

CAEC Annual Minutes
September 24, 2010
Carolina's College of Health Sciences
Concord, NC

Members present:

Name	Institution
Dianne Snyder	Cabarrus College of Health Sciences
Inis Gibbes	Pfeiffer
Kathi Baucom	UNC Charlotte
Joanne Zukowski	York Tech
Bobbie G. Cox	Gardner-Webb University
Hampton Hopkins	Carolinas College
Pat Skinner	Gaston College
Gene Loflin	SPCC
Tony Jones	CPCC
Kimberly Wyont	Gaston College
Aaron Condon	Belmont Abbey College
Gwendolyn B. Peart	Livingstone College
Tanya Davis	Stanly Community College
Gloria Kelley	CPCC

1. Call to Order

The meeting was called to order at 8:40 am by CAEC President, Dr. Dianne Snyder. Dr. Snyder welcomed the meeting attendees and asked everyone to introduce themselves.

Dr. Tanya Davis, chair of CAEC Council thanked Dr. Snyder for hosting the meeting and for providing the refreshments.

2. Officer Reports

Hampton Hopkins, Immediate Past Chair for CAEC Council, presented the proposed 2010/2011 Slate of Officers for the Executive Committee. It was moved and seconded that the slate presented be accepted. The slate was unanimously accepted by the attendees.

Chairperson---- Dr. Tanya Davis (Stanly Community College)
Vice-Chairperson----Mr. Ed Adams (Queens University of Charlotte)
Secretary----Gloria Kelley (CPCC)

Treasurer----Dr. Gwendolyn B. Peart (Livingstone College)
 Registrar Representative---Lourdes Silva (Pfeiffer University)
 Library Representative---Dr. Robert Mayer (Gordon-Conwell Theological Seminary)
 Immediate Past Chair ----Dr. Hampton Hopkins (Carolinas College of Health Sciences)

Hampton also gave each attendee a copy of the Charlotte Area Education Consortium 2009-2010 Annual Report. Each member institution not present at this meeting will be sent a copy of the report.

The next CAEC Workshop will be held November 1, 2010 at York Tech at the Baxter Hood Center in Rock Hill, SC. The program announcement will be sent out by October 1, 2010. The cost of the event will be \$15.00 per person. Hampton encouraged attendees to make sure the workshop announcement is made available to their colleagues. Additional presenters are still needed for the workshop and several members suggested possible topics and presenters.

Dr. Tanya Davis presented the Charlotte Area Educational Consortium 2010-2011 Calendar of Meetings dates

Date	Event
9/24/2010 8:00 am	Annual Board of Directors Meeting Carolina's College of Health Sciences
11/1/2010	Annual CAEC Conference York Technical College
12/13/2010 2:00 pm	CAEC Executive Committee Meeting Stanly Community College Crutchfield Campus- Locust, NC
2/21/2011 12 noon	CAEC Council Meeting Stanly Community College Crutchfield Campus Locust , NC
4/27/2011 2:00 pm	CAEC Executive Committee Meeting Stanly Community College Crutchfield Campus Locust, NC

Minutes of the last meeting are posted on the CAEC website, but Gloria Kelley summarized the minutes from the June 21, 2010. Minutes were approved as summarized.

Dr. Tanya Davis presented the CAEC grant funding recommendations. There were 17 applications for a total of \$28,000 in grant requests. The total grant amount to award is \$12,000. The representatives approved the awards recommended by the Executive Board. Dr. Peart will send grant recipients a letter with a check for those who were awarded funds. Dr. Davis will send regret letters to those institutions not receiving funding.

Action Item: Discussion followed about the guidelines for reviewing grant requests for future years. It was suggested that a grants writer review the process to help the CEAC Executive Board develop clearer guidelines for reviewing grant requests.

Dr. Gwendolyn Peart presented the Treasures report. Twelve of 24 member institutions have paid their annual membership dues. Balance as of August 31, 2010 was \$14,125.75. Dues for 12 member institutions at \$400 brought the account balance to \$18,125.75 as of September 24, 2010.

Hampton has contacted Winthrop University about housing CAEC documents and their Archives have agreed to serve as the official repository for CAEC files. All files held currently by Hampton are being transferred to Winthrop University Archives.

Dr. Snyder thanked Hampton and Dr. Skinner for their help and service to CAEC.

The meeting adjourned at 10:00 am.