and committee meetings:

- Librarians workshops—Aug. 7, 2019 at Meredith
- Adjunct (non-tenure-track) Professors Workshop—Oct. 30, 2019
- Chief Academic Officers meeting—Oct. 21, 2019
- Registrars Committee meeting—Nov. 8, 2019

CRC Board meeting finance discussion—Oct. 25, 2019 (Rocky and Jenny) At the last CRC Board meeting, Jenny brought up some concerns she has for the future of the largest source of funding for CRC. Rocky was at the meeting because the Board includes the presidents of all the colleges and universities and the chairs of the three main committees—finance officers, chief academic officers and student affairs officers. She pointed to the budget sheets that were brought to the Board meeting, noting that last year \$66,892.71 of the \$121,892,71 income came from the contract with the City of Raleigh and the State for administering Channel 18, the education PEG channel. That contract has been a part of CRC for many years, long before Jenny took over in 2007, and it has been a main source for a long time. She said that she is worried that it may not continue as is a lot longer. The city could cut back on the \$40,000 or even eventually stop sponsoring PEG channels. As everyone knows, so much about access to TV coverage has changed. Channel 18 is only viewed through cable television, and now many people have stopped seeing TV that way. The other source of income is through membership fees of \$7,500 a year from each institution. Those fees were increased from \$4,500 to \$7,500 in 2008-09. The Board discussed the possibility of increasing dues and looking for other sources of income, such as grants. Jenny also pointed out that CRC has a significant Operating Reserve Fund currently of \$363,214 so if things change, they at least have some money to fall back on. This last year was the first time CRC had to dip into that fund for \$1,996 because of the extra expenses for the 50th Anniversary celebration.

Topics the group wants to explore further—Rocky Yearwood

SACS reaffirmation

- **Craig and Rocky** said several schools are approaching their 10-year deadline. **Rocky** said Peace has already started working on their SACS report. **David** said Shaw had just started working on theirs.
- At **Saint Augustine's** they have just completed theirs after being on probation and are now off of probation. **Deneicia** said they had to improve financial stability, did a lot of going back with their programs, crunching a lot of numbers and showing how they could grow progressively in the next three years. Growth of student enrollment was one of their main areas and they had to show how they were putting new people in place for their strategic plan. The finance people were all new. They had to show endowments were invested properly, and had to show how alumni and institutional advancement were involved. They succeeded with a major push.
- **Rocky** asked the group about **deferred maintenance**. They agreed that was important. **David** asked about that and also about Title 4 and Title 3 as important. **Gene** said that one of the things that's helpful from SACS is the opportunities to do mock examples ahead of time. It has to become real to the people in the trenches every day. The institutional effectiveness person has to be very involved. **David** asked if they had help from Donna Barrett for their programs. SAU said yes and it is still an ongoing experience. Shaw, Meredith and Peace are going to SACS events. **Craig** said he had a meeting with Donna at a workshop in Kentucky. Being in a smaller event and a small room she was particularly helpful. He has to turn out a report in early September and have a site visit in March 2021.

- **Craig** said he has had a really good experience with studying and using a **SACS published research manual**. He uses it as a cross reference for his report. It's beneficial using that same structure. He has answered every question addressing everything they specifically ask for. He also has discovered Larry Goldstein as a new consultant. Larry said that next year the survey will require the **CFI (Composite Financial Indicator)** so they are having auditors confirm what they've calculated. He wants to get the CFI calculated as soon as possible. That was a surprise especially since Craig says he has a love-hate relationship with ratios. **Lori** says you can't look at that report in isolation.
- Rocky asked **how NC State is doing?** **Charlie** said they have their 5-year re-affirmation, and so far it's good. They have hired a consultant to help and this is very helpful. They asked if Saint Augustine's had any outside advice, and **Deneicia** said they didn't.
- **David** said that Shaw has the Urban Land Institute studying their assets to make recommendations. He said they have seven panelists from throughout the country, and they made a presentation on Monday and engaged members from the community (100+) this week. They took all the interviews and wrote a report to present on this Friday. They have a master plan but still want advice. They will present that information to Shaw's board of directors **Charlie** said assets have increased significantly and colleges want to reflect what downtown looks like. Shaw has two or three historic buildings near downtown. **David** also said how good it is that Shaw and SAU now share a football stadium at Saint Augustine's.
- **Gene** said the urban landscape sounds great especially since Saint Augustine's is in Historic Oakwood near downtown.
- **Question—how is everyone handling fleet issues?** **Rocky** said private colleges can use state bid lists and contracts, including vehicles. Rocky said Peace is wrestling with the issue because they have old vehicles so they think it may be better to start leasing. **Lori** said they may consider negotiations with the rental companies. **Charlie** said when he was at UNC Wilmington they explored purchasing vs leasing and purchasing as opposed to leasing worked out pretty well. It is a risk for maintenance though.
- **Rocky** asked if anyone had ideas for other workshops for the future. **Charlie** said they may want to bring people together to talk about some of the area's major transportation and driving construction projects like the one on I-440. He asked, should we discuss this for access to the campuses? **Craig** said Meredith has been dealing with that for 4 ½ years because of the construction at the end of Wake Avenue near their campus. It adds more confusion to coming to Meredith. Should people go on Hillsborough St. or take Wake Ave. out? It might be good to have more communication with the DOT.

Rocky thanked Jenny for her service to Cooperating Raleigh Colleges and wished her all the best in her retirement. And Jenny thanked Rocky for his willingness to serve another year as Finance Committee chair because of the transition this year from her role to the new executive director likely starting in January.

--Submitted by Jenny Spiker