



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	September 5, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

### 2. Attendees

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

### 3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	Other Items Discuss Special Called Meeting of Leadership – Achieving the Dream – Friday, September 14, 2007	
3.		
4.		

### 4. Information Items

	Description	Date	Participants
1.	<p>3.5.3 – Moved to completed folder</p> <p>4.5 – Moved to completed folder</p> <p>Deanna asked the team to clarify if the revised regulations would be sent back to the originator for review after the revisions were made. The team decided that the regulations would not be sent back to the originator, they would go through the governance process. She will pass this information to Ms. McCrohan.</p> <p>3.5.2 – Pam will check this standard.</p> <p>3.4.7 – Moved to completed folder</p> <p>3.2.7 – Need organizational chart from Judy Jones. Dale stated the org chart doesn't include detail of Distance Education. Dr. Pate suggested bringing the subject of the org chart up when Ms. McCrohan was present. He also suggested bringing in Judy Jones on the discussion. Dr. Pate stated this standard will not be complete until a decision is made on the org charts.</p> <p>3.2.4 – Moved to completed folder</p> <p>3.2.6 – Moved to completed folder</p>		

	<p>3.4.1 – Corrections were made to the document then moved to the completed folder.</p> <p>3.4.6 – Pam will check the procedure in the registrars’ office.</p> <p>3.8.3 – A statement was added to the first sentence. The last paragraph was deleted and a new concluding paragraph was added. The standard will be sent back to Kwei Hsu for clarification and a rewrite to the third to the last paragraph.</p> <p>3.2.9 – Moved to completed folder</p> <p>3.2.12 – Moved to completed folder</p> <p>3.11.3 – Moved to completed folder</p> <p>3.2.2.1 – Moved to completed folder</p> <p>3.2.11 – A discussion pursued over source documents that would prove the President is over Athletics and actively involved. The source document minutes with the SVPI and the Athletic Director was deleted. Need to add the org chart and the President’s job description. Moved to completed folder</p> <p>Pam questioned who will be checking the source documents of the standards moved to the completed folder. Leigh Ann asked Pam for suggestions. Leigh Ann will follow-up with the Vice President’s and the President to check their documents.</p>		
2.	<p>A meeting has been set for Friday, September 14, 2007 at 10:00 for Achieving the Dream. Dr. Jones stated the team needed to discuss items before Charlotte and Ed’s visit. He also stated that a group from the National Achieve the Dream will be on site November 15, 2007. Someone will need to inform Dr. Taylor of the meeting since they specifically asked to visit with him.</p> <p>Leigh Ann stated all standards according to the timeline will go to the editing team on September 15, 2007. The team decided a portion of the standards would be presented since all standards would not be complete.</p> <p>Dale explained changes made to standards placed in the substantive change folder. Seven more standards will be added.</p> <p>Dale also stated that no narrative changes needed to be made to the SACS standards from the leadership team.</p>		

## 7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Deanna will explain the revised regulation process to Ms. McCrohan.	Deanna Feyen		
2.	Pam will check standard 3.5.2.	Pam Youngblood		
3.	Pam will check the procedure in the registrars’ office on standard 3.4.6.	Pam Youngblood		
4.	Standard 3.8.3 will be sent back to Kwei Hsu for rewrite.			
5.	Leigh Ann will follow-up with the Vice-Presidents and the President to check their	VP’s & President		

	standards for source documents.			
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**5. Adjournment**

		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
1.	The meeting adjourned at 3:55 P.M.			