

COOPERATING RALEIGH COLLEGES BOARD OF DIRECTORS MEETING MINUTES

Friday, October 25, 2019, 1 p.m.

William Peace University
President's Conference Room, 1st floor Main Building

Board President Brian Ralph Presiding

In attendance: **Brian Ralph**, William Peace University President; **Jo Allen**, Meredith College President; **Paulette Dillard**, Shaw University President; **Louis Hunt**, Senior Vice Provost for Enrollment Management and Services, North Carolina State University; **Bryan Ryan**, Senior Vice President, Effectiveness & Innovation, Wake Technical Community College, **Rocky Yearwood**, chair of the CRC Finance Officers Committee, William Peace University VP of Office Administration and Finance; **Maria Lumpkin**, Chief Operating Officer, Saint Augustine's University; **Jenny Spiker**, CRC Executive Director.

Minutes: The minutes from the June 18, 2019 Board meeting were approved.

Dr. Ralph introduced our guest presenter **Sarah Kibler**, **Assistant Provost at Meredith College**, who spoke about the **Staff Professional Development conferences** from the past three summers. See the flyer that Sarah brought to the meeting.

Sarah said she approached Jenny Spiker at CRC because Meredith wanted to have professional development workshops/conferences for their wide variety of staff members, but they couldn't find a way to meet the needs. And the idea of connecting to the other CRC campuses was very appealing. So a committee formed with representatives from all six CRC members. The target is geared towards staff members who consider themselves early in their higher education career and would like to grow their skills and knowledge relative to their work at their CRC institution.

They have now had three summer workshops, the first in 2017 at NC State's Friday Institute with 125 registrants (maximum attendance), the second in 2018 at Wake Tech's Southern campus with 180 registrants, and the third this past summer at Shaw University with 150 registrants (maximum attendance and 55 people on the wait list.) Every institution has had participants and presenters. The average years of working in higher education is 7 years and the range is from one person with one day to another with 35 years. Each workshop has always had a panel of staff leaders from all the CRC institutions, sometimes a keynote speaker and always a wide variety of topical breakout sessions and ways for the participants to network. Often attendees turn into presenters the next year. See the brochures in the packets from the last two workshops. Most of the original committee members have stayed on the planning committee, and Jenny said it has been an incredibly effective committee. Sarah said it is time to bring in some new committee members.

Choice of location and committee members—We have never paid for the location, but Sarah brought up that consideration for the future. Although Wake Tech had the most space for the number of attendees, they were going to charge for the location if we used it again. The evaluations have been very positive except for last year's concern about not enough space for everyone. Jenny said CRC has never charged for any of its events. Dr. Ralph said he could bring the cost idea to the Board in the future. Louis Hunt said he thinks the workshops are very important and we should try not to restrict attendance. Jo Allen said she thinks this workshop is different from the ones for the librarians so we should consider some new possibilities. Dr. Ralph said we may be able to get a corporate underwriter. Louis said we should leverage some of the campus leaders to take part, and Dr. Allen said maybe we could also have a vendor fair as a part of the event. Dr. Dillard asked if we have institutional and admissions people involved, and Dr. Ralph said we may be able to negotiate a fee with Wake

Tech. Sarah went over the backgrounds of the committee members, including some from HR and at least one at Wake Tech involved in staff professional development. Bryan Ryan said because it's a signature event it should be easier to get new committee members.

Finances: Ms. Spiker presented the budget. Because of the amount needed for the 50th anniversary celebration in September of 2018, for the first time some money from the reserve fund had to be used for the 2018-19 year. It was only \$1,996 dollars from the reserve. Now that fund is \$363,214. See the budget sheets in the packet.

Jenny then spent some time explaining the possible uncertainties for the income from the City of Raleigh and the state for Channel 18, one of the PEG channels run by the Raleigh Television Network (RTN). That is our largest source of income—last year \$40,000 from the City and \$26,893 from the State. She said there are possibilities that the \$40,000 amount from the City could be reduced. She was asked to submit a report explaining how all of that money is spent for Channel 18. The \$40,000 has been in existence for all of Jenny's 12+ years and for a long time before that. And the Board asked her to send them a copy of that report. She has not heard back from them. Some changes in the leadership and staff at RTN also could cause some funding issues. The key IT person who has been working with our channel coordinator is on sick leave and may not return. If he doesn't, Kristin will have to do more work to get things ready for our schedules. In addition, we may have to buy some new equipment and technical programs. And we have been getting income from the State for the Channel since 2008-09. It's not clear who approves that or who to contact with questions about it.

She also reminded the Board that the last time the CRC membership fees were raised was in the 2008-09 year when they were raised from \$4,500 to \$7,500 per year.

The Board suggested that one of the Board members should be more involved with the CRC budget and finances. They also suggested that we create content for the CRC channel about the value of the six colleges and universities in the community and how to encourage residents here about the importance of these higher education institutions. They asked if there are studios to use for those kinds of programs. Jenny said that the RTN studio may be able to be used. She said that Shaw's Communications Department has an MOA with RTN for their students to use their studio. They suggested getting marketing staff from the colleges to help with some CRC videos. Jenny reminded them that CRC did create that kind of video for the 50th anniversary celebration and it has been appearing on Channel 18.

Website plans: Jenny said that Barry Olson, Board member and head of the Student Affairs Committee, arranged a meeting with NC State website organizers. She met with them, and they have offered to host the new CRC website. She is meeting with them again this coming Monday. They will work on the hosting arrangement, and then when the new executive director settles in, they can create a new site. The old site will still be available as a background source for CRC.

Workshops and Current Projects: Jenny reported on the following:

- **Intercollegiate Student Advisory Board:** This group of SGA officers from all of the campuses met for their first meeting of this year on this Thursday night. She is particularly enthusiastic about this student group because it can be challenging to bring students together. The group met three times last year. The group came together after Danya Perry, a Greater Raleigh Chamber of Commerce leader, asked to have the group meet at the Chamber so he could have them find ways to connect to business and community groups. They met there this week and plan to meet monthly. The next meeting will be Nov. 21st. One of their first projects is to help with Wake County's census project.
- **Chief Academic Officers:** This committee met this week on Monday at Meredith. She pointed to the agenda of their meeting, and pointed out that they are wanting to bring together some new groups from all the colleges: SACS leaders, study abroad leaders and institutional effectiveness (research and planning) leaders.

- **Adjunct Workshop:** She drew their attention to the flyer about the next adjunct workshop on Oct. 30th. The topic is “Strategies for Creating Inclusive and Welcoming Classroom Environments.” It will be at Meredith from 5:45 until 7:30 p.m.
- **Library Workshop:** And the packet had the program from the Aug. 7th workshop for the library staffs. It was at the Meredith Library this year for the first time. They try to have those workshops on all of the different campuses.
- **Cyber Security Workshop:** On June 24 CRC held another security workshop on Cyber Security. The packet had a sheet about that event. Jenny pointed out that Rocky Yearwood is one of the leaders to plan for these workshops.

Jenny thanked the Board members for all of their support during her tenure as executive director. She said she has always known how incredibly involved their positions are and has been amazed at how they have served CRC and her so well in addition to all of their other responsibilities. She will be retiring at the end of this December.

Executive Session

--Submitted by Jenny Spiker