

## Cooperating Raleigh Colleges (CRC)

### CHIEF FINANCIAL OFFICERS COMMITTEE MEETING

Meredith College, Science and Math Building 175

January 15, 2015

Craig Barfield, Chair, Presiding

In Attendance: **Craig Barfield**, Vice President for Business and Finance, Meredith College; **Rocky Yearwood**, Vice President for Administration & Chief Financial Officer, William Peace University; **Marla Tart**, Associate Vice President, Financial Services, Wake Technical Community College; **Levi Beckwith**, Interim Vice President for Fiscal Affairs, Shaw University; **Mary Peloquin-Dodd**, University Treasurer and Associate Vice Chancellor for Finance and Business, NC State University; **Jenny Spiker**, CRC Director.

Committee Chair Craig Barfield welcomed the members to Meredith after the members introduced themselves. CRC Director added some background on the history of this committee explaining how this committee has been reinstated in the last several years at the request of the CRC Board of Directors. She said that the committee meets to share ideas and often a subgroup is spun off to work on specific projects, such as the emergency management task force, the group that worked with the City of Raleigh Planning Department and the current county transit advisory panel. She also stressed the importance of working on issues that connect the colleges and universities to the community they share.

#### Reports on Current and Past Projects:

- Emergency management/security: Rocky Yearwood, a member of the planning subcommittee for this project, shared information about the three workshops held last year and this year and the upcoming one on Feb. 12, which is about infectious diseases and pandemics. He stressed that this project has attracted a wide range of people from all six campuses and is a great example of CRC's emphasis on connecting to key community resources. The July 30<sup>th</sup> event was a table top exercise where participants responded to an imagined tornado emergency that affected all the campuses. This project grew out of interest from both the finance officers and the student affairs officers. A flyer about the Feb. 12<sup>th</sup> event was provided to the committee, and each campus has a representative on the task force who will organize up to eight people from each campus to attend.
- County Transit Advisory Panel: Craig Barfield, a member of the Wake County Transit Advisory Committee as one of 6 representatives from CRC, reported on the first meeting on December 9<sup>th</sup>. He said that meeting was with a consultant who did an exercise about bus route decision-making. Another meeting is scheduled for Jan. 20<sup>th</sup>. He and Jenny stressed how being involved with transit decisions in the county and region is important to CRC because of students needing better transit options for cross-registration and getting around the city/county in general. It's also important for faculty and staff.

Recommendations—1) that the CRC Board (presidents) send a letter about their recommendations for transit improvements after the advisory committee finishes its report. 2) that the Student Affairs Committee consider a survey of students about their transit needs. They decided to communicate that recommendation to the Student Affairs Committee chair. 3) The survey could be added to other current surveys and could also include staff and faculty.

- Coordination with the City of Raleigh Planning Department: Craig reminded the group that the CRC project with the City of Raleigh Planning Department is now at the stage where each campus is communicating on its own

with the planners to be in synch with the new development code. The members said they were all involved in that process. In some cases the planning department is encouraging the colleges to submit a campus master plan.

- Meeting of Human Resources Directors: Jenny said the human resources directors will meet this semester for the first time as a result of this committee's recommendation.

#### Discussion Topics:

- Operating Policies: Craig introduced this topic saying that Meredith was working on improving their policies for business and finance and other areas. Mary said NC State as a public institution has a tremendous number of policies and they too are looking at changes in policies such as those on cash, investment and debt. She said she'd be happy to share any of their policies. The discussion included such questions as the difference between policies and procedures and which policies the Board needs to approve

DECISION: As the first step to sharing, each committee member will send to Craig a list of his/her institution's top 10 policies or procedures.

- Risk Management: The group discussed this in a broad way from the obvious insurance to pretty much every aspect of campus operations, with an emphasis on enterprise risk management.

DECISION: Explore having a team of MBA students from NC State or a speaker lead a workshop on this topic. Mary agreed to talk to the MBA program leaders at NC State about this and let us know what she found out. We could also explore webinars on the topic.

- Other topics the members shared with questions and discussion:

- How to handle enrollment projections
- How many people work in IT
- Experiences with financial software
- When to start the budgeting process
- Refunds related to financial aid
- Student debit/credit cards
- Maximum length for contracts
- Impact of widening the beltline near some campuses
- Use of a financial advisor
- Costs of increasing broadband capabilities
- Raising tuition
- Student health insurance
- Buying natural gas in advance
- CRC creating a college day in Raleigh

