

SACS
Financial & Physical Resources Committee
10 year Reaffirmation
August 21st, 2017

Attendees: Craig Ness, Twila Baker, Cathy Benson, Kumer Das, Jamie Larson, Joanna Sheppard, Theresa Hefner-Babb, Hector Flores, Diane Thibodeaux, Katherine Miller and Michael Ruland

Meeting Began: 10:30am

Financial Stability/Control of Finances

Craig Ness

Jamie Larson

Ex officio – Twila Baker

Documents related to Finance: bring in someone from IT who handles the student financial systems and financial aid and discuss security.

Control of Sponsored Research

Kumer Das

Gail Davis

Title IV

Katrina Brent

Joanna Shepherd

Ex officio – Twila Baker

It's critical we address issues from our last audit (mention findings, even if they've been resolved)

Physical Resources

Katherine Miller

Diane Thibodeaux

Michael Ruland

Physical Resources

Diane Thibodeaux

Hector Flores

The two Physical Resources committees need to meet as one group and assemble a single document and then separate into two.

Institutional Environment

Ashley Scott

Catherine Benson

Hector Flores

Each group needs to meet by Monday, October 2nd to assign tasks.

If anyone needs resources, please let Craig know.

There will be a share folder setup that will house all documents. Committee members will need to post minutes/notes from every meeting and place working drafts in the share folder. When working on drafts, rename files instead of replacing them.

Mr. Ness' office will e-mail the following items to committee members:

1. Worksheet with names
2. Timeline
3. Copy of previous submissions

Twila will forward list of supporting documentation needed.

UPDATED TIMELINE:

- February 28th, 2018: drafts due to Craig Ness for review and editing. Also send to Rachel Juneau.
- March 30th, 2018: final drafts are due to SACS office/Theresa Hefner-Babb
- April, 2018: Teresa will send drafts to Dr. Loges, English Professor, who will edit and make language uniform and consistent. Craig requests that he is copied on all correspondence with Dr. Loges.
- September 10th, 2018: Theresa's deadline to submit final documents to SACS.

Committee will meet every 6 weeks until the end of December, then will meet every 4 weeks January through March. Then will meet in working groups to finalize documents.

Adjourned: 11:00 am

Minutes will be posted on the SACS website.