

SACCR Board Meeting Minutes
March 18, 2006
Doubletree Hotel
Nashville, TN

Board Members in Attendance: Dr. Ned Lovell; Dr. Debbie Goodman, Southwest Georgia Technical College; Dr. Thomas Cleary, Manatee Community College; Dr. Stephanie King, Mississippi State University; Edie Carter, Radford University; Dr. Larry Day, Mississippi State Board of Community and Junior Colleges; Deborah Burks, South Georgia Technical College; Ted Washington-Local Arrangements Chair, Nashville State Community College

Welcome Introductions

The meeting was opened at 9:00 a.m. by Debbie Goodman. She welcomed everyone to the meeting and asked everyone to re-introduce themselves around the table. She stated that we are celebrating 35 years of SACCR.

Folders prepared for Board Members including an agenda for the meeting, flyer for next conference, listing of SACCR Officers, SACCR Board Minutes from August 10, 2005, SACCR Constitution, By-Laws, Policies and Procedures Manual, SACCR Conference Evaluation, last year's conference brochure, SACCR Conference Website opening page, SACCR Conference Sponsors were distributed by Debbie Goodman. The prepared agenda was reviewed. Additional agenda items were added. Items from the previous meeting under old business to be considered included: 1) database software; 2) states that SACCR serves. For discussion as new business: 1) list-serve changes; 2) board members arriving early for Saturday prep; 3) review comments of 05 conference; 4) sites for 07 conference.

Secretary's Report:

The Secretary's report was given by Deborah Burks. Each member was asked to review the previous minutes that had been received by e-mail. A motion was made by Ned Lovell to approve the minutes as is and the motion was seconded by Larry Day and approved by all.

Treasurer's Report:

Stephanie King reported that the current balance in the checking account is \$17,717.00. The Money Market account has a balance of \$10,025 as of 12/30/05. Stephanie passed out her report which included line items from the 2005 Conference. Debbie Goodman asked for a motion to approve the report. Larry Day had a question on the subject of the Best Paper Award. He wanted to know when or at what time did we pay the award. Edie Carter stated that we paid the award after the fact and only if the recipient presented at both the SACCR conference and at the designated national conference – AERA, AIR Forum, or SAIR. Thomas Cleary stated that he would like to see the process changed or relaxed where we do not require the winner of the best paper award to present at another national organization to receive the entire monetary award. Debbie Goodman suggested that the winners receive ½ the award after presenting at SACCR and ½ after presenting

at AERA, AIR Forum, or SAIR. To fulfill the intent of the award we would pay in two checks ½ (\$75) after the SACCR conference presentation and ½ (\$75) after presenting at the designated national conference. Debbie Goodman asked for a motion; the motion was made by Thomas Cleary to fulfill the intent of the award in two \$75 payments. The motion was seconded by Larry Day and approved by all.

It was suggested that an internal audit be conducted on the books of the organization by Larry Day and Debra Risley in order to meet the requirements by the SACCR Constitution in Article IV. They are to provide a letter, after review of books, showing the results of the audit. A suggestion was made by Larry that he would get a financial person at his organization to help complete the audit.

A question was raised to Stephanie to find out if we were incorporated or had obtained non-profit status. Stephanie stated that we normally have used the tax payer ID of the host College or University who then receives recognition as a Sponsor for the conference. We will continue to use this process until incorporation and 501(c)3 papers are filed for SACCR. It was suggested that since Georgia and Florida has the most members, that Georgia member representatives seek incorporation in their State. Deborah Burks will handle.

Review of SACCR Constitution, By-laws, and Policies and Procedures Manual:

Each member was asked to look over the By-laws and find their position for review of duties. Larry Day questioned section 2 item #3I which reads: Review and digest proposals from other agencies having any effect on research and planning and prepare proposals to those agencies as needed. Debbie Goodman explained that for instance we had received a request from AIR to provide IPEDS training at the conference.

Each member reviewed the policies and procedures. It was noted that the distribution procedures for the Best Paper Award will need revising.

Ned Lovell had questions on technology for the conference, e.g. how it would be handled. He also wanted to know how we could highlight the State Coordinators. There was a previous motion to approve the paying of the best paper awards in ½ increments. The motion required a change in the policies and procedures section on page three under Awards and page nine under Outstanding Paper Stipend. Larry Day motioned to make the necessary changes to the Awards section and outstanding paper section of the policies and procedures. Thomas Cleary seconded the motion and it was approved by all.

The Constitution review indicated that there needed to be a change to Article 6: Section 3, to add the Executive Director description and the Web Master. Debbie Goodman called for a motion to approve the insertion and a motion was made by Ned Lovell to add the positions of Executive Director and Web Master to Article 6: Section 3. The motion was seconded by Thomas Cleary and approved by all.

Executive Director Report/State Coordinators

Debbie Goodman stated that the group needs to approve the working GOAL for the year which includes strategies. The GOAL and strategies are stated below:

- I. To increase awareness of SACCR by reaching out to potential members in all states served by SACCR.

Strategies:

1. Identifying and utilizing State Coordinators for all states
2. Mailing of conference brochures to all potential attendees
3. Complete an after conference mailing of brochure to members that did not attend the conference
4. Up-date the list-serve or distribution list to include new members and possibly potential members

Ned Lovell gave the Executive Director's report. He stated that he had SACCR stationery, second sheet stationery, and envelopes prepared. Thomas Cleary asked how we will get these items out to State Coordinators to help with marketing/recruiting. Stephanie King responded that she would get the State Coordinators listing out to him so that he can contact them. Larry Day asked if there was ever a meeting of State Coordinators to charge them with their duties. Debbie Goodman responded that his request was a good idea to implement at the next conference possibly during the Board meeting. Ned Lovell stated that he and Sue Minchew would update the State Coordinators listing. Larry Day made suggestions for individuals from Oklahoma, Maryland, and West Virginia who would be good candidates to serve as State Coordinators. The position is also vacant for North Carolina, and Larry Day suggested that Ned help fill it with someone from his contacts.

Thomas Cleary stated that we need to make the position of State Coordinator clearer by giving them more complete instructions on what they are to do. For example, give them a guideline of their responsibilities: 1) get them copies of previous members from their State; 2) copies of a letter inviting people to the conference; 3) suggest that they market the Conference and SACCR membership to such groups as: their State governance, their College President, VP, Deans/Directors, etc. Debbie Goodman suggested that the Board ask Ned to assist Sue with these tasks by providing a letter from the Executive Board thanking them for their help and including the items listed below:

1. SACCR Letterhead and envelopes
2. Responsibilities
3. A Preliminary Contact List. State Coordinators will add individuals they identify to include the following:
 - A. SACS Liaisons at their State's Colleges
 - B. IE/IR Directors within their State
 - C. SAIR members from their State (query the web site)
 - D. Identify other State Organizations (governance) for IE representatives at the State level
4. Sample Letter
5. Copy of brochure

6. Each State Coordinators submits to the at Large Member for Membership and to the SACCR Executive Director their process and progress

Ted Washington suggested that in the letter, we define who SACCR is and have an answer to the question of what can SACCR do for me more so than other organizations such as TENAIR. Ned Lovell stated that a possible response to that question would be that SACCR is a regional organization verses a national one; that we focus on community colleges not held over by any institutional governance; the networking on receives as a member; our agenda is generally an attraction. He also gave out a list of suggestions to increase membership. He suggested that we give out two awards instead of one. An award of \$100 to be given to the State Coordinator from the State with the largest attendance at the conference and \$100 to be given to the State Coordinator of the State with the largest increase in new attendees from the prior year's conference.

Evaluations from last year's Conference:

Debbie Goodman asked members to review the conference evaluations. Suggestions for this conference year are:

1. Don't say or define what the special event is on the registration form—Stephanie suggested that lots of people could not get the event approved. Debbie Goodman stated that a potential problem with this is that we needed to state what the event is each year so that people will know what the event is and want to attend. A cap will be put on the number of participants this year due to a requirement by the business of early reservations.
2. Suggested topics for the next conference were reviewed:
 - A. include teaching, retention, and developmental topics
 - B. Continue with SACS information and updates
 - C. Improving IE
 - D. Retention strategies
 - E. Accreditation
 - F. Focus on research topics for people who are new to this field
 - G. More student learning outcomes sessions
 - H. SACS rep
 - I. More of what schools in the COC "chase" can be expected to be doing – COC model
 - J. Conducting environmental scans, focus groups
 - K. Realizing the Dream project
 - L. More analytical studies
 - M. Articulation between two-year and four-year institutions to facilitate a smooth transition
 - N. Hands-on computer training
 - O. Relationship between research and academic objectives (addressing both sides)

Additional suggestions: Web page design; Brian Noland, Associate Executive Director of Policy, Planning and Research, Higher Education Commission of TN to speak on IE was suggested by Ted Washington

Planning for SACCR 2006:

The following report was given by Thomas Cleary--

1. Conference Fee – The fee for 2005 was \$225. It will be \$250 for 2006 (Includes one year SACCR membership for 2006-2007). This comes with a negotiated free meeting space and ten percent discount on everything except alcohol.
2. Hotel – Doubletree appears to be a good location for the conference. One downside is that there are several small breakout rooms that will only accommodate chairs for classroom type setting. The reception hall is nice and Starbucks and the restaurant seem nice as well.
3. The room cost would be \$109 per night and we will need 210 room nights booked to get rates quoted. That means we will need 70 bookings early on for a three night stay. The hotel cutoff date for attendees in the block is June 15th. For those not registered by the fifteenth, on the 16th, Debbie Goodman suggested that we contact State Coordinators to encourage people to make reservations.
4. Entertainment is handled and will be held during opening event
5. Food – obtained good menu
6. Shuttle from Airport costs around \$18.00 roundtrip and needs to be noted on the brochure.
7. Special Event – Thomas looked into the Murder Mystery Dinner Theater. He stated that maybe we could get about 40 people; the normal price for show is \$45.00 for their best menu of pineapple chicken and prime ribs. The best thing about choosing the Dinner Theater is that there would be no transportation issue because the theater is about five blocks away from the Hotel and is very clean inside. Thomas had also checked out the Wild Horse Salon and Barn Dance Theater and found that we could get a cheaper dinner menu at the Mrs. Marples Mystery Dinner Theater on Second Avenue. Ted Washington also suggested the Museum of Country Music where he thought that you could have dinner and a tour. Thomas stated that from his conversation with them he found that at the dinner hour you could not get a tour. Thomas also stated that we would change the amount from \$45.00 to \$50.00 per person for 2006. Larry Day asked for a motion to approve the dinner theater as the special event and Ned Lovell seconded the motion was approved by all.
8. Hospitality – There will be a room available for the hospitality suite at no charge that has a regular guest room available for the hospitality host. We will need to give hospitality host a budget.
9. Golf – Ted Washington will determine options and make reservations one month out from conference. He will coordinate golf course to be used, rates and tee time which should be around 10:00 am Sunday morning. All participants will need to be informed that they need to pay at the Golf course because this event is outside of the SACCR sponsored events.
10. Keynote Speakers – Possibilities, Belle Wheelen, President, SACS and Trudy Banta, IUPUI assessment expert are being contacted by Thomas Cleary. Frank Friedman from Piedmont Community College, Charlottesville, VA might do the welcome. Thomas will contact George Boggs, League of Innovation to see who the new CEO is. Debbie will contact Joe Marks with SREB. Other possibilities

- are Cliff Addleman, U.S. DOE; Terry Obanion; Ann Chard, SACS COC; Linda Hagedorn, Univ. of FL, Chairman of Administration on Policies; Barbara Townsend, Associate Dean of Research, University of Missouri; and Brian Noland, Associate Executive Director of Policy, Planning and Research, Higher Education Commission, TN to speak on IE, was suggested by Ted Washington who was asked by Thomas Cleary to see if he could arrange for him to speak on Tuesday. Debbie Goodman will invite Dr. Gary Puckett, Executive Director of COE to attend the meeting or send representation.
11. Workshops – Thomas needs ideas. Pre-conference workshops were \$35.00 in 2005 and held from 1-4 pm. Possible topics: QEP; Strategic Planning-Ned suggested Barbara Jones, Consultant as a possible presenter; Computer Based IPEDS: AIR has offered to sponsor the presentation at the 2006 conference.
 12. Call for Papers – Will revise for 2006 and responses will go to Thomas.
 13. Sponsors – Thomas reported that we received \$4,100 in sponsorships that he contacted. He called on vendors that his institution worked with and asked them to help sponsor the conference. He asked that each board member make the same type of effort for this year's conference and report back to him.
 14. Raffle – Each College or organization represented will be asked to bring items for the raffle. Each year at the conference the raffle is usually handled by Randell Johnson.
 15. Conference Program – Thomas will send the program to Debbie Goodman. Debbie stated that she will have presenter gifts such as mugs with the SACCR logo and member gifts such as bags at registration.
 16. Best Papers from 2005 – 2006 – Ned stated that he had received two grad student dissertations.
 17. SAIR – Edie Carter will contact the president of SAIR to attend the conference or send a representative to give us an update on SAIR.
 18. Conference Evaluation – Annabelle Lewis, Augusta Tech will be asked to complete this task.
 19. Board Schedule – Debbie Goodman asked that all members adhere to the following schedule:

Saturday	2:00	Begin Board Meeting and then follow with Set-up for Conference and Registration
Sunday	10:00	Golf Outing
	11:30	Registration opens
	1-4:00	Pre conference sessions
	6-7:00	Opening Reception (possibly have SACCR birthday party)
	8:30	Hospitality
Wednesday		Have shorter break and try to get Hotel to give extended checkouts Board Meeting
 20. Edie Carter Award – Ned will handle—Randell Johnson will present
 21. Save the Date Flyer- Debbie Goodman will send out to State Coordinators to send out to membership and suggested members
 22. Brochure – Debbie Goodman will assist Thomas Cleary in completing the call for papers. The statement “dissertation research encouraged” will need to be added to the statement on call for proposals.

Best Paper Competition:

The Best Paper information was presented by Larry Day.

1. He stated that to get the award you must present to SACCR as well as AIR, SAIR and/or AERA. Thomas Cleary, Larry Day and Debbie Goodman will review best paper call for presentation.
2. He will use the regular membership to get out notice
3. Grad student dissertation contact information would be helpful if Ned could get that to Larry.
4. Larry will need to be informed of the dates for getting the agenda out. Thomas stated that he will not be able to get him that date until he finishes with all aspects of the agenda.
5. Roundtable Applications – will have to be directed to Larry. He expects about 7-8 roundtables.

Newsletter:

Edie Carter reported on the newsletter. She handed out a list of assignments for board members to get information to her in a timely manner to go into the newsletter. This information is due back to Edie by Wednesday, April 12, 2006.

She also shared a draft letter to past SACCR Presidents inviting them to the conference and a list of Past Presidents. Thomas Cleary will work with Edie to finalize the past president letters. He stated that he will work with Edie to come up with panel discussions. A possible topic would be past, present and future challenges and opportunities for two year colleges. Debbie Goodman asked, “how will we honor them”? Thomas suggested at the awards ceremony at the end of the conference we acknowledge their presence.

Nominating Committee:

Debbie Goodman stated that the offices up for nominations is the President Elect/Program Chair, Treasurer, and At-Large Member for Membership. The past president is in charge of the nominating committee. Kathryn Hornsby will chair a committee and will need members to help get a new slate of officers and hold elections as required by our Bylaws: III. Nominations and Elections.

Web-site:

Debbie Goodman stated that the SACCR website is moving to a new server which has caused some documents on the site to be inactive. This is currently being worked on. She stated that at the summer Board meeting it was discussed that we should move our list-serve to a distribution list where you can't reply to the list but will have to reply to the sender only and not the list as was done with the list-serve. Everyone was in agreement that this should be followed-up. Debbie agreed to talk to Lisa Kleiman, the SACCR webmaster, about this.

Site for 2007:

Debbie Goodman stated that Kathryn Hornsby will pick the site for the next conference in 2007. Kathryn had suggested St. Augustine, but it is not near an airport. The Board suggested as possibilities Atlanta, Savannah, St. Pete, Norfolk, or Virginia Beach.

Deborah Burks stated that she would get the minutes out to the group one week after the meeting for review.

Debbie Goodman told the group that our work starts now and thanked everyone for their sacrifices.

The meeting was adjourned at 3:45 p.m.

Respectfully Submitted:

Deborah Josey Burks
SACCR Board Secretary
3/28/06

Board Approved: _____ Date: _____
SACCR President