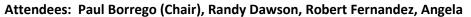


## SACS REAFFIRMATION 2016 - AGENDA / MEETING

Functional Team: Administrative Meeting Date: Tuesday, March 18



McPherson Williams, Pamela Ray

Absent: Lacy Hampton (Co-Chair), Erick Akins, Grace Zapata



ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1		Review assigned roles, making sure everyone understands their responsibilities	Chair, Paul Borrego, and Co-Chair, Lacy Hampton reviewed the assignments from our last meeting.	
2		Review your principles, get a feel for what you are dealing with	Each sub-committee member is to review these materials and learn more about the Financial Resources and Facilities areas. Please look at the resources and previously submitted documents.	
3		Identify principles that may be of concern	Our goal is to provide documentation that will support SACSCOC re-accreditation.	-The sub-committee is concerned about getting budget information because most of it can only be accessed by contacting District Offices.  -We are concerned about finding the appropriate resources to find the answers to the questions.
4		Assign team members to specific principles	Robert CS 3.3.1.2 Admin. Support Outcomes p. 51 Paul	The sub-committee continues to work on their individual projects.

		CS 2.11.1 Financial Resources p. 12  Angie CS 3.10.1 Financial Stability p. 80  Randy CR 2.11.2 Physical Resources p. 30  Pamela CS 3.10.3 Control of Finances p. 82  Lacy CS 3.11.3 Physical Facilities p. 30  Grace CS 10.2 Financial Aid Audit p. 81  Eric CS 3.10.4 Control of Sponsored Funds p. 82	
5	Make sure all team members review Phase 1 narrative responses for their assigned principles		Questions and discussion regarding clarification/definition of the Administrative Support Services Unit.  We do have 5 and 10 year data to review and update.
6	Develop a meeting schedule through the rest of the semester	Standard Meeting Times-Every Tuesday at 2:30 pm  Future Meetings will be in the VPCS Conference	The conference room will be available each week to work, get feedback, ask questions.  Please contact Paul and Lacy if you are unable to attend a meeting.

		Room in SLC 306	
7	Report meeting minutes on standardized agenda/minutes template and send to Rhonda	Angie Mac will report meeting minutes and email to Rhonda Johnson.	
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Submitted by Angela McPherson Williams, Recorder