

Southern Association of Colleges with Associate Degrees

**Board Meeting
December 5, 2015
6:30 p.m. – 8:30 p.m.**

DRAFT MINUTES

Present: Dr. Ed Meadows, President; Dr. Walter Bartlett; Dr. Joan Davis; Dr. Linda Thomas-Glover; Dr. Beth Lewis; Dr. Gary McGaha, Past-President; Dr. Karen Bowyer; Dr. Ronnie Nettles; Dr. Patricia Lee; and Dr. George Edwards, Executive Secretary-Treasurer. Also present was Dr. Dean Sprinkle, the proposed new Virginia representative in the Class of 2018.

Absent: Dr. David Campbell and Dr. Kristin Williams

I. Call To Order

The meeting was called to order by Dr. Ed Meadows, President at 6:35 p.m.

II. Board Officers and Members

Dr. Edwards referred the board to the attachment listing all information related to the board and officers. If any corrections need to be made, please let Dr. Edwards know.

III. Approval of the April 2015 Minutes

Dr. Ronnie Nettles moved to accept the minutes of the April 27, 2015 Board meeting. Dr. Gary McGaha seconded the motion. The minutes were approved unanimously.

IV. Membership Report by State

Dr. George Edwards reported on membership by state. As of November 16, 2015, 193 members had paid and 7 more were anticipated to pay before the end of the year. The budget was based on 215 members. It appears due to mergers and budget cuts in some states as well as with changes in presidents at many institutions that membership will be down for 2015.

V. Report of the Audit Committee

Dr. Edwards requested that the Audit Committee deliver its report since much of the information they would present would be identical to that in the Investment and Budget to Actual Report listed on the Agenda. Dr. Ronnie Nettles, Chair of the Audit Committee reported that the Audit

Committee consisting of Dr. Kris Williams, Dr. Ronnie Nettles, and Dr. Linda Thomas-Glover (unable to participate) had met via conference call with Dr. Edwards. The Audit Committee received a detailed report with all corresponding backup detail of bank reconciliations, etc. Dr. Nettles suggested that with the high costs associated with the luncheon and with declining membership, the association would need to consider a potential dues increase or increase in the banquet ticket price or both or alternatively would need to reduce costs in other ways. Dr. Nettles moved for approval of the Audit Report as well as the Investment and Financial Reports and Dr. Gary McGaha seconded the motion and the Board unanimously approved the Reports as presented.

Dr. Meadows asked for the current Audit Committee to remain in place and to meet via telephone to consider the proposal related to dues and banquet price increases. Dr. Edwards will convene the committee in February.

VI. Investment Report

Dr. Edwards reported that the association is in good financial condition. The November 13, 2015 balance in the DuPont Credit Union Account was \$139,968.26. Dr. Edwards noted that there were still approximately \$15,000 in bills to be paid, mostly for luncheon expenses.

VII. Financial Report

Dr. Edwards presented the Budget to Actual and Year End Estimate Report as of 11-13-15. He explained that the income was short primarily because of the decrease in memberships as well as a decrease in attendance at the annual luncheon. Based on current estimates it appears the association will experience a loss for a second year. Dr. Ed Meadows and others commended Dr. Edwards for his work with the financial position, as is evident with a good balance brought forward each year. The Investment and Financial Reports were approved as a part of the Audit Committee Report.

VIII. Nominating Committee Report

Dr. Karen Bowyer presented the Nominating Committee Report as follows, with officers having one additional year to serve:

<u>Officers</u>	<u>Office</u>	<u>Institution</u>
Dr. Ed Meadows	President	Pensacola State College, FL
Dr. Walter Bartlett	Vice-President	Piedmont Community College, NC
Dr. Gary A. McGaha	Past President	Atlanta Metropolitan State College, GA

Board of Directors

Class of 2016

Dr. Karen Bowyer, President, Dyersburg State Community College, TN
Dr. Beth Lewis, President, College of the Mainland, TX
Dr. Gary A. McGaha, President, Atlanta Metropolitan State College, GA
Dr. Ronnie Nettles, President, Copiah-Lincoln Community College, MS

Class of 2017

Dr. Walter Bartlett, President, Piedmont Community College, NC
Dr. Kristin Williams, President, Henderson Community College, KY
Dr. Joan Y. Davis, Chancellor, Delgado Community College, LA

Class of 2018

Dr. Dean Sprinkle, President, Wytheville Community College, VA
Dr. James David Campbell, Northeast Alabama Community College, AL
Dr. Ed Meadows, Pensacola State College, FL
Dr. Patricia A. Lee, Williamsburg Technical College, SC

Dr. George Edwards, Executive Secretary-Treasurer, Non-board member.

Dr. Bowyer commented that all members had agreed to serve and she welcomed Dr. Dean Sprinkle as the new Virginia representative.

Dr. Karen Bowyer moved for approval of the Nominating Committee Report; Dr. Gary McGaha seconded the motion; and the report was approved. Dr. Meadows and Dr. Bartlett abstained in the voting.

IX. Report of the Publications Committee

Dr. Nettles as chair of the Publications Committee reported on the activities of the committee this Fall. Discussion occurred regarding some potential improvements to the website, potential suspension of the Journal until further study is undertaken, and potential solutions to some of the technology issues surrounding the distribution of the newsletter. The group also discussed the development of a SACAD theme that would guide the publications development process each year. The purpose statement for the publications committee was shared as well.

The publications committee will provide general oversight of the SACAD publications program, including the newsletter, journal, and web-site, and make recommendations to the SACAD Board on such matters. The committee shall be composed of 3-4 members of the Board and shall include a Chair and Vice Chair to be appointed by the President of SACAD. The SACAD President and Secretary-Treasurer shall serve as ex officio members of the publications committee.

The Publications committee will be responsible for:

- Oversight of the SACAD journal, quarterly newsletter, and web site;
- Formation of an overall long-range vision of the publications program;
- Evaluation of the quality of all SACAD publications and recommendation of avenues for improvement; and,
- Advising on budgetary issues relating to all SACAD publications.

X. Report of the Professional Development Committee

Dr. Karen Bowyer as chair of the Professional Development Committee reported on the actions of the committee. Possible actions include having an organized PD activity that is focused on instructional leaders and to include newsletter items that are predominantly focused on professional development activities at the statewide level. A process was described to spend 2016 in gathering information about PD activities, and including newsletter topics related to the PD and then to follow up during 2017 with a Professional Development Day. Related to this report, Also, Dr. Patricia Lee moved to have the SACAD theme for 2016 to be on Professional Development. Dr. McGaha seconded the motion and the motion carried unanimously.

XI. SACAD Journal

Dr. Edwards reported on the journal process and stated that no submissions were received and no contact had been made with the new Journal Editor. Dr. Ronnie Nettles moved to suspend the SACAD Journal for 2016 while we concentrate on new activities. Dr. Gary McGaha seconded the motion and the motion carried unanimously.

XII. Operational Details for Annual Luncheon

Update on details for the annual luncheon for Sunday, December 6, 2015 were discussed.

XIII. Plans for the Spring Board Meeting

The spring Board meeting was discussed and the decision to meet via conference call was made.

XIV. Old and New Business

There was no old or new business.

XV. Adjournment

The meeting was adjourned at 8:30 p.m.