



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	July 31, 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; Youngblood, Pam; Collins, Leigh Ann; Jones, Dr. Dan; Rehak, Patricia; Dr. Wayne Taylor; Stavinoha, Natalie
Absent	Kocian, Bryce

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	FAQ's discussion	
3.		
4.		

4. Information Items

	Description	Date	Participants
1.	Website – Compliance Timeline – The leadership team reviewed the timeline. A task force for grammatical editing and stipends for the chair and other members was discussed. The chair will receive more than the other members. A special called meeting will be held for the Board of Trustees to have the first review of the SACS documentation. Leigh Ann will contact Philip Wuthrich and Scott Glass for transportation and restaurant trips for the on-site peer review on October 22-23, 2008.		
2.	4.4 – Changes were made to the document. The last paragraph needs to be deleted, with exception of the last sentence which will be revised and strengthened. Regulations will be referenced (711, 782, 781). 4.6 – The first paragraph will be revised to restate the standard and show we are in compliance. After reviewing the standard it was determined that a process needs to be implemented. Additional source documents will be added. Ms. McCrohan will revise the document. 4.7 – The first paragraph needs to be revised to show we are in		

	<p>compliance. This standard needs to state that the audit is completed annually. The second paragraph on generally accepted practices needs clarification. The conclusion is weak and the evidence needs to be spelled out.</p> <p>3.9.2 – The standard needs to be clarified on the areas limited to employees that have confidential documents. Need to clarify who has access to the confidential documents and how is it authorized to employees. Pam will look at the employee handbook and make revisions to the standard. Need to identify where all our student records are and how they are secured. Regulation 183 needs revisions. Pam and Ms. McCrohan will discuss this regulation.</p> <p>3.2.7 – No changes</p> <p>3.11.3 – A narrative or list of all off-campus locations needs to be added. The facilities committee needs to be added. A reason needs to be added on expanding the Sugar Land campus. The address needs to be deleted. The introduction needs to be tied to the mission statement. New surveys from students, faculty, and staff need to be added (focus groups). Ms. McCrohan will make the revisions.</p> <p>3.2.10 – Source documents need to be added. Make sure we have evidence that we are following Regulation 876. Need to explain the process. A source document needs to be added to prove the last sentence “Human Resources dept. tracks...”. The board minutes for the President’s evaluation need to be added.</p>		
3.	The August 21, 2007 leadership meeting has been rescheduled for Wednesday, August 22, 2007 at 9:00 A.M. The August 28, 2007 meeting is rescheduled for 2:00 P.M. Starting in September, the leadership team meetings will be held at 2:00 P.M. on Wednesdays.		
4.	QEP-Nothing		
5.	Substantive Change – Dale is meeting this afternoon. The first seven will be given to the leadership team next week.		
6.	<p>Dan explained the collaborative Title V grant between WCJC and Victoria College. Documents are needed from various areas descriptive of what we do with high schools. This documentation is needed by the end of this week. Dr. Pate and Natalie will work on documentation descriptive with faculty development. Dr. Jones needs documentation to show what we want, what we would like increased, what we currently spend and how we need more to reach the students. He also needs five years of funding history of the school which Gus Wessels can provide.</p> <p>Dr. Jones stated survey results are on the web under CCSSE.org to view. Ms. McCrohan will need to inform faculty and staff of CCSSE.</p> <p>Achieving the Dream meeting will be September 24 & 25. Four coordinators need to be assigned. Ms. McCrohan asked for four areas to be brought to the team so they can decide on personnel and stipend amount. A meeting is scheduled for the leadership team for August 1st at 9:30 A.M.</p>		

7.	SACS Website – FAQ’s – The various FAQ’s questions were reviewed and suggestions were made.		
8.	Dr. Pate reviewed the programs for the week of convocation. Michael Johnson will be at WCJC on November 19, 2007. He will meet with faculty and other campuses through ITV. Michael Johnson’s agenda will need to be set for the week of November 19 th .		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Leigh Ann will contact Philip Wuthrich and Scott Glass for transportation and restaurant Trips for the on-site peer review on Oct. 22-23, 2008.			
2.	Dr. Jones needs documentation for the Title V grant between WCJC and Victoria College.			
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5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:55 A.M.			