

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

**Minutes of Executive Board Meeting
December 9, 2006
Gaylord Palms Resort & Conference Center
Orlando, Florida**

Present: James Williamson, James Mitchell, Pat Skinner, Randy Pierce, Willis Lott, George Edwards, Tommy Warner, Chuck Mojock, and Marshall Smith.

Absent: Wade McCamey, Millicent Valek

Call To Order: President Lott called the meeting to order at 6:15 p.m.

Approval of Minutes: George Edwards moved, Pat Skinner seconded, and the Board voted unanimously to approve the draft minutes of the April 10, 2006, Board meeting held at Hartsfield International Airport Conference Center in Atlanta, Georgia.

Membership Report: Marshall Smith presented the membership report, noting that the Association was considerably below – at 213 – the budgeted expectation of 250 member institutions. He sought the assistance of the Board in bringing the number up prior to the next fiscal year. Several Board members questioned the specifics from individual states.

Financial Report: Marshall Smith presented the financial report, noting that the Association had \$76,302 in checking (as of 12/7/06 with no annual meeting expenses having been taken) and \$28,995 in four certificates of deposit with SunTrust Bank. He noted anticipated revenues of \$18,500 from the luncheon, with anticipated expenses of \$14,905. The Association should clear approximately \$3,595 over expenses from the luncheon, assuming that all projected corporate sponsorships were received. The Board received this report by acclamation.

Investment Report: Marshall Smith presented the investment report by noting the amounts, current interest rates, and maturity dates for the four certificates of deposit with SunTrust Bank. The cumulative value of the four CDs on 12/1/06 was \$28,995.83. This report was received by acclamation.

Report of the Audit Committee: Chair Randy Pierce indicated that he would work with Marshall Smith to conduct the audit prior to the annual luncheon.

Report of the Nominating Committee: Chuck Mojock reported for the committee and recommended the following slate of officers and Board members: President – Dr. Charles R. Mojock, Lake-Sumter Community College, Florida; Vice-President – Dr. James C.

Williamson, President, Northeastern Technical College, South Carolina; Secretary-Treasurer – Dr. George Edwards, President, Big Sandy Community & Technical College, Kentucky; Alabama Representative – Dr. Helen T. McAlpine, President, J. F. Drake State Technical College; Georgia Representative – Dr. Tom Wilkerson, President, Bainbridge College; Louisiana Representative – Dr. Joe Ben Welch, President, River Parishes Community College; Texas Representative – Dr. Sheryl Smith Kappus, President, Hill College; and Virginia Representative – Dr. Cheryl Thompson-Stacy, President, Eastern Shore Community College. He moved the adoption of the slate, noting that all the state representatives would belong to the Class of 2009. With no second needed, the Board voted unanimously to accept the report of the nominating committee.

Discussion Items: President Lott led a discussion of various items, including possible areas of emphasis for the Association in 2007, services for members, and the website. The newsletter was discussed as well, given that there was currently no editor for the Association. Vice-President Mojock expressed his appreciation for the various ideas brought forward. The concept of Board members contacting higher education administration programs in the various states to solicit written materials from doctoral students was stressed as a positive idea. It was also thought that one such graduate student might be located and designated as editor, with a stipend paid for services rendered. Marshall Smith indicated that the budget would certainly support such an activity. He also noted that the budget would easily sustain another book gift for member institutions, should one be located of appropriate interest to the membership.

Operational Details for Annual Luncheon: Marshall Smith discussed Board member responsibilities for the annual luncheon. President Lott noted that a number of staff members from his college would be on hand to assist, thus relieving the Board of the necessity of manning the entrance doors. Assignments were made for sponsor coordination, door sales, early admission to the luncheon area, keynote speaker coordination, and door prize coordination. Marshall Smith indicated that a substantial initial payment had already been made to the Gaylord Palms for the luncheon and for the Board dinner.

Items for the Annual Association Business Session: Marshall Smith went over items for the business meeting, including the financial report, election of Board members and officers, recognition of corporate sponsors, door prizes, and Board awards.

Plans for the Spring Board Meeting: It was tentatively agreed to hold the spring Board meeting either at AACC or at the Atlanta Airport, depending on the availability of SACS / COC staff.

Old and New Business: There were no items.

Adjournment: The meeting was adjourned by President Lott at 7:50 p.m.