

Southern Association of Colleges with Associate Degrees

Board Meeting – May 4, 2016

CONFERENCE CALL

4:00 pm-5:00 pm

DRAFT MINUTES

Present: Dr. Ed Meadows, President; Dr. Gary McGaha, Past President; Dr. Walter Bartlett, Vice-President; Dr. Ronnie Nettles; Dr. Karen Bowyer; Dr. Dean Sprinkle; Dr. Kristin Williams; Dr. Beth Lewis; and Dr. George Edwards, Executive Secretary-Treasurer

Absent: Dr. David Campbell, Dr. Joan Davis and Dr. Patricia Lee

I. Call To Order

The meeting was called to order by Dr. Ed Meadows, President at 4:03pm.

II. Approval of the December, 2015 Minutes

Dr. Gary McGaha moved to accept the minutes of the December 5, 2015 Board meeting. Dr. Karen Bowyer seconded the motion. The minutes were approved unanimously.

III. Board Members and Officers

Dr. Edwards referred the board to attachment 2 in the board booklet. He asked the board members to review the information for all board members and officers including addresses, administrative assistants, email addresses and phone numbers and to let him know if any corrections needed to be made. Dr. Meadows asked which members were in the Class of 2016 and a discussion ensued regarding board members' willingness to serve for the next year. Dr. Bartlett agreed to assume the role of President, Dr. Nettles agreed to assume the role of Vice President and Dr. Karen Bowyer agreed to serve another 3 year term. Dr. McGaha and Dr. Beth Lewis indicated they would be leaving the board at the end of their term in 2016. So new board members would need to be appointed for Texas and Georgia.

IV. Membership Report by State

Dr. George Edwards reported on membership by state. As of April 15, 2016, 198 members had paid their membership dues. The budget was based on 215 members. Dr. Meadows stated that all Board members need to encourage membership.

V. Investment Report

Dr. Edwards reported that the association is in good financial condition. As of April 13, 2016, the association had \$125,051.10 on deposit at DuPont Community Credit Union in Verona, Virginia.

VI. Budget to Actual 2015

Dr. Edwards presented the Budget to Actual and Year End Estimate Report as of 12/31/15. He explained that the income was short primarily due to less members and less attendance at the annual meeting in Houston, Texas. The shortfall for 2015 was \$1,529.08.

VII. Increase in Membership Dues

The Audit Committee consisting of Dr. Ronnie Nettles, Dr. Kristin Williams, and Dr. Dean Sprinkle met in February, 2016 and recommended to the SACAD Board that the membership dues be increased from \$100 to \$150. A telephone poll of the board at that time indicated that the board was unanimously in support of this recommendation. Dr. Nettles as chair of the Audit Committee formally moved to increase the membership dues from \$100 to \$150 effective with the June 2016 billing cycle. Dr. Gary McGaha seconded the motion and the board unanimously approved the dues increase.

VIII. Proposed 2016 Budget

Dr. Edwards presented a proposed budget for 2016 that is based on securing 200 members, sales of 250 luncheon tickets and attracting sponsor participation totaling \$5,000. If these goals are achieved and if expenses occur as expected the association can conclude with a positive net income for 2016. Dr. Meadows stated that he hoped the board would attempt to achieve sponsorships greater than \$5,000 for 2016.

Dr. Karen Bowyer moved for approval of the proposed budget and Dr. Walter Bartlett seconded the motion. The motion carried unanimously.

IX. Committee Appointments

Dr. Ed Meadows asked current committees to continue to function for 2016. The Audit Committee is comprised of Dr. Ronnie Nettles, Chair; Dr. Dean Sprinkle, and Dr. Kristin Williams. The nominating committee is comprised of Dr. Ed Meadows, Chair, Dr. Walter Bartlett, Dr. Joan Davis, Dr. Gary McGaha, and Dr. Karen Bowyer. The Professional Development Committee consists of Dr. Karen Bowyer, Chair, and Dr. Beth Lewis. The Publications Committee consists of Dr. Ronnie Nettles, Chair, and Dr. Kristin Williams.

X. Professional Development Committee Report

Dr. Karen Bowyer discussed several topical areas that may be included in the association newsletters. The topics included Growing our own Leaders, Performance Funding Models, and Training for Instructional Leaders. Also discussed were workshops on leadership succession. The board discussed the idea of planning a one half day professional development workshop at the 2017 SACSCOC meeting.

XI. Publications Committee Report

Dr. Nettles reminded board members to submit articles for the upcoming June newsletter. The theme for the year is professional development so any newsworthy articles related to PD are certainly encouraged.

XII. Discussion of the Annual Luncheon

Dr. Edwards discussed the annual luncheon and shared a detailed accounting of the revenue and expenses for the 2015 luncheon. The 2016 luncheon is scheduled for December 4, 2016 from 11:30 to 1:15. Dr. Meadows announced that Dr. Noah Brown, President of ACCT had agreed to be the SACAD luncheon speaker.

XIII. December, 2015 Board Meeting

The December board meeting will be held on December 3, 2016 from 6:30 to 8:30 pm in Atlanta, Georgia.

XIV. Other Business

No additional business was discussed.

XV. Adjournment

The meeting was adjourned at 4:40 pm.