

Southern Association of Community, Junior, and Technical Colleges
Spring Meeting
Board of Directors
April 14, 2007
Tampa, Florida

Present: Dr. Charles Mojock, Dr. James Williamson, Dr. George Edwards, Dr. Willis Lott, Dr. Tom Wilkerson, Dr. Helen McAlpine, and Dr. Sheryl Smith Kappus.

Absent: Dr. Wade McCamey, Dr. Pat Skinner, Dr. Joe Ben Welch, and Dr. Cheryl Thompson-Stacy.

Call To Order:

President Mojock called the meeting to order at 11:00 a.m. (Eastern Daylight Savings Time).

Approval of the December 2006 and March 2007 Minutes:

Dr. Willis Lott made the motion to accept the minutes of the December 9, 2006 Board of Directors meeting held in Orlando, Florida, as well as, the March 15, 2007 Board of Directors meeting held via conference call; Dr. Helen McAlpine seconded the motion; and the Board unanimously approved the minutes of both meetings.

Board Officers/Members: The Board reviewed the listing of the SACJTC Officers and Board members which included all contact information for each Board Member as well as the name and email address for each Board member's assistant. Corrections that need to be made include:

- 1) In the first column of the table, include "Class of 2009" for Dr. Tom Wilkerson, Dr. Joe Ben Welch, Dr. Sheryl Smith Kappus, and Dr. Cheryl Thompson-Stacy; and,
- 2) The fax number for Dr. Sheryl Smith Kappus should be (254)582-7590 and the email address for her assistant should be smiddlebrook@hillcollege.edu.

Membership Report by State:

Dr. Edwards discussed the membership report and noted that as of March 30, 2007 there were 215 members which was well short of the 250 included in the budget for 2006. The Board was also presented with a complete database (sorted by state) of all Level 1 institutions that held COC accreditation. Several Board members noted that there were corrections that need to be made in the database of potential members.

Dr. Edwards requested that each Board member review the database and notify him with any recommended changes as soon as possible. The budget for 2007 is based on 230 members but through better communication with potential members, it was agreed that membership could possibly be much greater. Dr. Edwards plans to send a letter to

potential members in early May and then follow up with a letter and dues notices in early June.

Investment Report:

Dr. Edwards presented the cash/investment report that had previously been reported during the March 15, 2007 conference call. The association has two certificates of deposit issued on March 12, 2007 with a maturity date of May 12, 2008. The total value of the CD's is \$50,364.67 with an interest rate of 5.15% . An interest bearing checking account has a balance of \$30,000 and a regular checking account has a balance of \$10,000. The total cash/investment on March 15, 2007 was \$90,364.67. Dr. Lott questioned why the CD numbers were exactly the same. Dr. Edwards agreed to check if both numbers were accurate.

Financial Report/Approved 2007-08 Budget: The 2007-08 Budget approved by the Board during the March 15, 2007 conference call meeting was presented with the addition of an actual 2006 statement compared to the 2006 budget. Dr. Edwards noted the importance of increasing membership as well as increasing the attendance and participation in the annual luncheon meeting. Both represented shortfalls in 2006.

Nominating Committee Appointment:

Dr. Mojock asked Dr. Williamson to chair the Nominating Committee. Dr. Kappus and Dr. Wilkerson volunteered to serve with Dr. Williamson. Their task will be to nominate an incoming vice president and to either reappoint Board members from Mississippi and Tennessee or appoint new members if Dr. Lott and Dr. McCamey prefer to rotate off the Board. The Nominating Committee report will be made at the December 8, 2007 Board meeting.

Audit Committee:

Dr. Mojock asked Dr. Lott to serve on the Audit Committee and Dr. McAlpine volunteered to serve as well. The Committee's charge is to review bank statements, receipts, any expenses prior to the December 8, 2007 Board meeting and to report their findings at said meeting. Dr. Edwards will coordinate a meeting of the Committee in New Orleans prior to the Board meeting.

Emphasis for 2007:

Dr. Mojock led a discussion of a focus for the association for 2007. It was agreed that the SACJTC theme should mirror the emphasis of SACS which is "Renewing Our Commitment to Learning, to Students, and to the Community". The Board felt this theme was representative of a community college philosophy. The Board further agreed to communicate this emphasis in the newsletter, on the website, in written correspondence regarding members, and in communications soliciting occasional papers.

Newsletter:

Dr. Mojock discussed the revitalization of the electronic newsletter as a communication vehicle. The Board discussed the publication of 2 newsletters per year with one to be developed in May/June and another in October/November. Ideas of elements to include

in the newsletter were: pictures and bios of Board members, process for submission of occasional papers, solicitation of papers, information about new presidents in each SACJTC state, listing of reaffirmed member institutions, emphasis of association and a listing of QEP topics for member institutions. Board members were asked to submit ideas for articles and topics for the newsletter to Dr. Mojock or Dr. Edwards. The newsletter will be provided by the staff at Big Sandy Community and Technical College. (Dr. Edwards)

Occasional Papers/Editorial Committee:

Dr. Mojock reviewed the recent actions to attract a faculty member from a university with a community college education program to serve as Editor for the association. Dr. James Hudgins from the University of South Carolina had been asked to respond to the job description of "Editor". Dr. Hudgins offered several recommendations but did not feel he could take on the assignment. The Board agreed that: 1) the journal of occasional papers was not intended to compete with research journals but was intended to represent "best practices" for practitioners in 2 year colleges; 2) the publication of the papers would be on-line only thus would not be a costly endeavor; 3) that we consider funding the travel of the Editor to the annual meeting to meet with the Board; and, 4) that an Editorial Committee be selected to assist with proofing and quality control.

Dr. Mojock also reported that Dr. Dale Campbell from the University of Florida had expressed an interest in the editorial position. Dr. Mojock planned to meet with Dr. Campbell at the AACC Conference and would hopefully know more very soon. The Board had a lengthy discussion of techniques to solicit occasional papers. All of the following were viewed as positive methods of attracting papers: 1) communicate with Presidents of member institution since many of us have employees engaged in graduate programs; 2) use the website and electronic newsletter to solicit papers; 3) contact College of Education programs in each State to promote the submission of papers; and, 4) encourage our employees who are engaged in graduate programs.

Website:

Dr. Edwards shared some sample screen shots of a new website for SACJTC. The website is envisioned to involve information about member institutions, the benefits of membership, Board members with pictures and bios, occasional papers with a description of the submission process, the cash awards for the papers, links to the papers, newsletters, meetings and events, as well as, sponsors of the annual luncheon meeting. The Board appreciated the new approach and asked if we could link to and from the AACC and SACS websites. Dr. Edwards agreed to check on this. Board members were asked to submit digital photos of buildings or campuses that could be featured on the website. Board members were also requested to submit digital photos and bios to Dr. Edwards as soon as possible. It is hoped the website can "go live" in May.

Proposal to SACS for an SACJTC Session:

Dr. Edwards reported he had communicated with Carol Hollins at SACS and she had indicated our proposal to have a session where one or two of the best papers could be presented at the annual meeting would be considered separately from the normal RFP process. She indicated that the proposal would need to be submitted by June or July.

Annual Luncheon:

The Board discussed the annual luncheon and noted that attendance and participation in 2006 was the lowest in recent history. The budget was based on 375 attendances but only 240 individuals participated. Confusion surrounding the luncheon and the limited communication to potential attendees were cited as possible barriers. It was agreed to communicate very early to members about the luncheon as well as how to register for the event. It also was agreed that soliciting sponsorships would be critical to ensure the luncheon was a financial success. All Board members were encouraged to solicit a sponsor from a vendor or business that operates in their state. Dr. Williamson agreed to contact ACT and DATATEL. Dr. Edwards agreed to contact Barnes and Noble.

The annual luncheon was scheduled for Sunday, December 9, 2007 from 11:30 a.m.-1:00 p.m. in New Orleans. Potential speakers were discussed and Dr. Williamson and Dr. McAlpine agreed to help Dr. Edwards with the securing of a speaker and arrangements for the luncheon. Dr. Lott agreed to send information about one of his new employees who might serve as a potential speaker. The total budget for a speaker is \$3,000 inclusive of travel. It was agreed that a good speaker needs to be selected no later than August if we are to attract a good crowd for the luncheon. Other potential speakers mentioned were:

1. Secretary of Labor – Elaine Chou
2. Secretary of Education – Margaret Spellings
3. Authors of Books like “Tipping Point” and “Good to Great”
4. John Rouche or other University of Texas folks
5. Donna Shalala

Dr. Edwards was asked to talk with SACS about the inclusion of tickets in the packets of registrants for the SACS Convention. Each Board member was requested to provide one door prize with a value of approximately \$50 that is representative of their home state (Virginia ham, Florida oranges, etc).

December 2007 Board Meeting:

The December Board meeting was scheduled for December 8, 2007 at 6:30 p.m. at a location in New Orleans to be determined.

Adjournment:

The meeting was adjourned at 12:30 p.m.