

September 15, 2011

Dr. Karen Woodfaulk
Director of Student Services
SC Commission on Higher Education
1333 Main St, Suite 200
Columbia, SC 29201

Dear Karen:

In follow-up to our earlier telephone conversation, I am providing you with CERRA's program reports for the 2010-11 fiscal year. The format and content is consistent with past reports; however, if a different format or degree of specificity is preferred, please let me know.

I also am providing you with CERRA's budget proposal for the 2012-13 fiscal year, as approved by CERRA's Board of Directors at its meeting on September 9, 2011. As you will note in the budget proposal, the Board requests two small increases from its 2011-12 budget. However, I would appreciate the opportunity to speak with you about the reasons for the two increases, as well as the viability of having them approved, before finalizing the request and submitting it for committee review. We had discussed meeting on September 21, 2011, and I am still available any time during the afternoon that day if that would suit your schedule.

Also enclosed is a copy of CERRA's annual report, approved by the Board of Directors at the meeting on September 9, 2011.

Thank you for your assistance with this process, and I look forward to speaking with you.

Sincerely,



Jane Turner

Enclosures