

SACS Administrative Leadership Committee

Meeting Minutes

September 6, 2018

The Meeting was called to order by Dr. Derina Holtzhausen at 1:03 a.m.

Present: Dr. Derina Holtzhausen, Dr. Joe Nordgren, Dr. Theresa Hefner-Babb, Shannon Copeland, Marco Born

Notified Absences: Catherine Benson

Motion was made by Marco Born to accept minutes from July 7th meeting, and seconded by Shannon Copeland. Minutes were approved and submitted for filing.

It was noted that agenda will stay the same for the course of the meetings.

- Draft of Section 5.1 dated 08/25/2018 was handed out by Joe Nordgren. It was noted that we must present a statement of Organizational Structure of the Institution.
Questions for the committee:
 1. Do we have a job description for the CEO of the institution? Is it accessible online? It is possible job description is available through TSUS system.
 2. Other than the Faculty Handbook is there any place the organizational structure of the institution is listed through director?
- Draft of Section 5.2A was handed out. Will need to include supporting documents.
- Workable draft of Section 5.2B was handed out. Athletic Director will need to provide organizational structure and include as evidence/documentation.
- Athletics Control is in progress
- Fundraising Control is in progress
- SACSCOC Compliance Report Template is in share drive. Please submit complete reports to Dr. Nordgren for editing. They will then be considered finished drafts, waiting for supporting evidence to be included. Please submit in a word document, not on template.
- At previous Dean's Council, asked Deans for college structure. Still waiting on Arts & Sciences, Business, Honors College, and Library.
- What is done with electronic CV's? Send to committee, they will go in to Compliance Assist as supporting documents.

- Dr. Hefner-Babb will create CV template.
- Reaffirmation Report Timeline dated 08/29/2018 was handed out by Dr. Hefner-Babb.
- New Business
None at this time.

Meeting was adjourned at 11:45pm. Next meeting will be October 4, 2018.

Respectfully submitted,
Karen Kessinger