

**UNC TLT Collaborative**  
**Board Meeting Minutes**

Meeting Date: July 18, 2001  
Meeting Time: 10 a.m. – 3 p.m.  
Meeting Location: Room 11, McNutt Building, UNC Greensboro

Present (Board Members):

Ray Purdom, Chair (UNCG)  
Margaret Mertz (NCSA)  
Sallie Ives (UNCC)  
Henry Schaffer (NCSU)  
Laura Rogers (UNCW)  
Frank Prochaska (WCU)  
Derrick Wilkins (ECSU)  
Tom Jackson (UNCP)  
Steve Breiner (ASU)  
Kern Parker (UNCA)  
Akbar Aghajanian (FSU)  
Brenda Shaw (NCCU)  
Kathy Thomas (UNC-CH)

Carroll Varner (ULAC)  
Betsy Brown (Division of AA, UNC-OP)  
Hilarie Nickerson (UNC TLTC)

Absent:

Rodney Harrigan (NCA&T)  
Sandra Huskamp (ECU)  
Joyce Williams-Green (WSSU)  
George Conklin (UNC Faculty Assembly)  
Robyn Render (Vice President for IR and CIO)

Ray Purdom, Chair of the Board, opened the meeting at 10:15 a.m.

The minutes from the June 20, 2001 meeting were approved (Wilkins, Breiner).

**Collaborative Staffing Report**

Ray Purdom presented a summary of the current staffing of the Collaborative. Hilarie Nickerson is serving as Interim Program Manager and two other staff members are on temporary contracts.

### Executive Director Search Committee Report

Ray Purdom, chair of the Search Committee, gave a status report. Three finalists are in the process of being interviewed for the position. The Board members were asked to send their comments to the Search Committee by 9 a.m. on Friday July 20.

### Program Coordinator and Program Manager Search Committee Reports

These searches are currently on hold until the budget picture becomes clearer and a TLTC Executive Director is appointed.

Ray expects the technical support for the Collaborative will be contracted out this year.

Discussion was held concerning the TLTC Portal and possible Collaborative projects for this year.

### Shared Services Alliance Report

Tom Jackson presented a report on Alliance initiatives for this year.

There was discussion on the need for greater communication, in general, between the Collaborative, the Alliance, ULAC, TAG, UNC-CAUSE, and the Association of UNC T&L Directors. Motion for the Collaborative to take the lead in organizing meetings of the chairs of these organizations, as well as meetings on each campus of the campus representatives to these bodies (Prochaska, Varner). Motion passed.

The following committee will develop an issues document to facilitate discussion at these meetings: Prochaska (chair), Mertz, Breiner, Parker.

### Annual Report Fiscal Year 2001

Hilarie Nickerson presented a draft of the report and requested feedback and suggested changes. The new Executive Director will finalize the report.

### Finance Committee Report

The Collaborative is awaiting final budget figures for FY 2002 from the state legislature and UNC-OP. Discussion was held on some of the budget items from FY 2001, and whether funding should be continued in FY 2002. The need for the TLTC to develop an ongoing strategic planning process was also discussed.

### Planning and Assessment Committee Report

Steve Breiner reported for the committee. Discussion was held on how the Collaborative can collect the assessment data needed for strategic planning. To assist in budget planning for FY 2002, the committee agreed to gather from year-end reports all assessment information currently available on FY 2001 projects. This data should assist the Board in making recommendations on FY 2002 budget expenditures.

### By-law Committee Report

Betsy Brown reported the committee is working on a draft of suggested changes to the TLTC Board by-laws.

### PDP Portal Report

Ray Purdom gave an update report. There are over one thousand submissions to the portal now.

Ray presented the need for a Portal Oversight Committee to make recommendations on support requirements and future directions of the portal. Motion to appoint the following ad-hoc oversight committee: Purdom (chair), Breiner, Brown, Schaffer, and the following three TLTC temporary staff members Nickerson, House, and Lilov (Mertz, Rogers). Motion passed.

### Request for Carry Forward Funds

Margaret Mertz presented that the Collaborative has the opportunity to request some carry forward funds from this year's UNC-OP budget.

After discussion, the Board agreed to request \$25,000. - \$30,000. to support a Faculty TLT Conference to be held sometime during the 2001-02 year. The Faculty Assembly and the individual campuses might be asked to contribute funding also. Motion to request \$25,000. - \$30,000. in carry forward funds for the above purpose (Varner, Rogers). Motion passed.

### Future Board Meeting Dates

The Board agreed to meet quarterly face-to-face and in between the Board will meet monthly by videoconference. In 2001-02, the face-to-face meetings will be held in July, October, January, and April.

The next Board meeting will be a videoconference the week of August 13. Details on date and time are forthcoming.

Reminder: The UNC-CAUSE meeting will be October 10-12 in Greensboro.

Meeting adjourned at 3 p.m.