

Charlotte Area Educational Consortium

Executive Committee Minutes

May 21, 2009

Members present: H. Hopkins (Chair), T. Davis, I. Gibbes, E. Adams, G. Peart, K. Jones, P. Skinner

Members absent: None

Meeting called to order: 2:30pm

Introductions

CAEC Council Representatives: H. Hopkins presented the current list of council members for review and asked the executive committee to provide any known corrections.

Treasurer Report: I. Gibbes presented the current budget report indicating a balance of \$14,451.84. Also presented was the draft budget for 2009-10. A recommendation was made by P. Skinner to reduce the dues for 2009-10 from \$400 to \$300. This is a one-time recommendation and will revert back to \$400 in 2010-11. This recommendation was approved unanimously by the executive committee and will be forwarded to the board of directors by P. Skinner for an electronic vote.

2009 Annual Meeting: P. Skinner agreed to host the annual meeting again in 2009 and suggested the date of September 25, 2009 at 8:30am. She will confirm this date on her campus and will send a "save-the-date" notice to the board of directors.

2008-09 Annual Report Draft: H. Hopkins presented the draft of the annual report to the executive committee and asked for feedback. This report will be presented in the final form at the board of directors meeting.

Calendar of Events/Activities for 2009-10: H. Hopkins suggested that the Council should plan to meet at least three times in 2009-10 and the executive committee at least once. G. Peart suggested the possibility of webinars for council meetings.

The CAEC workshop was discussed in detail with the following suggestions:

- A late October/early November time was suggested.
- A two track model was suggested with a track for faculty and one for staff.
- K. Jones will inquire into the possibility of hosting at York Tech again in 2009.
- K. Jones suggested inviting Dr. Joseph Silva from SACS back again for a discussion on substantive change – H. Hopkins agreed to contact him.
- I. Gibbes suggested Terri Manning be invited to present on the economic impact on higher education and will contact her for availability.
- Other topics were suggested:

- FERPA – Bob Joyce
- Employment Law
- Customer Service
- Email etiquette
- Technology in the Classroom

Bylaws Update: H. Hopkins made two minor changes in the Bylaws adding clarifying that the annual meeting is now held in the fall.

2009-10 Slate of Officers: H. Hopkins (chairperson) and I. Gibbes (treasurer) are serving two-year terms and P. Skinner (president) has agreed to serve an additional year. H. Hopkins opened nominations. They are as follows:

Vice Chair: Tanya Davis

Secretary: Bob Davis (H. Hopkins will confirm his interest)

Member-at-large: G. Peart

Member-at-large: E. Adams

This slate of officers will be presented to at the board of directors meeting for approval.

Charlotte Chamber of Commerce: H. Hopkins presented a letter written to the Chamber introducing CAEC and offering to be a support organization for educational matters.

Website Update: K. Jones discussed the website changes. It was agreed that all changes/edits would go through H. Hopkins so that only one person was making and communicating changes.

Meeting Adjourned: 3:45pm

Respectfully submitted by H. Hopkins