

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

**Minutes of Special Called Meeting of the Board of Directors  
March 15, 2007 (Phone Conference Meeting)**

**Present:** Dr. Chuck Mojock, Dr. George Edwards, Dr. Wade McCamey, Dr. Pat Skinner, Dr. Tom Wilkerson, Dr. James Williamson, and Dr. Sheryl Smith Kappus

**Absent:** Dr. Willis Lott, Dr. Helen McAlpine, Dr. Joe Ben Welch, and Dr. Cheryl Thompson-Stacy

**Call to Order:** President Mojock called the phone conference meeting to order at 11:00 am (Eastern Daylight Savings Time)

Dr. George Edwards thanked Dr. Marshall Smith for his years of service as Secretary/Treasurer and for his impeccable records which smoothed the transition for Dr. Edwards.

**Cash/Investment Report:** Dr. George Edwards presented the SACJTC Cash/Investment Report as of 3-15-07. He explained that all cash/investments totaling \$90,364.67 had been transferred to a bank in Kentucky, Citizen's National Bank. The organization did take a penalty of approximately \$600 by cashing in the Certificates of Deposit (CD) prior to maturity. However, the new CD rates of 5.15% will yield considerably more interest than the 1% - 3% rates on the other CDs, which will more than compensate for the penalty. The report reflects \$50,365 in CDs at the 5.15% rates, \$30,000 in a Premier Checking account with a rate of 2.5%, and \$10,000 in a regular checking account. All accounts are established with signature cards for Dr. George D. Edwards and Michelle Meek, associate dean of business affairs, who is assisting Dr. Edwards with the SACJTC secretary-treasurer duties. Dr. Wade McCamey made the motion to accept the transfer of the funds to Citizen's National Bank in Kentucky and to accept the SACJTC Investment Report as presented. Dr. Tom Wilkerson seconded the motion. The roll call vote was unanimous.

**2007 Proposed Budget Report:** Dr. George Edwards presented the Draft Proposed Budget for 2007. He explained that budget changes as follows:

- The 2007 income from dues was based on 230 members instead of 250
- The "*corporate sponsorship luncheon*" income budget had been increased by \$1,000 to \$8,000 with the assumption that at least eight Board members could raise \$1,000.
- The "*newsletter/occasional papers*" expense budget was increased by \$1,000 to allow for the payment of \$500 each for the two best papers.

- The “*spring meeting*” expense budget was reduced to \$330 because the organization has already received the invoice for the luncheon.
- The “*editor*” expense budget was increased to \$2,000 based on prior meeting discussions to obtain an editor and pay through a stipend.
- The “*web operating expense*” budget was increased to \$700 because of the additional expense of a planned third party host, allowing any changes in the future to only require a change in password and for additional enhancements to the site.
- The “*administrative office support*” budget was decreased by \$3,000 based on Dr. Edwards’ commitment to perform the financial, secretarial, and website functions at a cost of \$12,000 instead of \$15,000.
- Nothing has been budgeted for books.
- The total revenue budget is proposed at \$42,850 and the total expense budget is proposed at \$42,090, leaving an excess of revenue over expenses of \$760.

Dr. Wilkerson made the motion to approve the 2007 proposed budget as presented by Dr. Edwards. Dr. McCamey seconded the motion. The roll call vote was unanimous.

**Membership:** Dr. Mojock encouraged members to strive to increase the organization’s membership by serving as state contacts through follow up efforts and phone calls. Dr. George Edwards was asked to provide a list of all current members and to distribute to all board members.

**Sponsorship:** Sponsorships were also discussed and it was requested that past sponsors be included in the notes of this meeting. Last year’s sponsors were: Barnes & Noble, BB&T, ACT, Valley, Follett, Siemens, and Texas Book Company. It was also suggested to have the 2005 and 2006 sponsors listed on the website.

**Brief Bio:** Dr. Mojock also asked Board Members to submit a digital photo and a brief bio to be posted on the website. Board Members are to send their photos and bios via e-mail to Dr. Edwards.

**Newsletter:** The topic of the newsletter was discussed. Several suggestions followed:

- Prepare a newsletter a couple times per year.
- Include a reminder of our mission in the newsletter.
- Include some state news to get people interested. For example, Florida has several new Presidents coming on board so this could be used to get the word out.
- Need more guidance since there are numerous community colleges in North Carolina and Texas, for example, and there are many presidential changes occurring.
- Update to include member institutions that have just been reaffirmed.
- Share QEP Projects.
- Include the new state programs for Workforce, articulation, etc. and bachelor’s degrees offered by 2 year colleges.

The newsletter should be pulled together by April 14, 2007.

**Editor and Editorial Committee:** Dr. Mojock spoke with Dr. Jim Hudgins at the University of South Carolina about his willingness to serve as editor. The University has a Community College Education program and it seems the University could get the recognition for editing the occasional papers and the establishment of an editorial committee. The editorial committee would review submissions of papers on such topics as learning centered colleges, accreditation issues, or others deemed appropriate by the board. The occasional papers could be published on the website and they could be distributed electronically to all member institutions. A cash award could be presented as an opportunity to present the paper at the annual meeting. It was decided that the Newsletter and publication of occasional papers would rejuvenate the association. The structure and process will need to be evaluated at a later date. The newsletter could be used to put out a call for proposals for the occasional papers.

**Proposals – SACS meeting:** Discussion took place on informing the Commission on Colleges of SACJTC's desire to present on a topic at the annual meeting. The Commission should be requesting proposals soon.

**Next Meeting:** The next SACJTC meeting is scheduled for April 14<sup>th</sup>. Dr. Edwards will develop the packets for the meeting. The agenda will include but not be limited to:

- Finalizing the theme for the year.
- Revisiting the mission and strategic plan and update if needed.
- Planning for the SACS meeting in December.....possible speakers, format, etc.
- Update on Budget
- Update on Membership
- Documents for Newsletter
- Editorial Committee.

**Theme:** Dr. Edwards will submit prior themes for the association to all Board members. This will assist in choosing a new theme. During the meeting, it was confirmed that the SACS theme is "*Renewing our Commitment to Learning, Students, and the Community*" and that the SACJTC theme should be connected to the SACS theme. Also, it was confirmed that the deadline for proposals for the SACS annual meeting is March 30<sup>th</sup>.

**Name Change:** The topic of changing the organization's name was discussed. Some institutions are now awarding Bachelor's degrees. Some are now state colleges and the Jr. was dropped years ago from the name of several institutions. It was agreed to discuss this at a later time.

It was determined that Board Members may designate someone else (proxy) to attend a meeting if they are unable to attend.

The meeting was adjourned at 11:45 am.

