



# ***Wharton County Junior College***

*911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560*

**Name of Committee:** SACS Compliance Committee

**Date of Meeting:** September 20, 2006

**Time:** 3:00 p.m.

**Chairperson:** Bryce Kocian

**Secretary:** Barbara Bubela

**Present:** Bryce Kocian; Pam Youngblood; Ty Pate; Dale Pinson; Julie Aaronson; Pam Armentrout; Barbara Bubela; Darlene Byrd; Mike Feyen; Kewi-Feng Hsu; Patricia Rehak; Dan Jones; Phil Carter; Leigh Ann Collins; Scott Glass; Judy Jones; Christine Nevarez; and Bruce Kieler.

**Absent:** Sean Reed and Frank Carey.

## **Business:**

Bryce welcomed everyone to the SACS Compliance Committee Meeting.

### **1. Questions from Task Force Members**

Bryce opened the floor to any questions from the Task Force Members. There was a discussion about the inability to open some of the sections on the SACS website.

Darlene stated that she found other schools that passed the accreditation process on our website and they were very helpful, one in particular being Southwest Texas Junior College.

### **2. Review of revisions to Standards 2.1; 2.7; 3.8.3; 3.10; and 3.10.7**

Once the reports are submitted to SACS we may be required to file a Focus Report if there are any concerns.

Kwei stated that she will put "No" in the area of compliance on Standards 3.8.3 regarding having an adequate number of support staff with experience and skills that meet the college requirements. She is in need of a professional librarian.

Julie has been working on her Standards 2.1 and her liaison is reviewing it. She will bring any comments to the committee.

Darlene has found more information on her ratio for Standards 3.10. She will submit this information to the committee.

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Pam A. made revisions to Standards 2.1 and has submitted her source documents.

**3. Review of Standards 2.5 2.7.2; 2.8; 3.2.1; 3.2.2; 3.2.2.2; 3.2.2.3; 3.2.2.4; 3.4.10; 3.5.2; 3.7.4; 3.10.2; 4.1; 4.6**

Standards 2.5 and 3.4.10 were not discussed due to Mary Austin no longer being a member of the committee.

Standards 2.7.2 was not discussed due to Frank Carey being absent.

Judy presented Standards 2.8. She stated that pages two and three are not completed. She has submitted a ticket to the Information Technology Department requesting documents.

Bruce stated that the proper way to site regulations is to put Reg. and the number using no spaces.

Pat questioned the need to put in comparisons as to what is adequate regarding full time faculty. Dr. Pate stated that he will need to bring this issue to the Leadership Committee.

Pat suggested linking various committees with the college to the document.

Judy presented Standards 3.2.1. She stated that we are in compliance. It was suggested to remove the sentence "The Board of Trustees should encourage the President to seek "formative" feedback from employees of the college."

Scott presented Standards 3.2.2.1. Scott stated that he will have a committee meeting tomorrow to discuss his report. He has received help from Dan and was appreciative. He will add the revised Mission Statement to his report. The Strategic Plan will support the Mission Statement. He will add minutes from the committee charged with the purpose and mission of the college.

Scott presented Standards 3.2.2.2. The Investment Management Plan has changed and he will add the revised plan which was approved at the August, 2006, Board meeting. It is also on the website.

Scott presented Standards 3.2.2.3. Scott will add the bylaws of the Wharton County Junior College Foundation, which have just been revised and approved. Gloria Crockett can provide this information. The Booster Club is nonexistent so any reference to it will be eliminated. Scott will meet with Philip regarding the vending machine contracts. Senior Citizens and Adult Basic Education will not be included in this section because they are funded by Grants. Mike stated that the phone service and cable service in the dorms is paid for by the students who wish to use it. The college farm lease agreement may not be in existence due to the desire to sell the property which was decided at the September, 2006, Board meeting. David Clayton can provide a signed agreement with the Fire Academy.

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Scott presented Standards 3.2.2.4. He will add a regulation regarding the legal authority being clearly defined. He will add the Mission Statement to the Wharton County Junior College Foundation section. He will delete any reference to the WCJC Booster Club since it is nonexistent.

Bryce stated that Mary Austin Newman and Rick Bush will no longer be on the SACS Compliance Committee. The Leadership Committee will approve who will take over their Standards.

Standards 3.5.2 and 4.1 were not discussed due to Rick Bush no longer being a member of the committee.

Phil presented Standards 3.7.4. He will list his regulations in the proper format. He will add Reg. 886 and 877 regarding additional safeguards such as reprimands, suspensions, dismissals of contract employees, and employee grievances. The Part-Time Faculty Handbook is not in use. The Full-Time Faculty Handbook is what is in force. Pam Y. will add his sources to the URL.

Darlene presented Standards 3.10.2. Her report will be ready to send to the Leadership Committee after she adds the hyperlinks.

Julie presented Standards 4.6. Kevin Farley and Zina Carter worked with Julie on her report. She will change the title of "Fine Arts" to "Center for the Arts." She will list the activities are targeted to viewers in our service area and surrounding areas and will site the appropriate regulation. She will also site the regulation which pertains to the proper use of college logo on advertisements and letterheads.

Bryce asked committee members to review the minutes which are posted on the SACS website and report any corrections.

The following Standards will be reviewed on Wednesday, September 27.

2.2  
2.6  
2.7.3  
3.1.1  
3.2.3  
3.2.4  
3.2.5  
3.4.1  
3.4.2  
3.4.4  
3.9.2

The meeting adjourned at 4:35 p.m.