



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	January 19, 2007
Time	9:00 A.M.
Location	Administrative Conference Room

### 2. Attendees

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

### 3. Agenda

	Topic	Owner
1.	Strategic Planning	Dan Jones
2.	Process and Timelines for SACS Compliance Documentation	
3.	Achieving the Dream - Strategy Institute	
4.		
5.		

### 4. Information Items

	Description	Owner
1.	Strategic Plan – Dr. Jones passed out a handout on the Wharton County Junior College Strategic Plan. Dr. Jones presented the Strategic Planning Council’s recommendations and the revised Strategic Plan to the Leadership Team for their consideration. He also stated the plan is subject to review.	
2.	Dr. Jones handed out a sample document of the Wharton County Junior College Institutional Effectiveness Report Card, Key Performance Indicators as of August, 2007.	
3.	Dr. Pate voiced his concerns about the procedure of annual reports. Who needs to produce an annual report (ORGS, units, etc.), what gets entered in TRAC DAT, and who should receive the reports?	

4.	Dr. Taylor asked if the strategic plan along with the report card could suffice for the annual report. These are issues that will be considered by the Leadership Team.	
5.	SACS Compliance Documentation – Betty stated the compliance report needs to be completed quickly. Patricia Rehak produced a timeline for the compliance documentation. Betty asked Dr. Pate to call the contact person at SACS to offer the name of a consultant to help coordinate the completion of the compliance documentation. Betty will assign sections to employees to get the process started.	
6.	Strategic Institute – Dr. Jones provided a handout of Wharton County Junior College – Achieving the Dream Data Analysis for the Strategy Institute. Dr. Jones handed out the First -Year Plan. Dr Jones asked for the committee members to review the plan and bring any changes to him at the next meeting.	

## 5. Action Items

	New Action Items	Owner	Due Date	Status
1.	Dr. Jones and Patricia Rehak will develop a timeline for completing the strategic planning process.	Dr. Dan Jones & Patricia Rehak	Friday, January 26, 2007	pending
2.	Each committee member is expected to review the goals and initiatives in the proposed Strategic Plan prior to the next meeting and should be prepared to discuss their findings and recommendations.	Each committee member		pending
3.	A goal of the Leadership committee is to revise the annual report system by this time next year.	Committee	Spring 2008	pending
4.				
5.				
6.				

## 6. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:15 A.M.			
2.				