



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	August 22, 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; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie
Absent	Taylor, Dr. Wayne

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	SACS Website	
3.	Other Items	
4.		

4. Information Items

	Description	Date	Participants
1.	The leadership team discussed the editing of the documents. Ms. McCrohan stated she thought a person was needed for the URL listings. Art West and Linda Schilhab will work with the originator on the URL's. Leigh Ann explained that if the narrative was completed, the document should be transferred to the completed folder.		
2.	2.11.2 – The narrative has been corrected. The minutes will be added to the source documents. The Power Technology reference will be deleted. 3.2.10 – The minutes from the Board of Trustees meeting for the President's evaluation will be added. Judy Jones will send samples of the evaluations to be posted. Regulation 876 needs revisions. Judy will add a source document to show tracking of Human Resources. 3.11.3 – The focus groups survey's need to be added. Ms. McCrohan will add the off campus locations listing to the document. The off campus narrative needs to be strengthened. 3.2.13 – The memorandum of understanding needs to be presented at the next Foundation meeting on October 15, 2007. The Articles		

	<p>of Incorporation need to be scanned in the document.</p> <p>2.1 – The revised board policies 1-10 are in progress.</p> <p>2.2 – The Ethics Statements and Oaths of Office will be scanned.</p> <p>2.3 – Move to the completed folder.</p> <p>3.2.1 – Source documents need to be added. The Board of Trustee meeting minutes from August 21, 2007 need to be added.</p> <p>3.2.2.1 – Changes were made in the source documents. Ms. McCrohan will check the documentation. The last paragraph needs to be revised.</p> <p>3.2.2.4 – The Memorandum of Understanding will be provided by Ms. McCrohan. The Articles of Incorporation and the By-Laws will be scanned.</p> <p>3.2.4 – Ms. McCrohan will revise this document. The public speaking policy will be added.</p> <p>3.10.2 – The page numbers referenced in the source documents for the institutional profile for general enrollment need to be added. Darlene Byrd will review the document.</p> <p>3.10.3 – No changes</p> <p>2.4 – The mission statement in all documents need to be the same.</p> <p>3.1.1 – Changes were made in the source documents.</p> <p>4.1 – Dan will make additional revisions.</p> <p>2.6 – No changes</p> <p>3.4.12 – Dale and Dr. Pate will provide additional information.</p> <p>3.4.11 – Source documents will be added.</p> <p>3.7.4 – Check page numbers on the source documents (handbook).</p> <p>3.4.3 – Leigh Ann will consult with Karen Priesler on best practices and revise the narrative.</p> <p>3.4.8 – Need source documents.</p> <p>3.7.2 – Need to show institutional effectiveness. The faculty evaluation committee '05-'06 recommendations need to be assessed. The '07-'08 faculty evaluations need to be activated.</p> <p>2.7.4 – No changes</p> <p>4.4 – The date of the CIR meeting minutes need to be added in the source documents.</p> <p>Any revised regulations need to be placed in the proper format in the Regs_Revised Folder under Leadership burnett. These will be ready for the governance process.</p>		
3.	<p>QEP – Dan Jones has joined the committee. Meetings have been set up for questions and answers from faculty and staff. There is a conference in October for employees to attend. Pat gave a handout on the Council for the Advancement of Standards in Higher Education. These guidelines will help shape the QEP plan.</p>		
4.	<p>Discussion occurred over informing employees of the SACS overview. The PowerPoint Leigh Ann created was viewed and discussed. The Leadership team decided that it would be good to show at convocation.</p> <p>Pam stated the only area of the SACS website without information was the newsletter. Zina will handle the newsletter.</p> <p>Pam had questions for Dale over the Substantive Change process</p>		

	and how it will be incorporated with the SACS standards. By the end of August, Dale will put his documents on SACS leadership burnett under the substantive change standards folder so the team can incorporate his information into the standards. Pam requested from Dale the process of how they will send the substantive change electronically. Leigh Ann will revise the timeline to include the substantive change information.		
5.			
6.			

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	By the end of August, Dale will put his documents on SACS leadership burnett under the substantive change standards folder so the team can incorporate his information into the standards.	Dale Pinson	August 31, 2007	
2.				
3.				
4.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 12:40 P.M.			