

UNC TLT Collaborative
Board Meeting Minutes

January 15, 2003
2 pm – 4 pm
Videoconference

Present:

Board Members

Steven J. Breiner (App. State)
Derrick Wilkins (ECSU)
Arasu (Nick) Ganesan (FSU)
Margaret Mertz (NCSA)
Tamrat Mereba (proxy for Dr. Rodney Harrigan) (NC A&T)
Sharon Pitt (NCSU)
John Meyers (proxy for Pat McClellan) (UNC-A)
Kathy Thomas (proxy for John Oberlin) (UNC-CH)
Lorraine Stanton (proxy for Sallie Ives UNC-C)
Ray Purdom (UNC-G)
Tom Jackson (UNC-P)
Joyce Williams-Green (WSSU)

TLTC Staff

Hilarie Nickerson (UNC-TLT)
Laura Rogers (UNC-TLT)
Frank Prochaska (UNC-TLT)

Ex Officio Board Members

Dr. Betsy Brown (OP-AA)
Dr. Mary Reichel (ULAC)
Jose D'Arruda (UNC Faculty Assembly)

Other

Henry Shaffer

Absent

Sandra Huskamp (ECU)
Brenda Shaw (NC Central)
Beverly Vagnerini (UNC-W)
Benjamin M. Coulter (WCU)
Robyn Render (OP-IR)

The meeting was called to order at 2:00pm

Call roll and approve minutes of December 16 meeting

Approval for the Dec. 16 minutes will be postponed until the next meeting

Proposed Spring 2003 Board Meeting Dates:

Wednesday, February 12, 2-4pm, videoconference (if needed)

Wednesday, February 26, 10am-3pm, in person at GA

Wednesday, March 12, 2-4pm, videoconference

Wednesday, April 9, 2-4pm, videoconference

Friday, May 16, 10am-3pm, in person at GA

Wednesday, June 4, 2-4pm, videoconference

Frank will send a note to the Board asking if these dates are satisfactory

Executive Director Report

- Tom Warner requested that Frank remind Board members that if they are planning any Blackboard training, Tom will put together a package with Blackboard.
- Todor Lilov has been rehired at the same rate through June 30, 2003
- Frank reminded Board members to review the compendium of abstracts and provide feedback to Frank and Georgette.
- Frank has been holding individual phone calls with Board members. Phone conferences are going very well. For the most part, the ways in which Collaborative can best help the campuses are in line with the items identified in our planning and operating plan documents.
- Budget:
 - Regarding the State budget: Currently, receipts for the state are in line with state budget so at this time, no reversions are expected for this year. That is subject to change at any moment. This bodes well for the TLTC and our plans
 - Frank will send out a budget summary.

Discussion on Operating Plan draft items

Laura:

- One page handout is intended for an audience who may or may not know anything about the Collaborative.
 - Suggestion was made to identify development under the assessment initiative
 - Laura will move forward with that document
- Operating plan
 - Laura guided the Board through the document and invited comments on each section
- Motion: Approve 2002-2005 operational plan and accompanying handout. Motion carried.

- Frank reminded the Board that the TLTC staff will make plans to spend the budget in accordance with the list.

Discussion on Information and Technology Coordinator position description

- Frank sent out a revised position description based upon comments from Board members and from comments Cynthia Bonner.
 - Skill sets are still the same, but some descriptions are more explicit
- Need to make a decision regarding how quickly we want to fill the position. Every EPA position needs BOG approval.
 - BOG meets March 21 and May 9 (possible phone conference in April-BOG personnel committee)
 - If we want to try for approval for the March 21 BOG meeting, we need to move quickly and will need to have a candidate identified by March 4.
 - Concern was express for the March timeframe because it is in the middle of conference planning.
 - Frank indicated that there is the possibility of hiring a conference planner
 - Suggestion was made to ‘fast-track’ to meet March 21 BOG but also ensure due diligence
 - Discussion surrounding: Will this person need to reside in the Raleigh/Durham/Chapel Hill area?
 - Suggestion was made to include language that indicates that the candidate may be able to telecommute, but frequent presence is required in Chapel Hill.
- Motion made to approve position with the recommended additions. Motion carried. Sharon volunteered to write the additions by 5 pm today.
- Search committee:
 - Board members who which to serve on the search committee should contact Frank by the end of the day on Friday.
 - Suggestion was made that TLTC staff member serve as search committee chair.

Discussion on Spring 2003 UNC TLT Conference

Hilarie:

- Committee has ramped up description of tracks.
- Proposal submission and registration will open simultaneously
- Committee has looked at the fee structure
 - Day by day fee/ as well as separate workshop fee
 - Help cover cost of food
 - May be higher for those outside of the UNC system
- Committee also focused on the use of the hotel
 - In the past, TLTC has paid the full cost of rooms, this year we will pay up to the state rate per room. Attendees will pay the balance out of their pockets. This will give us a cost savings for the rooms, estimate of 10K savings.
- These changes should simplify the registration system.
- Conference announcement should be ready by the end of next week. It will be disseminated though Board members and others.

- Registration fee will cover food at conference as well as the room (up to the state rate)
- Need to schedule a teleconference with the entire program committee
- Board members should forward names of people interesting in reviewing proposals to Ray.
- Keynote speakers
 - Frank has invited Pres. Broad as a keynote speaker
 - Ray invited recommendation for additional keynote speakers
- Non-UNC participants are eligible to submit proposals if partner with a UNC institution

New business – Margaret

If we know of anyone on the campus willing to participate in interactive discussion w/ playwright should contact Margaret. Margaret will send out an email announcement to provide additional information.

Adjourn

The meeting adjourned at 3:25