



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	September 26, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	Other Items: Dr. Johnson's visit Committees Annual Reports	

4. Information Items

	Description	Date	Participants
1.	<p>3.2.11 – Editing changes were made to this standard. Moved to the completed folder.</p> <p>2.11.1 – Source documents were attached. Moved to the completed folder.</p> <p>3.10.5 – Changes were made to the narrative. Job descriptions need to be attached, such as, Accounting Clerk III. Other examples of internal controls need to be added. Need to add other Banner security controls. Pam will provide Bryce with these controls.</p> <p>3.3.1 – Changes were made to the narrative. Dan will be asked if the SENSE survey should be added to the source documents. Moved to the completed folder.</p> <p>Returned from Editing Folder:</p> <p>3.2.3 – Discussion occurred over whether or not editors are looking at the fonts and style. Leigh Ann will call Pam Armentrout. Discussions also occurred over the source document request document and who will edit the source document style on the SACS Source Documents on the Intranet. It was decided that the SACS Source Documents list will be sent to the editors for editing.</p>		

	<p>Moved to Ready for Tech Editing folder. Pam's technical editor will call when the source documents are needed.</p> <p>3.2.5 – Moved to Ready for Tech Editing folder.</p> <p>3.2.7 – Moved to Ready for Tech Editing folder.</p> <p>3.2.9 – Ms. McCrohan's name was added to the member table. Ms. McCrohan will check on evidence to show the policy is being followed. Moved to Ready for Tech Editing folder.</p> <p>SACS folder:</p> <p>3.9.3 – The narrative needs to be written as the job description states. The narrative needs to be consistent and clear between the various jobs. Changes were made to the narrative. Natalie will make additional revisions to the document. The LEAD program needs to be added to the narrative. Each area needs to show how we are evaluating services in each area (GCARE survey).</p>		
2.	Dr. Johnson's visit: Deanna will set up a calendar for the date of his visit (November 19). Ms. McCrohan will meet with Dr. Pate to discuss the meeting. All information requested by Dr. Johnson needs to be mailed two weeks prior to his visit. Ms. McCrohan asked if everyone would make faculty council aware of the SACS site on the WCJC website.		
3.	The meeting for the next Leadership Team meeting was rescheduled for Tuesday, October 2, 2007 at 2:00 p.m.		
4.	Committees – Changes were made to the committee list. A letter will be sent to each committee to state their charge. All charges were reviewed on the standing committees. Bryce will review the Financial Aid Appeals committee. A financial aid committee was formed and the members were created along with the charge of the committee. The Instructional Assessment Committee charge needs to be revised.		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Deanna will set up a calendar for the date of Dr. Johnson's visit.	Deanna Feyen		
2.	All information requested by Dr. Johnson needs to be mailed two weeks prior to his visit.			
3.	Bryce will review the Financial Aid Appeals committee.	Bryce Kocian		
4.	Natalie will make changes to the 3.9.3 standard.	Natalie Stavinoha		
5.	Natalie will make final changes to the committee list.	Natalie Stavinoha		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 5:50 P.M.			

