



Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	May 11, 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; Pinson, Dale; Kocian, Bryce; Youngblood, Pam ; Collins, Leigh Ann; Rehak, Patricia; Taylor, Dr. Wayne; Stavinoha, Natalie
Absent	Jones, Dr. Dan

3. Agenda

	Topic	Owner
1.	SACS-Compliance-Reports on Rewrites	
2.	SACS-Follow-up Items-Substantive Change	
3.	QEP	
4.	Other Items	

4. Information Items

	Description	Date	Participants
1.	SACS-Compliance-Reports on Rewrites-Leigh Ann explained the needs for compliance for Summer 2007. The leadership team discussed Leigh Ann's recommendations. Dr. Pate's team is at the point of needing help from others to implement the procedures. Plans to revise the regulations were discussed. All board regulations will be revised by Ms. McCrohan. Ms. McCrohan stated the process in place is working for revising all other regulations. Ms. McCrohan asked that faculty members help in the regulation process. Pat suggested Pam Armentrout. The team will think about more suggestions for faculty members. Ms. McCrohan asked for a plan on the learning labs before making additional decisions. Ms. McCrohan asked Pam to research a plan for implementation to become wireless at all campuses. Ms. McCrohan asked for Robert Wolter, Scott Glass, and Kwei Hsu to find out what the current open computer labs are doing, what service they provide, and how they document the services. The leadership team agreed on Leigh Ann's plan. All changes to regulations will be forwarded to Ms. McCrohan,		
2.	SACS-Follow-up Items-Substantive Change-Dale stated that eight standards are ready for a reader. Four others will be ready		

	soon.		
3.	QEP-The QEP team has received more entries for the logo contest.		
4.	<p>Other Items-Ms. McCrohan asked for suggestions from the team for readers to start the process of reading as standards are completed. This person needs to be someone that has knowledge in this area.</p> <p>Dr. Pate asked which planning units are required to produce an annual report. Dr. Pate has reviewed the annual reports from the 43 planning units he requested to prepare a report and needs to know at what point these annual reports will become available to everyone on the intranet. Pam stated all annual reports should be sent to the web review group. Bryce stated that very few employees asked for new positions in the budget hearings. Ms. McCrohan asked Bryce to make sure he stated in his instructions for budget hearings to include any new positions being considered. The leadership team agreed to cancel the Friday, May 18th meeting due to graduation.</p> <p>Pam proposed moving the leadership team meetings to Tuesday instead of Friday. The leadership team agreed to this change. Tuesday, May 22 at 9:00 A.M. will be the first Tuesday meeting. Dr. Pate asked when he needs to inform Pam of a department splitting in two different departments? Pam will provide Dr. Pate with a list of how TracDat is currently set up so he can provide Pam with the changes.</p> <p>The leadership team agreed to change the term org to planning unit. Ms. McCrohan requested a chart that ties the budget and TracDat together.</p> <p>Pam suggested setting up a planning unit for all committees so the minutes can be posted in TracDat.</p>		
5.			

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Ms. McCrohan asked for a plan on the learning Labs.	Dr. Ty Pate		
2.	Ms. McCrohan asked Pam to research a plan for implementation to become wireless at all campuses.			
3.	Ms. McCrohan asked for Robert Wolter, Scott G and Kwei Hsu to find out what the current open labs are doing, what service they provide, and how they document the services.			
4.	All changes to regulations will be forwarded to Ms. McCrohan.			
5.	The leadership team meeting on Friday, May 18, 2007 will be canceled.			
6.	The leadership team meetings starting May 22,			

	2007 will be held on Tuesday's.			
7.	Pam will provide Dr. Pate with a list of how TracDat is currently set up so he can provide Pam with the changes.			
8.	The leadership team agreed to change the term org to planning unit.			

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:05 A.M.			