



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	February 13, 2008
Time	1:00 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.	Dr. Michael Johnson's Memorandum SACS-Review Hyperlinks	

4. Information Items

	Description	Date	Participants
1.	<p>Dr. Michael Johnson's Memorandum – Ms. McCrohan explained the memorandum and the process for the submission of compliance certification materials to the SACS Commission office and to members of the off-site review committee.</p> <p>SACS – Clarification was made to documentation on 3.10.2 and 3.10.4. Bryce will ask Darlene to communicate with Pam.</p> <p>4.1 – Leigh Ann will ask Dan to send an email to Pam.</p> <p>3.4.3 – Ms. McCrohan will review.</p> <p>Leigh Ann explained that in the days left before the board meeting, there is not enough time to complete the html's. A discussion occurred over how to complete the process for board approval. Pam stated that Eric Li can step in and help with the html's.</p> <p>Ms. McCrohan suggested that the members that have finished their standards should go on the Intranet and review the final standards.</p> <p>Judy Jones was called in to explain what still needs to be completed from her department (employee handbook – forms and appendix, pages need to be renumbered, workforce spreadsheet). David Johansen will get with Debbie Popek on the workforce spreadsheet.</p> <p>Hyperlinks will be checked on Friday by a smaller group of the leadership team.</p> <p>Bryce will ask Darlene and Gus to review standards on the Intranet.</p> <p>All standards need to be completed by Thursday afternoon.</p>		

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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Bryce will ask Darlene to communicate with Pam on 3.10.2 and 3.10.4.	Bryce Kocian		
2.	Leigh Ann will ask Dan to send Pam an email regarding 4.1.	Leigh Ann Collins		
3.	Ms. McCrohan will review 3.4.3.	Ms. McCrohan		
4.	Hyperlinks will be checked on Friday.	Ms. McCrohan, Leigh Ann Collins, Natalie Stavinoha, Pat Rehak		
5.	All available leadership team members, Gus, and Darlene will review the final standards and check links.			
6.	All standards need to be completed by Thursday afternoon.			
7.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 2:20 P.M.			