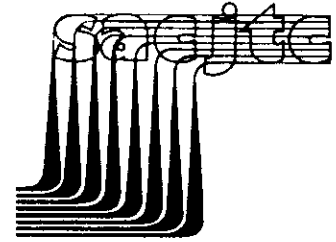


Southern Association of Community, Junior, and Technical Colleges



SACJTC MINUTES OF THE PRE-CONVENTION BOARD MEETING SATURDAY, DECEMBER 5, 1992 DALLAS LOEWS ANATOLE

The SACJTC Board met at 3:30 p.m. on December 5, 1992 at the Loews Anatole Hotel in Dallas, Texas. President Milton Jones presided.

Members Present

Dr. Milton Jones
Dr. Linda Young
Dr. Rudy Groomes
Dr. Marvin Cole
Dr. Ron Horvath
Dr. James Ford
Dr. Marilyn Beck
Dr. Lex Walters
Dr. Phail Wynn (COC met simultaneously)
Dr. Ray Hawkins (COC met simultaneously)

Members Absent

Dr. Eddie Smith

1. President Jones distributed a copy of the Board agenda and made a few corrections to it. The agenda was approved. Copy on file with the minutes.
2. Minutes of the February 28 winter meeting in Saddlebrook, FL, and the April 12 meeting in Phoenix (in conjunction with the AACC meeting) were approved as previously distributed.
3. Secretary/Treasurer Ron Horvath presented several items and distributed several documents:
 - a. Management Cycles--Officers were asked to review the sub-cycles and forward any changes to Ron Horvath. **NOTE:** The Board is in general agreement that a short history of SACJTC ought to be written for posterity. Inasmuch as Milton Jones is interested in a project of this type, he was asked (generally speaking) to begin to compile such a report. The written documents are sketchy at best. Some have already been lost. Marilyn Beck agreed to assist with the project. Ron also reminded the Board that the duties of the Past President had been added during the previous year by Marilyn Beck. Copy on file with the minutes.
 - b. List of Board Officers and Members--All continuing members were asked to review the list for accuracy. Ron said that he would update the list after the election and forward copies to the group. Copy on file with the minutes.

- c. Constitution/By-Laws--Ron reminded the group that several editorial changes had been made last year as per the Board's directive. Ron also noted that several other changes should be considered:
- (1) Presentation of new members to the Executive Committee and then to the whole body. **This is cumbersome and antiquated process.**
 - (2) Setting of dues each year by vote of the Association. **This should be required only if the dues is changed.**
 - (3) Composition of the Board to include representation from all the states in the SACS region.
 - (4) **As Past President, Milton Jones is responsible for this review and discussion at the February meeting in SC.**
Copy on file with the minutes.
- d. Winter Board Meeting Sites--A list was distributed that showed the sites for the past 8 years. Copy on file with the minutes. The Board did discuss the need for a full meeting in the Winter if it was going to meet at the AACC Convention in April each year. Ron pointed out that about 33% of the Association's expenses were consumed by Board expenses. **NOTE: There was general agreement that the discussion should continue in February.**
- e. Membership--Thru 11/30, 262 paid memberships had been received. This compared with 273 (final) for both 1990-91 and 1991-92. A of delinquent non-payers was mailed to each Board member on 12/1 with a request to follow-up with a phone call or letter. About 45 schools are eligible to pay their dues for 1992-93. SACJTC could collect \$2,250 more in dues. Copy on file with minutes.

Approximately 50 institutions have been purged from the mailing list due to nonpayment of dues for the past 2 or 3 years (as per the by-laws); some have requested that they be dropped; some have been merged; some have closed. By state, the numbers were:

AL 7	NC 9
FL 4	SC 5
GA 4	TN 4
KY 2	TX 5
MS 4	VA 2

- f. 1992 Luncheon and Annual Meeting--Luncheon tickets were mailed to each Board member on October 24, 1992. Sales have varied. Ron did a telephone poll on November 30 and found that about 60% of the tickets had been sold (or would be sold). As a result, Ron guaranteed 175 for the luncheon with the flexibility to go to 190. The Board decided to stay with 175 at \$25.00 each.

Ron reported on his conversation with Marcelle Morgan, TVA representative, concerning the payment of the \$1,200 grant to SACJTC. It was unclear whether TVA would reimburse the consultants or whether SACJTC was to pay the consultants and then be reimbursed. Ron said he would talk with Marcelle.

Linda Young and Marvin Cole volunteered to assist with ticket collection at the Sunday luncheon.

- g. 1992 Budget Report--Ron distributed a preliminary report which showed that the Association's treasury was in excellent shape. We will finish 1992 in the "black." Copy on file with the minutes.

The Secretary/Treasurer distributed copies of the Association's Reserve Assets (permanent) which showed that we have about \$9,214 in Certificates of Deposit. The checking account balance as of November 30 was \$18,431.16. Major expenses for the remainder of 1992 include: two Newsletters (\$1200); the Board Dinner (\$500); Honoraria (\$2,000); the luncheon (\$3,500); and speakers' expenses (\$2,000). Income sources include dues (\$1,000); the Luncheon (\$3,500); and the TVA grant (\$1,200). The final budget report will be presented at the February meeting in SC and will be published in one of the Spring Newsletters.

- h. 1993 Preliminary Budget--Ron presented a preliminary 1993 budget for the Board's review and adoption. There were no major changes from the 1992 budget. He requested that the Board consider increasing the honoraria for the Clerical Secretaries from \$200 to \$300 for 1993. The Board voted unanimously to accept this recommendation. The Board also discussed the honoraria for the Editor and for the Secretary/Treasurer. Ron declined any increase, but stated that Lex might feel differently. No action was needed.

Based on Ron's recommendation, the Board agreed that the Reserve account could be increased \$2,000 to \$4,000 during 1993 if the financial situation looked good. The Board also agreed by consensus that we should try to increase our Reserves from 50% of one year's operating costs to 100% over the next 2-5 years.

The final 1993 budget will be presented to the Board at the February meeting in SC.

The Board voted to limit the dinner expenditures per Board member to \$75.00. Costs in excess of \$75 were to be paid by each person. Guests, of course, would be required to pay the full cost of the dinner.

- i. Luncheon Speakers--A list of speakers for the past seven (7) years was distributed for historical purposes. Copy on file with the minutes.
- j. SACJTC Certificates--As a follow-up to last April's discussion in Phoenix about mailing Certificates of Membership to each dues paying member, Ron distributed a sample copy. In order to do this in a "classy" manner (parchment paper, etc.), Ron estimated that the project would cost about \$300 to \$500 per year. Some Board members valued such tokens and display them in a prominent place, while some put them into a drawer. Copy on file with the minutes.

The Board decided to delay any decision until February. President Jones thanked Ron for the comprehensive report and for being a staunch guardian of the Association's funds.

4. President Jones appointed James Ford as the person to audit the books.
NOTE: Dr. Ford reported that his review of the books produced positive results. There were no discrepancies.

5. President Jones called on Marilyn Beck, Chair of the Nominating Committee, for her report. Marilyn stated that she conferred with Committee members Phail Wynn and Ray Hawkins and recommended the following:

- | | |
|-------------------|---|
| a. President | M. Rudy Groomes (SC) |
| b. Vice President | James Ford (TN) |
| c. Class of '93 | Marvin Cole (GA) to replace
Jim Ford (TN/VP) who replaced
James Caillier (LA) |
| d. Class of '95 | Marshall Smith (VA)
Judy M. Merritt (AL) |

The Board accepted the slate and voted to present it to the membership at the Sunday luncheon.

6. Milton Jones agreed to chair the discussion of the Constitution and By-Laws at the February meeting. See Ron's report above for details (#3 c).

7. President Jones recognized the service of Marvin Cole and Linda Young, retiring Board members, by presenting each with a plaque for his/her service. Milton also recognized the many years of service given to the SACJTC by Marilyn Beck. All three received a warm round of applause for their work and contributions.

8. President Jones asked the Board to approve a \$100 honorarium for the Tyler Junior College singers (Harmony and Understanding). Unanimously approved.

9. Vice President Groomes presented some information and material for the February 19-21 meeting in Charleston (Wild Dunes). Room reservation forms were given to each member with a request to return them as soon as possible to the hotel. **Board members who are flying in to Charleston MUST contact Rudy with their flight schedules so that college van service can be provided.**

There will be an informal dinner on Friday evening for those who want to participate. Golf arrangements should be made with Rudy. The Board will meet on Saturday from 1:00 to about 5:00 p.m., and on Sunday from 8:30 to 10:30 in the morning. The Saturday dinner will be held at Roberts of Charleston. Rudy will send an agenda with times, places, etc.

10. President Jones and the Board congratulated Editor Lex Walters for the excellent Newsletters during the past year. The papers were both informative and scholarly. Many good compliments received from the members.

11. Milton asked about whether we should meet in Portland at the AACC meeting. This will be finalized in February.

12. The Board adjourned about 5:00 p.m. and agreed to gather in the lobby about 6:00 for the trip to The Mansion on Turtle Creek for dinner.

Ron Hunt