

SACS
Financial & Physical Resources Committee
10 year Reaffirmation
February 26th, 2018

Attendees: Craig Ness, Twila Baker, Kumer Das, Jamie Larson, Joanna Sheppard, Hector Flores, Diane Thibodeaux, Theresa Hefner-Babb, Ashley Scott, Katrina Brent, Joe Nordgren and Michael Ruland

Meeting Began: 2:30 pm

Financial Stability/Control of Finances

Craig Ness

Jamie Larson

Control of Sponsored Research

Kumer Das

Twila Baker

Title IV

Katrina Brent

Joanna Sheppard

Physical Resources

Katherine Miller

Diane Thibodeaux

Michael Ruland

Hector Flores

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

Institutional Environment

Ashley Scott

Catherine Benson

Hector Flores

Theresa Hefner-Babb's Update:

Committee was asked to review the *Section 13. Financial and Physical Resources* packet, which included notes, questions and samples. Since there are a new set of standards, use the crosswalk (old standards to new standards) as a guide.

Complete an audit of what documentation and information you have readily available and what is needed. Get the audit out of the way to allow time to gather everything needed. Audit reports are due April 9th. These audits should show what has been done and what still needs to be done. Locate documentation such as policies, practices and procedures, which need to be up-to date.

We need to show that we've reviewed all our policies and any procedures we follow need to be in writing. What's in writing should match our webpages.

After the audits are complete, start working on the drafts so these individuals can review:

1. Craig Ness
2. Theresa Hefner-Babb
3. Joe Nordgren
4. Editor

The previous report is on the SACS share drive. IT will be setting it up if you don't already have access to it. Craig Ness said that you should be able to see the mapping on your computer. Let Rachel know if you've been mapped to it or not. The share drive will be used as a backup for the information, to see what's been uploaded and to view the old report.

It's a good idea to have outside readers to view materials.

Since there will be multiple people reading the report, don't use many abbreviations or unfamiliar language. For example, if you use TSUS, write out Texas State University System every couple of pages.

The subcommittees should start working together on the audit reports and will meet with Mr. Ness during the first week of April to discuss.

Look at committee structure and make sure names and titles are correct. Rachel will send the list of names and titles of committee members to Theresa.

The next SACS Leadership Meeting will be towards the end of April.

Our next meeting will be the week of April 9th.

For now, the committee will meet every other month, but in the fall will meet every month.

Adjourned: 3:00 pm

Minutes will be posted on the SACS website.