

TITLE



**Atlanta Regional Council
*for Higher Education***

FY18

ARCHE Annual Report

Summary of program status, activities, and finances of the Atlanta Regional Council for Higher Education

Title

ARCHE ANNUAL REPORT

HISTORY

The Atlanta Regional Council for Higher Education (ARCHE) was founded in 1938 as the University Center in Georgia. Founding members of the organization were Agnes Scott College, the Atlanta College of Art, Columbia Theological Center, Emory University, the Georgia Institute of Technology and the University of Georgia. They formed the University Center in Georgia to share resources, avoid duplication, and facilitate collegiality among faculty. Membership continued to grow and included 19 public and private institutions of higher learning in the greater Atlanta region.

TODAY

As of 2012, ARCHE has focused and continues to manage programs that were deemed priority value to member institutions. The current staff consists of a Sr. Program Coordinator that manages the day to day operations and corporate responsibilities of the organization. The mission of ARCHE remains to bring its members together to collaborate in these programs. Hundreds of students each year register for courses on other member campuses via ARCHE's [cross registration program](#), which offers students the opportunity for expand their horizons in other fields of study or campus settings.

ARCHE's Library Council and library programs include a [interlibrary sharing program](#) which allows members to share to the collective resources of all member libraries. ARCHE provides a van that transports library exchange items to campuses three days a week. In addition, students and faculty at ARCHE institutions may visit libraries at other members to gain immediate access to materials that do not circulate.



ARCHE MEMBER INSTITUTIONS

Agnes Scott College, Brenau University, Clark Atlanta University, Clayton State University, Columbia Theological Seminary, Emory University, Georgia Gwinnett College, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University, Morehouse College, Morehouse School of Medicine, Oglethorpe University, Savannah College of Art and Design, Spelman College, University of Georgia, University of West Georgia

ARCHE BOARD OF TRUSTEES

Executive Committee

Chair – Elizabeth Kiss, Agnes Scott College

Vice Chair – Valerie Montgomery Rice, Morehouse School of Medicine

Past Chair – Thomas Hynes, Clayton State University

Treasurer – Stanley Preczewski, Georgia Gwinnett College

Member-at-large – Lawrence Schall, Oglethorpe University

Member-at-large – Mary Schmidt Campbell, Spelman College

Member-at-large – Kyle Marrero, University of West Georgia

Ed L. Schrader, Brenau University

Ronald A. Johnson, Clark Atlanta University

Leanne Van Dyk, Columbia Theological Seminary

Claire E. Sterk, Emory University

G. P. “Bud” Peterson, Georgia Institute of Technology

Mark P. Becker, Georgia State University

Edward L. Wheeler, Interdenominational Theological Center

Ken Harmon, Kennesaw State University

William D. Underwood, Mercer University

David Thomas, Morehouse College

Paula Wallace, Savannah College of Art and Design

Jere Morehead, University of Georgia

ARCHE LIBRARY PROGRAMS

LIBRARY COUNCIL

The ARCHE Library Council consists of library directors of member institutions and directors of our Affiliated Libraries.

ARCHE Affiliated Libraries include:

Atlanta-Fulton Public Library System

Kenan Research Center at the Atlanta History Center

Jimmy Carter Presidential Library

Georgia Archives

Georgia Public Library Service

The Library Council meets twice a year and is the host body for all other ARCHE library committees and programs.

Highlights in FY18 –

1. ARCHE contributed \$5000 to an ACRL Roadshow Workshop hosted at the AUC Robert Woodruff Library. Attendance was open to all ARCHE members and approximately 75 attended.

Workshop synopsis - Building Your Research Data Management Toolkit: Integrating RDM into Your Liaison Work

“Research data management has emerged as a need among academic researchers and liaisons are building skills in response. This one-day workshop will assist liaisons to identify their existing skills and mindsets that transfer to research data management services and then create a learning plan for the RDM specific knowledge needed to serve their subject disciplines. Tools, hints, and tricks will be shared that facilitate partnerships on campus with disciplinary faculty and with other RDM service providers.”

2. ALA President, Jim Neal, was invited to present and host a conversation on “Challenges and Opportunities for Information Professionals.” Each library director was able to bring several emerging leaders of their institutional staff. ARCHE also extended the invite to all members from the ARCHE Archives Council and Information Literacy Committee. 60 attendees were at the Spring meeting of the ARCHE Library Council and there was ample opportunity for audience questions and open discussion on the future of library professional staff roles and responsibilities.

ARCHE ARCHIVES COUNCIL

The ARCHE Archives Council held 3 meetings this year. The Archives Council decided early in the fiscal year that advocacy would be the underlying theme of their work and focus in the immediate future. The Archives Advocacy Committee is interested in asking a big question; that is, how can archivists demonstrate the collective impact of archival work measurements that are understood by stakeholders outside of the profession? To read more about their methods and progress in this undertaking, please visit [ARCHE Archives](#). The Education Committee of the Archives Council also coordinated an informative lecture and presentation from SGA archivist Kaye Minchew. Kaye delivered a well-received presentation and discussion on the efforts and challenges the community took to “save” the Georgia Archives several years ago.

ARCHE INFORMATION LITERACY COMMITTEE

The Information Literacy Committee coordinated a LibGuides Training workshop from SpringShare early in 2017. Approximately 50 attended from ARCHE member institutions and affiliated libraries. The committee experienced a loss of several founding members due to retirements and job changes, but new leadership is identifying the best needs of the group moving forward.

ARCHE ILL/ILU COMMITTEE

INTERLIBRARY LOAN PROGRAM - Collectively, the libraries of ARCHE member institutions contain millions of volumes and countless periodicals, journals and other print and electronic educational resources. Through ARCHE, these vast resources are shared among member institutions' students and faculty. Member institutions also collaborate with the region's major non-university libraries and archives.

The ILL/ILU program is collectively viewed as the most visible and prominent of ARCHE collaborative programs. The ILL (interlibrary loan) program is used widely by those members that utilize the ARCHE van. The ARCHE van cuts costs for members loaning books and materials to other ARCHE members. The ARCHE van transported approximately 33,000 books and items in 2017. The ILU (Interlibrary Use) program allows faculty and students of any ARCHE member institution to access and check out books at any other ARCHE member library.

The ILL/ILU Committee consists of the ILL staff at each ARCHE member institution, as well as affiliated libraries that participate. The committee meets once a year at a different campus that chooses to host. At the latest meeting, members agreed that the OCLC statistics are accurate for reporting purposes of ILL activity, but do not measure all activity on ARCHE van (to find a true accurate measure of van deliveries would involve a hand count and place undue burden/additional work for ILL/ILU staff.)

ARCHE ILL Report January 2017 - December 2017

(Source: OCLC Data)

Group ID **ARCHE**
 Group Name **Atlanta Regional Council for Higher Education**
 Institutions **28**

Institution Name	Institution Symbol	Total Borrowed	Copies Borrowed	Originals Borrowed	Total Lent	Copies Lent	Originals Lent	2017 Totals	2016-17 Totals			
AGNES SCOTT COL	EGA	876	177	699	580	114	466	1456			1261	
ATLANTA UNIV CTR	AUU	980	428	552	480	134	346	1460			1485	
ATLANTA-FULTON PUBLIC LIBRARY	GAP	409	13	396	194	6	188	603			555	
BRENAU UNIV TRUSTEE LIBR	GBT	265	197	68	63	9	54	328			299	
CLAYTON STATE UNIV	GMJ	163	106	57	267	135	132	430			435	
COLUMBIA THEOL SEMINARY	GCL	158	11	147	213	5	208	371			330	
EMORY UNIV	EMU	2080	575	1505	4769	947	3822	6849	Emory Total		6601	Emory Total
EMORY UNIV, HEALTH SCI CTR LIBR	EMM	241	124	117	271	234	37	512			495	
EMORY UNIV, LAW LIBR	EMK	85	15	70	65	15	50	150			160	
EMORY UNIV, OXFORD COL	EMO							0			0	
EMORY UNIV, PITTS THEOL LIBR	EMT	110	25	85	198	32	166	308	7819		333	7589
GEORGIA GWINNETT COLL LIBR	GG4	40	21	19	206	52	154	246			289	
GEORGIA INST OF TECH	GAT	4174	689	3485	494	339	155	4668			4240	
GEORGIA PERIMETER COL	GCD	0	0	0	0	0	0	0			106	
GEORGIA STATE UNIV	GSU	1020	310	710	2209	755	1454	3229	A State Total		3350	GA State Total
GEORGIA STATE UNIV, LAW LIBR	GLL	61	24	37	95	17	78	156	3385		209	3665
KENNESAW STATE UNIV	GKJ	1526	188	1338	843	321	522	2369			2431	
MERCER UNIV SWILLEY	GMA	0	0	0	0	0	0	0			0	
MERCER UNIV, SCH OF MED	GMM	20	8	12	312	299	13	332	Mercer total		321	Mercer total
MERCER UNIV, TARVER LIBR	GMU	1653	1323	330	213	78	135	1866	2276		2002	2429
FURMAN SMITH LAW LIBR	GML	70	36	34	8	4	4	78			106	
MOREHOUSE SCH OF MED	GMS							0			0	
OGLETHORPE UNIV	GOU	139	46	105	233	38	207	372			371	
SAVANNAH COL OF ART & DESIGN	GAA							0			737	
UNIV OF GEORGIA	GUA	1164	160	1004	3705	1301	2404	4869			4520	
UNIV OF WEST GEORGIA	GWC	620	546	74	390	205	185	1010			1083	
								31662	ARCHE Total		31719	
								28091	ARCHE Van		27214	

Not including Brenau, Mercer Tarver, FS Law, Merc Med, SCAD Savannah, and UWG

ARCHE CROSS REGISTRATION

ARCHE's Cross Registration Program allows students at member institutions to broaden their academic experience by registering for courses at other member colleges and universities. It shares the vast resources of ARCHE member specialties by offering students access to courses not offered at their home institution and allows them a chance to experience a different campus environment.

THE CROSS REGISTRATION COMMITTEE consists of coordinators from the registration offices of ARCHE member institutions. They met twice in FY18 and recently held their Spring meeting at Brenau University's Norcross campus. Georgia Tech's Gena Snead is Chair of the Committee and has provided excellent leadership. The recent meeting focused on approving the Cross Registration Handbook edits and revisions undertaken at the previous meeting. The revised and updated version of the ARCHE Cross Registration Handbook will take effect on July 1, 2018.

Approximately 650 students participated in ARCHE Cross Registration in 2017.

Atlanta Regional Council for Higher Education Cross Registration Report Spring/Summer 2017											
2017											
	Outgoing						Incoming				
		# Stud Apps	# of Apps Forward	# Stud Enrolled	# of Courses	# of Inst		# Apps Received	# Stud Enrolled	# of Courses	# of Inst
Agnes Scott College	Sp	77	77	38	42	7		5	1	1	1
Brenau University	Sp	—	—	—	—	—		—	—	—	—
Clark Atlanta University	Sp	3	2	2	2	2		3	1	1	1
Clayton State University	Sp	18	18	16	14	2		0	0	0	0
	Su	3	3	1	0	1		1	0	0	1
Columbia Theological Sem	Sp	6	6	5	5	3		9	8	8	2
	Su	8	8	3	3	3		11	7	7	2
Emory University	Sp	43	43	31	31	3			60	60	9
Georgia Gwinnett College	Sp	1	1	1	2	1		0	0	0	0
	Su	0	0	0	0	0		0	0	0	0
Georgia Institute of Tech*	Sp	67	67	43	48	7		189	143	143	9
	Su	0	0	0	0	0		5	5	5	1
Georgia State University	Sp	90	90	63	41	4		110	74	31	12
	Su	13	13	7	4	4		13	7	2	4
Interdenom Theological Ctr	Sp	2	1	2	2	1		4	4	4	2
	Su							3	3	2	2
Kennesaw State University	Sp	58	56	50	99	2		17	12	12	5
	Su	1	1	1	1	1		2	0	0	2
Mercer University Atlanta	Sp	23	22	17	20	6		2	2	2	1
	Su	19	18	12	12	6		2	1	1	1
Morehouse College	Sp	5	5	5	6	3		2	2	2	2
Morehouse Sch of Medicine	Sp	4	3	3	3	2		9	7	3	1
Oglethorpe University	Sp	32	30	10	11	5			0	0	1
	Su	0	0	0	0	0		0	0	0	0
SCAD- Atlanta	Sp	0	0	0	0	0		14	7	12	5
Spelman College	Sp	15	15	15	16	6		4	4	4	1
University of Georgia	Sp	9	9	7	8	2		4	1	1	3
	Su	1	1	1	1	1		1	1	1	1
University of West Georgia	Sp	11	11	6	14	2		0	0	0	0
TOTAL		509	500	339	385			410	350	302	

**Atlanta Regional Council for Higher Education
Cross Registration Report
Fall 2017**

		Outgoing					Incoming				
		# Stud Apps	# of Apps Forward	# Stud Enrolled	# of Courses	# of Inst		# Apps Received	# Stud Enrolled	# of Courses	# of Inst
Agnes Scott College	F	59	58	31	33	6		1	1	1	1
Brenau University	F	—	—	—	—	—		—	—	—	—
Clark Atlanta University	F	9	7	7	8	4		2	1	1	1
Clayton State University	F	13	13	10	11	2		0	0	0	0
Columbia Theological Sem	F	18	18	12	13	4		5	5	5	2
Emory University	F	56	56	41	41	5			52	52	9
Georgia Gwinnett College	F	0	0	0	0	0		0	0	0	0
Georgia Institute of Tech	F	32	32	23	23	6		132	111	200	11
Georgia State University	F	96	96	67	36	5		107	73	44	10
Interdenom Theological Ctr	F	4	1	4	4	1		5	4	4	2
Kennesaw State University	F	55	54	44	78	4		18	16	27	7
Mercer University Atlanta	F	18	17	12	12	4		2	1	1	1
Morehouse College	F	11	11	7	9	5		2	2	2	1
Morehouse Sch of Medicine	F	8	8	3	3	3		9	11	4	3
Oglethorpe University	F	18	18	6	7	5			1	1	1
SCAD- Atlanta	F	0	0	0	0	0		13	6	7	4
Spelman College	F	15	15	13	16	4		5	4	4	2
University of Georgia	F	9	9	9	9	3		5	4	6	3
University of West Georgia	F	10	10	6	12			0	0	0	0
TOTAL		431	423	295	315			306	292	359	

FINANCIAL

Revenue

ARCHE revenue consists of Member institution and Affiliated Library dues that total \$180,080 for the upcoming year, FY19. The current dues paid by member institutions are based on FTE tiers established in FY14. However, in the past four years, member institutions have each been billed \$1500 below the established tier amounts. There has been a steady decrease in cost to member institutions to participate in ARCHE following the 2012 ARCHE organizational restructure. The dues reached a plateau in FY16, taking a draw from reserves to cover a gap in budget for operating expenses.

FY17 and FY18 reflect sublease income in revenues. The sublease income, in large part, covered the escalating rent to GA-Met for previously leased office space. The GA-Met lease ended in March 2018 for the ARCHE office space at the Georgia Pacific Tower.

Expenses

The entirety of ARCHE revenue is utilized on program and member services, personnel, and operating expenses.

Program and member services - The interlibrary loan program expenses account for 79% of the Programs and member services spending and 23% of the overall ARCHE expenses in FY18. Expenses include the hourly salary of a UGA driver three days a week, fuel expenses, and service repairs to the ARCHE van.

Other expenses in this category include funds used to provide lunch for attendees at all the Library Council, Archives Council, ILL/ILU, and cross registration committee meetings. These lunches only account for 6% of the Program and member services spending and <2% of ARCHE operating expenses.

Internet and website services have also been included in this category. These expenses include web hosting for the ARCHE website, payment to Microsoft for OneDrive and Outlook, and any IT needs by ARCHE staff. These expenses accounted for 9% of program and member services spending and 2% of ARCHE expenses in FY18. These expenses will increase in FY19 due to a website overhaul to a more modern platform and mobile friendly website. The funds for the new website will be covered by previous allocated grant money that is in ARCHE restricted assets.

Personnel – These expenses include the salary of the Sr. Program coordinator, cost of fringe benefits, and the administrative fee paid to Emory for serving in this capacity for ARCHE. These expenses account for 42% of ARCHE total expenses in FY18.

Operating expenses – The greatest expense in ARCHE operating expenses in previous years was rent. Rent paid in FY17 accounted for 64% of the operating expenses and 20% of overall ARCHE expenses.

ARCHE offices are now located in the Higher Ed Hub at Agnes Scott College. ARCHE pays Agnes Scott College a manageable monthly usage fee of \$500. ARCHE shares space with two other higher education consortia, the Women's College Coalition and the Association of Presbyterian Colleges and Universities.

Additional operating expenses include accounting (yearly audit), insurance (officers' liability and liability for office space), membership fees, travel costs, subscriptions, legal counsel, office supplies, and contingency expenses.

Member Dues based on FTE	Tiers established in FY 14		Billed for
			FY15, 16, 17, 18
	500 & less FTE	5000	3500
	501-2,000 FTE	7500	6000
	2,001-5,000 FTE	10000	8500
	5,001-12,500 FTE	12500	11000
	12,501 + FTE	15000	13500

CONCLUSION

This report is intended to provide a snapshot of ARCHE as we come to the end of FY18 and embark on FY19. ARCHE provides significant areas of collaboration to its members. The library collaborative programs are the most visible, utilized, and valued by member institutions.

Cross registration at member campuses remains strong and provides students the opportunity to broaden their academic experience by registering for courses at other member colleges and universities. It shares the vast resources of ARCHE member specialties by offering these students access to courses not offered at their home institution and allows them a chance to experience a different campus environment.

Financially, ARCHE is sound and has a surplus of funds in both the standard operating account and the investment account managed by Balentine. Robert Blad, the auditor for ARCHE, conducts an audit every year in July, which is submitted to the ARCHE Treasurer. These audits are presented at the Fall Executive Committee meeting for approval and again in December to all Board of Trustee members.