



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	September 19, 2007
Time	2:00 P.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; Stavinoha, Natalie; Taylor, Dr. Wayne
Absent	Jones, Dr. Dan; Rehak, Patricia

### 3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.		

### 4. Information Items

	Description	Date	Participants
1.	The minutes were reviewed. Ms. McCrohan reviewed the action items from the minutes.		
2.	<p>2.11.1 – Pat had a question regarding if the budget preparation process is documented and should this be attached as a source document. Documentation, such as, budget hearing minutes and Executive Cabinet minutes should be attached. An example of a departments budget justification from the budget requests should be attached. Moved to SACS folder.</p> <p>3.4.4 – The first and second paragraph needs to be linked together. Bonnie Cantrell’s file on catalog changes need to be reviewed for source documentation. Pam produced a letter from Albert Barnes stating a Physical Education credit is given to students previously in the military. If this is still being adhered to then the standard and the catalog needs to reflect this. Dr. Pate will research this area and make any needed changes to the standard. Moved to SACS folder.</p> <p>3.4.12 – Various changes were made to this standard. Need to add best practices, CCSSE, etc. Leigh Ann will ask Dan to help with this standard. Each point in the standard needs to be clarified. The introduction needs to be revised. Moved to SACS folder.</p> <p>3.7.2. – Discussions pursued over effectiveness and examples of a</p>		

	<p>faculty member going through the evaluation process and placed on remediation. Dale has an example in his area to be used as a source document. Dr. Pate will check on some examples. Moved to SACS folder.</p> <p>3.10.4 – Ms. McCrohan stated the opening paragraph leads the reader to believe the standard is solely about the budget. The opening paragraph will be expanded to include budget planning, budget control, and investment management controls and plan. Also, include grant control and risk management. Budget justification source documents will be added to justify paragraph two. Budget schedule and minutes will be added to the source documents. Internal controls need to be addressed in the standard. Need to attach the VP of Financial Services job description. Need to document the purchase order bid process. Need to add the Banner tutorial to the source documents.</p> <p>3.10.5 – Moved to completed folder.</p> <p>3.12.1 – Discussion occurred over the Bay City campus and whether we are in compliance. Dr. Pate stated we need to send a letter to Dr. Michael Johnson getting clarification on this issue. Ms. McCrohan and Dr. Pate will meet to discuss the Bay City campus. Moved SACS folder.</p>		
3.	<p>Regulations – Ms. McCrohan clarified what regulations were sent to the Extended Cabinet and the President’s Cabinet and reiterated that the ones sent to the President’s Cabinet are not to be sent to anyone else at this time. She also stated that some of the edited regulations do not have all the changes which presents problems. A discussion pursued over the format of the regulation changes. Ms. McCrohan will show the recommended format to the Board of Trustees for their approval. The new format is to strikethrough and type changes in red. Deanna will check on a color scanner for the President’s office. Regulation 112 will require changes (procedural change). Line numbers will need to be added to all proposed changed regulations.</p>		
4.	<p>Committees – A timeline is needed to complete the list. Dan suggested combining two of his committees. Pam wants to combine two of her committees. Changes were made to the committee list. One more review will be needed and a timeline of next week was set.</p>		
5.	<p>A time was set for Sharon Prince to present her learning lab proposal – Friday, September 21, 2:00 P.M. A discussion pursued over asking Sharon Prince to take the coordinator position on learning labs. Dr. Pate stated it could create more problems in the English department by taking her away from that department.</p>		
6.	<p>Dr. Pate stated his concerns over Regulation 001 in the board packet. He felt it was confusing, listing the mission and purpose twice in the document. Ms. McCrohan explained that the first mission was from the education code legal version, and the second mission was from our institutions mission. Ms. McCrohan asked for some suggestions from Dr. Pate.</p>		

### 7. Action Items

	<b>New Action Items</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
1.	Dr. Pate will research this area and make any needed changes to the standard – 3.4.4.	Dr. Pate		
2.	Ms. McCrohan and Dr. Pate will meet to discuss the Bay City campus.	Ms. McCrohan & Dr. Pate		
3.	Ms. McCrohan will show the recommended format to the Board of Trustees for their approval.	Ms. McCrohan		
4.	Dr. Pate will check on some examples of the evaluation and remediation process – 3.7.2.	Dr. Pate		
5.	Dale will provide an example of the evaluation and remediation process – 3.7.2.	Dale Pinson		

### 5. Adjournment

		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
1.	The meeting adjourned at 5:55 P.M.			