

**CORRECTED ON 1/30/09**

**Charlotte Area Educational Consortium  
Minutes of the  
Board of Directors Meeting  
East Campus of Gaston College  
Room E115  
December 16, 2008  
8:30 a.m.**

**Present:**

Don Ammons	Ben Leslie
Kathi Baucom	Gene Loflin
Donna Burford	Linda Lutz
Bob Davis	John McKay
Ron Davis	Susan Oleson
Inis Gibbes	Carol Pickett
Mitchell Hagler	Greg Rutherford
Hampton Hopkins	Ellen Sheppard
Silvia Patricia Husain	Patricia Skinner
Carolyn Jackson	Carolyn Stewart
Karen Jones	Steve Thornburg
Shannon Kennedy	Kimberly Wyont
Tim Laniak	

Chairman Hopkins called the meeting to order at 8:40 a.m.

**I. Welcome and Introductions**

Dr. Skinner welcomed the group, and introductions were made.

**II. CAEC Overview**

Dr. Hopkins introduced members of the Executive Committee present: Inis Gibbs, Treasurer; Mitchell Hagler, Secretary; and Karen Jones, Immediate Past Chair.

A decision made at the Executive Committee Meeting to localize and put into electronic format past meeting materials. Gwendolyn Peart from Livingstone College will oversee this process.

In lieu of a spring conference, members will be encouraged to attend the Pacific Crest Institute, Designing On-Line Courses being held at Gaston College February 18-21, 2009. A \$100 travel grant will be given to one participant from each college.

**III. Minutes of the December 10, 2008, Executive Committee Meeting**

The minutes from the December 10, 2008, meeting were presented for approval.

#### IV. ANTSHE Conference Participation

Ms. Janet Daniels representing the Association for Non-Traditional Students in Higher Education gave an overview of the organization and requested the assistance of CAEC to help in the planning of the 13<sup>th</sup> Annual Conference to be held March 12-14, 2010. It is anticipated that 125-150 will attend the conference including students. Volunteers are needed to serve as planners, committee chairs, and presenters. ANTSHE requested \$1,000 seed money to move the project forward.

Upon a motion by Dr. Thornburg, second by Dr. McKay, the request from ANTSHE for \$1,000 seed money to plan for the 2010 Annual Conference was presented. The motion carried.

#### V. Recommended Changes of Bylaws

Dr. Hopkins reviewed the changes in the Bylaws recommended by the Executive Committee. The substantive changes were noted in Article III: Membership, section 2. In addition to the changes noted, Dr. McKay proposed that the following be added to line 7: *and governing/advisory board must be located in the region defined above or be approved as in Article III, section 4 of this document.*

A revision to Article III, section 4 was suggested as follows: The Board of Directors of the Consortium may grant regular membership status to any associate member institution who has been an **active** member in good standing for three (3) consecutive years.

A question was raised as to how an institution would qualify to become a member. Dr. Hopkins recommended that guidelines be developed in the near future to address this issue.

Upon a motion by Dr. McKay, second by Dr. Thornburg, the changes proposed by the Executive Committee and those proposed by the Board of Directors, as noted above, were approved.

#### VI. Review and Recommitment to the Mission and Goals

The Goals of CAEC were amended as follows:

- To afford students access to broader educational experiences, both curricular and extracurricular.
- To foster collaborative sponsorship of programs and projects.
- To encourage cooperation among the administrators, faculty and students of the member institutions

- To encourage multi-institutional use of faculty and faculty exchanges among institutions
- To promote sharing *resources*
- To act as a forum for sharing information among member institutions
- To articulate to the region the resources available through the Consortium and its member institutions

The Board of Directors approved the goals as amended.

## **VII. Update on the CAEC Website**

Ms. Jones reported that Winthrop College has volunteered to maintain the CAEC website at no cost to the Consortium. The Chairman will be responsible for authorizing changes as needed.

Upon a motion by Ms. Jones, second by Dr. Thornburg, the Board of Directors proposed that Winthrop College maintain the CAEC website as needed. The motion carried.

## **VIII. Treasurer's Report**

- Audit of 2006-08 financial records

The financial records were audited and are in good standing.

- Approve 2008-09 Budget

Upon a motion by Dr. Skinner, second by Dr. Sheppard, the Board of Directors adopted the 2008-09 budget as presented.

## **IX. Membership**

- Upon a request from Dr. Tony Zeiss, Dr. Skinner presented a request for membership in CAEC from the Charlotte School of Law, a "for profit" institution. Because it is a "for profit" the school does not meet the criteria of the Bylaws, and is therefore ineligible for membership.
- The Gordon-Cornwell Theological Seminary has been an active associate member of CAEC for several years. The Consortium proposed that Gordon-Cornwell be granted regular membership.

Upon a motion by Ms. Baucom, second by Dr. Skinner, the Board voted to grant Gordon-Cornwell regular membership in CAEC. The motion carried.

**X. Adjournment** – There being no further matters to bring before the Board, the meeting adjourned at 10 a.m.

Respectfully submitted,

Mitchell Hagler, Secretary

Evelyn Standley  
Recording Secretary