

SACS LEADERSHIP TEAM MEETING
Monday, October 20, 2008
2:30 p.m.
Westmoreland Penn-Virginia Boardroom
Dalton Cantrell Hall

Leadership Team Members Present

Kyle Scanlan
Rick Campbell
Richard Phillips
Chris Allgyer
Debbie Kindle
Sharon Fisher
Terry Suarez
Steven Sheeley

SUMMARY OF QUESTIONS TO DR SHEELEY

The SACS Leadership Team met with Dr. Steven Sheeley on Monday, October 20, 2008, to explore issues, questions, and topics of interesting relating to the reaffirmation process, to discuss specific aspects of the Certification of Compliance, to discuss the Quality Enhancement Plan, and to answer questions relating to the timing and components of the peer review process.

Below is a brief summary of the meeting, as well as, items Dr. Sheeley brought to the attention of team members:

- Dr. Sheeley emphasized the need for all deadlines to be met.
- Dr. Sheeley indicated the need to appoint a Logistics/Hospitality Committee for the Visiting Team. This committee would be to take care of the needs of the Visiting Committee.

List of suggestions and possible needs of the Visiting Committee:

- List of Suggested Restaurants
- Have Laptops available and send email so you know what programs visiting committee members have available to them.
- No Gift Baskets – make any gifts small and of a local flavor – that is easily carried on to a plane.
- Find out about any dietary needs.
- Ask about technology needs.
- Ask about any mobility needs.
- Have an MECC IT person available at the hotel and on-campus.
- Provide a laser printer at the hotel and at the college.
- Get a block of 10 rooms at hotel.
- Make sure the visiting team has internet access
- Make sure the visiting team has a small conference room at the hotel to work in.

SACS Leadership Team Meeting

Page 2

October 20, 2008

- Do Name tags for the visiting team with flash drives attached. Put phone numbers of people at the college on the back on the name tags for the convenience of the visiting team.

Dr. Sheeley informed the Leadership Team that there was a set fee of \$12,500 for the off-site team.

EXIT INTERVIEW

The visiting team exit interview will be done on Wednesday afternoon or Thursday morning and will take about ½ hour.

QUESTIONS

Dr. Suarez asked about budget and funding concerns for the coming fiscal year and if MECC should address or talk of adequate resources in the reaffirmation process.

Dr. Sheeley indicated that it should not be left out because the visiting committee will ask about it.

ADJOURNMENT

There being no further business the meeting adjourned at 3:30 p.m.