

Charlotte Area Educational Consortium

Executive Committee Minutes

December 10, 2008

Members present: H. Hopkins (Chair), M. Hagler, I. Gibbes, E. Adams, G. Peart, K. Jones

Members absent: T. Davis

Lunch

Meeting called to order: 11:55am

Introductions

Explanation of revised roles on the Council: discussion of the changes to the makeup of the CAEC Executive Committee and the decision to include in the two at-large positions representatives from the registrar and library directors committees. Explanation provided on the roles of these at-large members as liaisons with their respective committees.

Review of recommended changes of Bylaws: H. Hopkins presented a series of changes and edits to the bylaws of the organization. Most of the changes were editorial in nature or for clarification and do not significantly alter the intent of the bylaws and are not discussed here. Other changes, as presented below, were more significant:

Article III. Section 1: Added wording to define members in good standing to provide a mechanism for the council and the board of directors to address those institutions who do not pay dues, attend meetings, and follow the policies of the consortium.

Article III. New Section 4: Added a section to allow the board of directors to grant regular membership status to any associate member in good standing for a consecutive three years.

Article IV. Section 4: changed the title of the chair of the board of directors to president of the board of directors to avoid confusion with the chair of the council.

Article V. Section 4: added wording to the effect that at-large members of the executive committee would be representatives of the registrar and library directors committees and added the provision to add ex-officio positions such as the immediate past chair.

Article V. Section 5: Added wording regarding the ex-officio members of the executive committee and changed the method for replacing executive committee members who can not fulfill their terms.

The changes to the bylaws were approved by the CAEC Executive Committee and will be presented to the Board of Directors for final approval.

Review and recommitment to the Mission and Goals: The mission and goals were reviewed with no changes to the mission and several minor changes to the goals.

The mission was reaffirmed and the revised goals approved by the CAEC Executive Committee and will be presented to the Board of Directors for final approval.

Discussion of electronic storage of historic records: discussion about the historic records of the consortium currently being stored by Pfeiffer and a recommendation by H. Hopkins to explore having these files converted to electronic format and stored.

This was approved by the CAEC Executive Committee. G. Peart agreed to lead this initiative and convene a small group of the Executive Committee to sort the files.

Update on website: K. Jones informed the Executive Committee that Winthrop University had agreed to host the CAEC website free of charge and to provide a council representative who will assume responsibility as the webmaster for CAEC. Further discussion ensued about the need to update information and directories and to begin a process of cataloging information on the site for archives.

Treasurer report:

Audit: I. Gibbes reported that the 2006-08 financial records would be audited by Mr Moss at CPCC for no charge.

Budget: The 2008-09 budget was presented and approved by the CAEC Executive Committee. It will be presented to the Board of Directors for final approval.

Other items: the 2008 grant requests were approved by the council by electronic vote in September 2008 and affirmed by the Executive Committee at this meeting. The treasurer will send the funds to award recipients.

The Executive Committee discussed a request from Gaston College to provide support for the “Designing Online Courses” workshop on February 18-21. As discussed with Dr. Skinner previously, K. Jones suggested that this could replace the annual workshop traditionally offered by CAEC. The Executive Committee agreed to promote this workshop instead of hosting a CAEC workshop in the spring. Instead of providing \$2000 as requested by Gaston College to support this program, the Executive Committee agreed to make available up to \$100 per member institution (\$2400 total) in the form of travel grants that will be promoted to all institutions. In the event all institutions choose not to participate, the funds will be divided evenly among those institutions making the request. There will be one travel grant per institution and the amount will not exceed \$240 per institution.

Discussion and approval of agenda items for annual Board Meeting: The agenda for the CAEC Board of Directors meeting was discussed and the following items added:

Review of the Mission and Goals

Bylaws Update

Approve budget

ANTSHE conference support
Membership

Meeting Adjourned: 1:55pm

Respectfully submitted by H. Hopkins