

Southern Association of Community, Junior, and Technical Colleges

Board Meeting – December 7, 2013

6:30 p.m. – 8:30 p.m.

DRAFT

Present: Dr. Karen Bowyer, President; Dr. Gary McGaha, Vice-President; Dr. George Edwards, Executive Secretary/Treasurer; Dr. Johnny L. Allen, Past President; Dr. Linda Thomas-Glover; Dr. Walter Bartlett; Dr. Ed Meadows; Dr. Patricia A. Lee.

Absent: Dr. Sheryl Smith Kappus; Dr. Andrea Lewis Miller; Dr. James David Campbell.

Guests Present: Dr. Matthew Basham, Dr. Joyce Edwards, Melissa Coker.

I. Call To Order

The meeting was called to order by Dr. Karen Bowyer, President at 7:40 p.m.

II. Approval of the April 2013 Minutes

Dr. Gary McGaha moved to accept the minutes of the April, 2013 Board meeting. Dr. Johnny Allen seconded the motion. The minutes were approved unanimously.

III. Membership Report by State

Dr. Edwards reported on membership by state. As of November 21, 2013, 211 members had paid and 5 more for a total of 216 were anticipated to pay before the end of the year. The budget was for 215 members. Dr. Edwards thanked all the Board members for encouraging their colleagues to become members of SACJTC.

IV. Investment Report

V. Financial Report

It was reported that the association is in great financial condition. Currently, the association has two checking accounts, a premier interest earning account and a regular checking account. The November 21, 2013 balance in the premier account was \$132,403.50 and the November 21, 2013 balance in the regular checking account was \$23,473.89. Dr. Edwards noted that the two certificates of deposit valued at \$57,065.94 matured in June, 2013 and were deposited into the premier checking account which yields a slightly higher rate of interest than CD's. The total cash and investments for the association on November 21, 2013 was \$155,877.39. However, several expenses will be paid between December and January 30, 2014. Additionally, Dr. Edwards summarized the budget to actual report for 2013 and he reported that we will have approximately \$600.00 in net income for the year. Dr. Johnny Allen moved for approval of the investment and financial reports; Dr. Walter Bartlett 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. Ed Meadows and Dr. James David Campbell had met via conference call with Dr. Edwards and Michelle Meek on December 3, 2013. The Audit Committee received a detailed report with all corresponding backup detail for bank reconciliations, etc. The following minutes of the Audit Committee meeting were presented to the Board.

SACJTC Audit Committee Notes

The following was presented in advance and referenced during the meeting:

- 2013 Budget to Actual and Year End Estimate as of 11-21-13
- 2013 Cash/Investment Report as of 11-21-13
- 2013 Regular checking activity as of 11-21-13, including copies of all bank statements and bank reconciliations
- 2013 Premier checking activity as of 11-21-13, including copies of all bank statements and bank reconciliations

The 2013 Estimate of Revenue reflects Revenue from Dues as \$21,600 (216 @ \$100), Luncheon Ticket Sales of \$10,605 (303 @ \$35), Interest Income of \$545, and Sponsorships of \$10,500, for a total Revenue estimate as of 11-21-13 of \$43,250. Expenses are estimated @ \$42,582, resulting in an estimated net profit of \$667 for the year.

The Cash/Investment Report total as of 11-21-13 reflected \$155,877 in available cash. However, it was noted that many large expenses have not been processed as of the date of the report, and that the month of December included the bulk of the expenses. Therefore, the ending cash balance after December expenses will be approximately \$127,000.

Dr. Edwards and staff were commended for the positive balance and the management of the funds.

Discussion occurred regarding the Cash/Investment report and the transfer of CDs funds to the premier checking account at their maturity in June 2013. George Edwards and Michelle Meek commented that the CDs were initially invested around 5% (actually 5.15%) in 2007. Since 2008, rates have gradually fallen to an extraordinary low. With the maturity of CDs in June 2013, the rate obtained through Citizen's National Bank for a short-term CD was no better than what could be obtained through the Premier Checking account. Therefore, the CD balances were transferred to the Premier Checking account to increase the balance beyond \$75,000 to qualify for the .4% rate. Over the years, the CD investments have all been short term because of the uncertainty of the economy, and the desire to not go long term with such low rates. The funds were kept in a local bank for fixed stability in an uncertain economy.

Recommendation from Dr. Meadows and supported by the audit committee – With the current fund balance of the organization and with some improvement in the economy, it may be time to consider the possibility of investment over a specific time for an intended purpose in

conjunction with the goals and new mission statement of the organization. Dr. Meadows recommended consideration of bidding out to financial managers for management of a portfolio in which the interest (above the corpus) would be used for specific goals/initiatives set by the Board. Risk Standards could be set on the portfolio and diversity of income would be available on the corpus. A cash reserve should still be maintained in the premier checking account in the event of a net loss for a given year. The regular checking account should continue be used for operational expenses throughout the year. The committee was in agreement that this option should be presented to the Board for consideration.

Special goals/initiatives for consideration of the income earned from the corpus could include:

1. Enhancing recognition programs
2. Making the publications submission more competitive
3. Addressing advocacy
4. Enhancing professional development (provide stipends, etc.)

The motion was made by Dr. Gary McGaha and seconded by Dr. Linda Thomas Glover to accept the audit report along with the recommendation for exploring new opportunities for investing the funds. The motion passed unanimously.

VII. Nominating Committee Report

Dr. George Edwards presented the following report on behalf of Dr. Sheryl Smith Kappus who was detained due to the weather in Texas.

| <u>Officers</u> | <u>Office</u> | <u>Institution</u> |
|-------------------------|---------------------------|--|
| Dr. Gary A. McGaha | President | Atlanta Metropolitan State College, GA |
| Dr. Ed Meadows | Vice-President | Pensacola State College, FL |
| Dr. Linda Thomas-Glover | Exec. Secretary/Treasurer | Eastern Shore Community College, VA |
| Dr. Karen Bowyer | Past President | Dyersburg State Community College, TN |

Board of Directors

Class of 2014

Dr. George D. Edwards, President, Big Sandy Community and Technical College, KY
 Dr. Walter Bartlett, President, Piedmont Community College, NC
 Dr. Andrea Lewis Miller, Baton Rouge Community College, LA

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

Dr. George Edwards moved for approval of the report of the Nominating Committee for 2014; Dr. Johnny Allen seconded the motion; the report was accepted and approved.

VIII. President's Report

Dr. Karen Bowyer thanked the Board for their work this year in encouraging membership in the association, in soliciting of sponsors for the annual meeting, and in their work to revitalize the association through a new vision and focus.

IX. SACJTC Mission-Future Role

Dr. Ed Meadows presented information from the sub-committee charged with exploring a new name, mission and focus for the association. The following was presented for Board consideration.

Sub-committee report

RATIONALE FOR ADOPTION OF THE SACJTC NAME CHANGE AND MISSION CHANGE

Historically, the mantra of associate degree granting institutions has been one of rapid response to ever changing work force needs at the local, regional and national levels. As associate degree granting institutions expanded their career and technical programs to accommodate millions of returning servicemen from World War II, the name of institutions changed to better identify the focus of the institutional mission. For example, some junior colleges expanded the traditional university transfer mission to include a much stronger focus on career and technical programs and as a result changed their names to community colleges. Other associate degree granting institutions remained focused solely on career and technical training. Thus the Association (SACJC) saw the need to be viewed as more inclusive of all associate degree granting institutions and in 1988 voted to include the word "technical" in its name (SACJTC).

In response to local and regional work force needs, associate degree granting institutions once again are answering the call to adopt and respond rapidly by offering work force baccalaureate degrees, in addition to associate degrees, certificates, and diplomas. Currently, of the eleven member states of SACSCOC, Florida, Georgia, and Texas associate degree granting institutions

offer, to some extent, baccalaureate degrees, with many other states engaged in this discussion. Thus, it is time to once again consider a mission revision and name change for our association. The goal of this proposed change is to recapture lost membership and perhaps open the opportunity for other institutions who have not been members in the past to realize the value of membership in our association.

The SACJTC Board is recommending that the membership adopt the proposal for this revised mission statement and name change at our annual meeting this December. If this occurs, revisions to our Constitution and By-Laws would be made and a final vote would be cast at our annual meeting in December 2014. We are looking forward to one of our largest annual meetings this December. The Board hopes that a majority of its membership finds the proposed changes as a positive step toward the continued success of our Association.

Proposed for Adoption

The Southern Association of Colleges with Associate Degrees

Mission Statement

The Southern Association of Colleges with Associate Degrees (SACAD) provides a unified professional voice to address regional and national issues that have an impact on policies, procedures and practices related directly to associate degree granting institutions. The SACAD consists of accredited member institutions served by the Southern Association of Colleges and Schools Commission on Colleges who offer more than 50% of their total degrees at the associate degree level. The SACAD provides opportunities for its membership to engage in professional development activities through scholarly publications, activities and events. The SACAD advocates and embraces the mission and goals of the Southern Association of Colleges and Schools Commission on Colleges.

Goals

1. Annually recognize and publish outstanding practices among member institutions.
2. Develop forums for the exchange of ideas among CEOs, administrators and faculty.
3. Increase participation in submission of scholarly articles to the SACAD Journal.
4. Increase participation in submission of news to the SACAD Newsletter.
5. Increase attendance at the annual December membership meeting.
6. Increase membership in the Association.
7. Increase opportunities for professional development activities and events among the Association membership.
8. Establish ad hoc committees to address and recommend strategies to achieve each of the above goals.

Dr. Walter Bartlett moved to accept the proposed mission, goals, and name change for the association. Dr. Johnny Allen seconded the motion; and the motion was approved unanimously by the Board. Dr. Edwards noted that if the full association membership approved this at the annual meeting, work would need to occur in 2014 to change the by-laws and constitution and a final vote by the full membership would need to occur in December 2014.

X. Report on SACJTC Journal

Dr. Matt Basham, SACJTC Journal Editor, shared information about the Journal for 2013. Three submissions are being recognized in 2013 with one winner and two honorable mentions. The winner is from Pol Community College and honorable mentions are from Mississippi Gulf Coast Community College and the North Carolina Community College System. Dr. Basham also presented information about the Community College Futures Assembly Conference to be held in Orlando, FL.

XI. Operational Details for Annual Luncheon

Update on details for the annual luncheon for Sunday, December 8, 2013 were discussed.

Dr. George Edwards will recognize sponsors and Dr. Gary McGaha will deliver the invocation. Dr. Linda Thomas Glover will introduce the new presidents and retiring presidents. Dr. Karen Bowyer will introduce the guest speaker. Dr. Johnny Allen will handle the door prizes. Other board members will be at the room for the meeting early to assist with readying the room for the function.

XII. Plans for the Spring Board Meeting

The Board had a general discussion of plans for 2014. The general consensus was for a Saturday, April 5, 2014 meeting at the AACC Conference in Washington, DC.

XIII. Old and New Business

No old or new business was addressed.

XIV. Adjournment

Dr. Bowyer motioned for adjournment; Dr. Johnny Allen seconded the motion; and the motion was approved. The meeting was adjourned at 8:45 p.m.