

**Southern Association of Community Junior and Technical Colleges (SACJTC)
Minutes of Special Called Meeting of the Board of Directors**

March 14, 2008

Present: Dr. Chuck Mojock, Dr. Sheryl Smith Kappus, Dr. George Edwards, Dr. Helen McAlpine, Dr. Cheryl Thompson Stacy, Dr. Joe Ben Welch, Dr. Karen Bowyer, Dr. Tom Wilkerson, and Dr. Johnny Allen.

Absent: Dr. Pat Skinner and Dr. Anne McNutt.

Call To Order:

Dr. Mojock called the phone conference meeting to order at 1:00 p.m. (Eastern Daylight Savings Time).

Financial Report 2007:

Dr. Edwards had sent materials prior the board meeting which included a financial analysis report comparing the 2007 budget to actual (as of 12/31/07). The report indicated that income for the year exceeded the budgeted income by \$4,633.17. This excess occurred in part due to the excellent work of the board in increasing membership and in securing sponsorships for the annual luncheon. On the expense side, Dr. Edwards indicated that the actual expenses were \$3,131.20 less than budgeted expenses. The net income for 2007 was \$8,524.41. The board commented on what a wonderful year it has been for the association and commended Michelle Meek and Margarita Hampton of Big Sandy Community and Technical College (BSCTC) for their excellent work and support of Dr. Edwards in his role as secretary-treasurer.

Proposed Memorandum of Agreement:

Dr. Edwards presented a proposed MOA prepared by his staff that formalizes their work for SACJTC. The primary purpose in developing such an agreement is to enable the association to accept credit cards from member institutions. Dr. Edwards indicated that more than 20 inquiries were made regarding the association's ability to accept credit cards and one institution refused to join for this reason. The MOA will permit BSCTC to accept credit cards on behalf of SACJTC and the association would increase the current payment of \$12,000 for administrative support to \$15,000 which will also cover postage, operating supplies, use of credit card terminals, and use of college hardware and software. Dr. Edwards also reminded the group that prior to 2007 the administrative support charges had been \$15,000 without the inclusion of these additional services. Board members commented on the increased services to members. Dr. Mojock recommended that the termination clause be amended to read:

This agreement will automatically terminate if and when Dr. George Edwards no longer serves as Secretary/Treasurer to the First Party, SACJTC, or as President to the Second Party, BSCTC, or with six months notice from either the first or second party.

Dr. Wilkerson moved for approval of the MOA with the change; Dr. Cheryl Thompson Stacy seconded the motion; and, the motion passed unanimously.

Proposed Budget 2008:

Dr. Edwards briefly discussed the proposed budget for 2008 which included the projected income of \$46,310 and projected expenses of \$42,830. Dr. Johnny Allen moved to approve the 2008 budget; Dr. Helen McAlpine seconded the motion; and, the board voted unanimously to approve the 2008 budget as presented.

Theme for 2008:

Dr. Mojock briefly discussed the theme and asked the board to think more about this and come to the Spring board meeting on April 5, 2008 prepared to discuss a theme and focus for SACJTC for 2008.

Proposed Committees:

Dr. Mojock discussed the two standing committees for the association and proposed the establishment of three new committees. For the Audit Committee, Dr. Alpine agreed to serve as Chair, and Dr. Cheryl Thompson Stacy volunteered to serve as well. For the Nominating Committee, Dr. Sheryl Smith Kappus agreed to serve as Chair. For the Membership Committee (new), Dr. Joe Ben Welch agreed to serve as Chair and Dr. Tom Wilkerson agreed to work with him. For the Newsletter Committee (new), Dr. Karen Bowyer agreed to serve and offered to talk with Dr. Anne McNutt to request her service as well. They would work with Dr. Edwards to solicit items for the newsletters and have them included in newsletters to be posted electronically 3 times per year. For the SACJTC Journal Committee (new), Dr. Mojock and Dr. Kappus agreed to serve as the committee to work with the co-editors. Further discussion of committees and their purposes and processes will be discussed at the Spring board meeting.

Spring Board Meeting:

Dr. Edwards announced that the Spring Board meeting had been confirmed for Saturday, April 5, 2008 from 12:30 p.m.-2:30 p.m. at the Philadelphia Marriott downtown. More information would be sent prior to the meeting. Eight (8) board members have confirmed their attendance at AACC and the Spring Board meeting tentatively.

Fall Board meeting:

Dr. Mojock announced that the Fall board meeting would be on Saturday evening, December 6, 2008 in San Antonio, TX. Initial planning for the meeting will occur at the Spring board meeting.

SACJTC Journal:

Dr. Mojock reminded the board of the deadline for executive summaries for the SACJTC Journal is currently March 31, 2008. He mentioned he would talk to the co-editors about a deadline extension if necessary.

Adjournment:

Dr. Mojock adjourned the meeting at 2:00 p.m. (Eastern Daylight Savings Time).