



**ALAMO  
COLLEGES**

ST. PHILIP'S COLLEGE

**SACS REAFFIRMATION 2016 - AGENDA / MEETING**

**Functional Team: Administrative**

**Meeting Date: Tuesday, April 15, 2014**

**Attendees: Paul Borrego (Chair), Randy Dawson, Lacy Hampton (Co-Chair),  
Pamela Ray {Notes taken by Pamela Ray}**

**Absent: Robert Fernandez, Angela McPherson Williams, 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 reviewed templates of other sample reports and assigned tasks for completing of drafts due by the end of this month. Templates shared from Palo Alto and Collin County Community College.  VP Hampton shared copy of TAPE application for team to review and use language to support SACS narrative document.	An email arrived from Ms. Sonya Valdez with information SACS principle ready for review. Mr. Borrego discussed upcoming review of CS 3.3.1 assigned narrative to Mr. Fernandez that is due April 18 <sup>th</sup> . Mr. Borrego will send a reminder text and email to go out by Mr. Borrego to Mr. Fernandez.
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	<p>Robert CS 3.3.1.2 Admin. Support Outcomes 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>	The sub-committee continues to work on their individual projects.
5	Make sure all team members review Phase 1 narrative responses for their assigned principles	<p>Timeline:</p> <p>April 18<sup>th</sup> –Submit draft of written narrative of Principle CS 3.3.1 (R. Fernandez)</p> <p>April 22<sup>nd</sup> – WEAVE Training, SLC 313</p> <p>April 28<sup>th</sup> – Submit draft of written</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>

			narratives of remaining principles (P. Borrego, P. Ray, L. Hampton, R. Dawson, A. McPherson and G. Zapata)	
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 Room in SLC 306	The conference room will be available each week to work, get feedback, ask questions. <b>Please contact Paul and Lacy if you are unable to attend a meeting.</b>
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