

**Southern Association of Community,
Junior and Technical Colleges**

**Minutes of Executive Board Meeting
April 10, 2006**

**Hartsfield International Airport Conference Center
Atlanta, Georgia**

Present: Willis Lott, Randy Pierce, Wade McCamey, James Mitchell, Chuck Mojock, George Edwards, Pat Skinner, and Marshall Smith. Guest: Dr. Belle Wheelan, President, Commission on Colleges, The Southern Association of Colleges and Schools.

Absent: Tommy Warner, Millicent Valek, and James Williamson.

Call To Order: President Lott called the meeting to order at 10:00 a.m. in the Executive Conference Center of Hartsfield International Airport in Atlanta, Georgia.

President Lott suggested that the Board meeting itself be postponed until the lunch hour so that Dr. Wheelan would have adequate presentation and interaction time with the Board. All agreed.

Dr. Wheelan was introduced and offered some preliminary remarks on the "State of the Commission." She described current issues within the accreditation community, including an upcoming national report that suggested consideration of new structures for accreditation, including accreditation by the federal government, accreditation by a single entity, and accreditation in the format of continuing audits. She stressed the history of peer evaluation in the southeastern United States and offered her opinion that, for a majority of institutions and leaders in the southern region, peer evaluation remained the accreditation methodology of choice. She noted her recent experiences with CHEA and with other leaders of regional accreditors.

She discussed current COC issues, including the two-year institutions now offering baccalaureate degrees. She noted that significant discussion had arisen within the Commission itself and the Commission staff regarding these institutions. At one point, it was suggested that there be a Level IA category (two-year degrees only) and a Level IB category (two-year institutions offering limited baccalaureate degrees). This idea gained few adherents. She observed that after the initial rush to the baccalaureate, events are now more deliberate. A growing consensus within the COC staff is to structure substantive change committees for two-year institutions offering the baccalaureate with Level II-type reviewers. Reaffirmation committees would remain comprised of primarily Level I-type reviewers. Presently, the most numerous of the bachelor's degrees are education, criminal justice and applied science.

R. Mojock, Lake-Sumter Community College, Florida; Vice-President – Dr. James C. Williamson, President, Northeastern Technical College, South Carolina; Secretary-Treasurer – Dr. George Edwards, President, Big Sandy Community & Technical College, Kentucky; Alabama Representative – Dr. Helen T. McAlpine, President, J. F. Drake State Technical College; Georgia Representative – Dr. Tom Wilkerson, President, Bainbridge College; Louisiana Representative – Dr. Joe Ben Welch, President, River Parishes Community College; Texas Representative – Dr. Sheryl Smith Kappus, President, Hill College; and Virginia Representative – Dr. Cheryl Thompson-Stacy, President, Eastern Shore Community College. He moved the adoption of the slate, noting that all the state representatives would belong to the Class of 2009. With no second needed, the Board voted unanimously to accept the report of the nominating committee.

Discussion Items: President Lott led a discussion of various items, including possible areas of emphasis for the Association in 2007, services for members, and the website. The newsletter was discussed as well, given that there was currently no editor for the Association. Vice-President Mojock expressed his appreciation for the various ideas brought forward. The concept of Board members contacting higher education administration programs in the various states to solicit written materials from doctoral students was stressed as a positive idea. It was also thought that one such graduate student might be located and designated as editor, with a stipend paid for services rendered. Marshall Smith indicated that the budget would certainly support such an activity. He also noted that the budget would easily sustain another book gift for member institutions, should one be located of appropriate interest to the membership.

Operational Details for Annual Luncheon: Marshall Smith discussed Board member responsibilities for the annual luncheon. President Lott noted that a number of staff members from his college would be on hand to assist, thus relieving the Board of the necessity of manning the entrance doors. Assignments were made for sponsor coordination, door sales, early admission to the luncheon area, keynote speaker coordination, and door prize coordination. Marshall Smith indicated that a substantial initial payment had already been made to the Gaylord Palms for the luncheon and for the Board dinner.

Items for the Annual Association Business Session: Marshall Smith went over items for the business meeting, including the financial report, election of Board members and officers, recognition of corporate sponsors, door prizes, and Board awards.

Plans for the Spring Board Meeting: It was tentatively agreed to hold the spring Board meeting either at AACC or at the Atlanta Airport, depending on the availability of SACS / COC staff.

Old and New Business: There were no items.

Adjournment: The meeting was adjourned by President Lott at 7:50 p.m.

SACJTC 2005 BUDGET AND ACTUAL & PROPOSED 2006 BUDGET

INCOME		2005 (budget)	2005 (actual)	2006 (proposed)
1.	Dues \$100	\$25,000 (250)	\$24,800 (248)	\$25,000 (250)
2.	Luncheon tickets	\$11,250 (375)	\$12,300 (410)	\$11,250 (375)
3.	Interest Income	\$ 600	\$ 396	\$ 600
4.	Miscellaneous	\$ -0-	\$ -0-	\$ -0-
5.	Corporate Sponsorships – Luncheon	\$ 7,000	\$ 6,000	\$ 7,000
INCOME TOTAL		\$43,850	\$43,496	\$43,850
 EXPENSES				
Member Services				
1.	Newsletter/Occasional Papers	\$ 700	\$ 0	\$ 700
2.	Annual Luncheon			
	SACS/COC Processing Fee	\$ 500	\$ 500	\$ 500
	Meal	\$17,000	\$ 19,483	\$17,000
	Speaker	\$ 2,000	\$ 0	\$ 2,000
	Speaker Travel	\$ 1,000	\$ 0	\$ 1,000
	Printing (Program/Tickets/Flyer)	\$ 1,000	\$ 540	\$ 1,000
	Miscellaneous (shipping/signs/AV)	\$ 500	\$ 214	\$ 500
	Complimentary Tickets/Refunds	\$ 360	\$ 240	\$ 360
3.	Books	\$ 0	\$ 2,865	\$ 0
Services Sub-Total		\$23,060	\$ 23,842	\$23,060
 Board of Directors				
1.	Spring Meeting Travel	\$ -0-	\$ -0-	\$ -0-
2.	Spring Meeting Expenses	\$ 500	\$ 262	\$ 500
3.	Awards	\$ 400	\$ 268	\$ 400
4.	Dec. Dinner or Breakfast Meeting	\$ 1,000	\$ 995	\$ 1,000
Board Sub-Total		\$ 1,900	\$ 1,525	\$ 1,900
 Honoraria				
1.	Editor	\$ 800	\$ 800	\$ 800
2.	Editor Assistant	\$ 500	\$ 500	\$ 500
3.	Secretary / Treasurer / Asst.	\$ 0	\$ 0	\$ 0
Honoraria Sub-Total		\$ 1,300	\$ 1,300	\$ 1,300
 Operating Expenses				
1.	Postage	\$ 300	\$ 1,056	\$ 300
2.	Operating Supplies	\$ 1,000	\$ 0	\$ 1,000
3.	Duplicating / Printing	\$ 300	\$ 45	\$ 300
4.	Database Conversion/Updates	\$ 0	\$ 0	\$ 0
5.	Miscellaneous (Web)	\$ 400	\$ 0	\$ 400
6.	Administrative Office Support	\$15,000	\$ 15,000	\$15,000
Operating Sub-Total		\$17,000	\$ 16,101	\$17,000
TOTAL EXPENSES		\$43,260	\$ 42,768	\$43,260
 REVENUE / EXPENSES			\$ 728	\$ 590

She suggested that articulation for career and technical programs with baccalaureate-level applied science degrees is an emerging issue. Difficulties have arisen with non-COC accredited technical colleges. A sample question might be: If accredited two-year institutions accept technical credits from non-accredited two-year institutions, and then pass those along to a four-year institution, is the four-year institution expected to accept this coursework. She noted that one or more sessions at the annual meeting will be devoted to this and similar issues.

Dr. Wheelan noted that the eighteen graduate semester hour rule coupled with a master's degree is no more. It remains an acceptable standard of good practice, but it is no longer required.

She discussed the QEPs and highlighted some important considerations: a Title III project can become a QEP project, QEPs may not be completed prior to a team visit but must instead be ongoing efforts, and QEPs must demonstrate that student learning is positively affected. She noted that a library of acceptable QEPs is available from staff members.

Dr. Wheelan talked about changes in the structure of the COC staff, noting that Tom Benberg will become Chief of Staff. Someone will be assigned to handle research – probably David Carter. An associate vice president will be hired to help with research and to prepare to become a vice president. Carol Luthman's new title will be Director of Commission Support. Margaret Sullivan will continue as Director of the Consulting Network.

A questionnaire will soon reach CEOs seeking to discover individual perceptions, identify issues, and how and when workshops can assist people with accreditation matters.

Dr. Wheelan was emphatic in noting that there will not be a single national accrediting entity.

COC communications will continue to be disseminated electronically, as will more and more other matters involving the Commission and the member institutions.

BOARD MEETING

Following lunch, the Board conducted its business meeting.

Approval of Minutes: The draft minutes from the December Board meeting were approved by acclamation.

Board Roster Review: Board members were asked to review the contact information contained in the agenda book and note any discrepancies.

Membership Report by State: The membership report was discussed by Marshall Smith. Current membership totals 248 institutions, with 250 institutional memberships

budgeted. The importance of maintaining a minimum of 250 members was stressed. Several Board members requested spreadsheets for individual states. They will be forwarded with the draft minutes of this meeting.

Investment Report: The investment report was discussed by Marshall Smith. Pat Skinner recommended that the CDs should be renewed only after a review of better investment rates. Marshall Smith noted that the current revenue of the Association was such that federal tax forms would likely have to be filed for the 2006 fiscal (calendar) year.

Financial Report / Proposed Budget: The proposed budget was discussed and approved with a motion by Chuck Mojock, a second by Randy Pierce, and a unanimous affirmative vote. A lengthy discussion was held regarding corporate sponsorships. Board members requested the corporate sponsorship spreadsheet. It will be attached to the draft minutes of this meeting.

Nominating Committee: President Lott appointed the following members of the 2006 Nominating Committee: Chuck Mojock (chair), Mimi Valek, Tommy Warner, and James Mitchell. The committee is charged to present a slate of officers and replacement for any Board vacancies at the December 2006 Board meeting.

Audit Committee: President Lott appointed the following members of the 2006 Audit Committee: Randy Pierce (chair), Wade McCamey, George Edwards, Pat Skinner, and James Williamson.

Emphasis for 2006: The following topics were discussed for possible emphasis in 2006: E-learning, baccalaureate degrees, teaching credentials, QEPs, and local support for two-year colleges.

Discussion of Annual Luncheon: The business aspects of the 2005 luncheon were reviewed, and it was noted that 410 tickets were sold at \$30 each for total revenues of \$12,300. The meal itself cost \$19,483, meaning that the Association subsidized \$7,183 of the total meal cost. There was no honorarium and no speaker travel reimbursement. General plans for 2006 were discussed. It was noted that the COC staff would again make the luncheon a part of the overall registration process for the Association. It was suggested that the food costs for the luncheon were likely to be high in Orlando, perhaps higher than Atlanta.

Possible speakers for the annual meeting were discussed. After discussion, Chuck Mojock agreed to investigate the possibility of a Disney speaker.

It was again emphasized that each Board member should bring a door prize with a value of at least \$50 with some tie to the state of origin. It was also emphasized that each Board member should take the responsibility of attracting at least one corporate sponsor.

December 2006 Board Meeting Date and Time: It was agreed that the Board meeting would be conducted at 6:00 p.m. on the Saturday evening preceding the annual business meeting and luncheon on Sunday. The location would be the conference hotel.

Other Business: Marshall Smith noted that Pat Lake wished his name to be removed from the Association's Website. A discussion of the electronic newsletter was conducted. President Lott volunteered to ask former Board member Howell Garner of Mississippi to consider serving as editor. It was suggested that a graphic artist could be employed by using the amounts set aside in the budget for newsletter honoraria. A production price of \$400 per issue was suggested as workable and reasonable. It was agreed by acclamation that the honoraria amounts shown in the just-approved budget should be shifted to a newsletter production category.

The hope was expressed that the COC staff would not "hide" the name of the Association's luncheon speaker in the program, but, rather, would give it greater prominence.

Adjournment: President Lott adjourned the meeting at 2:15 p.m.