

SACJTC
Spring Board Meeting
April 30, 2010, 10 a.m. EDT
Conference Call

Attendance: Dr. Tom Wilkerson, Dr. George D. Edwards, Dr. Patricia Skinner, Dr. Jim Kerley, Dr. Karen Bowyer

Absent: Dr. Johnny Allen, Dr. Sheryl Smith Kappus, Dr. Helen T. McAlpine, Dr. Luke Robins, Dr. Linda Thomas-Glover

1. Call To Order

Dr. Wilkerson

The SACJTC conference call meeting was called to order by Dr. Tom Wilkerson at 10:09 a.m.

2. Approval of the December 2009 Minutes (Attachment A) Dr. Wilkerson

Dr. Tom Wilkerson asked the Board for approval of the minutes of the December 5, 2009 Board meeting. Dr. Patricia Skinner motioned for approval of the minutes; Dr. Jim Kerley seconded the motion; and the Board unanimously approved the minutes as presented.

3. Board Officers/Members (Attachment B)

Dr. Edwards

Dr. George Edwards informed the group that Dr. Ray Brooks resigned. He asked for nominations from board members for a replacement from the state of South Carolina.

4. Membership Report by State (Attachment C)

Dr. Edwards

The Board members were asked to review the membership report by state and to inform Dr. George Edwards of any colleges listed as unpaid that should be removed from the database because of mergers, transitions to 4 year institutions, etc. The dues notices will be sent out the second week of June.

Discussion occurred about asking those institutions in non-paid status to pay membership fees for the current year, but it was determined that it would be best to wait until June notices due to the time frame.

5. Investment Report 2009 (Attachment D)

Dr. Edwards

The 2009 Cash/Investment Report was presented listing a year ending balance of \$119,996.23.

6. Investment Report 2010 (Attachment E)

Dr. Edwards

Dr. George Edwards presented the 2010 Cash/Investment reports and commented that, instead of purchasing a separate CD as requested by the Board at the December 2009 meeting, \$15,000 was transferred from the regular checking account to the interest bearing checking account. This transfer increased the interest bearing checking account balance to \$50,000, which generated an interest rate increase from .4% to .6%. Due to a drop in CD rates, it appeared more feasible to transfer the funds to the premier checking account instead of tying up the money in a low rate CD at this point. The total of cash/investments as of April 2010 was reported as \$122,840, compared to \$119, 996 as of December 31, 2009.

7. Budget to Actual (2009) (Attachment F)

Dr. Edwards

Dr. George Edwards indicated a shortage in the membership dues budget since the budget was based on 250 members but only 231 members had paid. The luncheon ticket sales were budgeted at 250 with actual sales at 235 tickets. Sponsorships for the luncheon were budgeted at \$6,000, but \$7,000 in sponsorships had been received. Dr. Edwards indicated that, although the revenue was down \$1,300, expenses were down by \$3,700 from the anticipated amount primarily because the speaker did not charge a fee or travel expenses, and because there was no fee paid for the journals. The budget does reflect a budget of \$2,000 for the editor. Although nothing was paid for editing in 2009, Dr. Basham will be receiving a check in 2010 for \$500 as a retainer during 2009.

Dr. Tom Wilkerson asked for the approval of the Investment Report and Budget to Actual report. Dr. Pat Skinner made the motion; Dr. Jim Kerley seconded the motion; and the Board unanimously approved the reports as presented.

8. 2010 Budget (Attachment G)

Dr. Edwards

Dr. George Edwards indicated that new 2010 budget is based on 225 members. The annual luncheon tickets are based on the sales of 230 tickets, at \$30 per ticket. The interest income is estimated at \$900. Corporate sponsorships are estimated at \$6,000 for the annual luncheon.

Dr. Tom Wilkerson indicated that the Board keep in mind that an amendment can occur at any time to the 2010 budget and asked for the approval of the 2010 budget. Karen Bowyer approved the motion; Jim Kerley seconded the motion; the motion carried.

9. Committee Appointments

Dr. Wilkerson

- a. **Audit**
- b. **Nominating Committee**
- c. **SACJTC Journal**

Audit Committee: Dr. Tom Wilkerson asked the Board for requests for participation as a member of the Audit Committee and indicated that they could email him or Dr. Edwards with their interest and that Dr. Helen McAlpine may want to be a member again this year.

Nominating Committee: Dr. Tom Wilkerson asked the Board for requests for participation in the Nominating Committee. It was determined that the individuals that will be members of the Nominating Committee will be the current president, Dr. Tom Wilkerson; the past president, Dr. Sheryl Smith Kappus; and Dr. Karen Bowyer volunteered. Dr. Wilkerson indicated that the nomination committee meeting will occur by phone or email.

SACJTC Journal Committee: Dr. Tom Wilkerson asked the board for requests for their participation as a member of the journal committee and indicated that they could email him or Dr. Edwards with their interest.

10. Theme for 2010

Dr. Wilkerson

Dr. Tom Wilkerson indicated that he and Dr. Edwards had discussed the possibilities of the Theme for 2010. Dr. Edwards indicated that he checked the SACS Website for their theme this year for the conference to be “The Race to Quality in the 21st Century”. He requested the Board members give ideas for themes for the luncheon. It was determined by the Board to put this item on hold until identification of the speaker occurs before deciding on a theme for the year.

Dr. George Edwards discussed that the Newsletter will be out to members 2-3 weeks before dues notices are sent out. He indicated that the dues notices would be out to colleges by the second week of June. The newsletter submissions need to be sent to Dr. Edwards by May 7, 2010. Dr. Tom Wilkerson had indicated in his conversation with Dr. Helen McAlpine that she would like to focus on Freda Hill, the new commissioner for Alabama, and that would be a good article for the state of Alabama.

Dr. Tom Wilkerson indicated that it was determined at the December meeting that there needed to be some clarity in the relationship with Dr. Matt Basham as Editor. Dr. Matt Basham was hired the same time as Dr. Dale Campbell. He indicated that they initially discussed a \$500 retainer for the year and then what would happen on years there were not any items submitted for the Journal. It was determined that the retainer would be paid at \$500 to keep it open for Journal submissions. Dr. Basham was sent a check for the \$500 retainer; if the Journal is produced then the fee of \$2,000 will be charged to SACJTC.

Dr. Tom Wilkerson indicated to the Board that he would further discuss with Dr. Basham about reviewing the website and looked at the materials related to the Journal and bring those up-to-date. For this year’s Journal, the predominate idea that Dr. Basham is working on and is open to suggestions is for a panel discussion in the Journal involving three campuses in TX and LA that had developed a specialty of bringing international students on campus and how to do that and how that impacts the student body, as well as, the cultural mix of the campus. He further indicated that the selection of the international students; and a positive cash flow to the institution due to out of state tuition costs would be explored. Dr. Tom Wilkerson asked for any ideas for the possible topics for the Journal. Discussion occurred, with the following

topics suggested: comments on the efficiency for how to deal with the cut-backs at institutions, what has been done and the affect it has had on the college. It was also noted that this perhaps could be also a topic in the newsletter listed under Best Practices for what has been done when times are tough; another topic would be Green Technology Initiatives, and the things happening with Green Technology workshops and courses. The members indicated that perhaps this could also ask for ideas within the newsletter that is published.

11. Discussion of Annual Luncheon (Attachment H)

Dr. Edwards

- **2009 Sales**
- **2010 Luncheon Date and Time**
- **2010 Speaker**
- **Sponsorships**
- **Door Prizes**

Discussion occurred regarding the cost of the ticket for the annual luncheon and whether the price should remain at \$30 or increase. Dr. Edwards indicated that the actual cost per meal is \$40 - \$50. Dr. Karen Bowyer and Dr. Patricia Skinner indicated that it would be good to keep the cost at \$30 and look at increasing next year. There was a consensus to maintain the luncheon ticket fee at \$30.

Dr. Patricia Skinner indicated that she has asked BB&T to sponsor the luncheon and that they indicated a willingness to sponsor at \$500. Dr. Tom Wilkerson indicated that Dr. Helen McAlpine would be asking Johnson Controls in Alabama for a sponsorship for the SACJTC Board luncheon. Dr. George Edwards indicated that he will ask Cincinnati Bell and a few others for sponsorship that are Kentucky based companies. Dr. Tom Wilkerson asked for ideas for sponsors and for them to contact him or Dr. Edwards. Dr. Edwards indicated that he would send a list of those that sponsored the event last year to the Board members. Dr. Edwards indicated that for the 2009 luncheon ticket sales, a \$23.00 deficit was noted but corporate sponsorship was good.

The date and time for the annual luncheon was set for December 5, 2010 11:30am-1pm for the SACJTC luncheon in Louisville, Kentucky. The location is still to be determined.

Discussion occurred regarding the 2010 SACJTC luncheon speaker for the year, and communication of that would need to be placed on the website. Dr. Tom Wilkerson indicated that Dr. Helen McAlpine had suggested the possibility of David Williams from UAB for a presentation on campus safety issues; and/or an individual

from Southwest CC, an expert on legal issues, that would be able to discuss legal issues. Other suggestions for topics from Board members included: the subject of retention. Board members discussed the suggestions other speakers to include: the individual that would replace Dr. George Boggs at AACC. After much discussion it was determined that the suggested Campus Safety Issues would be a good topic. Dr. Tom Wilkerson did ask the members if they had any other ideas or suggestions, to please contact him or Dr. George Edwards.

It was determined that the door prizes will remain the same as last year. Each Board member would be asked to bring an item representing their state.

12. December 2010 Board Meeting Date/Time

Dr. Edwards

The date of December 4, 2010, 6:30 p.m.-8:30 p.m. was set for the Board meeting. It was also noted that the spouses were invited to attend the meeting as well.

13. Adjournment

Dr. Wilkerson

The meeting adjourned at 10:54 a.m.