

# **Southern Association of Community, Junior, and Technical Colleges**

**Board Meeting – December 6, 2014 6:30**

**p.m. – 8:20 p.m.**

**DRAFT**

Present: Dr. Gary McGaha, President; Dr. Karen Bowyer, Past President; Dr. Ed Meadows, Vice-President; Dr. George Edwards, Executive Secretary-Treasurer; Dr. Joan Davis; Dr. David Campbell; Dr. Linda Thomas-Glover; Dr. Beth Lewis; and Dr. Patricia Lee

Absent: Dr. Walter Bartlett; Dr. Andrea Lewis Miller; and Dr. Ronnie Nettles

Guests Present: Dr. Matthew Basham, Dr. Joyce Edwards, and Mrs. Michelle Meek

## **I. Call To Order**

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

## **II. Approval of the April 2014 Minutes**

Dr. Karen Bowyer moved to accept the minutes of the April 1, 2014 Board meeting. Dr. Linda Thomas-Glover seconded the motion. The minutes were approved unanimously.

## **III. Membership Report by State**

Dr. George Edwards reported on membership by state. As of December 2, 2014, 211 members had paid and 4 more were anticipated to pay before the end of the year. The budget was based on 215 members. Dr. McGaha stated that all Board members need to encourage membership.

## **IV. Investment Report**

Dr. Edwards reported that the association is in good financial condition. Currently, the association has two checking accounts, a premier interest earning account and a regular checking account. The November 19, 2014 balance in the premier account was \$126,912.61, with the regular checking account balance of \$29,253.88. The two accounts totaled \$156,155.49 as of November 19, 2014. Dr. Edwards noted that there were still approximately \$20,000 - \$25,000 in bills to be paid.

## **V. Financial Report**

Dr. Edwards presented the Budget to Actual and Year End Estimate Report as of 11-19-14. He explained that the income was short primarily because of the shortage in sponsorships (\$4,000

received versus the \$10,000 budgeted). He also explained that the Luncheon Meal cost is higher this year because of a change in policy by SACS/COC encouraging boxed lunches. Plated lunches were permitted, but there was no charge for the luncheon (except for the late registrants). Since the cost of the luncheon was in excess of \$20,000, and SACS/COC would only be reimbursing SACJTC for a max of 366 registrants @ \$25 per plate for a total of \$9,150, a loss occurred for the year. However, Dr. Edwards reiterated that this was the first year that a loss has been realized to his knowledge, and that the organization is certainly in a sound fiscal condition with cash/investments well in excess of \$100,000. Dr. Ed Meadows commended Dr. Edwards for his work with the financial position, as is evident with a good balance brought forward each year. Dr. Edwards commented that changes will need to be implemented by the board regarding the luncheon payment/reimbursement process for next year.

Dr. Linda Thomas-Glover moved for approval of the investment and financial reports; Dr. Ed Meadows seconded the motion; and the reports were approved unanimously.

## **VI. Report of the Audit Committee**

Dr. Edwards reported that the Audit Committee consisting of Dr. James David Campbell, Dr. Ronnie Nettles, and Dr. Linda Thomas-Glover (unable to participate) had met via conference call with Dr. Edwards and Michelle Meek on December 3, 2014. The Audit Committee received a detailed report with all corresponding backup detail of bank reconciliations, etc. Dr. Campbell moved for approval of the Audit Report and Dr. Patricia Lee seconded the motion and the Board unanimously approved the Audit Report as presented.

## **VII. Nominating Committee Report**

Dr. Gary McGaha presented the Nominating Committee Report as follows, with officers having two years to serve:

<b><u>Officers</u></b>	<b><u>Office</u></b>	<b><u>Institution</u></b>
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 2015**

Dr. Linda Thomas-Glover, President, Eastern Shore 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

**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

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

Dr. McGaha commented that all new members had agreed to serve and he welcomed Dr. Joan Davis as the new Louisiana representative.

Dr. Karen Bowyer moved for approval of the Nominating Committee Report; Dr. Linda Thomas-Glover seconded the motion; and the report was approved unanimously.

**VIII. Executive Secretary-Treasurer Role**

Dr. Gary McGaha commented that Dr. George Edwards has led the organization in his role as Executive Secretary-Treasurer. As he is retiring from his institution and cannot continue as a board member, we want him to continue to work with SACJTC. He commented that the Board members had discussed and were in agreement that Dr. George Edwards continue in his role through a Memorandum of Agreement (MOA) as presented in the meeting. The MOA references the duties to be continued by Dr. George Edwards in the contractual role for an annual compensation of \$14,000. Dr. Ed Meadows referenced that the draft constitution (to be presented shortly) allows for a contractual employee as Secretary-Treasurer.

Dr. Ed Meadows recommended that the organization may revisit the MOA during the year to include a termination clause of three months or so. Dr. Patricia Lee thanked Dr. Edwards for his agreement to continue in this contractual role. Dr. Linda Thomas-Glover requested to add \$1,000 to the contract travel expenses each year, and to review annually for possible adjustment if the amounts are not enough. All members were in agreement to add the \$1,000 for Dr. Edwards in addition to the \$14,000 for a combined \$15,000 in annual compensation, and for the annual review as necessary.

Dr. Lewis moved for approval of the MOA with recommended revisions between the organization and Dr. George Edwards; Dr. Linda Thomas-Glover seconded the motion; and the motion was unanimously approved.

## **IX. President's Report**

Dr. Gary McGaha reiterated the need for increased membership and sponsorships and moved to the topic of transitioning to SACAD.

## **X. Transition to SACAD**

Dr. Gary McGaha presented the draft constitution (see copy attached). At the December, 2013 annual meeting, the membership voted unanimously to adopt the new name as The Southern Association of Colleges with Associate Degrees (SACAD), along with the revised mission and goals. Dr. Gary McGaha requested that the Board move the constitution as presented from draft to approved constitution. Dr. Patricia Lee moved for approval of the constitution; Dr. Linda Thomas-Glover seconded the motion; and the motion was unanimously approved by the Board.

## **XI. Report on Journal**

Dr. Matthew Basham reported on the journal process and stated that Gateway Community and Technical College was this year's winner. There were six interested participants but only one actual submission. Dr. Basham discussed the journal and explained that the program has received lots of recognition. Dr. Basham proceeded to inform the Board that he must resign as editor due to health issues. He appreciated the opportunity to serve as editor. Dr. McGaha thanked him for his contributions to the organization over the years.

Dr. Basham supported Dr. Lindsey Birch as his replacement to the editor position. He stated she was very interested in the position and would be a great replacement. She understands that the editor only receives \$2,000 if a winning paper is selected. Dr. Ed Meadows made a motion to accept the offer of Dr. Lindsey Birch as editor and to take it a year at a time; Dr. Linda Thomas-Glover seconded the motion; and the motion was unanimously approved.

It was also noted that Dr. Basham would be invited to next year's conference for recognition of his services. The next conference will be held in Houston.

## **XII. Operational Details for Annual Luncheon**

Update on details for the annual luncheon for Sunday, December 7, 2014 were discussed.

Dr. George Edwards discussed the agenda for officers during the meeting. Dr. Ed Meadows will ask for a vote of the Constitution. Tickets will not be sold at the door but name tags need to be checked for proof of registration. The program for the luncheon meeting was discussed. It was anticipated that there would be no resistance to the name change since a very positive reception was evident in the past.

### **XIII. Plans for the Spring Board Meeting**

The spring Board meeting was discussed but a decision was not made regarding conference call or face to face.

### **XIV. Old and New Business**

Discussion occurred on various options to increase involvement, support and sponsorship of the organization and the annual meeting. Pros and cons of a “split the pot” concept was discussed but not pursued. A change in sponsorship levels was discussed. Dr. Edwards mentioned that some businesses benefited from their participation as a sponsor. Dr. Meadows encouraged the Board to speak with exhibitors of the SACS/COC conference for possible donations and presentations. He encouraged each member to provide a minimum of three companies each for possible contact for sponsorship. Dr. Meadows reminded the members of their responsibility to assist the association through sponsorships and memberships. Discussion occurred about increasing the visibility and value to the sponsors. However, it was explained that currently, recognition is given in the newsletters and on the website, and that additional promotion is given for \$5,000 sponsorship levels.

Dr. Edwards inquired about logo and website changes in conjunction with the name change. All members were comfortable with Dr. Edwards handling all revisions required as a result of the name change.

### **XIV. Adjournment**

The meeting was adjourned at 8:20 p.m.