



2019 Annual Business Meeting
Hilton Atlanta Downtown
12:15-2:00 PM, Friday November 18, 2019

AGENDA
Janice Nerger, Presiding

1. Approval of the minutes of the business meeting of November 16, 2018
2. Recognition of new deans
3. Announcement of the results of balloting
4. President's Report & Financial Report
5. Year in Review
6. Review of Committee Reports
7. Announcement of Strategic Plan Process
8. Announcements from the Floor
9. Acknowledgement of Past Service of Directors and Officers; Passing of Gavel



**Minutes of the
2018 Annual Business Meeting
November 16, 2018
Chicago Marriott Magnificent Mile**

President Christopher McCord called the meeting to order at 1:00 PM. Approximately 300 CCAS members were in attendance.

Approval of minutes of November 3, 2017. Approved as presented.

New Deans. President McCord asked that new deans and members of the Board of Directors stand and be recognized.

Results of balloting

| | |
|-------------------------------|---|
| President-Elect: | Theresa Lee, University of Tennessee Knoxville |
| Board of Directors: | |
| Elected to the Class of 2021: | Luis Falcon, University of Massachusetts Lowell Dolores Guerrero, Texas A&M Kingsville Nanette Hanks, University of Minnesota (1 year term) Elizabeth Kavran, Ursuline College John Stalvey, University of Alaska Anchorage |

President McCord congratulated the new members and thanked all those who stood for election.

Treasurer's Report. CCAS Treasurer Theresa Lee presented the annual Treasurer's Report. She reviewed the Balance Sheet for the 2017 fiscal year. Lee and McCord reviewed the 5 year budget projections and the need to address revenue and expenses to balance the budget.

President's Report. McCord reported that the proposed bylaws changes for the dues assessment and the timeframe for voting. He then reviewed a number of key activities including:

- Partnership with the American Conference of Academic Deans (ACAD) for the reception in Washington, DC, January 2018, with more than 50 members in attendance and for the new workshop, *So You Want to Be a Dean*
- Sponsorship of the National Humanities Alliance (NHA) Humanities Advocacy Day in DC, March 2019, with a subsequent, targeted letter-writing campaign in support of federal funding for the humanities
- Expanded capacity at all three seminars for department chairs, as well as the seminar for new deans

Year in Review. Amber Cox presented the 2018 Year in Review.

- Fifteen on-campus chair workshops were offered, with over 400 chairs served by these workshops and the three Seminars for Department Chairs.
- Forty-four new deans attended the summer Seminar for New Deans.

- Membership renewal rate was strong with 504 total members including 23 new institutions.
- The 2018 New Hires Survey will be sent to participating deans in October.

Committee Reports.

Reports were received from the standing committees. Cox related committee reports on what each committee's possible ideas for next year's panel; their recommendation to the CCAS president for the next chair; and other recommendations for the Board of Directors to consider.

Acknowledgement of Past Service. President McCord recognized David Manderscheid and Bret Danilowicz for completing their service on the Board of Directors.

Passing of the Gavel. Outgoing president McCord passed the gavel to incoming president Janice Nerger. In turn, Nerger presented him with a plaque and CCAS gavel in recognition of his service as president.

Seeing no announcements from the floor, Nerger adjourned the meeting at 1:40 PM.

Respectfully submitted,

Amber Elaine Cox

Amber Elaine Cox
Executive Director and Secretary

Council of Colleges of Arts & Sciences

Balance Sheet

As of December 31, 2018

07/08/19

Accrual Basis

| | <u>Dec 31, 18</u> |
|--|---------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10200 · Sun Trust Business Checking | 75,218.93 |
| 10400 · SunTrust Money Market Account | 100,000.00 |
| Total Checking/Savings | <u>175,218.93</u> |
| Other Current Assets | |
| 10720 · Vanguard Funds-Federal MM fund | 25,698.93 |
| 10730 · Vanguard Funds-Total Bond Mkt | 16,991.49 |
| 10740 · Vanguard Funds-Stock Mkt Indx | 103,591.70 |
| 10750 · Vanguard-Inter'l Value | 81,146.65 |
| 10760 · Vanguard-Mid Cap Index | 156,427.54 |
| 10770 · Vanguard Dividend Growth | 121,208.40 |
| 10780 · Vanguard Value Index | 108,119.12 |
| Total Other Current Assets | <u>613,183.83</u> |
| Total Current Assets | 788,402.76 |
| Fixed Assets | |
| 15000 · Furniture and Fixtures | 6,340.48 |
| 15050 · Accumulated depreciation | -6,298.86 |
| Total Fixed Assets | <u>41.62</u> |
| TOTAL ASSETS | <u><u>788,444.38</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings | 595,762.50 |
| 39003 · General Equity | 193,769.76 |
| Net Income | -1,087.88 |
| Total Equity | <u>788,444.38</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>788,444.38</u></u> |



Leadership Development & Membership, 2018-2019 Year in Review

Presented by Amber Elaine Cox, Executive Director

Leadership Development

2018 Annual Meeting, Manchester Grand Hyatt San Diego

566 paid attendees including more than 200 for the first time

- 46 States & DC
- 3 Countries: US Canada, Qatar

2018 Annual Meeting Workshops

(HERS) Women Leaders: Be Brave About Shaping Career Success, 31 attendees

Dealing with Difficult Faculty and Staff, 54 attendees

Show Me The Money: Budgeting, 44 attendees

Where's the Line? Inclusivity, Academic Freedom and the Academy, 38 attendees

Managing the Stress: Mindfulness Meditation for Deans, 14 attendees

Generating the Pipeline: Addressing Bias in Recruitment and Hiring, 17 attendees

Learning to Thrive In Between: Assistant and Associate Deans, 35 attendees

2019 Seminars for Department Chairs/Heads

February- Savannah, GA

Directors: Elizabeth Kavran, Carlos Garcia

55 attendees

July- Milwaukee, WI

Directors: Jeanne K. Hey, Paul Hankins

55 attendees

October- San Diego, CA

Directors: Sharon Nell, Abigail Tilton, Jeff Roberts

70 attendees

2019 Seminar for New Deans, July- Milwaukee, WI

Seminar Dean Faculty: Luis Falcon, Patricia Bixel, Michael Johnson, Cheryl Stevens

44 Attendees

2019 So You Want to Be a Dean (Co-hosted with ACAD), July- Milwaukee, WI

Seminar Dean Faculty: Lesley Rigg, Frank Boyd

40 Attendees

AY 2018-2019 On-campus Leadership Development Workshops for Chairs/Heads

| Institution: | Workshop Dates: | Facilitator: |
|--|------------------------|---------------------|
| University of South Dakota | August 15, 2018 | Karen Kedrowski |
| University of Wisconsin - River Falls | August 21, 2018 | Elizabeth Dunn |
| Johnson & Wales University (Providence, RI Campus) | October 30, 2018 | Jeanne Hey |
| The University of Alabama in Huntsville | January 3-4, 2019 | Nancy Gutierrez |
| Keck Graduate Institute School of Pharmacy and Health Sciences | March 19, 2019 | Jonathan Millen |
| Eastern Illinois University | May 15, 2019 | Elizabeth Dunn |
| California State University, Channel Islands | May 20-21-22 | Nancy Gutierrez |
| Skidmore College | May 31, 2019 | Jeanne Hey |
| Utah Valley University | July 29, 2019 | Julia Johnson |

Membership for 2018 – 2019 (Membership Year with Historical Data)

| MEMBERSHIP YEAR | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Very Small/Small | | | | | | |
| Members | 88 | 97 | 86 | 95 | 93 | 91 |
| Dues | \$375 | \$375 | \$400 | \$400 | \$400 | \$460 |
| Category Revenue | \$33,000 | \$36,375 | \$34,400 | \$38,000 | \$37,200 | \$41,860 |
| Medium | | | | | | |
| Members | 243 | 250 | 235 | 236 | 238 | 230 |
| Dues | \$500 | \$500 | \$550 | \$550 | \$550 | \$630 |
| Category Revenue | \$121,500 | \$125,000 | \$129,250 | \$129,800 | \$130,900 | \$144,900 |
| Large | | | | | | |
| Members | 179 | 176 | 176 | 174 | 173 | 171 |
| Dues | \$740 | \$740 | \$800 | \$800 | \$800 | \$920 |
| Category Revenue | \$132,460 | \$130,240 | \$140,800 | \$139,200 | \$138,400 | \$157,320 |
| | | | | | | |
| TOTAL MEMBERS | 510 | 523 | 497 | 505 | 504 | 492 |
| TOTAL REVENUE | \$286,960 | \$291,615 | \$304,450 | \$307,000 | \$306,500 | \$344,080 |