



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	November 19, 2007
Time	3:00 P.M.
Location	Administrative Conference Room

2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pate, Dr. Ty; Kocian, Bryce; Pinson, Dale; Youngblood, Pam; Collins, Leigh Ann; Rehak, Patricia; Stavinoha, Natalie; Taylor, Dr. Wayne
Absent	Jones, Dr. Dan

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	Other Items: Regulations	

4. Information Items

	Description	Date	Participants
1.	<p>Returned from Grammatical Editing:</p> <p>3.4.2 – Suggestions were made to tie better to the mission and state the mission in the narrative. Suggestions were made to include the mission in the first paragraph instead of bulleting the mission. The changes were accepted. Moved to 1. standards that need rewrite.</p> <p>3.4.9 – Changes were made based on Dr. Johnson’s advice. Changes were accepted. Examples of the early warning process are needed. The early warning process needs to be walked through in the narrative.</p> <p>3.9.2 – Links within the narrative need to be added for all items mentioned. Other changes were made to the narrative. Examples need to be added, such as, locked cabinets installed at the Sugar Land campus. Changes were accepted. Moved to standards that need source documents.</p> <p>4.2 – Changes were made to the document. Links were added where applicable. Changes were accepted. Moved to 7. ready for tech editing.</p> <p>Second Revisions:</p> <p>2.9 – All members should proof and send their suggestions to Leigh Ann. This standard will be reviewed next week.</p> <p>3.2.2.3 – If the narrative refers to another standard, there should always</p>		

	<p>be a link to that standard in the narrative. Moved to 6. standards need source documents.</p> <p>3.4.5 – Financial Services Council needs to be changed in the narrative and the committee list to Administrative Services Council. Leigh Ann will make changes to the narrative. Moved to 1. standards that need rewrite.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	All leadership team members should proof and send suggestions to Leigh Ann on 2.9.	All Leadership Team Members		
2.	Financial Services Council needs to be changed to Administrative Services Council on the committee list.			
3.				
4.				
5.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 5:40 P.M.			