

Southern Association of Community, Junior, and Technical Colleges

Board Meeting Conference Call– April 1, 2014 1:00 pm EDT/12:00 n CDT

DRAFT

Present: Dr. Gary McGaha, President; Dr. George Edwards, Executive Secretary/Treasurer; Dr. Patricia Lee; Dr. Karen Bowyer; Dr. Linda Thomas Glover; Dr. Ronnie Nettles; Dr. Walter Bartlett; Dr. James David Campbell; Dr. Ed Meadows

Absent: Dr. Beth Lewis; Dr. Andrea Lewis Miller

I. Call To Order

The meeting was called to order by Dr. Gary McGaha, President at 1:03 p.m. He welcomed new board members to the conference call.

II. Approval of the December 2013 Minutes (Attachment A)

Dr. Ed Meadows moved to accept the minutes of the December 7, 2013 Board meeting. Dr. Linda Thomas Glover seconded the motion. The minutes were approved.

III. Board Officers/Members (Attachment B)

Dr. Edwards referred to Attachment B which lists all board members and officers for the association. Members were asked to review the information in Attachment B and send any corrections to the information to Dr. Edwards as soon as possible. Dr. Edwards indicated that three individual's Board membership terms end in December 2014 and if they wish to continue as a board member they need to let Dr. McGaha know.

IV. Membership Report by State (Attachment C)

Dr. Edwards reported on membership by state. As of March 15, 2014, 219 members were paid. Dr. Edwards thanked all the board members for encouraging their colleagues to become members of SACJTC.

V. Investment Report 2013 (Attachment D)

It was reported that SACJTC was in great financial condition. The interest bearing checking account (Premier) has \$126,533.54 ; and, the regular checking account has \$15,422.30 for a total cash and investment of \$141,955.84.

The investment reports at the end of December 2013 and as of March 15, 2014 were discussed.

The March 15, 2014 report reflects all expenses having been paid for the 2013 annual meeting.

Dr. Karen Bowyer motioned for approval of the 2013 investment report and Dr. Walter Bartlett seconded the motion; the investment report was approved unanimously.

VI. Budget to Actual 2013 (Attachment E) and

VII. Proposed 2014 Budget (Attachment F)

Dr. Edwards summarized the budget to actual report for 2013. The beginning budget anticipated that the association would have net income of \$39,745.00 and total expenses of \$38,805.00. The association actually had total income of \$43,196.84 and total expenses of \$43,187.07 generating a net income of \$9.77 for the year.

The 2014 Proposed Budget was presented which was very similar to the 2013 budget. The budget is based on 215 members with luncheon ticket sales of 225 and sponsorship income of \$10,000. The anticipated net income for the association in 2014 is \$2,645.00.

Dr. Ronnie Nettles motioned for approval of the 2013 report as well as approval of the 2014 proposed budget; Dr. Linda Thomas Glover seconded the motion; the motion was approved by the Board unanimously.

VIII. Newsletter

Dr. Edwards reported that he hoped to have the SACJTC Newsletter printed and available by mid-May to the first of June. He asked for all items to be included in the newsletter to be submitted to him by May 10, 2014 to include news from the states.

IX. SACJTC Journal (Attachment G)

Discussion took place and it was agreed to have a call for papers in 2014 related to “the best practices in administration 2014”. Some additional topics included sharing ideas regarding Veterans attendance at colleges returning through VA Benefits; Adult Learners and perhaps finding speakers to focus on that arena. The Journal request will be posted to the website as well as sent to member institutions.

X. Committee Appointments
Audit
Nominating
Transition to SACAD (Attachment H & Attachment I)
Investment

Dr. McGaha recommended that Dr. Linda Thomas Glover serve as Chair of the Audit Committee and that Dr. James David Campbell and Dr. Ronnie Nettles serve as committee members.

Dr. McGaha recommended that he serve on the Nominating Committee with Dr. Beth Lewis and Dr. Ed Meadows serving as committee members, and Dr. McGaha as Chair of the committee.

Dr. McGaha recommended that Dr. Ed Meadows serve as Chair of the Investment Committee and that Dr. James David Campbell and Dr. Patricia Lee serve as committee members.

Dr. McGaha recommended that Dr. George Edwards serve as Chair of the Transition to SACAD Committee and that Dr. Karen Bowyer and Dr. Walter Bartlett serve as committee members.

Each committee will report at the December board meeting.

Other discussion occurred regarding the committees.

- Dr. McGaha, regarding the Nominating committee, suggested that the officers of the Board need to have two years of continuance service in their positions beginning in 2015.
- Dr. Ed Meadows, regarding the Transition to SACAD committee, suggested that in reviewing the Constitution that Section 5 an Executive Committee officers that if one is elected chair that perhaps another person from that persons' state be appointed to represent that state. The consideration for at large Executive Committee members particular for those systems for example in Texas that have both universities and technical colleges to help in membership recruitment.

XI. Theme for 2014

After much discussion the Board agreed that the theme for 2014 would be "Sounding the Right Note: Relevance in a Time of Transition".

XII. Discussion of Annual Luncheon (Attachment J)

- **2014 Luncheon Date and Time**
- **2014 Speaker**
- **Sponsorships (Attachment K)**
- **Door Prizes**

Dr. Edwards provided a recap of the 2013 financial information related to the annual luncheon. The revenue was \$20,000 with expenses of \$18,000 and a net income of \$2,000 attributed to good ticket sales and great sponsorships.

The importance of ticket sales and sponsorships was discussed. The annual membership luncheon date was set for December 7, 2014 from 12:00 p.m. to 1:15 p.m. Potential speakers were discussed.

Dr. McGaha agreed to check with various speakers to include the Chair of the Commission on Colleges, the US Secretary of Education and Dr. Jill Biden for their availability and will report back to the Board.

The various levels of sponsorship were provided and the importance of obtaining sponsorships was discussed. Additionally, the Board was reminded of the tradition of bringing a door prize with a value of approximately \$50.00 to be distributed at the luncheon meeting. Typically, the door prize is representative of the state the board member represents.

XIII. December 2014 Board Meeting Date/Time

The December Board meeting was set for December 6, 2014 from 6:30 p.m. to 8:30 p.m. in Nashville, Tennessee.

XIV. Adjournment

The meeting was adjourned at 1:52 p.m.