

Presidents' Round Table (PRT) Executive Committee Telephonic Meeting

Meeting Notes

July 22, 2008

In attendance: Ken Atwater (Membership chair); Helen Benjamin (Convener); Andrew Jones (Secretary); Thelma Scott-Skillman (Treasurer/Lakin Coordinator); Charles Taylor, (Past Convener)

Item	Outcome
Treasurer's Report	Thelma reported that on 07 10 08 received the packet from outgoing treasure, Vernon Crawley finalizing the transfer of the PRT treasury. He sent the (1) final financial summary and corresponding bank statements, (2) check in the amount of \$76,556.44 (balance of checking payable to Folsom Lake College), and (3) recent letters regarding Round Table matters. She reported that everything appeared to be in good order and that accounts were being established by her Vice President for Business Services at Folsom Lake College for the PRT.
Review of draft fiscal affairs policy and related forms	A new policy drafted by the treasurer to ensure financial integrity was approved by the committee with the exception of Section 3.0: Grant Awards. That section requires a discussion with NCBA because they have verbally agreed to serve as the fiscal agent for the PRT. The arrangement needs to be documented. The entire policy will be brought to the full PRT for approval at its October meeting. Newly developed forms for disbursement, receipts and a membership invoice were approved with recommended changes. Approved forms are attached.
Review of roles and responsibilities for Lakin administrative assistant	Because much of the work of the PRT is done by the officers, the committee decided to discontinue the work of the paid administrative assistant effective August 15, 2008. Reimbursement of \$416.67 to Sabrina Elliott for administrative services for June-08 (June invoice was submitted) was approved.
Interest bearing account and administrative fee	Agreement was reached authorizing the treasurer to place PRT funds in an interest bearing account. The treasurer will monitor workload during the year associated with maintenance of PRT's fiscal affairs for the executive board to revisit discussion of an administrative fee.
Membership related issues	The institutional fee will remain at \$500 per individual at an

<ul style="list-style-type: none"> · fee structure (individual/institutional) (who is invited to become a member) · calendar year · benefits of membership · fee collection process · list of AA CEOs to date** · connection to directory 	<p>institution. Individual membership fee for retired or affiliate members will be \$75.</p> <p>An invitation to join or continue membership will be sent annually by the membership chair to all known CEOs in the fall. Members will be notified in the fall of this year that after 2008, only those individuals who join the organization will be included in the directory.</p> <p>An updated list of current AA CEOs prepared by Thelma was shared. Ken will compare to his directory list and share the final list with the executive committee.</p>
<p>Status of PRT website</p>	<p>Andrew is working with City Colleges of Chicago to update the website.</p>
<p>Review of Lakin 2008 schedule of activities</p>	<p>The schedule to date was reviewed with changes to be made by Helen.</p>
<p>Review of PRT fall meeting schedule</p>	<p>PRT activities will begin with a joint session with mentees on Friday, October 24, and end with worship service on the following Sunday. Professional development activities will be held on Saturday, ending with a banquet on that evening. Details will continue to be worked out and the membership notified asap.</p>
<p>Screening of AAMI coordinator applications</p>	<p>Andrew will send out applications he has received for the position along with the rating sheet once the deadline has passed. He will schedule a meeting of the executive committee enhanced by Charlene Dukes and Jennifer Wimbish to review the applications and choose the person to fill the position.</p>
<p>Reception @ AACC</p>	<p>Ken Atwater has received a request from AA legislators in Phoenix to host a reception for PRT members at the AACC convention. He is working with NCBAAs reps to coordinate this activity.</p>
<p>PRT newsletter</p>	<p>Helen will develop a newsletter for the membership to be sent out by 8/15.</p>
<p>Other</p>	<p>Approval was granted to reimburse Dr. Roy Phillips a total of \$953.90 for expenses incurred for his attendance at the PRT meeting in Philadelphia.</p>

Attachments: (1) PRT Fiscal Policy; (2) membership invoice; (3) receipt form; (4) disbursement form

PRESIDENTS' ROUND TABLE

of AFRICAN-AMERICAN CEOs

National Council on Black American Affairs (NCBAA), an affiliate
of the American Association of Community Colleges (AACCC)

A Nationwide Network of African-American Leadership and Expertise



OFFICERS

Convener

Dr. Helen Benjamin
Chancellor,
Contra Costa Community
College District

Secretary

Dr. Andrew C. Jones
Vice Chancellor of
Educational Affairs,
Dallas County Community
College District

Treasurer

Dr. Thelma Scott-Skillman
President,
Folsom Lake College

Thomas Lakin Institute Coordinator

Dr. Thelma Scott-Skillman
President,
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Membership Chairperson

Dr. Kenneth H. Atwater
President,
South Mountain
Community College

NCBAA Liaison

Dr. Carolane Williams
President,
Baltimore City
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Past Conveners

Dr. Charles A. Green
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Dr. Eileen Baccus
Dr. Roy Phillips
Dr. Belle Wheelan
Dr. Jack E. Daniels, III
Dr. Janis M. Hadley
Dr. Charles Taylor

Policy – Fiscal Affairs

The intent of this policy is to balance the PRT's interest in allowing the expeditious approval of transactions with the PRT's interest in maintaining appropriate control of PRT expenditures and ensuring that the PRT is adequately represented from a legal perspective.

1.2 This policy is intended to control documents that obligate the PRT to pay money to or perform a service for another "party" (individual or vendor) regardless of whether the document is described as an agreement, contract, memorandum of understanding or other written obligation.

1.3 To expedite the execution of certain PRT transactions, authorization is given by the PRT's Executive Board to selected PRT positions to sign, on behalf of the PRT, any and all documents necessary to implement particular transactions.

2.0 Executive Board Action

2.1 Executive Board (*minimum two board members*) approval (*via email, snail mail, or fax*) is required prior to the transaction of any invoices for payment above \$500.00, unless approval is stipulated in board meeting minutes.

2.2 Invoices below \$500.00 require approval from the Executive Board Convener, unless approval is stipulated in board meeting minutes.

Section 3.0 to be revised, pending further conversation.

3.0 Grant Awards

3.1 The primary purpose of external funds should be (1) to provide resources to move the PRT's agenda forward in its focused areas.

3.2 When an application for funding has been approved or at such time that written confirmation has been received that an application for funding will be approved for a special program by a funding agent, PRT approval for implementation is required.

3.3 Since the PRT is not a 501(3) c organization, NCBAAs may serve as fiscal agent for grants for which the PRT might successfully obtain. Upon acceptance of any and all grants, the PRT must provide assurance that the NCBAAs will be held harmless to the grant/s requirements. (*Stanley Chase as NCBAAs treasurer is appropriate contact person – per conference meeting of July 15, 2008. This relationship will need to be documented with a joint memo signed by the NCBAAs chair and PRT convener.*)

4.0 Delegation of Authority

4.1 The PRT Treasurer in consultation with the PRT Convener may take an action that normally would require membership approval if expedited approval is critical. Such action shall be scheduled for ratification at the next regularly scheduled PRT Board meeting.

5.0 Authorized Signers

5.1 The PRT authorizes the individuals designated on the following "Authorized Signers List" to sign agreements and other documents binding upon the PRT without prior Board approval except for those transactions listed in Section 2.0.

5.2 Authorized Signers List (see addendum of current signers) includes the Executive Board of the PRT:

- Convener
- Secretary
- Treasurer
- Membership Chair

6.0 Procedures

6.1 All PRT funds are held in a separate account under the Folsom Lake College campus-based funds. The college's vice president of administration will process all transactions against this account authorized by the PRT Treasurer.

6.2 All invoices and backup documentation are submitted to the PRT Treasurer for review, and appropriate PRT authorization for payment. Payment will not be authorized unless supporting documentation and PRT approval are obtained by the PRT Treasurer. (See section 2.0)

6.3 Processing of invoices for payment will require 7 business days.

6.4 Processing of membership fees, fees, grants, contributions, and all other PRT revenues will be posted to the account upon receipt.

6.5 The PRT Treasurer will provide quarterly financial reports (March 30th, June 30th, September 30th, and December 30th) in writing to the PRT executive board.

6.6 Whenever possible, authorization of expenditures should be identified, approved and documented in the meeting minutes of the Executive Board meetings and the full PRT meetings.

Reviewed by: Dr. Helen Benjamin; Dr. Charles A. Taylor; Dr. Ken Atwater; Dr. Andrew Jones, Dr. Thelma Scott-Skillman

Date: July 22, 2008

Approved by: Dr. Helen Benjamin; Dr. Charles A. Taylor; Dr. Ken Atwater; Dr. Andrew Jones, Dr. Thelma Scott-Skillman

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 YES! I want to become a Member of the **PRESIDENTS' ROUND TABLE OF AFRICAN-AMERICAN CEOs.**

Name _____ Email _____ Phone _____

Title _____ Phone # _____

College/District Address _____

City/State _____ ZIP _____

Annual Membership Support Level (based on Fiscal year 7/1 – 6/30):

 Institutional Membership = \$500 (Current CEOs, including: Chancellors, Presidents, Provosts, and Vice Chancellors)

OR

 Associate Membership = \$75 (Retired CEOs: including: Former Chancellors, Presidents, Provosts, and Vice Chancellors)

 I am interested in making an endowment gift. Please contact me.

 I can help with the following volunteer tasks: Please contact me.

 Lakin Institute **Mentor** **Membership Drive** **Newsletter** **Website** **Special Events**

Every member counts. Thank you for your support!

Please mail this form and your payment to:

**Dr. Thelma Scott-Skillman, President
Attn: Presidents' Round Table Treasurer
Folsom Lake College
10 College Parkway
Folsom, CA 95630
916.608.6572
scottst@flc.losrios.edu**

The Presidents' Round Table website: <http://www.ccc.edu/roundtable>

The Presidents' Round Table is a nationwide network of Black expertise; an affiliate organization of the National Council on Black American Affairs (a 501(c) (3) nonprofit organization) of the American Association of Community Colleges.

Your contribution is tax deductible to the extent allowable by law.

Received by: _____ **Date:** _____

Membership year: _____

Payment Method: **check** **Purchase Order**

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Dr. Charles Taylor

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RECEIPT		NO.
PAYEE NAME:	Presidents' Round Table c/o Treasurer Dr. Thelma Scott-Skillman, President	
ADDRESS:	Folsom Lake College 10 College Parkway	
CITY, ST ZIP CODE:	Folsom, CA 95630 916.608.6570 or scottst@flc.losrios.edu	
DATE	DESCRIPTION	AMOUNT
	SUBTOTAL	
	____ CHECK ____ PURCHASE ORDER	
	TOTAL	
Office Use Only Received by: Date:	_____	
	<i>signature</i>	
Comments:		

Thank you for your support of the Presidents' Round Table

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