

SACS LEADERSHIP TEAM MEETING

Thursday, December 13, 2007

2:00 p.m.

Godwin Hall, Room 130

Meeting Summary

Team Members Present:

Dr. Terry Suarez, President

Ms. Patti Cantrell

Dr. Sharon Fisher

Dr. Richard Phillips

Ms. Debbie Kindle

Mr. Chris Allgyer

EXPANSION OF LEADERSHIP TEAM

Mr. Rick Campbell and Ms. Donna Stanley were added to the Leadership Team

ORIENTATION TRIP TO ATLANTA

No changes were made to the list of those attending the Orientation meeting in Atlanta on January 27 and 28. The list includes: Dr. Terry Suarez, Dr. Richard Phillips, Dr. Sharon Fisher, Ms. Patti Cantrell, and Mr. Chris Allgyer.

HIGHLIGHTS

Dr. Fisher reviewed a handout from the SACS Annual Meeting about the compliance certification process. **(SEE ATTACHMENT NUMBER ONE)**

A substantive change is a significant modification or expansion in nature and scope. A letter will be sent to Dr. Belle Wheelan and her staff to clarify if recent changes meet the 'substantive' level.

The Institutional Summary Form document was reviewed and will be submitted by December 17. **(SEE ATTACHMENT NUMBER TWO)**

Other Items:

- A calendar for the process will be established.
- Writing of guide for certification document.
- Compliance Certification Coordinator - Dr. Fisher will serve as the Liaison for the certification team and Rick Campbell will serve as tech support.
- The intranet will be used for working on the certification document.

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The intranet can be accessed at www.MECC.edu/SACS. You will use your individual user ID and password. Documents will be created and moved to the web site. In addition, team members should create folders and when necessary scan the appropriate documents to be placed on the web site. When the web site is workable Sharon will let us know and will submit a list of administrators that will have access. Primary users will include: President's Staff, Vice President of Academic and Student Services Staff, Vice President of Financial and Administrative Services Staff. Also, added were Rick Campbell, Joe Young, and Pam Conley.

Kevin Lee and Sharon Fisher will be the official contacts for information on retention data and other statistical information.

MECC should be ready to hold a certification team meeting by February, 2008. Leadership team members will begin work on the compliance documents for their respective areas.

ADJOURNMENT

There being no further business the meeting adjourned at 3:00 p.m.

Deborah Kindle, Recorder

