

Southern Association of Colleges with Associate Degrees

Board Meeting

April 29, 2024

VIA Phone Conference Call

1:30 p. m. EDT

MINUTES

Present: Dr. Cynthia Kelley, President; Dr. Dean Sprinkle; Dr. Patricia Lee; Ms. DeAnnia Clements; Dr. Tonjua Williams; Dr. Vincent Solis; and Dr. George Edwards, Executive Secretary-Treasurer.

Absent: Dr. David Campbell, Dr. John Enamait, Dr. Michael Torrence, Dr. Brent Gregory.

I. Call To Order

The meeting was called to order by Dr. Cynthia Kelley, President at 1:32 p. m. Dr. Vincent Solis, President of Brazosport College, was introduced as the new board representative from Texas.

II. Approval of the December 2023 Minutes

Dr. Dean Sprinkle moved to accept the minutes of the December 2, 2023 Board meeting. Ms. DeAnnia Clements seconded the motion. The minutes were approved unanimously.

III. Board Officers and Members

Dr. Edwards referred the board to the attached listing of all information related to the board and officers. If any corrections need to be made, please let Dr. Edwards know.

IV. Membership Report by State

Dr. Edwards reported on membership by state. As of December 31, 2023, 153 members had paid for the 2023-24 year. Membership was down by 9 members from the prior year.

V. Investment Report

Dr. Edwards reported that the association is in good financial condition. The March 30, 2024 balance in the DuPont Credit Union Account was \$147,503.94. The association has four certificates of deposit including a 6 month certificate with a balance of \$54,565.69, two fifteen month certificates with a balance of \$15,715.36 and \$12,492.99 respectively and a two year

certificate with a balance of \$54,180.79. All certificates have maturity dates in the 2024 calendar year and will be renewed for the highest interest rates available for the appropriate term lengths. The 6 month and 15 month terms have been yielding the highest rates at the financial institution currently being used. Dr. Patricia Lee moved to accept the Investment Report and Ms. DeAnnia Clements seconded the motion. The board unanimously approved the motion.

VI. Financial Report

Dr. Edwards presented the Budget to Actual and Year End Estimate Report as of 12-31-23. He explained that the net loss was \$ 2,202.95 primarily because revenue was less than the budgeted amount, and most notably luncheon ticket sales were lower than the budgeted amount and the cost of the luncheon was greater than the budgeted amount. Dr. Patricia Lee moved for approval of the Budget to Actual Report and Dr. Vincent Solis seconded the motion. The motion was approved unanimously.

VII. Proposed 2024 Budget

Dr. Edwards presented the 2024 SACAD Budget which is based on having 170 members, the sale of 125 luncheon tickets, and the securing of \$4,000.00 in sponsorships. Assuming that expenses remain similar to 2023, the association should have a net income of \$1,425.00 for the year. The board discussed the need to reduce the reoccurring issue with the luncheon revenue deficit and agreed to increase the luncheon ticket cost to \$40 per person. The added revenue from this modest increase would add \$625.00 to the luncheon ticket sales line item assuming all other things remain the same. Dr. Patricia Lee moved for approval of the budget and Ms. DeAnnia Clements seconded the motion. The motion was approved unanimously.

VIII. Committee Appointments

Dr. Kelley appointed the following committees:

Audit Committee

Dr. David Campbell, Chair

Dr. John Enamait

Dr. Patricia Lee

Nominating Committee

Dr. Cynthia Kelley, Chair

Dr. David Campbell

Dr. John Enamait

Publications Committee

Dr. Michael Torrence, Chair

Dr. Vincent Solis

Ms. DeAnnia Clements

Professional Development Committee

Dr. Brent Gregory, Chair

Dr. Dean Sprinkle

Dr. Tonjua Williams

IX. Discussion of Annual Luncheon

Dr. Edwards discussed the need for sponsorships, the anticipated 2024 date (December 8, 2024), and time for the annual luncheon, the luncheon speaker, and the door prizes that each board member should provide. We continue to need to publicize the luncheon and recruit attendees so it is important to encourage SACSCOC attendees to register and participate in the luncheon.

X. Plans for the Fall Board Meeting

The Fall Board meeting was discussed and the board again concurred that Dr. Edwards eliminate the meal for the board meeting since many board members wish to go to dinner with their friends and colleagues on the Saturday evening before the SACSCOC meetings begin. The Board also was positive about meeting face to face at the Annual Meeting. The meeting would likely occur on December 7, 2024.

XI. Other Business

There was no old or new business.

XII. Adjournment

The meeting was adjourned at 2:05 pm.