

**Southern Regional Education Board  
Regional Contract Program  
Virtual Coordinators' Meeting  
Thursday, August 13, 2020**

**AGENDA**

- 10:00 a.m. Welcome, Introductions and Roll Call
- Wanda Barker, Director  
Education Technology and Multistate Cooperative Programs
- Elisa Jaden, Program Coordinator  
Education Technology and Multistate Cooperative Programs
- 10:10 a.m. The Year in Review
- State and Institutional Reports
- 10:40 a.m. RCP Practices and Procedures
- Designation of Authorized RCP Representatives
    - Authorized Representative Responsibilities
    - Authorized Representatives versus Signatories
  - Annual RCP Renewals
    - Master Contracts
    - The Exhibit A-1
  - RCP Invoicing
    - Institution Responsibilities
    - State Responsibilities
    - SREB Responsibilities
    - Invoicing Options
      - Once per academic year versus once each semester
      - Pros and Cons
- Noon Lunch/Work Break (*meeting resumes at 2:00 p.m.*)
- 2:00 p.m. RCP Practices and Procedures (*continued*)
- RCP Recruitment for Your States
    - What role does the state play?
    - What role does the institution play?
    - RCP Protocol: Invoicing and State Payments
    - Marketing
- 3:00 p.m. RCP Guidelines
- Suggested RCP Guideline Edits/Updates
- 3:30 p.m. New Project: RCP Database
- Who uses this tool and how?
  - What functionality would you like from this tool?
- 4:00 p.m. Meeting Adjourns