

Southern Association of Colleges with Associate Degrees

Board Meeting

May 7, 2019

VIA Phone Conference Call

3:30 p m. EDT

DRAFT MINUTES

Present: Dr. Dr. Patricia Lee, President; Dr. Dean Sprinkle, Vice-President; Dr. Pam Boehm; Dr. Cynthia Kelley; Dr. John Enamait; Dr. Ed Meadows; Dr. Ingrid Thompson Sellers; Dr. Karen Bowyer; and Dr. George Edwards, Executive Secretary-Treasurer.

Absent: Dr. David Campbell; Dr. Jane Hulon.

I. Call To Order

The meeting was called to order by Dr. Patricia Lee, President at 3:35 p. m.

II. Approval of the December 2018 Minutes

Dr. Pam Boehm moved to accept the minutes of the December 8, 2018 Board meeting. Dr. Ingrid Thompson Sellers 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. George Edwards reported on membership by state. As of April 1, 2019, 179 members had paid. Membership was up significantly in 2018 from 154 in 2017.

V. Investment Report

Dr. Edwards reported that the association is in good financial condition. The April 5, 2019 balance in the DuPont Credit Union Account was \$142,047.07. The three year certificate of deposit has an APR of 1.560% and a maturity date of May 25, 2021. The four year certificate of deposit has an APR of 1.820% and a maturity date of May 25, 2022. The balances to date are \$50,664.29 (3 year) and \$50,772.19 (4 year). Dr. Cynthia Kelley moved to accept the Investment

Report and Dr. Dean Sprinkle 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 12-31-18. He explained that the net income was \$7,443.83 primarily because expenses were less than the budgeted amount. Dr. Ingrid Thompson Sellers moved for approval of the Budget to Actual Report and Dr. Pam Boehm seconded the motion. The motion was approved unanimously.

VII. Proposed 2019 Budget

Dr. Edwards presented the 2019 SACAD Budget which is based on having 175 members, the sale of 200 luncheon tickets, and the securing of \$6,000.00 in sponsorships. Assuming that expenses remain similar to 2018, the association should have a net income of \$4,350.00 for the year. Dr. John Enamait motioned for approval of the budget and Dr. Pam Boehm seconded the motion. The motion was approved unanimously.

VIII. Committee Appointments

Dr. Lee appointed the following committees:

Audit Committee

Dr. John Enamait, Chair
Dr. David Campbell
Dr. Cynthia Kelley

Nominating Committee

Dr. Patricia Lee, Chair
Dr. Dean Sprinkle
Dr. Ed Meadows

Publications Committee

Dr. Ingrid Thompson Sellers, Chair
Dr. Jane Hulon
New Louisiana Board Member

Professional Development Committee

Dr. Karen Bowyer, Chair
Dr. Pamela Boehm
Dr. Ed Meadows

IX. Report of the Professional Development Committee

Dr. Karen Bowyer and the PD committee are planning the hosting of another concurrent session at the SACSCOC Annual Meeting. Tentatively, the PD Committee is recommending that Dr. Russell Lowery-Hart, President will be invited to be the luncheon speaker and to also participate in a panel discussion at the concurrent session. Dr. Meadows recommended that Dr. Edwin Massie from Indian River State College be one of the panelist. Dr. Edwards will work with the committee to prepare the SACSCOC concurrent session proposal. Additionally, the committee recommends that SACAD host a workshop at the SACSCOC annual meeting on employee evaluation. The report of the committee was presented and Dr. Ingrid Thompson Sellers seconded the motion of the committee report. The Board approved the report of the PD Committee.

X. Ad Hoc Committee on Endowment

Dr. Lee asked for Dr. Meadows to bring together the ad hoc committee to consider the establishment of an endowment for some future date. Dr. Sellers and Dr. Kelley had volunteered to be on the committee.

XI. Discussion of Annual Luncheon

Dr. Edwards shared a financial report regarding the 2018 annual luncheon which showed a loss of \$ 217.69 with 151 luncheon tickets sold and sponsorships of \$5,000. Meal costs in major hotels continue to be a challenge for the association. The 2019 luncheon was discussed and tentatively is scheduled for Sunday, December 8, 2019 in Houston, Texas.

XII. Plans for the Fall Board Meeting

The Fall Board meeting was discussed and the board again concurred that Dr. Edwards eliminate the meal 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 meeting is tentatively scheduled for Saturday, December 7, 2019 at 6:30 pm.

XIII. Other Business

There was no old or new business.

XIV. Adjournment

The meeting was adjourned at 4:15 p. m.