



**A L A M O
C O L L E G E S**

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016 - AGENDA / MEETING

Functional Team: Administrative

Meeting Date: Tuesday, February 18

Attendees: Paul Borrego (Chair), Lacy Hampton (Co-Chair), Randy Dawson, Erick Akins, Robert Fernandez, Angela McPherson Williams Grace Zapata

Absent: Pamela Ray (attending a conference in DC)



*Southern Association of Colleges and Schools
Commission on Colleges*

ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1		Review assigned roles, making sure everyone understands their responsibilities	Chair, Paul Borrego, reviewed the details from our previous meeting for the benefit of those who were unable to attend. Lacy Hampton provided an overview of facilities to increase knowledge of our responsibilities.	Everyone understands their roles.
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.	-The committee shared resources and Paul showed us additional resources on the SPC website.
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.	

			<p>51</p> <p>Paul CS 2.11.1 Financial Resources p. 12</p> <p>Angie CS 3.10.1 Financial Stability p. 80</p> <p>Randy CR 2.11.2 Physical Resources p. 30</p> <p>Pamela CS 3.10.3 Control of Finances p. 82</p> <p>Lacy CS 3.11.3 Physical Facilities p. 30</p> <p>Grace CS 10.2 Financial Aid Audit p. 81</p> <p>Eric CS 3.10.4 Control of Sponsored Funds p. 82</p>	
5		Make sure all team members review Phase 1 narrative responses for their assigned principles	<p>Review Phase 1 narrative for your principle. Angie will email this question to Paul and Lacy to be forwarded to Karen Sides. Draft due on Tuesday, Feb. 25th</p>	<p>Questions and discussion regarding clarification/definition of the Administrative Support Services Unit.</p> <p>We do have 5 and 10 year data to review and update.</p>
6		Develop a meeting schedule through the rest	Standard Meeting Times-Every Tuesday at 2:30 pm	<p>The conference will be available each week to work, get feedback, ask questions. Please contact Paul and Lacy if you are</p>

		of the semester	Future Meetings will be in the VPCS Conference Room in SLC 306	unable to attend a meeting.
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