

Southern Association of Colleges with Associate Degrees

**Board Meeting
December 7, 2019
6:30 p.m. – 8:00 p.m.**

DRAFT MINUTES

Present: Dr. Patricia Lee, President; Dr. Dean Sprinkle, Vice-President; Dr. Ed Meadows; Dr. Jane Hulon; Dr. Karen Bowyer; Dr. Ingrid Thompson Sellers; Dr. Cynthia Kelley; and Dr. George Edwards, Executive Secretary-Treasurer.

Absent: Dr. David Campbell, Dr. Pam Boehm, and Dr. John Enamait.

Guest Present: Dr. Jan Reid-Bunch, VP, Dyersburg State Community College.

I. Call To Order

The meeting was called to order by Dr. Patricia Lee, President at 6:30 p.m. Dr. Lee welcomed all the board members and thanked them for their attendance and their service.

II. Approval of the May 7, 2019 Minutes

Dr. Karen Bowyer moved to accept the minutes of the May 7, 2019 Board meeting. Dr. Cynthia Kelley seconded the motion. The minutes were approved unanimously.

III. 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.

IV. Membership Report by State

Dr. George Edwards reported on membership by state. As of November 4, 2019, 160 members had paid and several more (9) had paid during the month of November. A few more were anticipated to pay before the end of the year. The budget was based on 175 members. It appears that membership for 2019 will be down by just a few members (2-4). Several board members discussed the need to update the member data base since there are some colleges listed as unpaid have recently consolidated with other colleges and some have experienced name changes. The report for Florida was omitted from some of the booklets as well.

V, VI, and VII. Investment Report, Budget to Actual 2019, and 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. Cynthia Kelley, member of the Audit Committee was asked to present the report. Dr. Kelley met with Dr. Edwards via conference call concerning the finances of the association. Dr. Enamait and Dr. Campbell were unable to participate in the call with Dr. Edwards. The Committee was provided with a booklet of information which included:

1. The cash-investment report
2. A budget to actual spreadsheet showing income and expenses to date and estimated through the end of the year.
3. A summary of charges/withdrawals up through November 14.
4. A complete set of bank statements for each month through October as well as a screen shot of the statement through November 14.

A summary of the report follows:

1. The association is in sound financial position with total cash and investments of \$159,114 as of November 14. Two CDs are on deposit with maturity dates of May, 2021 and May, 2022 respectively. The interests earned on all accounts is estimated to be \$1,861 for 2019.
2. It is projected that the association will have a net income for the year of \$1,188 due to the following:
 - A. Membership is down slightly from 2018. We will likely be down by about 10 memberships from last year and less than 5 short of the budgeted amount of 175.
 - B. Revenue from the luncheon is down considerably from the budgeted number of 200 attendees. It is estimated we will have 150 in attendance.
 - C. Interest is greater than what was included in the budget.
 - D. Total expenses will be less than the budgeted amount of \$37,100 by around \$700.
 - E. The luncheon cost through the Hilton is approximately \$80 per person including tax and gratuity. We charge \$35 per person so the greater the luncheon attendance, the greater our losses.
 - F. Sponsorships were down this year. We were not successful in getting Elixir (Valley) to renew their \$1,000 sponsorship.

The good news is that the association will again operate with a slight net income as it does each year. We are fortunate that we are able to operate each year within the annual budget established by the board. Everything in the financial information appears to be in order with everything outlined clearly and completely by Dr. Edwards.

Dr. Jane Hulon seconded the motion made by Dr. Cynthia Kelley and the Investment Report, the Budget to Actual 2019 Report and the Report of the Audit Committee were all unanimously approved by the Board.

VIII. Nominating Committee Report

Dr. Patricia Lee presented the Nominating Committee Report as follows:

Nominating Committee Report

<u>Officers</u>	<u>Office</u>	<u>Institution</u>
Dr. Dean Sprinkle	President	Wytheville Community College, VA
Dr. John Enamait	Vice President	Stanly Community College, NC
Dr. Patricia Lee	Past President	Williamsburg Technical College, SC

Board of Directors

Class of 2020

Dr. Cynthia S. Kelley, President, Madisonville Community College, KY
Dr. Jane Hulon, President, Copiah-Lincoln Community College, MS

Class of 2021

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
Louisiana Board member to be determined, LA

Class of 2022

Dr. John Enamait, President, Stanly Community College, NC
Dr. Michael Torrence, President, Motlow State Community College, TN
Dr. Jason Smith, President, Texarkana College, TX
Dr. Ingrid Thompson-Sellers, President, South Georgia State College, GA

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

Dr. Lee explained that we still need to recruit a board member from Louisiana. Dr. Karen Bowyer seconded the motion of the nominating committee to accept their report and the motion passed unanimously.

IX. Report of the Professional Development Committee

Dr. Karen Bowyer and others briefly discussed the concurrent session planned for Sunday, December 8, 2019 focused on strategies for making dramatic changes in retention and graduation rates. Dr. Bowyer will introduce the session as well as the three presenters. Dr. Russell Lowery-Hart, Dr. Brenda Hellyer, and Dr. Ed Massey are serving as panelists for the concurrent session.

X. Report of the Publications Committee

Dr. Ingrid Thompson Sellers led a discussion of the need to make improvements in the SACAD website and newsletter process. After considerable discussion, the board concluded to continue with the newsletter process as it currently exists but to begin the process to undertake a complete redesign and overhaul of the website. Several board members commented on going through similar rebranding of websites at their colleges. The recommendation was made for the publications committee to work with Dr. Edwards to develop an RFP to be sent to SACAD member institutions to see if one of our colleges would want to undertake this task for our association. Dr. Ed Meadows seconded the motion made by Dr. Sellers and the board unanimously approved the motion.

XI. Operational Details for Annual Luncheon

Update on details for the annual luncheon for Sunday, December 8, 2019 were discussed.

XII. Plans for the Spring Board Meeting

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

XIII. Old and New Business

Ad Hoc Committee on Endowment

Dr. Ed Meadows provided a follow up report on the ad hoc committee to explore the possibility of establishing an endowment with some of the SACAD funds. Dr. Meadows and the committee had met via conference call with a financial institution and the conclusion was that SACAD did not have enough in reserve funding to make such a process feasible. Dr. Meadows suggested that the association continue to operate as it is with funds in short term CD's to earn as much interest as possible.

Independent Contractor Compensation and Travel

Dr. Patricia Lee raised the issue of the compensation for the Executive Secretary-Treasurer (independent contractor) for the association. Dr. Edwards was asked to leave the room while the board discussed the issue.

Dr. Ed Meadows made a motion for a new MOA between SACAD and the independent contractor to reflect the board action to increase the compensation to \$1,500 per month and to increase the travel expense budget from \$1,000 to \$1,500 per year. The impact to the SACAD budget will be an increase of \$4,500 to be paid to the independent contractor. Dr. Dean Sprinkle seconded the motion and the motion was unanimously approved by the board.

XIV. Adjournment

The meeting was adjourned at 7:45 p.m.