



**ALAMO
COLLEGES**

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016 - AGENDA / MEETING

Functional Team: Administrative

Meeting Date: Tuesday, March 18

Attendees: Paul Borrego (Chair), Randy Dawson, Robert Fernandez, Angela

McPherson Williams, Pamela Ray

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



*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, 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.

			<p>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>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 of the semester	<p>Standard Meeting Times-Every Tuesday at 2:30 pm</p> <p>Future Meetings will be in the VPCS Conference</p>	<p>The conference room will be available each week to work, get feedback, ask questions.</p> <p>Please contact Paul and Lacy if you are unable to attend a meeting.</p>

			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